

**AGREEMENT BETWEEN THE**

**BOARD OF EDUCATION**

**CENTRALIA SCHOOL DISTRICT #135**

**AND**

**CENTRALIA CITY SCHOOLS  
TEACHER ASSOCIATION**

**SCHOOL DISTRICT #135**

**2023 - 2024**

**2024 - 2025**

**2025 - 2026**

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## ARTICLE I

### RECOGNITION

The Board of Education of School District #135, hereinafter referred to as the "Board," recognizes the Centralia City Schools Teacher Association of District #135, affiliated with the Illinois Education Association/National Education Association, hereinafter referred to as the "Association," as the sole and exclusive negotiating representative for all regularly employed non-temporary certificated teaching personnel, hereinafter referred to as "teachers," except for the Superintendent, Assistant Superintendent, Principals, Assistant Principals, Supervisor of Title Programs, and other supervisory and managerial personnel as defined in the Illinois Educational Labor Relations Act.

## ARTICLE II

### MANAGEMENT RIGHTS

It is expressly understood and agreed that all functions, rights, powers or authority of the Administration of the School District and the Board of Education which are not specifically limited by the express language of this Agreement are retained by the Board provided, however, that no such right shall be exercised so as to violate any of the specific provisions of this Agreement.

## ARTICLE III

### TEACHER RIGHTS

#### 3.1 Notification of Assignments

All teachers shall be given written notice of their teaching assignments no less than thirty (30) days preceding the first day of the new school term. In the event changes in such assignments are proposed, the teacher affected shall be notified promptly and consulted. Consulted will be defined as a meeting between the affected teacher and the administration. In no event shall changes in the teacher's assignments be made later than thirty (30) days preceding the commencement of the next school term unless an emergency exists. In the event an assignment is unacceptable to the teacher, the teacher may request a leave of absence or be allowed to resign. Junior high teachers shall be notified of their specific subjects to be taught.

#### 3.2 Personnel Files

- A. Only one (1) official file shall be kept for each teacher in the District and such file shall be kept in the Central Administration offices.
- B. Each teacher may review the contents of his/her personnel file not specifically exempt from inspection by the Employee Records Act during normal business hours, provided such inspection does not interfere with the operations of the central office.
- C. Teachers may not remove any material from their file, provided transcripts, certificate and any item of personal value (TB X-ray, etc.) are available to the teacher at the time of termination of employment upon request. Non-classified materials may be copied, and the teacher will be charged the then prevailing rate for same.
- D. All letters of reprimand shall be removed from a teacher's personnel file after five (5) years provided there are not subsequent reprimands. If any teacher feels that material in his/her personnel file is inaccurate, incomplete or unjust, the teacher may put any objections or clarifications in writing and have them become a part of the file. A teacher shall be provided with a copy of all official letters of reprimand placed in the teacher's personnel file.

#### 3.3 Employer Hearings/Teacher Rights

When a teacher is required to appear before the Board for purposes of discharge or discipline, the teacher shall be entitled to written notice of the reasons for such meeting within a reasonable time prior to such meeting. The teacher shall be entitled to have a representative of his/her choosing present at any such meeting. When a teacher is required to appear before an administrator and is subject to an investigatory interview which the teacher reasonably believes might result in discipline, the teacher may request representation before proceeding with the interview.

## ARTICLE IV

### ASSOCIATION RIGHTS

#### 4.1 Payroll Deductions

- A. The Board agrees to deduct Association membership dues uniformly levied by the Association from the pay of those teachers who individually request it on a form approved by the Board.
- B. Upon receipt of such written authorization from the Association, deductions of Association annual/semi-annual dues shall be made in accordance with the procedures of the Board, and shall be remitted monthly to the Association official at the address designated in writing by the Association. The amount of deductions shall be submitted to the payroll secretary by the Association at least ten (10) days prior to the scheduled payroll date.
- C. In the event a teacher terminates his/her employment, any Association dues that are still outstanding will be deducted from his/her final payroll check and remitted to the Association in the usual manner.
- D. The Association shall indemnify, defend and hold the Board harmless against any claim, demand, suit or liability arising from any action taken by the Board in complying with this Article.

#### 4.2 Board Meetings - Notification

The president of the Association shall be given written or emailed notice of any regular or special meeting or a notice of any emergency meeting of the Board together with a copy of the agenda or statement of purpose for such meeting if one exists.

#### 4.3 Association Leave

In the event the Association desires to send representatives to local, state or national conferences or to attend special meetings concerning Association business, those representatives shall be excused without loss of salary providing:

- A. The total amount of time so taken does not exceed a maximum of twenty (20) days per school year by all teachers and the total amount of time so taken by a teacher does not exceed seven (7) days per school year.
- B. The Association or teacher reimburses the district for the cost of a substitute(s).
- C. No more than five (5) teachers will be excused for the same day under this provision.
- D. Association leave may not be used in increments of less than one-half (1/2) days.



## ARTICLE IV

### ASSOCIATION RIGHTS

#### 4.3 Association Leave (continued)

- E. Association leave may not be used the day before or after a holiday unless prior approval is granted by the Superintendent.
- F. At least five (5) days prior written or emailed notice is given to the appropriate principal and Superintendent of the expected use of such leave.
- G. Association leave shall not accumulate.

#### 4.4 Board Policy Manual

The Board Policy Manual will be posted on the district website and the Superintendent will send out a district email as events occur.

#### 4.5 Association - Board Meetings

The Association understands the importance of maintaining good communication and agree to the formation of a Consultation Committee. The committee shall be composed of the CCSTA President and one Association member from each of the attendance centers, the President of the Board, the Superintendent and one (1) other designee. The Committee shall meet a minimum of once a quarter to discuss matters of mutual concern. Agenda items from both sides shall be exchanged five working days before the scheduled meeting date.

#### 4.6 Board Minutes - Association Copies

Board minutes shall be sent as an electronic copy to President of the Association after the minutes have been approved by the Board. Minutes of all closed sessions are specifically exempt from this provision unless they are subsequently made public.

#### 4.7 Administration Selection Process

The Association has the right to give input through discussion and/or written suggestions in the selection of any District administrator. The input shall be provided to the Superintendent or Board President within the timeframe of the posted notice of vacancy for administrative positions.

