

Tentative Agreement between the Board of Education & CFT

March 30, 2022

Bold, Underlined Text = new language

Strikethrough = deleted language

Italics = note only; not for inclusion in CBA

Page and section numbers will change when the final contract is printed.

Vacancy Posting Time

Article V.A (p. 5)

7. Notification of Vacancies

- a. The Board shall post notice of all positions for the regular school term which are available, either through creation or vacancy. A vacancy shall be defined as any position that is currently unfilled.
- b. The primary location of all Job Postings shall be the Unit #4 Web Site. Notices of all job vacancies will be disseminated through District email to all principals, attendance center managers, the CFT union president and the CESP union president. Notices of vacancies will be posted for a minimum of ~~five (5)~~ **three (3)** business days prior to the scheduled interviews. Such notices shall state job title, date of filing, procedure for application, and the minimum job requirements or the job description.
- c. Any teacher who meets the specific requirements for a job opportunity and desires to be considered for such vacancy shall apply online (unless otherwise indicated in the posting) within the time limits set forth in the posting notice
- d. The Board shall post anticipated teacher employment opportunities in summer school and adult evening school at least sixty (60) days before the commencement of summer or adult evening school.

Superintendent/Teacher Advisory Council

Article V (p. 5, Insert New Section as #6 & Re-Number)

Superintendent/Teacher Advisory Council - Beginning in the 2021-2022 school year, the Superintendent shall convene a teacher advisory council to address ways to improve educational outcomes for students. The council will examine a variety of options including curriculum and instruction, additional social and emotional learning resources, standardized testing, substitutes, supervision, staffing needs, and transportation and other logistics. This input shall be used by the Superintendent to inform decisions.

Virtual PDH Opportunities

Article V.A.17 (p. 10)

17. Professional Development Hours

The District shall continue to offer professional development and training in accordance with the Illinois State Board of Education's guidance for professional development providers. The District will offer each teacher at least the number of Professional Development Hours (PDH) each year that is one-fifth (1/5) the number required to renew the teacher's license. These PDHs will be offered during the teacher's regular work schedule.

In addition to the minimum number of PDHs described above, the District will offer additional PDH opportunities for teachers each year, **some of these opportunities will be offered virtually and some will be offered in person.**

CFT Access to Employee Info & FOIA Requests

Article V.B.14 (p. 12)

~~14. Names and Addresses of New Teachers—Names and addresses of newly hired teachers shall be provided to the CFT five (5) days prior to the teacher orientation and on a quarterly basis thereafter.~~

14. CFT Access to Information and Employees - The Board will provide to the CFT a complete list of the following information for all employees in the bargaining unit. This information will be provided to CFT on the second Monday of every month.

- name
- address
- job title
- date of hire
- worksite location
- employee identification number (if available)
- work telephone number
- work email address
- personal home or cellular phone number (if available)
- personal email address (if available)

This list should be provided in Excel format and sent to the following people:

- Local Treasurer
- IFT Professional Support Staff

17. FOIA Requests for Union Information - If the Board receives a FOIA request asking for CFT bargaining unit member's personal information, the Board will notify the CFT and may not release employee personal information as defined in the Act.

Wednesday Early Outs

Article VI.J (p. 15, Insert New Section & Re-Letter)

- 1. Beginning with the 2022-2023 school year, each elementary and middle school (except CECC) shall release students 2 hours early one Wednesday per month. Wednesday "Late Start" days at the high schools shall be eliminated and replaced with twice per month "Early Out" Wednesdays where students are released 2 hours early.**
- 2. The Lunch/Recess block shall not be reduced on early out days. All other blocks of time on the daily schedule at each building shall be reduced proportionally (including Specials/Teacher Prep) to allow for the early release.**
- 3. This "Early Out" shall be used for professional development activities that are relevant and that focus on improving student achievement (especially students of color, students with disabilities, and multilingual learners), equity initiatives, and other important priorities identified in the District's Strategic Plan.**
- 4. The Superintendent will work with a collaborative team of teachers and administrators to develop a specific schedule and messaging regarding the PD time for the year so everyone understands its purpose, benefits, and responsiveness to the needs of our staff. There will be equal numbers of Administrators and CFT-appointed members serving on this committee.**

Faculty Meetings

Article VI.W (p. 19)

No required faculty meeting shall last more than sixty (60) minutes. Required faculty meetings shall occur on the first and third ~~Mondays~~ **Wednesdays** of each month, unless a holiday falls on one of those dates. In such an instance, the faculty meeting shall be held on the first ~~Monday~~ **another** instructional day of that week **as identified on the** ~~calendar~~. ~~The District shall publish an official calendar of faculty meeting dates~~ **published** and distributed ~~it~~ to teachers annually.

