

TO: Dr. Mike Riggle
 FROM: Rosanne Williamson
 RE: FOIA Requests
 DATE: September 25, 2013

Attached you will find a FOIA request received by the district and our response.

Received From	Request	Received Request	Date Replied	Responded within required deadline	How response was sent
Dr. Maria D. Fitzpatrick	<ul style="list-style-type: none"> copies of negotiated agreements (contracts) between your school district board and teacher organization covering the 2000-2001 school-year through the 2013-2014 school-year 	11.05.13	11.07.13	Yes	email
<p>Please find our response attached. The documents above have been made available online. These items were not copied for the Board packet.</p>					
Nicole Tuescher	<ul style="list-style-type: none"> a copy of the contract you have entered into with Google or its agent to host the Google Summit at Glenbrook North High School. 	11.7.13	11.15.13	Yes	email
<p>Please find our response attached.</p>					



Elaine Geallis <egeallis@glenbrook225.org>

Fwd: FOIA Request

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org> Tue, Nov 5, 2013 at 3:29 PM
To: Elaine Geallis <egeallis@glenbrook225.org>, Steve Caliendo <scaliendo@glenbrook225.org>

FOIA - Steve - this is for HR. We need electronic copies of agreements.

----- Forwarded message -----

From: **Michael Riggle** <mriggle@glenbrook225.org>
Date: Tue, Nov 5, 2013 at 2:55 PM
Subject: Fwd: FOIA Request
To: Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

FOIA Request.

----- Forwarded message -----

From: **Maria D Fitzpatrick** <cornelleducationresearch@gmail.com>
Date: Tue, Nov 5, 2013 at 1:09 PM
Subject: FOIA Request
To: mriggle@glenbrook225.org

NATIONAL BUREAU OF ECONOMIC RESEARCH, INC.

1050 MASSACHUSETTS AVENUE, CAMBRIDGE, MASSACHUSETTS 02138-5398

Tel: (617) 868-3900 Fax: (617) 868-2742

November 5, 2013

Dr. Michael Riggle
Northfield Twp HSD 225
3801 W Lake Ave
Glenview, IL 60026 1292

Dear Dr. Michael Riggle,

This letter is a request for information under the Illinois Freedom of Information Act. Specifically, I request copies of negotiated agreements (contracts) between your school district board and teacher organization covering the 2000-2001 school-year through the 2013-2014 school-year. If possible, please send these documents electronically to cornelleducationresearch@gmail.com. If only paper copies are available, please send them to me at the above address. Should you incur expense in creation or sending of these documents, please let me know the amount of the expense and I will reimburse you as appropriate under Illinois law. If you have any questions, please contact me by phone [617-868-3900](tel:617-868-3900) or by email cornelleducationresearch@gmail.com.

Sincerely,

Dr. Maria D. Fitzpatrick

Visiting Scholar at NBER and

Assistant Professor at Cornell University

--

Michael D. Riggle
Superintendent
Glenbrook HS District 225
3801 West Lake Ave
Glenview, IL 60026
[847-486-4700](tel:847-486-4700)

--

Rosanne Williamson Ed.D.
Assistant Superintendent for Educational Services
Glenbrook H.S. District 225
3801 West Lake Ave.
Glenview, IL 60026
[847-486-4701](tel:847-486-4701)



Elaine Geallis <egeallis@glenbrook225.org>

11.05.13 Fitzpatrick FOIA Response

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Thu, Nov 7, 2013 at 3:53 PM

To: cornelleducationresearch@gmail.com

Cc: Elaine Geallis <egeallis@glenbrook225.org>

Dear Dr. Maria D. Fitzpatrick,

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. on 11/5/13 you requested the following information:

- copies of negotiated agreements (contracts) between your school district board and teacher organization covering the 2000-2001 school-year through the 2013-2014 school-year

Please find contracts attached.

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
Glenbrook High School District 225
3801 West Lake Avenue
Glenview, IL 60026

 **foiarsponse (1).zip**
11678K

NEGOTIATIONS AGREEMENT

2000-2003

between

BOARD OF EDUCATION

GLENBROOK HIGH SCHOOL DISTRICT #225

and

GLENBROOK EDUCATION ASSOCIATION

For the period July 1, 2000 - June 30, 2003

TABLE OF CONTENTS

Preamble	Page 3
Article I - Recognition	Page 3
Article II - Association Rights and Responsibilities	Page 3
Article III - Board Rights	Page 5
Article IV - Rights and Responsibilities of Teachers	Page 5
Article V - Promotions, Voluntary Transfers, Involuntary Re-Assignments, and Reduction in Staff	Page 6
Article VI - Teaching Load	Page 9
Article VII - Teacher Evaluation	Page 13
Article VIII - Leaves of Absence	Page 15
Article IX - Grievance Procedure	Page 18
Article X - Compensation Policy	Page 21
Article XI - Negotiation Procedures	Page 27
Article XII - Term of Agreement	Page 28
Appendix A - Glenbrook High Schools Professional Schedule	Page 29
Appendix B - Compensation for Differential Responsibilities	Page 33
Appendix C - Fair Share	Page 35
Appendix D - Memorandum of Understanding	Page 36

NEGOTIATIONS AGREEMENT

2000-2003

This Agreement, entered into June 5, 2000 between the Glenbrook Board of Education, District #225, hereinafter called the "Board," and the Glenbrook Education Association, hereinafter called the "Association," becomes effective July 1, 2000.

WHEREAS, the Board and the Association both agree that providing quality education for all the youth of Glenbrook Schools is a mutual aim,

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement,

NOW, THEREFORE, the parties mutually agree to respect and comply with the following:

ARTICLE I. RECOGNITION

A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all regularly employed certificated teaching personnel in the District excluding the Superintendent, directors, principals, assistant principals, deans, instructional supervisors, and other administrative personnel.

B. Unless otherwise expressly provided or clearly indicated by the context, the word "teachers" or the phrase "certificated teaching personnel" when used in this Agreement shall mean all regularly employed certificated District personnel whose position requires a certificate issued under Article 21 of The School Code. However, the word "teachers" or the phrase "certificated teaching personnel" shall not include (1) evening school personnel while employed as such, (2) summer school personnel while employed as such, (3) personnel employed in a capacity or in any program which is not usually or typically associated with the regular school year program or after school "extracurricular" programs while acting as such.

ARTICLE II. ASSOCIATION RIGHTS AND RESPONSIBILITIES

- A. The Board agrees to furnish the president of the Association with the following:
1. A copy of the tentative School District annual budget at least thirty (30) days prior to adoption.

2. Other data relating to the financial resources of the District which will assist the Association in developing intelligent, accurate, and constructive recommendations on behalf of the teachers, students, and educational programs. This information will be provided upon request so long as it does not create additional work for the administrative staff.
3. Four copies of the minutes of regular Board meetings mailed directly to the Association president at the time of normal distribution.
4. One copy of the Board agenda provided to the Association president upon request.

B. **Dues Deduction.** The Board agrees to deduct Association membership dues, once each month, from the pay of those employees who individually request in writing that such deductions be made. After the dues deductions are made, they shall be remitted together with an itemized statement to the president of the Association. Authorization for each deduction shall be in effect for the duration of the Agreement unless written notice of revocation is given by the employee to the employer. Revocation shall become effective within thirty (30) days after such notice is given. The Association shall indemnify and save harmless the employer from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this section. (Section B shall be modified by the provisions of Appendix C of this Agreement as of July 1, 1999.)

C. Whenever a representative of the Association or a teacher is scheduled by the Board, or by the Superintendent, to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the teacher shall suffer no loss in pay nor shall such participation be charged to the teacher's leave time.

D. The Association shall have the right to make use of school equipment, such as typewriters, duplicating equipment, calculators, computers, telecommunications supplies and equipment and audio-visual equipment after the teachers' work day has ended and when such equipment is not otherwise in use. The Association agrees to pay for the actual cost of supplies and the actual cost of the use of the equipment.

E. The Association will establish the date and time for all Association meetings and submit these dates and times to the Office of the Superintendent by June of the preceding year. Notice of all Association meetings and other activities of the Association shall be included on the weekly calendar of each school. Responsibility for seeing that information regarding Association meetings and activities is received in ample time for publication rests with the Association.

F. The Association and its representatives may be permitted to use school buildings for meetings after the teachers' work day has ended. The Association shall reimburse the Board for any extra labor costs required for such meetings.

G. Any matter related to District #225 brought to the Board's attention by the Association shall ordinarily be considered the first item under New Business on the Board agenda so long as these matters are made known to the Superintendent in writing no later than 12:00 p.m. the Wednesday preceding the Board meeting.

H. The Association hereby agrees not to strike or engage in or support or encourage any concerted refusal to render full and complete service to the School District.

I. The Association recognizes that abuses of sick leave, leaves of absence, tardiness, deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession. The Association shall use its best efforts to enforce proper professional conduct on the part of its members.

J. The Association will continue to encourage and improve the professional performance of its members. Any professional employee may bring an incident of alleged improper professional conduct to the attention of the Association's Professional Problems and Ethics Committee. The Professional Problems and Ethics Committee will report the disposition of each case to the employee initiating the inquiry.

ARTICLE III. BOARD RIGHTS

Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, the determination of educational policy, the operation and management of the schools, and the control, supervision, and direction of all certificated and non-certificated staff are vested exclusively with the Board.

All terms and conditions of employment not covered nor abridged by this Agreement shall not be the subject of negotiations during the life of this Agreement, unless such negotiations are mutually agreed to in writing by the Board and the Association.

ARTICLE IV. RIGHTS AND RESPONSIBILITIES OF TEACHERS

A. Teachers are expected to comply with the rules and regulations adopted by the Board or its representatives.

B. The Board recognizes its responsibility to continue to give reasonable support and assistance to all teachers with respect to control and discipline of students. Teachers shall continue to share responsibility for student control and discipline throughout the school day in the entire school facility and at any school sponsored event.

C. Each teacher shall have the right upon advanced request to review the content of the teacher's official personnel file maintained at the District administration office. Privileged information such as confidential credentials and related personal references sought at the time of employment are specifically exempt from such review. All communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the teacher which are included in the teacher's official personnel file shall be called to the teacher's attention at the time of inclusion, and the teacher will be permitted to file a rebuttal. The rebuttal shall be prepared in triplicate, one for the instructional supervisor, one for the principal, and one forwarded to the Superintendent to be placed in the teacher's personnel file. A local representative of the Association may, at the teacher's written request, accompany the teacher in the review.

D. Teachers shall not be required to substitute for an absent teacher except in short-term emergencies. The Board and the Association agree that in no case shall a teacher planning to be absent be permitted to or be held responsible for obtaining a substitute teacher. In short-term emergencies, however, when a teacher is absent and a substitute is not available, other teachers in the department when asked to substitute by their instructional supervisor for their absent colleague shall comply with the requests in the best interests of the students and the school. The instructional supervisor shall make a reasonable effort to obtain a substitute for any absence.

E. As a duly elected body exercising governmental power under the laws of the State of Illinois, the Board shall not discriminate against any teacher in the enjoyment of any rights conferred by the Constitution of the United States, the Constitution of the State of Illinois, and the laws of Illinois. However, this section is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

F. Academic freedom shall be guaranteed to the teachers within the District's planned instructional program and no special limitation shall be placed upon study and investigation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning, subject to the following standards of professional responsibility:

The teacher shall encourage the student to study varying points of view and respect the student's right to form the student's own judgment.