## ARTICLE V

### WORKING CONDITIONS

#### 5.1 Arrival and Leaving Time for Teachers

On regular student attendance days, all teachers will be expected to be on duty at CJHS and CMS from 7:45 a.m. to 3:15 p.m. and at Jordan and Schiller from 8:00 a.m. to 3:30 p.m. On days when students are dismissed early or on the last day of the week, teachers will be allowed to leave fifteen (15) minutes following the dismissal of the students. On days of in-district workshops when students are not required to attend, the work day will be defined as 8:00 a.m. to 3:00 p.m. with one hour for lunch.

#### 5.2 Planning Periods and Lunch Periods

Each teacher in grades K-4 will receive a duty free lunch period of a minimum of thirty (30) minutes. In addition to the thirty minute lunch period, a twenty-five (25) minute planning period will be scheduled in all K-4 attendance centers. With authorization of the principal, teachers may leave the building for school related matters during the twenty-five minute planning periods.

Itinerant teachers in the K-4 buildings shall not be assigned supervisory duties during the mid-day plan period unless they are scheduled in that building before, during and beyond the noon hour. Itinerant teachers shall be assigned supervisory duties comparable in time to those assigned teachers based in one building.

Each certified full-time teacher at the Junior High School shall receive a duty free lunch period of thirty (30) minutes plus one planning period per day equal in time to the regular class periods used in the daily schedule. If an assembly takes all or part of a planning period, the teacher will not have supervisory duties.

In the event it is necessary to schedule a parental meeting or conference during the teacher's planning period or before or after school, the teacher shall be consulted in scheduling the appointment to the extent possible.

The administration shall attempt to maximize the use of the paid noon-time supervisors and the facilities so as to minimize any reduction in planning periods at the K-4 level.

## ARTICLE V

### WORKING CONDITIONS

#### 5.3 Substitute Teachers

In the event Aesop is unable to obtain a substitute for a physical education teacher, vocal music teacher, Title 1 teacher, a non-itinerant, special education teacher, or a regular classroom teacher, the administrator who is responsible for obtaining substitute teachers in that attendance center shall call all teachers on the approved substitute teacher list in order to obtain a substitute for the absent teacher. If Aesop and the principal are unable to obtain a substitute, the principal may request a teacher to cover that class only during his or her planning period. In the event a substitute teacher is not available, a teacher shall have the right to refuse to accept assignment to a class other than his/her own, without evaluation repercussions. Teachers accepting a temporary class assignment shall be compensated according to Appendix II - Temporary Class Assignment (Per Period). Building principal will make every effort not to ask any K-8 teacher receiving a 6% increase in his/her TRS creditable earning in each of the four (4) years prior to retirement as provided for in paragraph 11.5 of this contract to accept extra students.

#### 5.4 Calendar

##### A. School Year

Teachers shall not be required to work more than the minimum number of teacher attendance days required by law each school year without extended contract or extra duty pay.

##### B. The Board of Education shall develop the school calendar in the following manner:

A calendar advisory committee will be organized to advise the Board in the development of the school calendar. This committee will be composed of four (4) teachers, two (2) non-certified employees, principals, two (2) Board members and the Superintendent.

C. The Board agrees to early dismissal of classes at 2:15 p.m. on the last day of first, second, and third quarter (for grade finalization) and the last school day prior to the Labor Day, Thanksgiving, Christmas, Easter, and Memorial Day holidays/breaks.

#### 5.5 Reimbursement for Personal Property

In the event a teacher is required by his/her principal to use a specifically designated item of personal property for instruction and the item is damaged, lost or destroyed by actions other than the teacher, the Board shall reimburse the teacher for the loss.

## ARTICLE V

### WORKING CONDITIONS

#### 5.6 Staff Meetings

##### A. Building Meetings

Regular teachers' meetings may be scheduled by each building principal on specific dates each month, said dates to be published no later than fifteen (15) days after the first pupil attendance day of the school term. Such meeting shall not exceed one (1) per month. Additional meetings may be scheduled as required by special or emergency situations. Such meetings will last no longer than 4:15 p.m.

Those persons needing to leave early shall request this of their building principal prior to such meetings.

##### B. District Meetings

District-wide meetings shall be held during the normal school day. Those persons needing to leave prior to the regular dismissal time shall secure this individual permission from the Superintendent prior to such meeting.

#### 5.7 Inclusion

In the event the Board is mandated to adopt Inclusion for the District, the Board agrees to reopen contract negotiations relative to items deemed directly related to that decision.

#### 5.8 Student Preparations

A teacher may, at his or her discretion, prior to the commencement of the school year, undertake activities in his/her attendance center to prepare for the first day of student attendance. The teacher shall be compensated for such activities at \$15.00 per hour, but not exceed a total payment of \$300.00. The principal shall verify in writing to the Superintendent the hours worked. Each building principal will set dates/times for building access. This provision of the contract will sunset June 30, 2026. Any continuation of this provision will have to be negotiated.

#### 5.9 Attire

Teachers will wear professional or practical attire including a name badge for security purposes. Practical attire is defined as jeans with no holes or frayed ends and a t-shirt promoting education or the school/district (spirit wear).

## ARTICLE VI

### LEAVES

#### 6.1 Sick Leave

The Board of Education shall grant full-time teachers sick leave provisions to the amount of fourteen (14) days at full pay per year. Sick leave may be used for illness, disability, or injury of teacher, appointments with the doctor, dentist or other recognized practitioners, for illness, disability, injury, or death of a member of the immediate family of the teacher. The Superintendent may require a physician's certificate as a basis of pay during a leave of absence of three (3) consecutive working days for personal illness, or as it may deem necessary in other cases where abuse of sick leave is suspected.

One sick day may be fractionalized down to the hour. This fractionalized time is dependent upon the teacher coordinating coverage with administrative approval. Fractionalized time may be denied if coverage cannot be found.

Immediate family of the teacher shall be defined as parents, spouse, sisters, brothers, children, grandparents, grandchildren, brother/sister-in-law, father/mother-in-law, son/daughter-in-law, domestic partnership, and step-parent per IL Sick Leave Act.

Unused sick leave shall accumulate without limit.

Each teacher may use three (3) sick leave days annually for bereavement purposes for persons not defined in this provision.