Note: Faculty meetings will switch to Wednesday from Monday beginning in SY23. Moving them to Wednesday will allow for 3 hours of continuous professional development for staff on Early Out Wednesdays.

Kindergarten Class Size

ARTICLE VI.Y (p. 19)

Y. Kindergarten Class Size

~~Effective with the start of Spring semester of the 2018-2019 school year, when a kindergarten class roster exceeds twenty-four (24) students for thirty (30) consecutive school days or thirty (30) days in a semester, the teacher of that class will be provided a Licensed Substitute Teacher (preferably assigned as a long term substitute) or Teacher Aide (TA) until the number of students falls below the class size limit.~~

~~Effective with the start of 2019-2020 school year, when a kindergarten class roster exceeds twenty three (23) students for thirty (30) consecutive school days or thirty (30) days in a semester, the teacher of that class will be provided a Licensed Substitute Teacher (preferably assigned as a long term substitute) or Teacher Aide (TA) until the number of students falls below the class size limit.~~

~~Effective with the start of the 2020-2021 school year,~~ **After the first four (4) weeks of school,** ~~when a kindergarten class roster exceeds twenty-two (22) students for thirty (30)~~ **ten (10)** ~~consecutive school days or thirty (30) days in a semester, the teacher of that class will be provided a Licensed Substitute Teacher (preferably assigned as a long term substitute) or Teacher Aide (TA) until the number of students falls below the class size limit.~~

Maternity/Paternity/Child-Rearing Leaves

Note: The following language will replace Article VII.I in its entirety.

ARTICLE VII.I (pp. 23-24)

I. Maternity/Paternity/Child-Rearing Leaves of Absence

Non-Tenured Teachers

- a. Requests for leave should be made with the Principal and Human Resources.
- b. FMLA-eligible teachers may request leave up the maximum allowed under the FMLA (currently 12 weeks) for the birth of a child and to care for the newborn child within one year of birth or the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- c. An FMLA-eligible teacher who has exhausted their FMLA allotment may request up to an additional six (6) weeks of child-rearing leave. Employees must use any accrued leave they have available but may take unpaid leave if they do not have enough accrued leave for the duration of the absence.
- d. Teachers who are not eligible for FMLA leave may request up to six (6) weeks of leave for the birth of a child and to care for the newborn child within one year of birth or the placement with the

employee of a child for adoption or foster care and to care for the newly placed child within one year of placement. A teacher who undergoes a C-Section may request up to eight (8) weeks of leave.

- e. In accordance with the FMLA, the Board shall continue to make Board-paid insurance contributions during all FMLA-designated leave and any time beyond twelve (12) weeks for which the teacher is permitted to use accrued sick leave. The teacher may maintain insurance benefits for the remainder of the leave by making timely payments of all premiums which may be due to Human Resources.
- f. Teachers returning from leave shall be reinstated in their former position (in the event only FMLA leave is used) or equivalent position (in the event additional leave is used beyond the FMLA allotment). Although a teacher may end their FMLA-designated leave at any time, a teacher may not return early from any previously requested and approved child-rearing leave taken following the FMLA leave.
- g. A teacher granted a leave of absence hereunder shall agree as a condition precedent to waive any claim to unemployment compensation.

Tenured Teachers

- a. Requests for leave should be made with the Principal and Human Resources.
- b. FMLA-eligible teachers may request leave up the maximum allowed under the FMLA (currently 12 weeks) for the birth of a child and to care for the newborn child within one year of birth or the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- c. An FMLA-eligible teacher who has exhausted their FMLA allotment may request additional child-rearing leave for a period not to exceed the balance of the school term in which it commences and one (1) additional school year. During the first six (6) weeks of leave, employees must use any accrued leave they have available but may take unpaid leave if they do not have enough accrued leave for the duration of the absence. All leave after the FMLA period plus the six (6) weeks of child-rearing leave shall be unpaid.
- d. Written notification of a request for leave beyond the FMLA allotment shall be made to Human Resources at least sixty (60) calendar days prior to the commencement of the leave. Requests for leave beyond the FMLA allotment during the upcoming school year must be made by June 1 of the prior school year.
- h. In accordance with the FMLA, the Board shall continue to make Board-paid insurance contributions during all FMLA-designated leave and any time beyond twelve (12) weeks for which the teacher is permitted to use accrued sick leave. The teacher may maintain insurance benefits for the remainder of the leave by making timely payments of all premiums which may be due to Human Resources.