The teacher may assume full political and citizenship responsibilities but shall refrain from exploiting the instructional privileges of the teacher's professional position to promote candidates, parties, or personal philosophies.

Academic freedom exercised by a teacher requires that the teacher be cognizant of the maturity of the teacher's students and that this be recognized in the teacher's instructional presentation.

In the event of adverse criticism by parents or citizens of the District, all reasonable effort shall be made by the parties to settle academic freedom disputes on the administrative level prior to submitting same to the Board for its decision. The Board recognizes its obligation to support the teacher in the legitimate exercise of the teacher's academic freedom as defined above.

ARTICLE V. PROMOTIONS, VOLUNTARY TRANSFERS, INVOLUNTARY RE-ASSIGNMENTS, AND REDUCTION IN STAFF

A. The Board shall have the sole responsibility to promote employees to positions outside the bargaining unit as defined in Article I of this Agreement.

B. During the school year the Board agrees to give notice of vacancies existing or anticipated in all positions, except classroom teaching positions, before filling the vacancy. Notices will be posted in each school fifteen (15) days prior to filling of the position, and a copy of the announced opening will be sent to the president of the Association. Any teacher who meets specified requirements for job opportunities and desires to make application for any vacancy should file a written application to the Superintendent within fifteen (15) days following the announcement of the vacancy. In the case of positions listed on the Differential Responsibilities Schedule contained in Appendix B of this Agreement, and when an immediate need exists, the notice period prior to filling the vacancy shall be five (5) days.

C. In the event that a teacher chooses not to accept a position offered, it shall have no effect upon the teacher's future opportunities for other positions that are created or become vacant.

D. Teachers wishing to be considered for transfer must notify the Office of the Superintendent in writing by March 1 indicating the reasons for requesting the transfer and the school and position desired. Approval of the building principal and of the instructional supervisor involved is a prerequisite for such transfer. If the request for transfer from one building to another is not approved, the reasons for non-approval shall be given the teacher in writing by the Office of the Superintendent.

E. Notice of involuntary re-assignment shall be given to the teacher no later than May 1 by the Superintendent or the principal under whom the employee was assigned prior to the re-assignment.

Within ten (10) days after receipt of notification of re-assignment, an employee dissatisfied with the new assignment may make a request in writing for a meeting with the present principal to discuss reasons for the re-assignment.

Within ten (10) days after such meeting the employee, if dissatisfied with the reasons given for the re-assignment, shall have the further right to request a meeting with the Superintendent to discuss said reasons. If the Director of Personnel has not attended the meeting with the appropriate principal, the Superintendent may elect to have said Director of Personnel confer with the employee in the Superintendent's place.

An employee whose position prior to re-assignment does not come within the jurisdiction of any principal shall have the right to request a conference with the Superintendent and shall make the employee's request thereof within ten (10) days after receipt by the employee of the notice of re-assignment. Such meeting with the appropriate principal or Superintendent shall be held five (5) days after receipt of a request thereof by the Superintendent.

F. If the foregoing procedures have been followed, the decision of the Superintendent in all matters of promotion, voluntary transfer, and involuntary re-assignment shall be final.

G. Nothing in this Agreement shall prohibit the Board from making temporary appointments until positions can be filled with permanent appointments as provided in this Agreement.

H. Reduction in Staff.

1. The Board shall develop District-wide seniority lists of tenured, qualified teachers by service areas. Service areas shall be determined as defined by the State Board of Education's Document Number 1, Minimum Requirements for Secondary Teachers, or subsequent governing documents. Seniority shall be based on the number of full-time, full-term, continuous years of service in District #225, including approved leaves of absence or service in District #225 in an administrative position as defined by Section A of Article I of this Agreement. Full-term shall be defined as employment in the District not later than January 1st. Seniority lists shall be updated once each year and the official lists shall be published on or before December 1st of each school year.
2. To be included on a seniority list, teachers must (a) have been legally certified and legally qualified in Illinois for employment in that service area, and (b) either have been employed in that service area in District #225 during any one or more of the last 5 years (including current year) or have successfully completed at least 6 quarter hours of college credit approved by the Office of the Superintendent in that service area during the last 3 years (including current year).
3. Placement on a seniority list for teachers with equal number of years of service to the District, shall be determined by the relative lane placement of the involved teachers on the teachers' salary schedule, the higher lane placement being more desirable. If it becomes necessary to choose among teachers with equal number of years of service and equal salary schedule lane placement, the Superintendent shall make the choice based on the relative instructional competencies of the involved teachers.
4. If an administrator's position is eliminated, the administrator shall be placed on the seniority lists in the service areas for which the administrator is legally certified and legally qualified and in which the administrator has had previous teaching experience.
5. The Board shall establish a recall procedure consistent with State law.
6. Nothing contained herein is to be construed as limiting the power of the Board to dismiss or release teachers for cause or as otherwise permitted by law.

ARTICLE VI. TEACHING LOAD

A. The Board and the Association recognize that effective learning is the basic foundation for a sound educational program. Effective learning depends primarily upon effective teaching. Effective learning and teaching can only take place when an appropriate number of students are assigned to the teacher. Appropriateness is based upon the following criteria:

1. The background and experience of the teacher
2. The capabilities of the students enrolled
3. The content of the course, and
4. The techniques of teaching required.

B. The following will serve as maximums for class size and load:

	Max. Teacher Load	Max. Class Size
Art	125	25/28
Physical Education	185	35/37
English	130	30
Business Education	140/160	35/40
Foreign Language	135	30
Home Economics	120	24/30
Industrial Education	120	24/28
Mathematics	140	34
Science	112	28
Social Studies	140	34
Driver Education	According to the State Code	According to the State Code

C. Class Schedules. The Board shall have the right to conduct either modular class schedules or block class schedules under the terms and conditions described below in Sections D and E. If the Board plans to change the schedule or schedules from one year to the next year, the Board shall notify the Association in writing not later than May 1st of the schedule or schedules it plans to conduct during the subsequent school year.

D. Thirty Module Class Schedule

1. Teachers of the Northfield Township High School District shall be assigned to teach or supervise educational activities 2/3 of each 30-module teaching day. Teachers are expected to be in the building at least 15 minutes prior to the start of the 1st module of each teaching day. Teachers are expected to be at their respective module #1 assignment at least 5 minutes prior to the start of module #1. Those teachers who do not have a module #1 assignment shall check in with their respective departments at least 5 minutes prior to the start of module #1. It shall be the practice to assign teachers five classes per teaching day unless a teacher prefers a sixth class in lieu of an additional assignment to fulfill the 2/3 assignment referred to above.

2. In an alternating day, quarter, or semester modular schedule, the number of modules of assignments shall not exceed an average of 20 modules per day, quarter, or semester over the two days, quarters, or semesters; the number of class assignments shall not exceed an average of five classes per day, quarter, or semester over the two days, quarters or semesters with six module classes counted as two class assignments.

3. In an alternating day, quarter, or semester schedule, the maximum teacher load shall be determined by the average of the teacher loads over the two days, quarters, or semesters.

4. If a teaching assignment does not fulfill the 2/3 time requirement referred to above, a teacher may be assigned to any of the following types of activities to meet this requirement:

1. Individual work with students
2. Open labs
3. Departmental resource centers
4. Special department projects
5. Hall supervision
6. Cafeteria supervision
7. Study Hall supervision
8. Other supervision assigned by the principal.

E. Block Class Schedule

1. Teachers of the Northfield Township High School District shall be assigned to teach or supervise educational activities 275 minutes of each 465 minute teaching day. The 465 minute teaching day shall include the 15 minutes prior to the start of the teacher's first period referenced below. Teachers shall have a total teaching assignment of not more than 250 minutes unless a teacher prefers additional time in class to fulfill the 275 minute assignment referenced above. Teachers are expected to be in the building at least 15 minutes prior to the start of the first regularly scheduled period of each teaching day or 15 minutes prior to their "early bird" class if the teacher is assigned to an "early bird" class. Teachers are expected to be at their respective period #1 assignment at least 5 minutes prior to the start of period #1. Those teachers who do not have a period #1 assignment shall check in with their respective departments at least 5 minutes prior to the start of period #1. It shall be the practice to assign teachers up to five classes per teaching day unless a teacher prefers a sixth class in lieu of an additional assignment to fulfill the 275 minute assignment referred to above. A sixth class shall be additionally compensated at a rate of 15% of the teacher's teaching salary.

2. In an alternating day, quarter, or semester block schedule, the number of minutes of assignments shall not exceed an average of 275 minutes per day, quarter, or semester over the two days, quarters, or semesters; the number of class assignments shall not exceed an average of five classes per day, quarter, or semester over the two days, quarters or semesters with double period classes counted as two class assignments.

3. For determining maximum teacher load, students in double period classes shall be counted twice. In an alternating day, quarter, or semester schedule, the maximum teacher load shall be determined by the average of the teacher loads over the two days, quarters, or semesters.

4. If a teaching assignment does not fulfill the 275 minute time requirement referenced above in Paragraph #1 and #2, a teacher may be assigned to any of the following types of activities to meet this requirement:

1. Individual work with assigned students
2. Supervision of Open labs
3. Supervision of Departmental resource centers
4. Special department projects
5. Resource Period Assignments

Teachers who are assigned to a resource period shall be expected to teach educational activities during the resource period. Teachers shall be expected to record the attendance of students assigned to the teacher's resource period. Resource period assignments shall not exceed an average of 25 minutes per day and no assignment beyond the 250 minutes reference in Paragraph #1 above, shall be required.

Teachers assigned to a resource period must meet at least one of the following criteria:

- (1) The teacher has volunteered to accept assignment to a resource period or
- (2) The teacher has fewer than three preparations in their regular teaching assignment or
- (3) The teacher has fewer than five classes in their regular teaching assignment or
- (4) The part-time teacher has an F.T.E. of 0.8 or greater.

The Board may assign up to 15% of the teaching staff, in addition to the teachers identified in items #1) through (4) above, if the pool of teachers provided by Items #1) through #4) fails to satisfy the full complement of resource period needs for not more than two grade levels during any one of the 2000-01, 2001-02, and 2002-03 school years. The overall average class size for resource period shall be maintained in a range of from 20 to 25 students whenever teachers outside of Items #1) through #4) are utilized.

F. The Board and Association recognize that new techniques of teaching and new organizational arrangements of teachers and students make occasional deviations in class size desirable. With the written consent of the teachers involved, class size and teacher maximums as indicated above may not apply in these cases as well as in cases of experimental programs. The Association recognizes and will continue to respect every teacher's individual right to increase class size and teacher load to improve instructional effectiveness.

G. It shall not be a practice to assign teachers to more than three teaching preparations; in no case shall a teacher with four or more teaching preparations have any additional assignments during the teaching school day without the concurrence of the teacher, the instructional supervisor, and the principal.

H. A teaching preparation is defined as the assignment of a teacher to instruct students in a course and/or additional ability levels therein, whenever the instructional materials are substantially different, to constitute a distinct preparation as determined by concurrence of the teacher, the instructional supervisor, and the principal.