For each quarter, any teacher who uses no sick leave days shall receive \$200.00 (IRS). The combined total (of the 4 quarters not to exceed \$800.00), will be included in the June payroll as a reward for good attendance. This provision of the contract will sunset June 30, 2026.

#### 6.2 Personal Leave

Teachers shall be entitled to two (2) personal leave days per school year without loss of pay subject to the following:

- A. No reason need be given if five (5) days prior notice is given.
- B. With less than five (5) days notice, written reason must be given to the Principal.

## ARTICLE VI

### LEAVES

#### 6.2 Personal Leave (continued)

- C. No days may be used the day before or after a holiday unless prior approval is granted by the Superintendent.
- D. One personal leave day may not be used in increments of less than one-half (1/2) day at a time.
- E. One personal leave day may be fractionalized down to the hour. This fractionalized time independent upon the teacher coordinating coverage with administrative approval. Fractionalized time may be denied coverage cannot be found.

These days, if unused, shall accumulate without limit as sick leave.

Any teacher who uses no personal leave days during a school year shall receive \$200.00 (IRS) included in the June payroll as a reward for good attendance.

#### 6.3 Leaves of Absence

- A. Leaves of absence may be granted without pay to tenured teachers who have rendered satisfactory service to the District and who desire to return to employment in a similar capacity upon termination of said leave.
- B. A request for maternity leave shall be granted under the conditions contained herein.
- C. Each approved leave of absence shall be of the shortest possible duration required to meet the purpose of the leave consistent with a reasonable continuity of instruction for students. Leaves of absence without pay for not more than one (1) year may be granted to tenured employees according to the following conditions:
  - 1. Written requests for leaves of absence without pay should be made at least three (3) months before the leave is desired, subject to approval by the Board.
  - 2. Dates of departure and return must be acceptable to the administration and determined prior to initiating the request.
  - 3. Leaves of less than one (1) month, if acceptable to and approved by the administration, will not require Board approval nor three (3) months' notice.

## ARTICLE VI

### LEAVES

#### 6.3 Leaves of Absence (continued)

4. Leaves may be granted for:

- a. Advanced study leading to a degree at an approved university.
- b. Educationally related travel if the applicant provides an itinerary and an explanation of how such travel will improve the educational program.  
(Does not include personal vacations.)
- c. Military service.
- d. Parental purposes.
- e. Other reasons acceptable to the Board.

5. Teachers on approved leaves will retain seniority, subject to the provisions of the Reduction in Force-Seniority Section of this Agreement.

6. Teachers on such leave may continue insurance benefits if they reimburse the District for any pro-rata costs of premiums for which they apply.

7. A teacher will not advance on the salary schedule while on any approved leave of absence without pay.

#### 6.4 Professional Visitation Day

Each teacher may request visitation days with full pay to attend a professional conference, meeting or workshop of an education nature, or to observe a program in another educational setting; attendance at said conference, workshop or meeting to be subject to approval of the Superintendent. Approval to use a professional visitation day must be requested a minimum of five (5) days in advance of the date of the conference, workshop or meeting. A maximum of ten (10) teachers may be absent from work on the same date to attend professional conferences, meetings or workshops.

The Board of Education agrees to reimburse teachers using professional visitation days for mileage at the IRS rate, registration fees not to exceed \$125.00, plus the cost of banquet and luncheon tickets. In cases where it is necessary to stay overnight, the Board will reimburse the teacher at an amount not to exceed \$125.00 for hotel and motel expense.

## ARTICLE VI

### LEAVES

#### 6.4 Professional Visitation Day (continued)

If the Superintendent asks a teacher to attend a professional conference, the Board of Education agrees to pay the cost upfront for:

1. the teacher's registration fees, plus the cost of banquet and luncheon tickets
2. hotel or motel expense
3. commercial prepaid travel expenses.

If the teacher fails to meet their obligations to attending approved professional conference, that teacher will reimburse the district through payroll deduction the amount covered by the district.

#### 6.5 Jury Duty or Other Related Appearances

Any teacher called to jury duty or who is subpoenaed to testify during work hours in any judicial or administrative matter, shall be paid his/her full compensation for such time with no loss of any leaves, seniority or other benefits.

This provision is not applicable if the teacher is a witness against the District, the Board of Education, or its representatives as a result of any action commenced by or on behalf of the teacher. Daily rates received for such duties or appearances shall be reimbursed to the District for those days when the employee was absent with the exception that there shall be no reimbursement for compensation received for food or travel.

#### 6.6 Accident or Injury Leave

If a teacher receives payments under the Illinois Worker's Compensation Act for injuries suffered while in the employ of the Board, the teacher may elect to:

1. Surrender all such payments to the District and utilize his/her sick leave entitlements.
2. Retain such payments in lieu of use of sick leave.
3. If such payments are less than the teacher's daily rate of pay, request the Board to pay the difference, provided the teacher's sick leave entitlement will be adjusted on the appropriate prorated basis.



## ARTICLE VII

### VACANCIES AND TRANSFERS

#### 7.1 Vacancies

- A. When a vacancy occurs, teachers with seniority shall be given full consideration before a position is filled, however, seniority shall not be the governing factor and shall not prevent the appointment of an applicant with less seniority whose abilities and qualifications are greater than that of the senior teacher.
- B. When a vacancy or new position occurs during the school year, the Superintendent shall email the president of the association and post on the district website and in the main office of all attendance centers a notice of all vacancies and new positions. Such notices shall be accompanied by a job title and minimum qualifications. For vacancies or new positions that occur during June, July, and August, notices shall be emailed to the president of the association and posted on the district website and Administration Building bulletin board.
- C. No vacancy shall be filled within seven (7) days after posting providing that nothing herein shall prevent the administration from filling a vacancy on a temporary basis. In the event the senior teacher does not receive the position, he/she shall be notified by the Superintendent and given the reasons. The decision of the Superintendent shall be binding.

#### 7.2 Transfers

The Board of Education reserves the right to assign and maintain to all attendance centers, a sufficient number of teachers who possess the skill, knowledge and certification to properly attend to the needs of that attendance center. The assignments of all transfers shall be the responsibility of the Superintendent.