- e. Although all benefits available to an employee are typically “paused” during an unpaid leave of absence in accordance with Article V.H.4 of this Agreement, an employee whose maternity/paternity/child rearing leave of absence spans two school years will receive their new sick/personal leave allotment at the start of the second school year.
- f. Teachers returning from leave shall be reinstated in their former position (in the event only FMLA leave is used) or equivalent position (in the event additional leave is used beyond the FMLA allotment). Although a teacher may end their FMLA-designated leave at any time, a teacher may not return early from any child-rearing leave taken following the FMLA leave.
- g. When the leave is for eight (8) calendar months or more, the teacher shall advise Human Resources, in writing, no later than January 15 prior to the termination of such leave that she/he intends to return to employment. Failure to timely advise Human Resources of intent to return as required by the preceding sentence shall be treated as an election not to return to employment and as a resignation from the District.
- h. Any teacher who has been employed ninety-three (93) or more days of the school year prior to the commencement of such leave shall be entitled to such advancement on the salary schedule as she/he would have had if the leave had not been granted. If the leave exceeds the school term in which such leave commences, the second school term shall not be considered for step advancement on the salary scale unless the teacher works ninety-three (93) or more days of the school year.
- i. A teacher granted a leave of absence hereunder shall agree as a condition precedent to waive any claim to unemployment compensation.

Health Insurance

ARTICLE VIII.C (pp. 28-30)

C. Group Health Insurance

During the term of this Agreement, the CFT and the Board agree to use health care plans to be negotiated each plan year. For the ~~2018-2019~~ **2021-2022** school year, the following plans shall be offered: Health Alliance POS-C 1000d NS1 Rx8 (~~\$605~~ **\$690** single premium cost), the POS-C 2000d NS1 Rx8 (~~\$565~~ **\$644** single premium cost), and the ~~HMO HSA 3000 Bronze NS3 Rx3~~ **HSA 20 5000 HMO 100 RX232** (~~\$389~~ **\$426** single premium cost).

If the foregoing plans are not available in subsequent years, or upon mutual agreement of both parties, the Board agrees to negotiate with CFT for new and/or substitute plans. The new plans will have at least the same level of benefits and comparable level of coverage. The parties agree to establish a Joint Committee comprised of equal representatives to study health insurance plans. The parties will schedule their first meeting to negotiate health care plans to occur no later than April 15 each year.

The Board will contribute up to the following amounts per month for the bargaining unit member’s single health insurance premium if he/she chooses one of the Point of Service (POS) plans.

~~2018-2019: \$605~~

~~2019-2020: \$655~~

~~2020-2021: \$690~~

2021-2022: \$690

2022-2023: \$735

2023-2024: \$795

2024-2025: \$843

For the ~~2018-2019~~ **2021-2022** school year, the Board will contribute an additional ~~\$100~~ **\$150** per month toward the employee plus one or family health insurance premium for any bargaining unit member who elects employee plus one or family coverage in one of the Point of Service (POS) plans. For the remaining years of this Agreement, the Board will contribute an additional ~~\$150~~ **\$175** per month toward the employee plus one or family health insurance premium for any bargaining unit member who elects employee plus one or family coverage in one of the Point of Service (POS) plans.

If an employee chooses the employee-only Health Savings Account (HSA) plan, the Board will pay the full cost of the single premium (up to ~~\$389 in 2018-2019 and up to \$415 in 2019-2020, and up to \$415 in 2020-2021~~ **\$426 in 2021-2022, up to \$454 in 2022-2023, up to \$491 in 2023-2024, and up to \$520 in 2024-2025**) and contribute \$3,000 per year into a Health Savings Account (HSA).