I. **Unscheduled Time.** The teacher's unscheduled time shall be used for tasks directly related to the teacher's instructional responsibilities, except for occasional breaks. When necessary, a teacher may leave the building during unscheduled time with approval of the teacher's instructional supervisor. In those cases when the teacher's instructional supervisor is not available, the teacher may leave the building with the knowledge of the principal's office. The teacher shall post available times of not less than 30 minutes per day for conferences during the teacher's unscheduled time within the teaching day. These conference times shall be scheduled at a time and at a location mutually acceptable to the teacher and the teacher's supervisor. Each department shall post in the department a semester schedule for teachers in the department indicating the times each teacher is available for student conferences and where the student may locate the teacher. A copy of this schedule shall be forwarded to the principal by the end of the second week of each semester. Any subsequent change shall also be sent to the principal.

J. Teachers not engaged in classroom teaching shall have two 15 minute break periods and a lunch period equal to that of a classroom teacher. The break periods and lunch period shall be scheduled at a time mutually acceptable to the teacher and the teacher's supervisor.

K. All teachers shall be required to attend up to one staff meeting each week. These meetings should be planned on a monthly basis and shall normally be scheduled on Mondays. Staff meetings shall normally be adjourned no later than 4:30 p.m. Every teacher must attend these meetings unless an emergency situation develops which precludes such attendance. The principal must approve in advance all emergency requests for release from attendance at faculty meetings. The teacher's supervisor must approve in advance all emergency requests for release from attendance at all other staff meetings. Whenever possible, all such emergency requests shall be made by the teacher at least 24 hours in advance of the meeting.

L. All teachers as a part of their regular school responsibility will be required to supervise up to two student social activities per school year.

M. All teachers as a part of their regular school responsibilities shall be required to attend up to three Parent Conference Nights per school year without receiving compensatory release time.

N. Glenbrook teachers share in the responsibility for addressing the educational needs of the students, the community and the School District, and for actively cooperating in the efforts to improve the total school program. These responsibilities include, but are not limited to: honoring the designated time of arrival and departure from school; assisting students outside of the regularly scheduled school day; attending special conferences with parents as they are needed; spending sufficient time in the school building to fulfill the teacher's total professional responsibilities.

O. In addition to student attendance days and institute days authorized by The School Code, all teachers will be required to attend Glenbrook days of normal working hours, on days designated by the Board for such purposes in or immediately before the school calendar adopted by the Board. The Glenbrook days shall be used for purposes deemed appropriate by the Board such as additional student attendance, curriculum development, parent-teacher conferences, planning and evaluation, staff development, and student assessment. The number of such days scheduled shall not exceed five days during any school year. For each day so scheduled by the Board, the Board shall increase teacher salaries by an amount equal to per diem for each such day scheduled, for the school year in which the days are scheduled. The Board shall schedule not less than three Glenbrook days, during the 2000-01, 2001-02, and 2002-03 school years; however, the requirement for the Board to schedule the three days shall terminate at the end of the 2002-2003 school year.

P. All teachers as a part of their regular school responsibilities shall be required to attend up to one special staff development activity of up to four hours per year outside the regular school day if the activity cannot reasonably be conducted during a regular department meeting and if the activity is approved by the school principal. Nothing in this section, however, shall preclude or prevent teachers from volunteering for other staff development activities outside the regular school day.

ARTICLE VII. TEACHER EVALUATION

A. The parties agree that in order to maintain and improve the quality of education in District #225 the Board must make full use of its prerogative during the probationary period. The probationary period is the time set aside for the Board to select whom it considers the best person for the position. Therefore, merely performing at a SATISFACTORY rating level will not necessarily bring about tenure status. Non-retention of probationary teachers shall be based upon performance in the areas covered in Section B of Article VII. However, decisions relative to tenure must be based upon strengths and weaknesses noted in the evaluative conferences.

B. The Board and the Association recognize that the basic purpose of evaluation is to improve instruction and services received by students, to focus on student outcomes, and to encourage professional growth. This process has the following functions: (1) to identify excellent performance; (2) to supply information that will lead to the modification of assignments such as placement in other positions, promotions, and terminations; (3) to measure adherence to standards; (4) to provide information for developing an individual professional growth plan; (5) to improve teaching performance. The evaluator's major concern shall be in but not limited to the following areas of instruction with emphasis on subject matter, class preparation, methods of instruction, knowledge of individual nature of learning, pupil participation and reaction, pupil-teacher relationships, effectiveness and cooperation in department and school activities, and self-improvement, initiative, and growth in professional competencies. It is therefore understood that a formal classroom evaluation is but a part of the total evaluation process.

C. No formal evaluation of a teacher new to the District shall take place until two weeks after the supervisor has acquainted each teacher under the supervisor's supervision with teacher evaluation procedures, standards, and instruments, and shall have advised each teacher as to who shall observe and evaluate the teacher's performance.

D. Tenure teachers shall have formal evaluation conferences with their instructional supervisors at least one (1) time every two (2) years. The evaluation conference will include a discussion of a written evaluation based on classroom observation and other areas cited in Section B above. The evaluator shall stress strengths and areas which need improvement and when necessary in the judgment of the evaluator provide positive written assistance for improvement. The teacher shall sign copies of the written evaluation. One (1) copy of the written evaluation shall be retained by the instructional supervisor, one (1) copy sent to the principal, one (1) copy given to the teacher, and one (1) copy will be sent to the Superintendent for placement in the personnel file. The absence of positive written assistance shall indicate a satisfactory evaluation; however, positive written assistance may be included in a satisfactory evaluation.

E. All teachers who have received positive written assistance will file with their principal through their instructional supervisor on or about the 1st and 15th of each month a progress report indicating specific action taken by the teacher to improve the quality of the teacher's performance.

F. Only those materials included in the official file may be used for the purpose of taking disciplinary action.

G. Glenbrook teachers understand the need to participate in continued professional growth activities which include, but are not limited to the following: earning credits in formal coursework; attending conferences, institutes and workshops; participating in inservice or staff development activities; serving on local, state and national committees addressing educational matters; reading professional publications; publishing in professional publications; sharing ideas through membership in, conference presentations at, and service to professional organizations; leading inservice or staff development workshops in the district; engaging in educational research; expanding the use of instructional and administrative technology in the district; developing and refining educational assessments; chairing a building or district level committee; developing a teaching portfolio in cooperation with the teacher's supervisor; completing the requirements for certification by the National Board for Professional Teaching Standards. Each teacher shall be required to submit supporting documentation of the teacher's continued professional growth activities to the teacher's supervisor. Teachers shall be required to submit documentation of continued professional growth at least once every two years but not more often than once every year as part of the teacher's formal appraisal process. At the onset of each two year appraisal cycle the teacher and supervisor shall cooperatively establish professional growth goals and means to satisfy the goals. The completion of 3 semester hours of college credit every two years, or the equivalent in credit courses offered by the Board, or 10 continuing education units (CEU), or 48 continuing professional development units (CPDU), or a combination of college credit or credit courses offered by the Board or CEUs or CPDUs, approved in advance by the teacher's supervisor, shall satisfy the continued professional growth requirement. The association agrees to work cooperatively with the Board in revising the Teacher Performance Appraisal Plan to implement the continued professional growth requirement into the Plan, including any revisions which may be required by changes in The School Code.

H. The teacher and the teacher's supervisor shall work cooperatively in developing the teacher's state required Certificate Renewal Plan. The teacher and the teacher's supervisor shall endeavor to identify continued professional growth activities required by Section G, which will also satisfy the teacher's state Certificate Renewal Plan requirements.

I. Any changes in the Board policy, Teacher Performance Appraisal Program (GC), shall be submitted to the Association prior to the adoption of the changes by the Board. The Association shall have ten (10) school days after the changes have been submitted, to inform the Superintendent that the Association desires to participate in the development of the changes, in accordance with the provisions of Section 24A-4 of The School Code. If the Association does not so inform the Superintendent, the Board may proceed to adopt the changes.

ARTICLE VIII. LEAVES OF ABSENCE

A. **Sick Leave.** Sick leave shall be accumulated at a rate of 15 days per school year cumulative to a maximum of 360 days. However, solely for purposes of determining the amount of a teacher's service recognition payment (Article X, Section O), sick leave shall be allowed to accumulate to 420 days in 2000-01, 435 days in 2001-02, and 450 days in 2002-2003. However, unused sick leave days accumulated in excess of 180 days shall reduce by an equal number of days the maximum number of days which a teacher may draw from the sick leave bank. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Immediate family is defined as a teacher's spouse, or the parent, legal guardian, brother, sister, son, daughter, grandparent, or grandchild of either teacher or spouse, or any other relative who is at the time of such illness a member of the same household as the teacher. Under extraordinary circumstances, the principal may approve the use of sick leave for attendance at a funeral of an individual who was not a member of the teacher's immediate family. Serious illness shall be interpreted according to the normal use of the term by the medical profession. In the event a teacher is absent for illness or injury, and irrespective of whether such absence is charged to any accumulated sick leave, the Superintendent may require the teacher to provide the Superintendent with a physician's certificate; or if the Superintendent believes there may have been an abuse of the sick leave policy, the Superintendent may require an examination by a physician selected by the Superintendent. An examination by a physician selected by the Superintendent shall be at the Board's expense.

All teachers upon request shall be provided with a statement of total unused, accumulated sick leave once each school year. The Board shall establish a sick leave bank. The sick leave bank shall be administered by the Personnel Office under the guidelines of the Board sick leave bank policy.

Any teacher who is absent from school for reasons ordinarily associated with sick leave, who has no accumulated sick leave, and who is no longer qualified to borrow from the sick leave bank, shall lose per diem pay for each day of absence. Per diem pay for an employee covered by this Agreement shall be interpreted as an amount equal to the teacher's annual salary divided by the required number of teacher attendance days in the school year.

B. **Professional Leave.** Teachers shall be granted time off with pay for the purpose of visiting other schools or attending meetings or conferences of an educational nature provided that: (1) the administration determines that funds are available for hiring a substitute teacher; (2) the Superintendent determines that such a visit, meeting, or conference would be worthwhile for the participating teacher; (3) the teacher granted such permission furnishes the teacher's supervisor and principal with a written report of the school visit, meeting, or conference; (4) under no circumstances shall a teacher be paid more than the teacher's per diem pay and verified expenses without the prior written approval of the Superintendent; (5) the teacher shall be required to credit against the teacher's regular per diem pay all sums received by the teacher from other sources for attendance at or participation in such functions; (6) the teacher shall be permitted to receive an advance draw in the amount of up to two-thirds of the total anticipated expenses if the application for the draw is submitted to the Business Office at least one week prior to said leave.

The attendance of two teachers from any one department will normally be sufficient to represent the school.

C. **Leave for Legal Purposes.** Time off with pay shall be granted to any teacher when necessary for appearance in any legal proceedings arising out of a teacher's employment, providing said decision does not find unprofessional or dishonorable conduct of the teacher, dismissal of the teacher, or any breach of this Agreement by either the teacher or the Association.

D. **Jury Duty.** The District shall make up the difference in pay, if any, lost by any teacher as a result of being called to jury duty. The teacher shall, in turn, reimburse the District for any pay above the teacher's regular per diem teaching salary and expenses for such duty. Notification of being called to jury duty should be submitted to the building principal at least one week prior to such duty. A receipt containing a verified statement of expenses should be submitted to the Business Office within one week following completion of said duty.