#### 7.3 Extra Duty Pay Jobs

Effective immediately, all extra paid duties shall be shared equally between qualified certified and non-certified staff that have applied. The principal shall email all vacancies to the entire staff at the beginning of every school year. In the event that more staff members apply than positions are available, the principal shall make every reasonable effort to divide the position equitably on a rotating basis.

## ARTICLE VIII

### REDUCTION IN FORCE - SENIORITY

#### 8.1 Definition

A teacher shall not acquire seniority in the District until he/she achieves tenure. Upon the acquisition of tenure, the teacher shall be credited with seniority from the teacher's date of hire for full-time continuous service to the District. (Date of Hire being defined as the date the Board takes official action to employ the teacher.)

#### 8.2 Acquisition of Seniority

- A. Tenured teacher shall acquire one year of seniority for each complete year of full-time employment in the District. A tenured teacher working less than a complete school year shall acquire fractional seniority calculated by dividing the number of days worked by the number of workdays in the school calendar. For purposes of this section, "days worked" shall be defined as days for which the teacher received regular salary from the District. Days for which the teacher does not receive regular salary shall not result in seniority credit for more than a full year's seniority in any given school year.
- B. Teachers who are on paid leaves of absences as included in this contract or as otherwise approved by the Board, shall continue to acquire seniority. Such leaves will not constitute a break in service.
- C. Teachers who are on unpaid leaves of absences as included in this contract or otherwise approved by the Board will not acquire seniority during the time they are on leave. Such leaves will constitute a break in service, but the years of experience gained prior to the leave of absence will not be removed from the employee's seniority position. A part-time teacher or a teacher who is reduced to less than full-time either at the teacher's request or by action of the Board shall acquire a fraction of the year's seniority according to the following:
  - 1. If the teacher is required to teach a portion of each day, seniority is calculated by dividing the number of hours the teacher is required to be at school divided by the number of hours required of full-time teachers.
  - 2. If the teacher is required to teach whole days but not whole weeks, seniority is calculated by dividing the number of days the teacher is required to work divided by the number of days required of full-time teachers. Reduction to less than full-time does not constitute a break in service.

## ARTICLE VIII

### REDUCTION IN FORCE - SENIORITY

#### 8.3 Notification of Reduction in Force

- A. When a reduction in the number of teachers is eminent as determined by the Board, the Administration shall notify the affected teacher(s) no later than five (5) days prior to any final action being taken by the Board.
- B. In the event that a reduction in staff is necessary, the BOARD will comply with the provisions of The School Code 105 ILCS/1-1 et seq., regarding such reduction. Changes in RIF procedures will be in collaboration with the district RIF Joint Committee and will be conveyed to all employees by administrative personnel prior to implementation.

#### 8.4 Re-employment Procedures after Layoff

- A. It shall be the responsibility of each teacher subject to recall to apprise the Board in writing of said teacher's mailing address at the time of layoff and of each mailing address change during the recall period. The Board's obligation to recall shall be met when it sends an offer to recall a teacher of layoff by certified mail, posted to the teacher at the last mailing address the teacher has provided the Board. The teacher shall have ten (10) days from the date of receipt of such recall offer to respond to such offer. If the Board does not receive such response before the ten (10) day period has elapsed, the teacher will be presumed to have rejected the offer.

Any Board offer of a position to a teacher on layoff and subject to recall, rejected by the teacher, will discharge all Board obligations to the teacher to offer future recalls from the instant layoff.

- B. Recalled tenured teachers shall have the same accumulated sick leave, salary schedule position and seniority they had when honorably dismissed. Any tenured teacher with recall rights may be added to the approved substitutes list if requested by the teacher.

## ARTICLE IX

### TEACHER EVALUATION COMMITTEE

#### 9.1 Annual Review of Evaluation Plan

The District's evaluation plan shall be reviewed annually no later than April 30<sup>th</sup> by a committee of four (4) teacher representatives appointed by the Association President and four (4) Board/Administration representatives for the purpose of making recommendations for revisions as needed. The revisions will become effective the following school year on the agreement of both the Association and the Board.

#### 9.2 Alteration of Evaluation Plan

All evaluations shall be conducted in good faith to this end and in accordance with all provisions of the Teacher Evaluation Plan, as jointly created and approved by the District and Association in April 2016 and adopted by the Board of Education in May 2016.

The Teacher Evaluation Plan may be altered only through:

1. joint agreement between the District and the Association or
2. requirements mandated by law

## ARTICLE X

### GRIEVANCE PROCEDURE

#### 10.1 Purpose

- A. The purpose of this grievance procedure is to establish and maintain harmonious and cooperative working relationships between School District #135 and its teachers or Association, to assure equitable treatment of teachers, and to provide for the teachers or the Association an expeditious means of resolving teacher dissatisfactions over circumstances or conditions of employment therein.
- B. It is the policy of School District #135 that teachers will be treated fairly in all respects and that they will be privileged to freely discuss and settle their problems with their supervisors. This right may be exercised by the teacher(s) or by the teacher(s) and the Association as hereinafter set forth.

#### 10.2 Waiver and Extension

Grievances must be submitted to immediate supervisors, Superintendent of School District #135, and Chairman of the Grievance Committee of the School Board of School District #135, in the form and manner hereinafter set forth, and within the time limits hereinafter set forth. A teacher's failure to submit a grievance to his/her immediate supervisor, Superintendent of School District #135, and the Chairman of the Grievance Committee of the School Board of District #135 within said specified time limits shall be construed as an abandonment and waiver of rights to further hearing hereon unless such time limits are extended by mutual agreement of the teacher and the Chairman of the Grievance Committee of the School Board of School District #135.

#### 10.3 Local Level

A grieving teacher shall, within five (5) scheduled work days after he learns of the circumstances or conditions which prompt his/her grievance, submit his/her grievance to his/her immediate supervisor, in writing, informing such immediate supervisor of the nature of his/her grievance and as to particulars concerning same. Within five (5) scheduled work days after receipt of the teacher's written statement of grievance, the immediate supervisor shall give an answer, in writing, and shall cause a copy of said decision to be given to the teacher.