If an employee chooses the employee plus one or family Health Savings Account (HSA) plan, the Board will pay the full cost of the single premium (up to ~~\$389 in 2018-2019 and up to \$415 in 2019-2020, and up to \$415 in 2020-2021~~ **\$426 in 2021-2022 up to \$454 in 2022-2023, up to \$491 in 2023-2024, and up to \$520 in 2024-2025,**) and an additional ~~\$100~~ **\$150** per month toward the employee plus one or family health insurance premium in ~~2018-2019~~ **2021-2022**. An additional ~~\$150~~ **\$175** per month toward employee plus one or family health insurance will be paid for the remaining **years** of the Agreement. The Board will also contribute \$2,500 per year into a Health Savings Account (HSA) for the duration of the Agreement.

The parties acknowledge that the HSA shall be administered in accordance with IRS regulations and participation in the HSA may prevent a bargaining unit member from also participating in the Flexible Benefit Plan.

When two bargaining unit employees are spouses and elect employee plus one or family coverage in one of the Point of Service (POS) plans, (or one spouse is in the bargaining unit and the other works for the District in a benefits qualifying position outside of the bargaining unit), the District shall apply one Board paid single coverage insurance premium toward the cost of single coverage and the other Board paid single coverage insurance premium toward the cost of employee plus one or family coverage. The parties agree that this provision applies to dental and vision coverage as well.

For example, if both Jane and John Doe elect employee plus one or family coverage in one of the POS plans, then the Does would have ~~\$605~~ **\$690** x 2, or ~~\$1210~~ **\$1380** plus \$300 for a total of ~~\$1510~~ **\$1680** per month applied to their premium in ~~2018-2019~~ **2021-2022**.

When two bargaining unit employees are spouses and elect employee plus one or family coverage in the Health Savings Account (HSA) plan (or one spouse is in the bargaining unit and the other works for the District in a benefits qualifying position outside the bargaining unit), the District shall apply one Board paid single

coverage insurance premium toward the cost of single coverage and the other Board paid single coverage insurance premium toward the cost of employee plus one or family coverage. The Board will also contribute \$2,500 per year into a Health Savings Account (HSA).

For example, if both Jane and John Doe elect employee plus one or family coverage in the HSA plan, the Does would have ~~\$389~~ ~~\$426~~ x 2, or ~~\$778~~ ~~\$852~~ plus \$300 for a total of ~~\$1078~~ ~~\$1152~~ per month applied to their premium and \$2500 per year contribution by the Board to their HSA in ~~2018-2019~~ **2021-2022**.

For the term of this Agreement, the Board will contribute the cost of any increase in single dental insurance premium up to \$35 per month.

For the term of this Agreement, the CFT and the Board agree that the Eye Med Standard Plan Vision Plan or a comparable plan shall be provided to all bargaining unit members. The cost of the single premium shall be paid by the Board, up to \$5 per month.

Flexible Benefit Plan - The flexible benefit plan shall be continued for the duration of this Agreement. Administrative costs shall be paid by voluntary participants. Deductions for the flexible benefit plan shall be sent to the administrative agency on the business day following the deductions.

The Board reserves the right to cancel insurance after 30 days for non-payment of premiums in cases where the employee is required to pay the premium to maintain coverage while on a contractual leave.

The Board may opt to implement a self-funded health insurance plan in lieu of a fully insured plan as long as the benefits associated with the plan remain substantially the same.

Payroll Timesheet Deadline

ARTICLE VIII.H.10 (p.32, Insert New Number)

10. Timesheets for all extra duty work (curriculum writing, paid PD opportunities, etc.) must be submitted to Payroll within thirty (30) days of the extra duty work. Timesheets for all extra duty work performed near the end of school year must be received in Payroll no later than the date in June payroll is due for the last pay period of the fiscal year (this will fall on June 13, 2022 during the 2021-2022 school year). Failure to meet either deadline will result in non-payment for the extra duty.

Hard to Fill Positions

ARTICLE VIII.K (p.32)

K. Hard to Fill Positions

By December 1 of each school year, the District shall finalize a list of "hard to fill" position categories for the upcoming school year. The list and the accompanying rationale shall be provided to the CFT President by November 1 of each year for review. Any external candidate hired to fill one of these vacancies shall initially be placed on the salary schedule at a Step that is one greater than the one on which he/she should otherwise have been placed.

Additionally, the District may, at its discretion, pay tuition and fees for any teacher seeking to gain an endorsement or additional licensure in one of the listed hard to fill teaching areas. Teachers in programs that require a clinical experience may be given release time in order to fulfill the requirements of the program. **Annually**, the District shall determine the amount of funding available for such tuition payments and the hard to fill areas being targeted under this provision. **Funding allowances and the process by which to request tuition payments shall be announced by February 1 of each year for the upcoming school year.** The District shall collaborate with CFT on the process used to select individual teachers whose tuition is being paid.