E. **Sabbatical Leaves.** The Board may grant sabbatical leaves in accordance with the following procedures:

1. On recommendation of the Superintendent of Schools, the Board may permit teachers to take sabbatical leaves for one school year. Such leaves shall be granted for purposes designed to benefit the school system through study, research, a planned program of travel, or an approved combination of the above. The sabbatical plan shall require the approval of the teacher's instructional supervisor, the principal, and the Superintendent.
2. A maximum of five (5) teachers divided equitably between the two schools may be granted leaves for any school year. Whenever more than five (5) applications have been received, awards will be based on the quality of service as determined by criteria to be established by the principal, the Superintendent, and the supervisory personnel (in the case of a teacher).

3. It is the policy of this Board to consider only those applicants who hold a Master's degree and who have or will have completed seven (7) years of service to the District. Such service need not be continuous but any leave from service will not exceed one school year, and at least three years of uninterrupted service must have been or will be completed immediately prior to the beginning of such a sabbatical.
4. Further, it is the policy of this Board to give priority to requests for one-year sabbaticals. Semester sabbaticals will be granted only if circumstances are deemed to be extenuating in the judgment of the administration and the Board.
5. A teacher on sabbatical leave shall receive a salary equal to one-half of the basic salary as if in actual service or the minimum salary provided by the first paragraph of Section 24-8 of The School Code of Illinois, whichever is larger. In addition, the Board shall pay the retirement contribution as provided for under the Teachers' Retirement System, State of Illinois. The Board will maintain the premium contributions toward any fringe benefits agreed to in this contract.
6. Normal credit on the salary schedule shall be given for such leave. Time on leave is considered as time in service to the District.
7. During the sabbatical the teacher shall file at least three (3) reports outlining the teacher's progress in meeting the sabbatical plans together with the teacher's impressions, experiences, and other matters consistent with the purpose and of interest to the students, staff, Board, and community.
8. The granting by the Board of a sabbatical leave should be interpreted as a finding that the leave is deemed to benefit the school system. Acceptance of such a leave carries with it the clear moral obligation on the part of the recipient to continue the recipient's service in the District following the termination of the leave. The Board considers it reasonable to expect recipients of sabbaticals to return and perform contractual continued service for a period of at least two school years following the end of the sabbatical leave. A teacher who fails to continue the teacher's services for two school years following the sabbatical shall be required to reimburse the Board for all compensation and fringe benefits paid by the Board to the teacher or on behalf of the teacher during the sabbatical year unless such return and performance is prevented by illness or incapacity. The teacher shall be required to sign a contract with the Board containing the reimbursement provision prior to the approval of the teacher's sabbatical.
9. All requests for sabbaticals shall be submitted to the Superintendent through the instructional supervisor and the building principal before February 1 of the year prior to the school year for which the sabbatical is requested. Requests for semester leaves must be received at least one full semester in advance of the leave. The letter of application shall outline the purpose of the sabbatical leave together with a tentative plan for the achievement of that purpose.

F. **Emergency Leave.** Each teacher shall be eligible for two days of emergency leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.

Application for emergency leave with pay shall be made by the teacher through the teacher's supervisor to the principal. The application shall be in writing. The application shall be made at least one week before taking said leave, if possible.

All such applications shall be subject to the approval of the principal.

It shall be the practice that no leaves be taken under this section on the day before or day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

Emergency leave shall not be accumulated from year to year, except as provided for in Section O of Article X.

ARTICLE IX. GRIEVANCE PROCEDURE

A. **General Policy.**

1. The Board recognizes that in the interests of effective personnel management a procedure is necessary whereby its teachers can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedure shall be available to all teachers, and no action of any kind shall be taken against any teacher for initiating or participating in a grievance procedure.
2. The parties shall make a sincere and determined effort to settle meritorious grievances in the steps of the grievance procedure and to keep the procedure free of unmeritorious grievances.
3. It is agreed that no grievance shall be presented hereunder which occurred prior to the effective date of this Agreement.
4. A grievance is defined to be a complaint by any teacher or a group of teachers within the bargaining unit, based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of the terms of this Agreement.
5. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement. If requested by the teacher, the Association representative may accompany the teacher to assist in the resolution of the grievance.

6. Re-employment of probationary teachers is not a proper subject for grievances under the grievance procedure, but violation of the procedures in the evaluation article of this Agreement are subject to the grievance procedures. Re-employment of probationary teachers shall be in compliance with provisions of The Illinois School Code.
7. A grievance may be withdrawn at any level without establishing precedent.
8. Investigation or processing of any grievance shall normally be carried out on the teacher's own time, after school hours. However, when necessary, the investigation or processing of a grievance may be carried out on the teacher's unscheduled time (excluding regularly scheduled conference modules as required by Section I of Article VI of this Agreement).
9. The parties hereto acknowledge that it is usually most desirable for a teacher and the teacher's immediately involved supervisor to resolve problems through free and informal communications. When requested by the teacher, the Association representative may accompany the teacher to assist in the resolution of the grievance.
10. If the grievant and the Superintendent agree, Step #1 and/or Step #2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.
11. The Board acknowledges the right of a representative of the Association to participate in the processing of a grievance at any level, and no teacher shall be required to discuss any grievance if the Association's representative is not present.
12. The Board and the administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such information requested for the processing of any grievance.
13. Section E of Article IV of this Agreement is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

B. **Procedure for Grievance.** It is agreed that any grievance must be presented under the process of this article promptly and within the prescribed time limitations. Working days for the purposes of the grievance procedure shall mean teacher employment days. Any grievance not presented by the individual, or the Association in the event of an appeal to arbitration, within the time limitations shall be considered settled on the basis of the decision which was not appealed or shall be deemed settled on the basis of the decision in the last step to which the grievance was carried and shall not be further appealed or filed as a new grievance. Time limits in the appeal steps may be extended by mutual agreement in writing.

- Step 1 -** A teacher with a grievance shall first discuss the teacher's alleged complaint with the teacher's immediate supervisor with the objective of resolving the matter informally. Every effort shall be made by both parties to maintain the informality of these discussions. Tape recorders shall not be permitted during these discussions.
- Step 2 -** If the grievance cannot be resolved informally, the teacher may file the grievance with the principal. The grievance must be filed in writing within ten (10) working days from the alleged occurrence of the event giving rise to the grievance or when the grievant knew of the event. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the contract which have been violated, misinterpreted, or misapplied, and shall state the remedy requested. Within seven (7) working days after such a written grievance is filed, the principal shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within seven (7) working days after the second step grievance meeting, the principal shall make a decision on the grievance and shall communicate it in writing to the teacher and the Superintendent.
- Step 3 -** If the grievance has not been satisfactorily resolved at the second step, the teacher may file the grievance with the Superintendent. The grievance must be filed with the Superintendent within five (5) working days from the receipt of the decision rendered in Step #2. Within ten (10) working days after such written grievance is filed, the Superintendent or the Superintendent's designated representative shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within ten (10) working days after the third step grievance meeting, the Superintendent or the Superintendent's designated representative, shall make a decision on the grievance and shall communicate it in writing to the teacher, the principal, and the Board.
- Step 4 -** If the grievance has not been satisfactorily resolved at the third step, the Association may submit, on behalf of the Association and the grieving teacher, the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. The Association must submit in writing to the Superintendent within ten (10) working days from the receipt of the decision by the teacher rendered in Step #3, a notice of intent to enter into arbitration. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitration and the American Arbitration Association will be borne equally by the Board and the Association. The arbitrator, in the arbitrator's decision, shall not suggest amending, modifying, nullifying, ignoring, or adding to the provisions of this Agreement. The arbitrator's authority will be strictly limited to the issue or issues presented to the arbitrator in writing by the Board and the Association, and the arbitrator's decision must be based solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of the Agreement.

ARTICLE X. COMPENSATION POLICY

A. **Intent and Purpose.** It is the intent and purpose of the compensation policy to attract and retain the highest quality teacher who can make continuing contributions to the educational growth and development of all the teacher's students attending the Glenbrook Schools.

B. **General Policies.**

1. Annual experience increments on the salary schedule are not automatic but are dependent upon an annual evaluation for all teachers as reported to the Superintendent by the building principal and shall be in conformity with statutory provisions. In the absence of an annual evaluation the teacher will be entitled to the annual increment. Teachers not receiving the annual increment under the conditions set forth above will be provided with an explanation in writing by the Superintendent or the Superintendent's designated representative. Such teachers shall be afforded the opportunity to respond in writing within ten school days of the issuance of the written explanation, before a final decision is made. A copy of the Superintendent's explanation and the teacher's written response shall become part of the teacher's permanent personnel file. One step on the salary schedule will be credited for each effective year of teaching in the Glenbrook Schools including the current year, but no more than one step on the salary schedule may be granted in any one year.
2. Experience outside the District may be counted at Board discretion.
3. A teacher who has earned the right to move to a higher salary level by additional professional training shall be placed at the higher salary level at the beginning of the next contract year. Written notification that the teacher has earned sufficient credits to move to a higher salary level must be filed by the teacher in the Superintendent's office no later than September 15; an official transcript must be on file no later than October 15.
4. All earned semester hours of credit applied to this schedule above the Bachelor's degree, must be graduate credits in the general area of instruction in which the teacher presently teaches or, be graduate or undergraduate credit in a planned program of study or a course approved in advance by the teacher's supervisor, the principal, and by the Office of the Superintendent.
5. All earned semester hours of credit to be applied to the schedule beyond the Master's degree must be graduate credits earned after the Master's degree has been conferred, and must be in the general area of instruction in which the teacher presently teaches or, be graduate or undergraduate credit in a planned program of study or a course approved in advance by the teacher's supervisor, the principal, and by the Office of the Superintendent.

6. The Superintendent, with the approval of the teacher's instructional supervisor and principal, may grant graduate credit on the salary schedule for courses completed at technical institutes. The Superintendent shall determine the number of semester hours of credit which shall be granted for each approved course. Courses not approved in advance by the Superintendent shall not be considered for approval at a later date.
7. Requests for all courses to be approved for advancement on the salary schedule shall be made by the teacher to the Office of the Superintendent in advance of the start of the course. It shall be the practice that courses not approved in advance by the Office of the Superintendent will not be considered for advancement at a later date. However, in unusual circumstances, the Office of the Superintendent may make exceptions to this rule for courses in the general area of instruction in which the teacher presently teaches.

C. Salary Schedule.

The 2000-01 professional salary schedule and the 2000-01 differential responsibility salary schedule are contained in Appendix A and Appendix B of this Agreement.

Effective July 1, 2001 each step of the 2000-2001 Professional Salary Schedule and the 2000-2001 Differential Responsibilities Salary Schedule shall be adjusted by the average of 2.8% and the percentage change rounded to the nearest 1/10 of 1% in the United States City Average Consumer Price Index for All Urban Consumers for the twelve month period from January 1, 2000 to December 31, 2000. In no case, however, shall the adjustment be less than 1% nor greater than 5%. If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois which adversely affects the financial condition of this District, the Board shall have the option of having Article X and Section O of Article VI of this Agreement expire as of June 30, 2001, and renegotiating Article X and Section O of Article VI with the Association for the 2001-02 and 2002-03 school years. If the Board desires to renegotiate Article X and Section O of Article VI, the Board shall notify the Association of its intentions no later than February 1, 2001. Such a negotiation shall be limited to Article X and Section O of Article VI of this Agreement.