## ARTICLE X

### GRIEVANCE PROCEDURE

#### 10.4 Intermediate Level

If the grievance is not resolved to the teacher's satisfaction within five (5) days after submission of the grievance to his/her immediate supervisor, the teacher may submit his/her grievance to the Superintendent. The grievance must be submitted to the Superintendent in writing within ten (10) scheduled work days after submission to the teacher's immediate supervisor. Within ten (10) scheduled work days after receipt of the teacher's written statement of grievance, the Superintendent shall give an answer, in writing, and shall cause a copy of said decision to be given to the teacher.

#### 10.5 Committee Level

A. If the grievance is not resolved to the teacher's satisfaction within ten (10) scheduled work days after submission of the grievance to the Superintendent, the teacher may submit his/her grievance to the Chairman of the Grievance Committee in writing informing said Chairman of the nature of his/her grievance and as to the particulars concerning same. The grieving teacher shall be entitled to be represented by any person of his/her choice in any oral discussion of the grievance wherein he is in attendance which is conducted or ordered by the Chairman. Within twenty (20) scheduled work days after receipt of the teacher's written statement of grievance, the Grievance Committee shall render a decision thereon, in writing, and shall cause a copy of said decision to be served upon the grieving teacher.

1. The Board and Administration acknowledges the right of any teacher to have representation in the processing of a grievance at any level. When such right is exercised, the person hearing the grievance will do so with stenographer present. No teacher shall be required to discuss their grievance if the representative of their choice is absent. Grievance, involving teachers and a representative of their choice, will be heard during non-school hours - time to be agreed upon by both parties.
2. The written statement of the teacher's grievance and the recommendations of the Grievance Committee shall be made part of a separate file for grievances.

## ARTICLE X

### GRIEVANCE PROCEDURE

#### 10.6 Arbitration

- A. If the grievance is not resolved satisfactorily at committee level, there shall be available and additional steps of impartial, binding arbitration. The Association may submit, in writing, a request on behalf of the grieving teacher to the Superintendent within 30 scheduled work days from receipt of the committee level answer to enter into arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the 2 parties within 7 scheduled work days after said notice is given. If the parties fail to reach agreement on an arbitrator within 7 scheduled work days, the AAA will be requested to provide a panel of 7 arbitrators.

Each of the two parties will alternately strike one name at a time from the panel until only one shall remain. The remaining name shall be the arbitrator. The decision of the arbitrator shall be binding on the parties.

- B. Expenses for the arbitrator's services shall be borne equally by the District and Association.
- C. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His/her authority shall be limited to deciding only the issues presented to him in writing by the District and Association and his/her decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.

## ARTICLE XI

### RETIREMENT BENEFITS

#### 11.1 Teacher Retirement Benefits

After retirement, the Board agrees to reimburse all certificated teachers for all accumulated and unused sick leave that are used in pension calculations but did not result in additional retirement income compensation at the rate of \$120 per day. Payment for this reimbursement shall be made to eligible retired teachers on the second regular payroll following the final payment of TRS reportable earnings made to any retiring teacher. For example, a retiring teacher who receives his/her final payment of TRS reportable earnings in the June payroll will receive his/her reimbursement for accumulated and unused sick leave days in the August payroll. Prior to, and as a condition to such payment, a retiring employee shall be required to provide the District certified verification from TRS of number of such uncompensated sick leave days.

In the event legislation is passed that causes a change in the impact of the Teacher Retirement Benefits to the district, this section will be reopened for negotiations.

#### 11.2 Medical Insurance after Retirement

Any teacher who has retired and is currently on the district's medical insurance may continue his/her comprehensive major medical insurance coverage subject to the conditions and requirements of the group carrier. Such coverage shall be at the expense of the retiree. From this point on, no retiree who is not currently enrolled shall be allowed to remain on the district's health insurance plan after retirement.

#### 11.3 Life Insurance after Retirement

Any teacher who retires from the District may continue his/her life insurance coverage subject to the conditions and requirements of the group carrier. Such coverage shall be at the expense of the retiree.

#### 11.4 Retirement Notification, Bonus and Distribution

Teachers who notify the Board of their intent to retire four (4) years prior to their TRS retirement date and who will have less than 36 years of TRS credit upon retirement shall receive a 6% increase in their TRS creditable earnings in each of the four (4) years prior to retirement.

TRS creditable earnings during any of the years following the notice to retire and prior to retirement shall not exceed a 6% increase from one year to the next. The 6% limit shall supersede any other benefits that would otherwise increase the employee's TRS creditable earnings and said earnings shall be considered complete compensation for all services rendered.



## ARTICLE XI

### RETIREMENT BENEFITS

#### 11.4 Retirement Notification, Bonus and Distribution (continued)

This written notice of date of retirement shall be submitted on or before September 1, preceding the initial 6% increase in TRS creditable earnings. This notice shall be binding with the exception that it may be rescinded prior to the last day of the school year in the event of a tragedy, such as the loss of a spouse, the elimination of a spouse's employment, or other similar occurrences.

There shall be a mutual understanding and agreement between the Board and Association that teachers who announce their intent to retire under the current contract shall receive the benefits of the current contract for each of the years prior to their retirement.

The base amount for the initial calculation of increase in TRS creditable earnings shall be based upon the employee's placement upon the salary schedule for the preceding year of full time employment. Extra duty pay from Section B Appendix II will also be included in the base calculation if the employee held an extra duty pay assignment at the end of the preceding school year and continues to do so at the time of calculation. Subsequent calculations of increase in TRS creditable earnings in the amount of 6% per year will be conducted on an annual basis in the same manner thereafter for each year remaining until the stated retirement date.

Teachers who notify the Board of their intent to retire as outlined in this section shall be paid a bonus equal to the greater of \$3,500 bonus (IRS), or \$350 (IRS) per year of service in District #135. This bonus shall be paid to the teacher as non-TRS reportable income. Payment shall be issued on the 2<sup>nd</sup> regular payroll following the final payment of TRS reportable income made to the teacher. For example, a teacher who receives his/her final payment of TRS reportable income in the June payroll will receive his/her bonus in the August payroll.

#### 11.5 Preferential Part-Time Employment

Retired teachers of the District shall be given full consideration for any vacancy for part-time positions for which the teacher is qualified, and for which the teacher submits a written letter of interest to the Superintendent within the timeframe of the posted notice of vacancy.