Student Loan Assistance

ARTICLE VIII.L (p.32, Insert New Section & Re-Letter)

L. Student Loan Assistance

The District shall offer a student loan assistance program. A maximum of twelve (12) teachers per year shall be permitted to enter this program. To be eligible for assistance, a member must meet the following criteria:

- 1. Employed by the District for a minimum of two (2) full years.**
- 2. Employed in a position listed on the District's most recent "Hard to Fill" list for at least one (1) of the past two (2) years of service.**

OR

Employed at a campus serving a minimum of 55% Low Income Students (as listed on the Illinois School Report Card) for at least one (1) of the past two (2) years of service.

- 3. The loan must have been obtained during a teacher's initial course of study to obtain teacher licensure.**
- 4. The loan must not be eligible for a Federal loan forgiveness program.**

Disbursement shall occur as follows:

- 1. Each member shall be entitled to up to \$5,000 of loan assistance.**
- 2. Funds shall be distributed to members in \$1,000 increments per year for up to five (5) years, which may or may not be consecutive upon request of the member.**
- 3. Members must submit their paperwork for assistance by October 1st of each year.**
- 4. Funds shall be distributed to recipients by December 1st of each year.**
- 5. A selection committee comprised of District and CFT representatives shall review each request to ensure they meet eligibility requirements and to determine which requests will be granted in the**

event more than twelve (12) are received in a given school year.

6. Distributions may be taxable to members and shall be reported in accordance with IRS guidance.

Members who resign or are terminated from Champaign Unit 4 Schools prior to completing two (2) years of service after the most recent disbursement of funds will be required to repay \$1,000 to the District. (For example, if an employee receives \$1,000 during the 2021-2022 school year and ends employment prior to the end of the 2023-2024 school year, the employee will need to repay \$1,000.)

By participating in the program, members consent to the District withholding all or part of their final paychecks to fulfill all or part of this obligation. If the final paycheck does not cover the entire cost of repayment, members agree to arrange for prompt repayment of any remaining balance.

Note: CFT and Administration shall work together to develop the paperwork members will use to apply for assistance. The District is reviewing the Section 127 information CFT provided and is willing to establish such a plan if permitted.

Compensation Schedule

ARTICLE VIII.L (p.33)

4. The salary schedules for the ~~2018-2019~~ **2021-2022** School Year through the ~~2020-2021~~ **2024-2025** School Year are included in the appendices of the Agreement. Teachers on the salary schedule will receive increases in the following amounts:

~~2018-2019~~ **2021-2022** School Year: Step Plus 2.5% to each cell

~~2019-2020~~ **2022-2023** School Year: Step Plus 2.5% to each cell

~~2020-2021~~ **2023-2024** School Year: Step Plus 2.75% to each cell

2024-2025 School Year: Step Plus 3% to each cell

Teachers who are off schedule will receive increases in the following amounts:

~~2018-2019~~ **2021-2022** School Year: 4.25%

~~2019-2020~~ **2022-2023** School Year: 4.25%

~~2020-2021~~ **2023-2024** School Year: 4.5%

2024-2025 School Year: 4.5%

All employees on the salary schedule shall move forward one step with the start of the new academic year. Employees on step 21 move “off schedule” and shall receive the salary increase negotiated for employees “off schedule.”

Any increase negotiated to the salary schedule for the ~~2018-2019~~ **2021-2022** School Year will be retroactive to July 1, ~~2018-2021~~.

~~(*) If the pension law changes the 3% to a greater amount, then the off-schedule raises will increase to the new amount, not to exceed 4.25%~~

Dues Deduction & Revocation

ARTICLE VIII.M (p.34)

M. ~~Dues Check-Off~~ Deduction and Revocation Issues

The Board will deduct from the pay of each teacher all current membership dues of the CFT, provided that at the time of such deduction the Board has received a current signed authorization card for dues deduction, executed by the teacher.

The Board will commence dues authorizations within 30 days of notice from the CFT and in occurrence with the terms of an employee's written authorization, which is included on the CFT's dues authorization card.

The Board will direct dues revocation requests to the CFT. The CFT will process and notify the Board of any revocations. The Board will not process dues revocations that they receive directly from a bargaining unit member without review with CFT.