Effective July 1, 2002 each step of the 2001-2002 Professional Salary Schedule and the 2001-2002 Differential Responsibilities Salary Schedule shall be adjusted by the average of 2.9% and the percentage change rounded to the nearest 1/10 of 1% in the United States City Average Consumer Price Index for All Urban Consumers for the twelve month period from January 1, 2001 to December 31, 2001. In no case, however, shall the adjustment be less than 1% nor greater than 5%. If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois which adversely affects the financial condition of this District, the Board shall have the option of having Article X and Section O of Article VI of this Agreement expire as of June 30, 2002, and renegotiating Article X and Section O of Article VI with the Association for the 2002-2003 school year. If the Board desires to renegotiate Article X and Section O of Article VI, the Board shall notify the Association of its intentions no later than February 1, 2002. Such a negotiation shall be limited to Article X and Section O of Article VI of this Agreement.

D. Differential Responsibilities Schedule.

1. The Differential Responsibilities Schedule is an instrument designed to compensate those Glenbrook teachers who assume responsibilities for directing student activities above and beyond the normal expectations of a professional teacher which occur after the school day except for those activities which have as a matter of past practice occurred during the school day and for which compensation has been paid.
2. The parties agree that the stipend for the extra assignment should be equitable to all teachers. Therefore, the Board agrees to pay all teachers who perform extra assignments as approved by the Board the same stipend for the same work. The only differential will come about based on experience in the position and performance as determined in a written evaluation by a supervisor. Of course, differential stipends will be paid for the various extra assignments in accordance with categories as listed in Appendix B.
3. The Board assumes the responsibility for approving all activities. Board action is required before any new activity is added to the list. Activities may be added or deleted from time to time. Proposals for additions or deletions will normally arise through administrative channels and be referred to the Board for their action. All assignments of individuals to extra responsibilities are subject to annual review by the building principals. Continued assignment of an individual in a given activity is the principal's decision.
4. The scope, variety, and extent of extracurricular activities is a policy decision and, therefore, shall be determined by the Board. There is no continuing commitment that the program of responsibilities as outlined and specified shall remain in effect.
5. The list of activities attached hereto does not necessarily mean that an appointment of a staff member is automatic. This is to say that any activity which cannot be supported by adequate pupil response will not be sponsored for that year.
6. A sports season is defined as the period beginning with the first permissible day for practice through and including the last scheduled contest including tournament participation.
7. Every teacher or staff member who assumes an extra responsibility assignment shall, as soon as the activity is organized, submit to the Office of the Superintendent through the appropriate supervisor, the following information: (a) the names of all participants, and (b) the beginning and ending dates of the activity including rehearsals, all practices, and preparation dates and times. This regulation applies to all boys' and girls' intramural programs, athletics, music, dramatics, debate activities, swim and dance shows, and cheerleading.

8. The preparation and distribution of basic contracts for the ensuing school year shall not be contingent upon the completion of all assignments of teachers to extracurricular responsibilities. All assignments of extra responsibilities shall, when agreed upon by the teacher and the administrative staff, be formalized by a separate and supplemental contract. If the basic contract and the assignment for extra responsibility can be accomplished at one time, both contracts shall be issued simultaneously.
9. All payments for extra responsibilities less legally required deductions shall be made as soon as possible upon the conclusion of the assigned responsibility. In the case of athletics, assigned responsibilities shall include all pre and post season meetings, banquets, and equipment returns and equipment inventory. Request for payment shall be initiated by the coordinator of athletics, instructional supervisor, or appropriate administrator, channeled through the building principal, directed to the Director of Personnel, and terminated in the Business Office. No request for payment shall be honored without the successive recommendations and endorsements indicated above. In the case of a year-long activity, compensation may be made in two equal payments, at the end of December and the end of June.
10. The administration shall attempt to fill the positions listed on the Differential Responsibilities Schedule on a voluntary basis. The Association shall encourage its members to volunteer for these positions. However, if a qualified volunteer is not available, the administration may assign teachers to the positions listed in Categories 1A through 1X of the Schedule provided that: (a) no teacher shall be involuntarily assigned to more than one assignment per year; (b) no teacher may be involuntarily assigned to the same extra-curricular assignment more than twice every three (3) years; (c) a teacher shall not be placed in an involuntary assignment during any semester in which the teacher is filling one other assignment on the Schedule on a voluntary basis; and (d) assignments shall be related to the teacher's training or experience.

E. **Teacher's Salary Payments.** A teacher will be paid the teacher's total salary over twelve (12) equal monthly payments starting in September.

A teacher may request the teacher's pay for July and August in a lump sum. Such request shall be made on forms provided by the Business Office and shall be delivered to said office by April 15. The lump-sum payment shall be paid with the June salary payment, subject to available funds.

The paydates for the 2000-01, 2001-02, and 2002-03 school years shall be on the 15th of each month or the last teaching day prior to the 15th if it should fall on a weekend or a holiday. It is understood that variances to this procedure may be necessitated for September and June.

F. **Board Payment of Required Medical Examinations.** The Board shall pay the costs of all medical and other examinations required of a teacher by the Board. The Board shall not pay more than \$50.00 toward the cost of the pre-employment physical.

G. Individual Medical Insurance Coverage. The Board shall provide full individual medical insurance coverage under the District's Medical Benefits Plan at no cost to the individual teacher. The premium paid by the Board shall cover the period beginning September 1, 2000 and ending August 31, 2003. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2000, or as mutually agreed to by the Board and the Association.

H. Family Medical Insurance Coverage. The Board shall provide family medical insurance coverage under the District's Medical Benefits Plan. The Board shall pay an amount equal to 80% of the difference in premiums for individual and family coverage under the Plan toward the purchase of family coverage under either the Plan or any health maintenance organization plan offered by the District. The remaining portion of the premium shall be paid by the teacher. Under no circumstances shall the Board pay an amount greater than 100% of the family coverage premium toward the purchase of a health maintenance organization plan.

I. Term Life Insurance Coverage. An amount equal to \$75,000.00 shall be provided by the Board for teachers. Optional additional group term life insurance shall be made available by the Board, if approved by the insurance carrier, in amounts of either \$50,000.00 or \$100,000.00. Teachers who select to purchase either of these optional additional amounts, shall be responsible for the full premium.

J. Additional Fringe Benefits The Board shall provide a Section 125 flexible benefit plan contribution and an allowance for each teacher who was a member of the faculty for the 1999-2000 school year and who does not select family health insurance coverage for the 2000-01, 2001-02, and 2002-03 school years.

In 2000-2001 the flexible benefit plan contribution shall be \$900 and the allowance shall be \$2450.

In 2001-2002 the flexible benefit plan contribution shall be \$950 and the allowance shall be \$2400.

In 2002-2003 the flexible benefit plan contribution shall be \$1000 and the allowance shall be \$2350.

The flexible benefit plan contribution and the allowance shall be paid only in those years during which the teacher does not select family medical insurance. The allowance may be used toward the purchase of individual dental insurance, family dental insurance, additional Section 125 flexible plan benefits, optional term life insurance or other benefits mutually agreed to by the Board and the Association. The flexible benefit plan may be used for items described in Section K of this Article. Any unused portion of the allowance shall be paid to the teacher as salary.

Final fringe benefit selections shall be made by the anniversary date of the plan. Changes after that date shall be made in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

K. **Section 125 Flexible Benefit Plan.** The Board shall adopt a flexible benefit plan under the provisions of Section 125 of the Internal Revenue Code. The plan shall include premium conversion, medical reimbursement and dependent/child care provisions. To the extent provided by law, the plan may be used for the purchase of health and dental insurance, optional term life insurance offered by the district and other benefits mutually agreed to by the Board and Association.

L. **Tax-Sheltered Annuities.** The Board shall maintain a tax-sheltered annuity program.

M. **Professional Dues.** The Board shall reimburse each teacher up to \$100.00 annually for dues to professional organizations, not including the GEA, IEA, and NEA, or other similar teacher organizations. The dues shall be paid after July 1 and evidence of payment shall be submitted to the District Business Office by May 1st of the fringe benefit year. Any unused portion of the annual professional dues allowance shall be forfeited by the teacher.

N. **Registration of Teaching Certificates.** The Board shall pay not more than \$8.00 annually or \$25 over a five year period of time for each teacher for the registration of teaching certificates.

O. **Service Recognition for Retiring Teachers.**

1. The service recognition payment for teachers retiring from District #225 is the District's recognition of the contributions of those teachers who have provided long and effective service to the youth of our community. The District shall provide a service recognition payment for teachers who have a minimum of ten years of full time service to the District immediately preceding their retirement or who have a minimum of fifteen years of full time service to the District of which a minimum of five years are immediately preceding their retirement.

The payment shall be 10% of the teacher's final year 180 day teaching salary excluding fringe benefits and additional stipends. In addition, the teacher shall receive a payment equal to 60% of the unused, accumulated sick leave days and, beginning with the 1988-89 school year, unused, accumulated emergency leave days, in excess of 170, based on the daily substitute pay for the current year.

2. The teacher retiring from the District shall endeavor to notify the Board in writing by December 1 of the teacher's intention to retire at the end of the school year. A teacher who does not notify the Board in writing by April 1 of the teacher's intention to retire at the end of the school year, shall forfeit the teacher's service recognition payment. Under extenuating circumstances a teacher may petition the Board to waive the April 1 requirement; such a waiver shall not be considered precedential. Upon receiving such notification, the Board shall rewrite the teacher's contract, adding the service recognition payment to the teacher's yearly salary. The additional money shall be paid with the June check.

P. **Compensation for Short-Term Substituting.** The compensation for a teacher substituting for an absent colleague as described in Section D of Article IV of this Agreement, shall be equal to the per module pay of a teacher salaried at the MA Column, step 5, of the Professional Salary Schedule contained in Appendix A of this Agreement, rounded to the nearest dollar amount, or an equivalent amount if a block schedule is conducted by the Board.

Q. **Compensation for Summer School Employment.** The compensation for a teacher employed in the summer school session shall be an hourly rate equivalent to 1/6 of the per diem pay of a teacher salaried at the BA +15 Column, step 1, of the Professional Salary Schedule contained in Appendix A of this Agreement, for the school year preceding the summer school session, rounded to the nearest dollar amount.

R. **Compensation for the Position of Certificated School Nurse.** The compensation for certificated school nurses shall be limited to the BA Column, the BA +15 Column, and the MA Column up to step ten, of the Professional Salary Schedule contained in Appendix A of this Agreement.

S. **Benefits for Part-Time Teachers.** A part-time teacher or a teacher on a part-time leave of absence shall receive family medical insurance premium benefits or the additional fringe benefits referenced above in Section J in direct proportion to the teaching load carried by the teacher.

T. **Individual Disability Insurance Coverage.** The Board shall provide full individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the individual teacher. The premium paid by the Board shall cover the period beginning September 1, 2000 and ending August 31, 2003. Overall coverage under the disability insurance program shall be maintained at not less than the coverage in effect as of September 1, 2000, or as mutually agreed to by the Board and the Association.

ARTICLE XI. NEGOTIATION PROCEDURES

A. Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a teacher, as herein defined, as its representative.

B. Negotiations shall begin no later than February 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.

C. During negotiations agreed-upon materials shall be prepared for the Board and the Association and initialed prior to the adjournment of the meeting at which such agreement was reached.