## ARTICLE XII

### COMPENSATION AND RELATED PROVISIONS

#### 12.1 Professional Growth

- A. The Board of Education shall establish a fund and make available the amount of \$150,000.00 annually for the purpose of professional growth outlined in this article. The Board of Education will pay up to 100% of tuition if the less than \$150,000.00 in reimbursement is requested from the bargaining unit members. If requests for reimbursement exceed the budgeted amount of \$150,000.00, bargaining unit members will be reimbursed on a prorated basis with the funds being divided equally among applicants on a percentage basis. Requests for reimbursement along with all required documentation must be made prior to the end of the fiscal year and will be disbursed in the first quarter of the following fiscal year. This amount is not cumulative. Unused funds from one year do not roll over to the next. This provision of the contract will sunset June 30, 2026. Any continuation of this provision will have to be negotiated.

Approved tuition reimbursement for college/university course taken guidelines:

1. Toward a graduate degree.
2. In one's major education field.
3. Other courses with special permission of the Superintendent.

- ~~B. All requests for payment of coursework must be made in writing to the Superintendent. Tuition reimbursement shall be given only for those courses that have been pre-approved by the Superintendent. Payment for courses will be made by check to the teacher after submission of a transcript indicating satisfactory completion of the course and proof of payment.~~
- C. The Board agrees to reimburse teachers up to a maximum of 15 semester hours annually with approval from the Superintendent. Teachers may only take two classes for reimbursement at any given time during the school year.
- D. Teachers enrolled as part of a cohort program or other classes similarly structured for working adults as approved by the Superintendent may be reimbursed for all classes taken up to the limit of the contractual benefit.

#### 12.2 Pay for Chaperoning Students at Athletic/Extra-Curricular Events

- A. The Board agrees to pay teachers assigned to act as chaperones on buses/cars transporting students to athletic or extra-curricular events, provided the event does not occur during the normal school day and the teacher receives no extra-curricular increment for such assignments. The Board will pay a maximum of two (2) teacher/chaperones per bus/car.

## ARTICLE XII

### COMPENSATION AND RELATED PROVISIONS

- B. The Board also agrees to pay each teacher who works at athletic events the rate of pay according to Appendix II. Any teacher in the District desiring to work at CJHS athletic events may make the request to the CJHS Principal. Assignment of workers at athletic events will be at the discretion of the CJHS principal.

#### 12.3 Teacher Life Insurance

The Board of Education of School District #135 agrees to provide a minimum \$2,000.00 term life policy for teachers employed more than half-time.

#### 12.4 Teacher Health Insurance

- A. The Board of Education shall provide hospitalization, medical, and major medical insurance program for more than half-time certificated teaching personnel within the following guidelines:

Deductible:

- Individual in network \$600, out of network \$1200
- Family in network \$1800, out of network \$3600

Maximum out of Pocket:

- Individual in network \$1300, out of network \$3900
- Family in network \$4100, out of network \$12,300

The parties understand that these numbers may vary slightly from one insurance carrier to another as the limits are set by the terms of the policy. Any deviation from these limits must be agreed upon by the insurance committee.

The Board will contribute 100% of the agreed upon plan for employee only coverage for eligible employees enrolled in the group health insurance plan. Employees will have the option to choose from the plan designs offered by the agreed upon insurance carrier and may apply that money towards any coverage level to include dental, or vision.

If an employee chooses a HDHP, which is a high deductible medical plan, they shall receive the difference between the employee only rate of the plan in effect at the time in a health savings account as allowed by federal law. Deposits will be made on a monthly basis.

- B. Teachers on an approved leave of absence shall be able to continue coverage within the group up to one year with the premiums to be paid by the teacher.

## ARTICLE XII

### COMPENSATION AND RELATED PROVISIONS

- C. The Board of Education shall approve the insurance carrier. However, any changes in the policy, coverage of the policy, or carrier shall be with agreement of the Board and the Association. The trustee that shall represent the group on any insurance trust shall be selected from the participants, by the Association and submitted to the Board for approval.
- D. Insurance - Family Plan Tax Sheltering:  
According to the authority granted under Section 125 of the Internal Revenue Code, teachers who elect the family plan shall be permitted to pay their share of the premium on a tax deductible basis by completing the appropriate "Election Form" supplied by the District.
- E. An insurance committee consisting of two (2) administrators, two (2) non-certified personnel appointed by the ESP, two (2) certified personnel appointed by the CCSTA, and two (2) board members shall at least annually review the present group policy, or as dictated by circumstances and, if necessary, seek new proposals within the outlined coverage limits. And shall by its vote have the authority to enact changes in providers or other insurance related issues on behalf of the district. During the course of the contract.  
  
-On evaluation of these proposals by the committees, the plan which receives the majority (51%) of the votes shall become the group insurance policy for the Centralia City School District. The decisions and or changes agreed upon and enacted by the district by the vote of the Insurance Committee does not constitute a reopener of the collective bargaining agreement.

#### 12.5 Payroll Distribution

- A. All teachers shall be paid on the 15<sup>th</sup> of each month. All teachers shall receive their salary in twelve monthly payment transfers. Teachers shall have their salary electronically deposited into one bank account only, with the electronic transfer being conducted on the 14<sup>th</sup> of each month, or the last business day prior to the 15<sup>th</sup>. Payroll information to be access from SDS portal.
- B. Any teacher that uses a dock day agrees also to pay insurance for days missed.

#### 12.6 Retirement Fund Contribution

- A. The Board agrees to pay the statutory contribution to the downstate Teacher's Retirement System for the duration of this contract up to 9.4%.
- B. If the percentage required by law increases, the Board agrees to pay half the increase percentage and the remaining half will be withheld through payroll deduction.
- C. The Board agrees to withhold the members' health insurance contribution as designated by the TRS on their behalf to the Teachers' Health Insurance Security Fund.

## ARTICLE XII

### COMPENSATION AND RELATED PROVISIONS

#### 12.7 Initial Placement on the Salary Schedule

Teachers shall be placed on the Salary Schedule for each year of teaching experience in the Public School System according to their years of full-time teaching experience in public schools.