The Board shall rely on information provided by the CFT regarding whether dues deductions were properly authorized, revoked, canceled, or changed, and the CFT shall indemnify the Board for any damages and reasonable costs incurred for any claims made by employees for deductions made in good faith reliance on that information.

BCBA Stipend

ARTICLE VIII.H.7 (p.36, Insert New Number)

7. The District shall pay an annual stipend of fifteen hundred dollars (\$1,500) to a Teacher who is a Board Certified Behavior Analyst (BCBA).

Kids Plus Discount

ARTICLE VIII.Q (p.36, Insert New Section)

Q. Kids Plus Tuition Discount

The Board shall offer a twenty-five percent (25%) discount on Kids Plus rates for members with children who attend Unit 4 schools.

Note: The Board agrees to work with CFT during the Board's review of the Schools of Choice Policy to explore ways to address the childcare needs of employees.

K-5 & K-8 Student Learning Day & Scheduling

Appendix 1 (p.39)

K-5 and K-8 Student Learning Day

1. **The length of the regular student attendance day shall increase to six hours and fifty minutes each day effective with the start of the 2023-2024 school year at all K-5 and K-8 campuses.**
2. **A task force consisting of administrators, teachers appointed by CFT, and other stakeholders shall work on a plan to ensure successful development and implementation of the extended K-5 and K-8 day, including a bell schedule for each campus and other scheduling logistics associated with this proposal. This task force will also problem solve ways to increase PD time for CECC staff. In addition, teachers at each K-5 and K-8 campus will be given an opportunity for input.**
3. **When developing the plan, the task force shall operate within the following parameters.**
 - a. **The start time for all campuses shall be between 7:45 a.m. and 9:00 a.m., unless the task force recommends a time outside that range.**
 - b. **The task force shall complete its work and the District shall announce the start and end times for each campus no later than May 1, 2023.**
 - c. **All teachers shall arrive for supervision 25 minutes before student learning begins.**
 - d. **All teachers shall remain for supervision 5 minutes after student learning ends.**
 - e. **The teacher workday shall increase by 5 minutes.**
 - f. **Twenty-five minutes of new classroom instructional time shall be added.**

- g. All classroom teachers shall supervise a recess block of 15 minutes outside the lunch/recess block.
 - h. Five (5) additional minutes shall be added to the teacher lunch period.
 - i. Five (5) additional minutes shall be added to the Specials and Library period.
 - j. Five (5) additional minutes shall be added to the teacher planning period.
 - k. The student lunch/recess block will be 35 minutes at all K-5 schools, with at least 15 minutes being recess time.
 - l. To support after school supervision of students, each K-5 and K-8 campus will be allocated a "Supervision Stipend Pool" in the amount of \$6,000 to divide among staff members who volunteer to assist with the supervision of students after school. In the event there are insufficient volunteers, administration, in its sole discretion, shall assign teachers within the building based on inverse order of seniority.
4. In consideration for the extension of the student schedule, any elementary teacher hired on or before June 30, 2023 who is not within four years of being eligible for regular retirement under the Illinois Pension Code will be paid an annual salary beginning in 2023-2024 that is \$2,500 greater than the salary they would otherwise earn per the District's salary schedule for the duration of this Agreement. The parties will adjust a Memorandum of Agreement that outlines how those teachers who are within four years of eligibility for regular retirement under the Illinois Pension Code in the 2023-2024 school year will be compensated.

Elementary Scheduling - SY22 and SY23 ONLY

1. All classroom teachers will be provided at least 240 minutes of planning time per week.
2. Classroom teachers, Interventionists, and ELL teachers shall have six (6) periods of forty (40) minutes weekly. The standard planning period at the elementary level will be forty (40) minutes. **Planning minutes for each period shall be consecutive and not broken into smaller chunks.**
3. Classroom teachers, Interventionists, and ELL teachers shall use one planning period every other week for collaboration ~~at the grade level~~. The classroom teacher may use the time during the non-collaborative weeks for individual record keeping. Principals and grade level teams will create the agenda together (either in person or electronically) for collaborative planning and teachers will set the agenda for individual record keeping.
4. One forty (40) minute class period each week shall be spent in the library as part of the planning time cycle. Elementary classroom teachers will not be required to remain with their students during the library period.
5. Full time "Special" teachers, those who teach music, physical education and art shall teach (30) thirty forty (40)-minute classes each week.
6. "Special" teachers shall have a daily planning period of forty (40) consecutive minutes, or 200 minutes per week in addition to a thirty (30) minute duty free lunch period.