D. When the Association and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

E. **Impasse Procedure.**

1. Definition. An impasse occurs after both parties have considered the proposals and counter-proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.
2. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one party shall be considered a joint request.
3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and re-evaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party.
4. The mediator shall have no authority to make recommendations to either party or the public.
5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

ARTICLE XII. TERM OF AGREEMENT

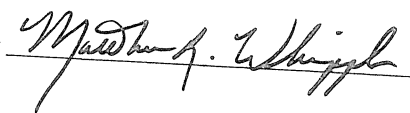
This official Agreement shall become effective July 1, 2000 and remain in effect until June 30, 2003. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

President, Glenbrook Board of Education
District #225

By 

President, Glenbrook Education Association

By 

APPENDIX A

GLENBROOK HIGH SCHOOLS
 PROFESSIONAL SCHEDULE
 2000-2001
 (180 Day Schedule)

STEP	BA			BA+15			MA		
	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment
1	\$ 35,022	\$ 3,045	\$ 38,067	\$ 36,795	\$ 3,200	\$ 39,995	\$ 39,061	\$ 3,397	\$ 42,458
2	\$ 36,070	\$ 3,137	\$ 39,207	\$ 38,266	\$ 3,328	\$ 41,594	\$ 40,624	\$ 3,532	\$ 44,156
3	\$ 37,643	\$ 3,273	\$ 40,916	\$ 39,836	\$ 3,464	\$ 43,300	\$ 42,348	\$ 3,682	\$ 46,030
4	\$ 39,600	\$ 3,444	\$ 43,044	\$ 41,795	\$ 3,634	\$ 45,429	\$ 44,463	\$ 3,866	\$ 48,329
5	\$ 41,175	\$ 3,580	\$ 44,755	\$ 43,370	\$ 3,771	\$ 47,141	\$ 46,192	\$ 4,017	\$ 50,209
6	\$ 42,743	\$ 3,717	\$ 46,460	\$ 44,936	\$ 3,907	\$ 48,843	\$ 47,915	\$ 4,166	\$ 52,081
7	\$ 44,307	\$ 3,853	\$ 48,160	\$ 46,502	\$ 4,044	\$ 50,546	\$ 49,640	\$ 4,317	\$ 53,957
8				\$ 48,462	\$ 4,214	\$ 52,676	\$ 51,758	\$ 4,501	\$ 56,259
9							\$ 53,480	\$ 4,650	\$ 58,130
10							\$ 55,209	\$ 4,801	\$ 60,010
11							\$ 56,928	\$ 4,950	\$ 61,878
12							\$ 58,659	\$ 5,101	\$ 63,760
13							\$ 60,383	\$ 5,251	\$ 65,634
14							\$ 61,717	\$ 5,367	\$ 67,084
15							\$ 64,836	\$ 5,638	\$ 70,474
16							\$ 66,593	\$ 5,791	\$ 72,384
17							\$ 68,349	\$ 5,943	\$ 74,292
18							\$ 70,111	\$ 6,097	\$ 76,208
19							\$ 71,866	\$ 6,249	\$ 78,115
20							\$ 75,036	\$ 6,525	\$ 81,561

APPENDIX A

GLENBROOK HIGH SCHOOLS
 PROFESSIONAL SCHEDULE
 2000-2001
 (180 Day Schedule)

STEP	MA+15			MA+30			MA+45		
	Base Salary	T.R.S Contribution (8%)	Total Board Payment	Base Salary	T.R.S Contribution (8%)	Total Board Payment	Base Salary	T.R.S Contribution (8%)	Total Board Payment
1	\$ 40,566	\$ 3,527	\$ 44,093	\$ 42,075	\$ 3,659	\$ 45,734	\$ 43,588	\$ 3,790	\$ 47,378
2	\$ 42,188	\$ 3,669	\$ 45,857	\$ 43,759	\$ 3,805	\$ 47,564	\$ 45,330	\$ 3,942	\$ 49,272
3	\$ 43,914	\$ 3,819	\$ 47,733	\$ 45,482	\$ 3,955	\$ 49,437	\$ 47,052	\$ 4,092	\$ 51,144
4	\$ 46,033	\$ 4,003	\$ 50,036	\$ 47,599	\$ 4,139	\$ 51,738	\$ 49,166	\$ 4,275	\$ 53,441
5	\$ 47,761	\$ 4,153	\$ 51,914	\$ 49,321	\$ 4,289	\$ 53,610	\$ 50,893	\$ 4,426	\$ 55,319
6	\$ 49,479	\$ 4,303	\$ 53,782	\$ 51,051	\$ 4,439	\$ 55,490	\$ 52,616	\$ 4,575	\$ 57,191
7	\$ 51,212	\$ 4,453	\$ 55,665	\$ 52,778	\$ 4,589	\$ 57,367	\$ 54,341	\$ 4,725	\$ 59,066
8	\$ 53,322	\$ 4,637	\$ 57,959	\$ 54,895	\$ 4,773	\$ 59,668	\$ 56,459	\$ 4,910	\$ 61,369
9	\$ 55,049	\$ 4,787	\$ 59,836	\$ 56,620	\$ 4,923	\$ 61,543	\$ 58,185	\$ 5,060	\$ 63,245
10	\$ 56,774	\$ 4,937	\$ 61,711	\$ 58,345	\$ 5,073	\$ 63,418	\$ 59,913	\$ 5,210	\$ 65,123
11	\$ 58,500	\$ 5,087	\$ 63,587	\$ 60,070	\$ 5,224	\$ 65,294	\$ 61,637	\$ 5,360	\$ 66,997
12	\$ 60,230	\$ 5,237	\$ 65,467	\$ 61,793	\$ 5,373	\$ 67,166	\$ 63,368	\$ 5,510	\$ 68,878
13	\$ 61,953	\$ 5,387	\$ 67,340	\$ 63,518	\$ 5,523	\$ 69,041	\$ 65,091	\$ 5,660	\$ 70,751
14	\$ 63,282	\$ 5,503	\$ 68,785	\$ 64,855	\$ 5,640	\$ 70,495	\$ 66,420	\$ 5,776	\$ 72,196
15	\$ 66,439	\$ 5,777	\$ 72,216	\$ 68,039	\$ 5,916	\$ 73,955	\$ 69,637	\$ 6,055	\$ 75,692
16	\$ 68,200	\$ 5,930	\$ 74,130	\$ 69,792	\$ 6,069	\$ 75,861	\$ 71,391	\$ 6,208	\$ 77,599
17	\$ 69,958	\$ 6,083	\$ 76,041	\$ 71,545	\$ 6,221	\$ 77,766	\$ 73,153	\$ 6,361	\$ 79,514
18	\$ 71,709	\$ 6,236	\$ 77,945	\$ 73,309	\$ 6,375	\$ 79,684	\$ 74,905	\$ 6,514	\$ 81,419
19	\$ 73,468	\$ 6,388	\$ 79,856	\$ 75,067	\$ 6,528	\$ 81,595	\$ 76,667	\$ 6,667	\$ 83,334
20	\$ 76,653	\$ 6,666	\$ 83,319	\$ 78,290	\$ 6,808	\$ 85,098	\$ 79,921	\$ 6,950	\$ 86,871

APPENDIX A

GLENBROOK HIGH SCHOOLS
 PROFESSIONAL SCHEDULE
 2000-2001
 (180 Day Schedule)

STEP	MA+60		
	Base Salary	T.R.S Contribution (8%)	Total Board Payment
1	\$ 45,099	\$ 3,922	\$ 49,021
2	\$ 46,903	\$ 4,078	\$ 50,981
3	\$ 48,616	\$ 4,228	\$ 52,844
4	\$ 50,733	\$ 4,412	\$ 55,145
5	\$ 52,463	\$ 4,562	\$ 57,025
6	\$ 54,180	\$ 4,711	\$ 58,891
7	\$ 55,900	\$ 4,861	\$ 60,761
8	\$ 58,027	\$ 5,046	\$ 63,073
9	\$ 59,754	\$ 5,196	\$ 64,950
10	\$ 61,475	\$ 5,346	\$ 66,821
11	\$ 63,206	\$ 5,496	\$ 68,702
12	\$ 64,943	\$ 5,647	\$ 70,590
13	\$ 66,665	\$ 5,797	\$ 72,462
14	\$ 67,991	\$ 5,912	\$ 73,903
15	\$ 71,232	\$ 6,194	\$ 77,426
16	\$ 72,988	\$ 6,347	\$ 79,335
17	\$ 74,762	\$ 6,501	\$ 81,263
18	\$ 76,501	\$ 6,652	\$ 83,153
19	\$ 78,270	\$ 6,806	\$ 85,076
20	\$ 81,547	\$ 7,091	\$ 88,638

APPENDIX A

GLENBROOK HIGH SCHOOLS
 PROFESSIONAL SCHEDULE
 CERTIFICATED NURSE SALARY SCHEDULE
 2000-2001
 (180 Day Schedule)

STEP	BA			BA+15			MA		
	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment
1	\$ 35,022	\$ 3,045	\$ 38,067	\$ 36,795	\$ 3,200	\$ 39,995	\$ 39,061	\$ 3,397	\$ 42,458
2	\$ 36,070	\$ 3,137	\$ 39,207	\$ 38,266	\$ 3,328	\$ 41,594	\$ 40,624	\$ 3,532	\$ 44,156
3	\$ 37,643	\$ 3,273	\$ 40,916	\$ 39,836	\$ 3,464	\$ 43,300	\$ 42,348	\$ 3,682	\$ 46,030
4	\$ 39,600	\$ 3,444	\$ 43,044	\$ 41,795	\$ 3,634	\$ 45,429	\$ 44,463	\$ 3,866	\$ 48,329
5	\$ 41,175	\$ 3,580	\$ 44,755	\$ 43,370	\$ 3,771	\$ 47,141	\$ 46,192	\$ 4,017	\$ 50,209
6	\$ 42,743	\$ 3,717	\$ 46,460	\$ 44,936	\$ 3,907	\$ 48,843	\$ 47,915	\$ 4,166	\$ 52,081
7	\$ 44,307	\$ 3,853	\$ 48,160	\$ 46,502	\$ 4,044	\$ 50,546	\$ 49,640	\$ 4,317	\$ 53,957
8				\$ 48,462	\$ 4,214	\$ 52,676	\$ 51,758	\$ 4,501	\$ 56,259
9							\$ 53,480	\$ 4,650	\$ 58,130
10							\$ 55,209	\$ 4,801	\$ 60,010