#### 12.8 Committee Work

Teachers who agree to serve on stipend committee work will be paid a minimum stipend of \$10.00 per hour for their participation. The teachers who agree to work on registration day shall receive a stipend of \$15.00 per hour. The committees to be paid stipends will be designated by the Superintendent.

#### 12.9 Summer School

Teachers of the Centralia City Schools, after having made application, who meet minimal Illinois State Board of Education requirements, will be employed by the Board to teach summer school before any outside applications are considered. The rate of (See Appendix II) per hour will be paid for the summer school program.

All teachers will be expected to be on duty at school 15 minutes prior to the opening of school and remain 15 minutes following dismissal of students.

All teachers shall be paid within 15 days after the last day of school.

Substitute teachers shall be paid at the same hourly rate.

When considered appropriate by the summer school coordinator, the concepts of team teaching may be utilized.

#### 12.10 Special Education Classroom Stipend

Any teacher assigned to a Special Education Cross-Category room or Resource position shall receive a \$3,000.00 stipend annually.

#### 12.10 Salary Schedule - Attached as Appendix I

#### 12.11 Extra Duty Pay - Attached as Appendix II

## ARTICLE XIII

### EFFECT OF AGREEMENT

#### 13.1 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties.

#### 13.2 Contractual Amendments

This Agreement shall constitute a binding obligation of both the Employer and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement.

#### 13.3 Individual Contracts

Any individual contract between the Employer and an individual Association member heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be expressly made subject to and consistent with the terms and conditions of this or subsequent Agreements to be executed by the parties. If an individual contract contains any language inconsistent with the Agreement, this Agreement, during its duration, shall be controlling.

#### 13.4 Terms of Agreement

Should any article, section or clause of this Agreement be declared illegal or contrary to law, then that article, section or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect. In any event should the affected provision subsequently become legal, valid or otherwise enforceable, it shall revert to the original agreement unless both parties agree otherwise.

#### 13.5 No Strike Clause

The Association and each teacher covered by this Agreement agree that they will not, during the period of this Agreement, directly or indirectly engage in or assist in a strike, slowdown or other refusal to render full and complete services to the Board.

## ARTICLE XIV

### DURATION

#### 14.1 Future Negotiations

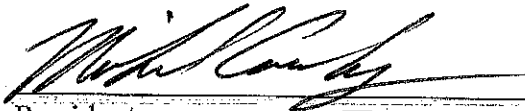
In future negotiations, both parties agree to participate in good faith negotiations with duly designated representatives.

#### 14.2 Effect of Agreement

This Agreement shall be effective as of August 31, 2023, and shall remain in effect until August 31, 2026. Upon written demand of either party prior to April 1, 2026, negotiations shall commence within one (1) calendar month of receipt of demand relative to changes in the Agreement for the 2026-2027 school year.

Association has the right to reopen this contract after two years.

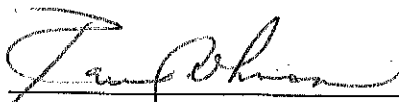
**CENTRALIA CITY SCHOOLS  
TEACHER ASSOCIATION**

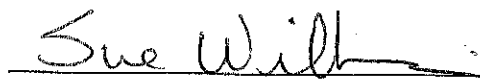
  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

Date 6-13-23

**BOARD OF EDUCATION  
SCHOOL DISTRICT #135**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

Date 6-13-23

	IRS Salary 2023-2024						
Exp	BA	BA+12	BA+24	MA	MA+12	MA+24	SPEC
0	43628	44380	45069	45762	46487	47201	48253
1	44617	45367	46061	46930	47658	48371	49424
2	45607	46356	47051	48102	48820	49542	50593
3	46599	47346	48040	49272	49992	50710	51765
4	47595	48346	49030	50442	51164	51883	52935
5	48584	49337	50030	51614	52338	53053	54105
6	49579	50333	51021	52795	53503	54228	55279
7	50571	51322	52016	53954	54676	55395	56448
8	51566	52325	53011	55130	55851	56573	57622
9	52565	53315	54003	56298	57022	57743	58793
10	53554	54305	54997	57468	58194	58913	59960
11	54546	55298	55994	58644	59363	60081	61129
12	55542	56296	56984	59815	60532	61256	62303
13	56590	57343	58036	61042	61772	62482	63533
14	57647	58401	59092	62281	63003	63725	64776
15	58696	59451	60140	63517	64232	64952	66009
16	59753	60502	61192	64747	65471	66188	67247
17	60805	61553	62247	65985	66703	67428	68484
18	61854	62609	63296	67221	67938	68661	69716
19	63600	64352	65043	68451	69176	69897	70946
20	64766	65526	66233	69704	70442	71180	72247
21	67150	67943	68673	74733	75494	76258	77364
22	68418	69213	69944	76005	76764	77520	78632
23	69557	70356	71084	77144	77904	78662	79781
24	70698	71498	72233	78284	79045	79801	80919
25	71839	72635	73371	79430	80182	80942	82061
26	72982	73781	74513	80567	81322	82082	83202
27	74122	74920	75649	81712	82469	83226	84343
28	75269	76061	76791	82853	83609	84372	85483
29	76406	77206	77937	83992	84752	85511	86629
30	77546	78343	79079	85132	85896	86653	87766
31	78683	79492	80216	86275	87043	87799	88908
32	79825	80629	81359	87414	88183	88941	90049
33	81555	82365	83100	89199	89968	90731	91850
34	82705	83516	84249	90349	91123	91882	92995
35	83855	84666	85399	91498	92270	93031	94147
36	85008	85814	86550	92648	93419	94181	95296