7. "Special" teachers and librarians shall be allocated five (5) minutes of "set up" time between classes. Each building will determine sufficient passing time to move students to and from "special" classes.
8. ~~If modifications to the curriculum are required to facilitate Section 5, appropriate staff development activities and/or curriculum writing opportunities will be provided to affected teachers in accordance with Article VIII, Section G(2) of the 2002-2005 Collective Bargaining Agreement.~~
9. Full time librarians will be assigned at all elementary schools except Southside. Elementary librarians will teach one forty (40) minute period for each class in the building each week as part of the classroom teacher planning cycle. Remaining class periods will be scheduled into the library as needed.
10. Elementary librarians will be placed on extended contracts for seven (7) days. These days may be used either before the start of school year or after the end of the school year to ensure that time is provided to open and shut down the libraries and to teach students from the beginning of the school term through the end of school.
11. If any "Special" teacher must be transferred to the middle school level, transfer will be done in accordance with Article VII B.
12. Full-time PE, Music or Art Teachers may be assigned supervision or tutorial duties during the school day if their schedules reflect unassigned blocks of time or more than ten (10) minutes.
13. The elementary librarians' caseload shall not exceed more than 28 classes per week. At no time should the total classes exceed 28 per week. Elementary librarians shall have at least 240 minutes per week for library management time. The rationale for this agreement is to provide the librarians with the necessary time to function as professional school library media personnel.
14. Enrichment implementation plans for each school will be reviewed annually at Areas of Consultation.

Elementary Scheduling - Beginning SY24

1. All classroom teachers will be provided at least ~~240~~ **270** minutes of planning time per week.
2. Classroom teachers, Interventionists, and ELL teachers shall have six (6) periods of ~~forty (40)~~ **forty-five (45)** minutes weekly. The standard planning period at the elementary level will be ~~forty (40)~~ **forty-five (45)** minutes. **Planning minutes for each period shall be consecutive and not broken into smaller chunks.**
3. Classroom teachers, Interventionists, and ELL teachers shall use one planning period every other week for collaboration ~~at the grade level~~. The classroom teacher may use the time during the non-collaborative weeks for individual record keeping. Principals and grade level teams will create the agenda together (either in person or electronically) for collaborative planning and teachers will set the agenda for individual record keeping.
4. One ~~forty (40)~~ **forty-five (45)** minute class period each week shall be spent in the library as part of the planning time cycle. Elementary classroom teachers will not be required to remain with their students during the library period.
5. Full time "Special" teachers, those who teach music, physical education and art shall teach (30) ~~thirty~~ **forty (40)** **forty-five (45)**-minute classes each week.
6. "Special" teachers shall have a daily planning period of ~~forty (40)~~ **forty-five (45)** consecutive minutes, or ~~200~~ **225** minutes per week in addition to a ~~thirty (30)~~ **thirty-five (35)** minute duty free lunch period.
7. "Special" teachers and librarians shall be allocated five (5) minutes of "set up" time between classes. Each building will determine sufficient passing time to move students to and from "special" classes.

8. ~~If modifications to the curriculum are required to facilitate Section 5, appropriate staff development activities and/or curriculum writing opportunities will be provided to affected teachers in accordance with Article VIII, Section G(2) of the 2002-2005 Collective Bargaining Agreement.~~
9. Full time librarians will be assigned at all elementary schools except Southside. Elementary librarians will teach one ~~forty (40)~~ **forty-five (45)** minute period for each class in the building each week as part of the classroom teacher planning cycle. Remaining class periods will be scheduled into the library as needed.
10. Elementary librarians will be placed on extended contracts for seven (7) days. These days may be used either before the start of school year or after the end of the school year to ensure that time is provided to open and shut down the libraries and to teach students from the beginning of the school term through the end of school.
11. If any "Special" teacher must be transferred to the middle school level, transfer will be done in accordance with Article VII B.
12. Full-time PE, Music or Art Teachers may be assigned supervision or tutorial duties during the school day if their schedules reflect unassigned blocks of time or more than ten (10) minutes.
13. The elementary librarians' caseload shall not exceed more than 28 classes per week. At no time should the total classes exceed 28 per week. Elementary librarians shall have at least 240 minutes per week for library management time. The rationale for this agreement is to provide the librarians with the necessary time to function as professional school library media personnel.
14. Enrichment implementation plans for each school will be reviewed annually at Areas of Consultation.