**APPENDIX B
COMPENSATION FOR DIFFERENTIAL RESPONSIBILITIES
2000-2001**

Activity	Activity
<p>Category IA: Head Debate Coach Head Varsity Track - B & G Combined</p> <p>Category I: Head Varsity Basketball - B Head Varsity Basketball - G Head Varsity Football</p> <p>Category II: Head Varsity Baseball Head Varsity Soccer - B Head Varsity Soccer - G Head Varsity Softball Head Varsity Swimming - B Head Varsity Swimming - G Head Varsity Wrestling Marching Band Director</p> <p>Category III: Assistant Coaches: Basketball - B (4) Basketball - G (4) Football - Head Freshmen Football - Head Sophomore Football - Varsity (3) Track - B & G Combined (6) Head Individual Events Coach Head Math Team Sponsor Head Varsity Cross Country - B & G Combined Head Varsity Gymnastics - B Head Varsity Gymnastics - G Head Varsity Lacrosse - B Head Varsity Lacrosse - G Head Varsity Volleyball - B Head Varsity Volleyball - G Music Show Director</p> <p>Category IV: Assistant Coaches: Baseball - (4) Debate (3) Football (5) Soccer - B (4) Soccer - G (4) Softball (3) Swimming - B (3) Swimming - G (3) Wrestling (3) Assistant Marching Band Director Cheerleader Sponsor Head Varsity Badminton Head Varsity Golf - B Head Varsity Golf - G</p>	<p>Category IV (Continued) Head Varsity Tennis - B Head Varsity Tennis - G Head Varsity Water Polo - B Head Varsity Water Polo - G Modern Dance Show Director Newspaper Sponsor Radio T/V. Director (2) Swim Show Director Yearbook Sponsor</p> <p>Category V: Assistant Coaches: Cross Country - B & G Combined (2) Gymnastics - B (2) Gymnastics - G (2) Individual Events (4) Lacrosse - B (2) Lacrosse - G (2) Math Team (4) Volleyball - B (3) Volleyball - G (3) Assistant Director of Musical Show Pompon Sponsor</p> <p>Category VI: Assistant Coaches: Badminton (1) Golf - B (1) Golf - G (1) Tennis - B (2) Tennis - G (2) Assistant Cheerleader Sponsor (2) Assistant Director of Modern Dance Show Assistant Director of Swim Show Play Director per Season - Fall, Winter, Spring Senior Class Coordinator</p> <p>Category VII: Assistant Director of Play per Season - Fall, Winter, Spring Concessions Junior Class Coordinator</p> <p>Category VIII: Freshman Class Coordinator Sophomore Class Coordinator Literary Magazine Sponsor (Required 2 Issues)</p> <p>Category IX: FCC Radio Responsibilities Life Saving Director</p>

APPENDIX B (Continued)
 COMPENSATION FOR DIFFERENTIAL RESPONSIBILITIES
 2000-2001

STEP	CATEGORY IA			CATEGORY I			CATEGORY II			CATEGORY III			CATEGORY IV		
	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment
1	\$6,135	\$534	\$6,669	\$5,029	\$437	\$5,466	\$4,517	\$393	\$4,910	\$4,008	\$349	\$4,357	\$3,613	\$314	\$3,927
2	\$6,477	\$563	\$7,040	\$5,372	\$467	\$5,839	\$4,854	\$422	\$5,276	\$4,348	\$378	\$4,726	\$3,954	\$344	\$4,298
3	\$6,998	\$608	\$7,606	\$5,802	\$505	\$6,307	\$5,242	\$456	\$5,698	\$4,695	\$408	\$5,103	\$4,270	\$371	\$4,641
4	\$7,487	\$651	\$8,138	\$6,209	\$540	\$6,749	\$5,610	\$488	\$6,098	\$5,024	\$437	\$5,461	\$4,569	\$397	\$4,966
5	\$8,010	\$696	\$8,706	\$6,643	\$578	\$7,221	\$6,000	\$522	\$6,522	\$5,375	\$467	\$5,842	\$4,890	\$425	\$5,315
6	\$8,572	\$745	\$9,317	\$7,109	\$618	\$7,727	\$6,422	\$558	\$6,980	\$5,750	\$500	\$6,250	\$5,231	\$455	\$5,686
7	\$9,171	\$797	\$9,968	\$7,607	\$661	\$8,268	\$6,871	\$598	\$7,469	\$6,154	\$535	\$6,689	\$5,597	\$487	\$6,084
8	\$9,814	\$853	\$10,667	\$8,140	\$708	\$8,848	\$7,354	\$639	\$7,993	\$6,584	\$573	\$7,157	\$5,989	\$521	\$6,510

STEP	CATEGORY V			CATEGORY VI			CATEGORY VII			CATEGORY VIII			CATEGORY IX		
	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment
1	\$3,070	\$267	\$3,337	\$2,558	\$222	\$2,780	\$2,214	\$193	\$2,407	\$1,874	\$163	\$2,037	\$1,274	\$111	\$1,385
2	\$3,407	\$296	\$3,703	\$2,897	\$252	\$3,149	\$2,558	\$222	\$2,780	\$2,214	\$193	\$2,407	\$1,450	\$126	\$1,576
3	\$3,679	\$320	\$3,999	\$3,124	\$272	\$3,396	\$2,762	\$240	\$3,002	\$2,390	\$208	\$2,598	\$1,564	\$136	\$1,700
4	\$3,938	\$342	\$4,280	\$3,344	\$291	\$3,635	\$2,956	\$257	\$3,213	\$2,558	\$222	\$2,780	\$1,672	\$145	\$1,817
5	\$4,213	\$366	\$4,579	\$3,577	\$311	\$3,888	\$3,164	\$275	\$3,439	\$2,738	\$238	\$2,976	\$1,790	\$156	\$1,946
6	\$4,509	\$392	\$4,901	\$3,828	\$333	\$4,161	\$3,385	\$294	\$3,679	\$2,932	\$255	\$3,187	\$1,915	\$167	\$2,082
7	\$4,823	\$419	\$5,242	\$4,098	\$356	\$4,454	\$3,621	\$315	\$3,936	\$3,135	\$273	\$3,408	\$2,048	\$178	\$2,226
8	\$5,160	\$449	\$5,609	\$4,385	\$381	\$4,766	\$3,875	\$337	\$4,212	\$3,352	\$292	\$3,644	\$2,190	\$190	\$2,380

An allocation of \$57,570 will be established for each school to be used as needed for extracurricular activities in accordance with guidelines determined by the principal. Activities to be included are: (a) Intramurals - Boys & Girls; (b) Speech Activities; (c) Subject Matter Clubs; (d) Other extracurricular activities approved by the Superintendent. Salary steps to be based upon experience in the position and performance as determined in a written evaluation by a supervisor.

APPENDIX C

Fair Share

The following provisions shall apply to all full time Glenbrook teachers within the bargaining unit defined by this Agreement whose first full time teaching position within the Glenbrooks commences after July 1, 1999.


1. Full time teachers who are not members of the Association, and whose first full time teaching position within the District commences after July 1, 1999, shall, commencing sixty days after their first full day of work, pay a fair share fee to the Association for the costs of the services rendered by the Association that are chargeable to non-members under state and federal law. Such fair share fees shall be deducted by the Board from the earnings of non-members and remitted to the Association.
2. The Association agrees to assume responsibility to insure full compliance with the requirements of the United States Supreme Court and the Illinois Educational Labor Relations Board with respect to the rights of fair share fee payors. Accordingly, the Association agrees to:
 1. Give timely notice to fair share fee payors in the amount of the fee and an explanation of the basis for the fee, including the major categories of expenses.
 2. Advise fair share fee payors of an expeditious and impartial decision-making process whereby fair share fee payors can object to the amount of the fair share fee.
 3. Place the amount reasonably in dispute into an escrow account pending resolution of any objections raised by fair share fee payors to the amount of the fair share fee.
3. It is specifically agreed that any dispute concerning the amount of the fair share fee and/or the responsibilities of the Association with respect to fair share fee payors shall not be subject to the grievance and arbitration procedure set forth in this Agreement.
4. Non-members who object to this fair share fee based upon either bona fide religious tenets or teachings or a church or religious body, as provided in Section 11 of the Illinois Educational Labor Relations Act, shall pay an amount equal to such fair share fee to a non-religious charitable organization in accordance with the rules and regulations of the Illinois Educational Labor Relations Board.
5. The Association shall indemnify and save harmless the employer from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this Appendix.
6. The Association and the Board agree to work cooperatively to develop procedures to implement the provisions of this Appendix.

APPENDIX D

Memorandum of Understanding

The Board and the G.E.A. agree that all Glenbrook classroom teachers shall participate in a program to elicit student feedback on the instructional process. The purpose is to allow students to provide the teacher feedback about the quality of teaching and learning in the classroom and consequently to use that information to progress professionally. The guidelines for the program are the following:

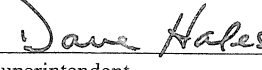
1. Glenbrook classroom teachers shall use a school student survey instrument developed by a committee of administrators and teachers. The teachers on the committee shall be appointed by the G.E.A.
2. The survey shall be administered within a one-month window of time designated by the principal. Teachers shall be free to administer the survey any time within the designated window.
3. Classroom teachers shall administer the survey to their own classes. They shall administer the survey to at least two classes during the first semester of each school year.
4. Individual survey results shall remain anonymous. Completed surveys shall be collected and coded by the G.E.A. prior to submission to the administration. Survey results shall be redistributed to individual teachers by the G.E.A. once the data is compiled.
5. Survey results shall be compiled by the administration. Department and school profiles of the results of the survey shall be developed and distributed to teachers and supervisors. The profiles shall not identify individual teachers in any manner whatsoever. Small departments of five teachers or fewer shall be combined for the purpose of maintaining anonymity when the results are analyzed.
6. Individual teacher results shall be returned to each teacher anonymously. Each teacher shall share the results with a colleague of their choice and develop one target goal, based on the results of the survey and discussion with their colleague, for the subsequent school year. This target goal may be shared with the teacher's supervisor at the goal setting conference at the beginning of the subsequent school year.
7. As evidence that the requirements have been met, teachers shall report the following information to the administration: date(s) the survey was administered, the classes surveyed, date of the peer meeting, and the name of the peer who was consulted.
8. The school administration shall make time available for teachers to meet and discuss survey results, as described in item #6 above. Such time shall not conflict with a teacher's planning time.



President
Glenbrook Education Association

June 5, 2000

Date



Superintendent
Glenbrook School District #225

June 5, 2000

Date

NEGOTIATIONS AGREEMENT
2003-2008

between

BOARD OF EDUCATION
GLENBROOK HIGH SCHOOL DISTRICT #225

and

GLENBROOK EDUCATION ASSOCIATION

For the period July 1, 2003 - June 30, 2008

TABLE OF CONTENTS

Preamble	Page 3
Article I - Recognition	Page 3
Article II - Association Rights and Responsibilities	Page 3
Article III - Board Rights	Page 5
Article IV - Rights and Responsibilities of Teachers	Page 5
Article V - Promotions, Voluntary Transfers, Involuntary Re-Assignments, and Reduction in Staff	Page 7
Article VI - Teaching Load	Page 9
Article VII - Teacher Evaluation	Page 13
Article VIII - Leaves of Absence	Page 15
Article IX - Grievance Procedure	Page 19
Article X - Compensation Policy	Page 21
Article XI - Negotiation Procedures	Page 28
Article XII - Term of Agreement	Page 29
Appendix A - Glenbrook High Schools Professional Schedule	Page 30
Appendix B - Compensation for Differential Responsibilities	Page 38
Appendix C - Fair Share	Page 42
Memorandum of Understanding – Day Care	Page 43
Memorandum of Understanding – Wellness Program	Page 44
Memorandum of Understanding – Medical Insurance Cost Containment Committee	Page 45

NEGOTIATIONS AGREEMENT

2003-2008

This Agreement, entered into April 3, 2003 between the Glenbrook Board of Education, District #225, hereinafter called the "Board," and the Glenbrook Education Association, hereinafter called the "Association," becomes effective July 1, 2003.