IRS Salary 2024-2025							
Exp	BA	BA+12	BA+24	MA	MA+12	MA+24	SPEC
0	44937	45711	46421	47135	47882	48617	49701
1	45956	46728	47443	48338	49088	49822	50907
2	46975	47747	48463	49545	50285	51028	52111
3	47997	48766	49481	50750	51492	52231	53318
4	49023	49796	50501	51955	52699	53439	54523
5	50042	50817	51531	53162	53908	54645	55728
6	51066	51843	52552	54379	55108	55855	56937
7	52088	52862	53576	55573	56316	57057	58141
8	53113	53895	54601	56784	57527	58270	59351
9	54142	54914	55623	57987	58733	59475	60557
10	55161	55934	56647	59192	59940	60680	61759
11	56182	56957	57674	60403	61144	61883	62963
12	57208	57985	58694	61609	62348	63094	64172
13	58288	59063	59777	62873	63625	64356	65439
14	59376	60153	60865	64149	64893	65637	66719
15	60457	61235	61944	65423	66159	66901	67989
16	61546	62317	63028	66689	67435	68174	69264
17	62629	63400	64114	67965	68704	69451	70539
18	63710	64487	65195	69238	69976	70721	71807
19	65508	66283	66994	70505	71251	71994	73074
20	66709	67492	68220	71795	72555	73315	74414
21	69165	69981	70733	76975	77759	78546	79685
22	70471	71289	72042	78285	79067	79846	80991
23	71644	72467	73217	79458	80241	81022	82174
24	72819	73643	74400	80633	81416	82195	83347
25	73994	74814	75572	81813	82587	83370	84523
26	75171	75994	76748	82984	83762	84544	85698
27	76346	77168	77918	84163	84943	85723	86873
28	77527	78343	79095	85339	86117	86903	88047
29	78698	79522	80275	86512	87295	88076	89228
30	79872	80693	81451	87686	88473	89253	90399
31	81043	81877	82622	88863	89654	90433	91575
32	82220	83048	83800	90036	90828	91609	92750
33	84002	84836	85593	91875	92667	93453	94606
34	85186	86021	86776	93059	93857	94638	95785
35	86371	87206	87961	94243	95038	95822	96971
36	87558	88388	89147	95427	96222	97006	98155

Exp	IRS Salary 2025-2026						
	BA	BA+12	BA+24	MA	MA+12	MA+24	SPEC
0	46285	47082	47814	48549	49318	50076	51192
1	47335	48130	48866	49788	50561	51317	52434
2	48384	49179	49917	51031	51794	52559	53674
3	49437	50229	50965	52273	53037	53798	54918
4	50494	51290	52016	53514	54280	55042	56159
5	51543	52342	53077	54757	55525	56284	57400
6	52598	53398	54129	56010	56761	57531	58645
7	53651	54448	55183	57240	58005	58769	59885
8	54706	55512	56239	58488	59253	60018	61132
9	55766	56561	57292	59727	60495	61259	62374
10	56816	57612	58346	60968	61738	62500	63612
11	57867	58666	59404	62215	62978	63739	64852
12	58924	59725	60455	63457	64218	64987	66097
13	60037	60835	61570	64759	65534	66287	67402
14	61157	61958	62691	66073	66840	67606	68721
15	62271	63072	63802	67386	68144	68908	70029
16	63392	64187	64919	68690	69458	70219	71342
17	64508	65302	66037	70004	70765	71535	72655
18	65621	66422	67151	71315	72075	72843	73961
19	67473	68271	69004	72620	73389	74154	75266
20	68710	69517	70267	73949	74732	75514	76646
21	71240	72080	72855	79284	80092	80902	82076
22	72585	73428	74203	80634	81439	82241	83421
23	73793	74641	75414	81842	82648	83453	84639
24	75004	75852	76632	83052	83858	84661	85847
25	76214	77058	77839	84267	85065	85871	87059
26	77426	78274	79050	85474	86275	87080	88269
27	78636	79483	80256	86688	87491	88295	89479
28	79853	80693	81468	87899	88701	89510	90688
29	81059	81908	82683	89107	89914	90718	91905
30	82268	83114	83895	90317	91127	91931	93111
31	83474	84333	85101	91529	92344	93146	94322
32	84687	85539	86314	92737	93553	94357	95533
33	86522	87381	88161	94631	95447	96257	97444
34	87742	88602	89379	95851	96673	97477	98659
35	88962	89822	90600	97070	97889	98697	99880
36	90185	91040	91821	98290	99109	99916	101100

**APPENDIX II**  
**EXTRA DUTY PAY (IRS)**  
**SECTION A**

Pay for Chaperones		
	For Ballgames	66.61
	For Other Assigned Extra-Curricular Activities per hour	15.82
Pay for Workers at Athletic Events		
	Ticket Taker	50.80
	Score Keeper	56.46
	Score Board	56.46
	Crowd Control	56.46
Temporary Class Assignment (per period)		20.33
K-4 Lunchroom Supervisor (per full period)		26.53
K-4 Noon Playground Supervisor (per full period)		26.53
Detention Supervisor (per night)		20.33
Summer School (per hour)		35.47

White Activity Bus Driver will receive a minimum of two hours per trip at a rate of \$25/hour or current district rate, whichever is higher.

Yellow Bus Driver will receive a minimum two hours per trip at a rate of \$25/hour or current district rates, whichever is higher.  
 Driver's license and fees will be paid for by the district.

Teacher's License fee for teachers will be reimbursed with receipt by the district.

**APPENDIX II**  
**EXTRA DUTY PAY (IRS)**  
**SECTION B**

Athletic Director	4,081.00
Baseball Assistant Coach - Boys'	1,722.00
Baseball Coach - Boys'	2,005.00
Basketball Coach - 7th Grade Boys'	3,079.00
Basketball Coach - 7th Grade Girls'	3,079.00
Basketball Coach - 8th Grade Boys'	3,361.00
Basketball Coach - 8th Grade Girls'	3,361.00
Cheerleader Sponsor	3,079.00
Cross Country - Boys'	2,005.00
Cross Country - Girls'	2,005.00
Music - Instrumental Director	7,500.00
Music - Marching Band Assistant Director	1,722.00
Nurse - K-4	2,500.00
Nurse - CJHS	2,500.00
Robotics Assistant Coach	1,000.00
Robotics Coach	2,005.00
Scholar Bowl Coach	2,005.00
Softball Assistant Coach - Girls'	1,722.00
Softball Coach - Girls'	2,005.00
Track Coach - 7th Grade Boys'	1,003.00
Track Coach - 7th Grade Girls'	1,003.00
Track Coach - 8th Grade Boys'	1,003.00
Track Coach - 8th Grade Girls'	1,003.00
Vocal Music Director	3,079.00
Volleyball Coach - 7th Grade Girls'	1,722.00
Volleyball Coach - 8th Grade Girls'	2,005.00
Yearbook- Newspaper Sponsor	2,893.00