Extra Duty Pay

All references to \$32.50 per hour throughout the Agreement will be revised to \$35 per hour.

Outdated/Duplicative Language

The parties agree to remove or update the following outdated language and renumber sections as needed:

1. Add "(for Early Childhood positions only)" after "tuberculosis test" in **Article VI.D** since this is no longer required for other positions (p.13)
2. Remove outdated **Article VI.G.5** regarding a 2008 committee in its entirety (p.14)
3. Remove outdated "overshoes," "chalkboard," and "chalk" and add "whiteboards with markers and/or interactive boards" from **Article VI.I** (p.15)
4. Remove outdated **Article VI.U – Extended Stratton Work Day and Activities** in its entirety (pp.18-19)
5. Remove duplicative **Article VII.F.2** in its entirety since the concepts also appear in VII.D.I and VII.F.1 (p. 22)

6. Remove “After agreement on a job description, the parties will determine the differential paid to Elementary Math/Science Olympiad.” from **Article VIII.I.3** (p.31)

7. Update **Article VIII.L.5** to read as follows (pp. 33-34)

Notwithstanding the compensation schedule or any other benefit which qualifies as TRS creditable earnings, no teacher who is within four years of being eligible for regular retirement under the Illinois Pension Code shall receive in excess of a ~~36~~% aggregate annual increase in TRS creditable earnings. By no later than March 1 each school year, teachers shall be responsible for verifying with the District his or her years of TRS creditable service and sick leave from other school districts. The parties agree that if legislation is enacted or administrative rules adopted during the life of this Agreement that affects the Board’s obligation to pay a penalty for salary increases in excess of ~~36~~% under the Illinois Pension Code, the parties agree to meet within thirty days of the passage of the legislation to renegotiate this provision. If the pension law changes the ~~36~~% limitation to a ~~greater~~ **different** amount, then the aggregate annual increase **will adjust** to the new amount, ~~up to a maximum of 6%.~~

8. Remove outdated **Article VIII.N – Retirement Incentive** in its entirety (pp.34-35)

9. Change “positions” to “programs” **Article VIII.P.C** (p.36)

Differential Schedule

The parties agree to the following changes to differential schedule:

1. Eliminate “Content Area – Columbia” (outdated)
2. Eliminate “High School Athletic Director” (outdated)
3. Change “K-8 Leader” to “K-12 Leader” (some positions are K-8, some are K-12)
4. Increase dollar amount available for “School-Based Digital Learning Support” to \$1,000 (instead of \$750) and maximum number of teachers to 4 (instead of 3).
5. Add Response to Intervention (RtI) Team at the end of the differential schedule with the following text: “Each campus shall be allotted \$2,500 annually for equal distribution among the members of the team. The established District interview process shall be used to select members of the team.” (We forgot to add this onto the table last round of negotiations when we attempted to incorporate all current practices into the Agreement.)

Mentors

The parties agree to convene a committee comprised of an equal number of administrators and teachers appointed by CFT to review the District's mentoring program. The committee will recommend changes to the program with a focus on, but not limited to, the following:

- a. Legislative changes or State-level guidance regarding mentoring*
- b. Crafting clearly defined expectations for the Mentor Teacher and the Mentee*
- c. Ensuring the program aligns with the District's mission, vision, and core values*
- d. Creating a "refresher" training for existing mentors*

Non-Substantive Language Clean-Ups

- Incorporate 1/20/2022 MOA regarding Salary Schedule Advancement
- Incorporate 8/5/2020 MOA regarding Differential Payroll Schedule
- Incorporate 8/28/2019 MOA regarding Mentor Table Revisions
- Incorporate 5/8/2019 MOA regarding Classroom Moves
- Change all instances of "Executive Director of Human Resources" to "Assistant Superintendent..."
- Change all instances of "ESL" to "MLL"
- Remove "graduating from baccalaureate programs accredited by the American Medical Association" from Article VIII.3a. (This was inadvertently left in last time when it should have been removed following ratification of the prior Agreement.)
- Correct all spacing/formatting/punctuation errors missed last time
- Relocate Item 15 in Appendix 1 to Article VI.A.5