WHEREAS, the Board and the Association both agree that providing quality education for all the youth of Glenbrook Schools is a mutual aim,

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement,

NOW, THEREFORE, the parties mutually agree to respect and comply with the following:

ARTICLE I. RECOGNITION

A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all regularly employed certificated teaching personnel in the District excluding the Superintendent, directors, principals, assistant principals, deans, instructional supervisors, and other administrative personnel.

B. Unless otherwise expressly provided or clearly indicated by the context, the word "teachers" or the phrase "certificated teaching personnel" when used in this Agreement shall mean all regularly employed certificated District personnel whose position requires a certificate issued under Article 21 of The School Code. However, the word "teachers" or the phrase "certificated teaching personnel" shall not include (1) evening school personnel while employed as such, (2) summer school personnel while employed as such, (3) personnel employed in a capacity or in any program which is not usually or typically associated with the regular school year program or after school "extracurricular" programs while acting as such.

ARTICLE II. ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. The Board agrees to furnish the president of the Association with the following:

1. A copy of the tentative School District annual budget at least thirty (30) days prior to adoption.

2. Other data relating to the financial resources of the District which will assist the Association in developing intelligent, accurate, and constructive recommendations on behalf of the teachers, students, and educational programs. This information will be provided upon request so long as it does not create additional work for the administrative staff.
3. Four copies of the minutes of regular Board meetings mailed directly to the Association president at the time of normal distribution
4. One copy of the Board agenda provided to the Association president upon request

B. **Dues Deduction.** The Board agrees to deduct Association membership dues, once each month, from the pay of those employees who individually request in writing that such deductions be made. After the dues deductions are made, they shall be remitted together with an itemized statement to the president of the Association. Authorization for each deduction shall be in effect for the duration of the Agreement unless written notice of revocation is given by the employee to the employer. Revocation shall become effective within thirty (30) days after such notice is given. The Association shall indemnify and save harmless the employer from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this section. (Section B shall be modified by the provisions of Appendix C of this Agreement as of July 1, 1999.)

C. Whenever a representative of the Association or a teacher is scheduled by the Board, or by the Superintendent, to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the teacher shall suffer no loss in pay nor shall such participation be charged to the teacher's leave time.

D. The Association shall have the right to make use of school equipment, such as typewriters, duplicating equipment, calculators, computers, telecommunications supplies and equipment and audio-visual equipment after the teachers' work day has ended and when such equipment is not otherwise in use. The Association agrees to pay for the actual cost of supplies and the actual cost of the use of the equipment.

E. The Association will establish the date and time for all Association meetings and submit these dates and times to the Office of the Superintendent by June of the preceding year. Notice of all Association meetings and other activities of the Association shall be included on the weekly calendar of each school. Responsibility for seeing that information regarding Association meetings and activities is received in ample time for publication rests with the Association.

F. The Association and its representatives may be permitted to use school buildings for meetings after the teachers' work day has ended. The Association shall reimburse the Board for any extra labor costs required for such meetings.

G. Any matter related to District #225 brought to the Board's attention by the Association shall ordinarily be considered the first item under New Business on the Board agenda so long as these matters are made known to the Superintendent in writing no later than 12:00 p.m. the Wednesday preceding the Board meeting.

H. The Association hereby agrees not to strike or engage in or support or encourage any concerted refusal to render full and complete service to the School District.

I. The Association recognizes that abuses of sick leave, leaves of absence, tardiness, deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession. The Association shall use its best efforts to enforce proper professional conduct on the part of its members.

J. The Association will continue to encourage and improve the professional performance of its members. Any professional employee may bring an incident of alleged improper professional conduct to the attention of the Association's Professional Problems and Ethics Committee. The Professional Problems and Ethics Committee will report the disposition of each case to the employee initiating the inquiry.

ARTICLE III. BOARD RIGHTS

Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, the determination of educational policy, the operation and management of the schools, and the control, supervision, and direction of all certificated and non-certificated staff are vested exclusively with the Board.

All terms and conditions of employment not covered nor abridged by this Agreement shall not be the subject of negotiations during the life of this Agreement, unless such negotiations are mutually agreed to in writing by the Board and the Association.

ARTICLE IV. RIGHTS AND RESPONSIBILITIES OF TEACHERS

A. Teachers are expected to comply with the rules and regulations adopted by the Board or its representatives.

B. The Board recognizes its responsibility to continue to give reasonable support and assistance to all teachers with respect to control and discipline of students. Teachers shall continue to share responsibility for student control and discipline throughout the school day in the entire school facility and at any school sponsored event.

C. Each teacher shall have the right upon advanced request to review the content of the teacher's official personnel file maintained at the District administration office. Privileged information such as confidential credentials and related personal references sought at the time of employment are specifically exempt from such review. All communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the teacher which are included in the teacher's official personnel file shall be called to the teacher's attention at the time of inclusion, and the teacher will be permitted to file a rebuttal. The rebuttal shall be prepared in triplicate, one for the instructional supervisor, one for the principal, and one forwarded to the Superintendent to be placed in the teacher's personnel file. A local representative of the Association may, at the teacher's written request, accompany the teacher in the review.

D. Teachers shall not be required to substitute for an absent teacher except in short-term emergencies. The Board and the Association agree that in no case shall a teacher planning to be absent be permitted to or be held responsible for obtaining a substitute teacher. In short-term emergencies, however, when a teacher is absent and a substitute is not available, other teachers in the department when asked to substitute by their instructional supervisor for their absent colleague shall comply with the requests in the best interests of the students and the school. The instructional supervisor shall make a reasonable effort to obtain a substitute for any absence.

E. As a duly elected body exercising governmental power under the laws of the State of Illinois, the Board shall not discriminate against any teacher in the enjoyment of any rights conferred by the Constitution of the United States, the Constitution of the State of Illinois, and the laws of Illinois. However, this section is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

F. Academic freedom shall be guaranteed to the teachers within the District's planned instructional program and no special limitation shall be placed upon study and investigation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning, subject to the following standards of professional responsibility:

The teacher shall encourage the student to study varying points of view and respect the student's right to form the student's own judgment.

The teacher may assume full political and citizenship responsibilities but shall refrain from exploiting the instructional privileges of the teacher's professional position to promote candidates, parties, or personal philosophies.

Academic freedom exercised by a teacher requires that the teacher be cognizant of the maturity of the teacher's students and that this be recognized in the teacher's instructional presentation.

In the event of adverse criticism by parents or citizens of the District, all reasonable effort shall be made by the parties to settle academic freedom disputes on the administrative level prior to submitting same to the Board for its decision. The Board recognizes its obligation to support the teacher in the legitimate exercise of the teacher's academic freedom as defined above.

ARTICLE V. PROMOTIONS, VOLUNTARY TRANSFERS, INVOLUNTARY RE-ASSIGNMENTS, AND REDUCTION IN STAFF

A. The Board shall have the sole responsibility to promote employees to positions outside the bargaining unit as defined in Article I of this Agreement.

B. During the school year the Board agrees to give notice of vacancies existing or anticipated in all positions, except classroom teaching positions, before filling the vacancy. Notices will be posted in each school fifteen (15) days prior to filling of the position, and a copy of the announced opening will be sent to the president of the Association. Any teacher who meets specified requirements for job opportunities and desires to make application for any vacancy should file a written application to the Superintendent within fifteen (15) days following the announcement of the vacancy. In the case of positions listed on the Differential Responsibilities Schedule contained in Appendix B of this Agreement, and when an immediate need exists, the notice period prior to filling the vacancy shall be five (5) days.

C. In the event that a teacher chooses not to accept a position offered, it shall have no effect upon the teacher's future opportunities for other positions that are created or become vacant.

D. Teachers wishing to be considered for transfer must notify the Office of the Superintendent in writing by March 1 indicating the reasons for requesting the transfer and the school and position desired. Approval of the building principal and of the instructional supervisor involved is a prerequisite for such transfer. If the request for transfer from one building to another is not approved, the reasons for non-approval shall be given the teacher in writing by the Office of the Superintendent.

E. Notice of involuntary re-assignment shall be given to the teacher no later than May 1 by the Superintendent or the principal under whom the employee was assigned prior to the re-assignment.

Within ten (10) days after receipt of notification of re-assignment, an employee dissatisfied with the new assignment may make a request in writing for a meeting with the present principal to discuss reasons for the re-assignment.

Within ten (10) days after such meeting the employee, if dissatisfied with the reasons given for the re-assignment, shall have the further right to request a meeting with the Superintendent to discuss said reasons. If the Director of Personnel has not attended the meeting with the appropriate principal, the Superintendent may elect to have said Director of Personnel confer with the employee in the Superintendent's place.

An employee whose position prior to re-assignment does not come within the jurisdiction of any principal shall have the right to request a conference with the Superintendent and shall make the employee's request thereof within ten (10) days after receipt by the employee of the notice of re-assignment. Such meeting with the appropriate principal or Superintendent shall be held five (5) days after receipt of a request thereof by the Superintendent.

F. If the foregoing procedures have been followed, the decision of the Superintendent in all matters of promotion, voluntary transfer, and involuntary re-assignment shall be final.

G. Nothing in this Agreement shall prohibit the Board from making temporary appointments until positions can be filled with permanent appointments as provided in this Agreement.

H. Reduction in Staff.

1. The Board shall develop District-wide seniority lists of tenured, qualified teachers by service areas. Service areas shall be determined as defined by the State Board of Education's Document Number 1, Minimum Requirements for Secondary Teachers, or subsequent governing documents. Seniority shall be based on the number of full-time, full-term, continuous years of service in District #225, including approved leaves of absence or service in District #225 in an administrative position as defined by Section A of Article I of this Agreement. Full-term shall be defined as employment in the District not later than January 1st.
2. To be included on a seniority list, teachers must (a) have been legally certified and legally qualified in Illinois for employment in that service area, and (b) either have been employed in that service area in District #225 during any one or more of the last 5 years (including current year) or have successfully completed at least 6 quarter hours of college credit approved by the Office of the Superintendent in that service area during the last 3 years (including current year).
3. Placement on a seniority list for teachers with equal number of years of service to the District, shall be determined by the relative lane placement of the involved teachers on the teachers' salary schedule, the higher lane placement being more desirable. If it becomes necessary to choose among teachers with equal number of years of service and equal salary schedule lane placement, the Superintendent shall make the choice based on the relative instructional competencies of the involved teachers.
4. If an administrator's position is eliminated, the administrator shall be placed on the seniority lists in the service areas for which the administrator is legally certified and legally qualified and in which the administrator has had previous teaching experience.
5. The Board shall establish a recall procedure consistent with State law.
6. Nothing contained herein is to be construed as limiting the power of the Board to dismiss or release teachers for cause or as otherwise permitted by law.

ARTICLE VI. TEACHING LOAD

A. The Board and the Association recognize that effective learning is the basic foundation for a sound educational program. Effective learning depends primarily upon effective teaching. Effective learning and teaching can only take place when an appropriate number of students are assigned to the teacher. Appropriateness is based upon the following criteria:

1. The background and experience of the teacher
2. The capabilities of the students enrolled
3. The content of the course, and
4. The techniques of teaching required.

B. The following will serve as maximums for class size and load:

	Max. Teacher Load	Max. Class Size
Art	125	25/28
Physical Education	185	35/37
English	130	30
Business Education	140/160	35/40
Foreign Language	135	30
Home Economics	120	24/30
Industrial Education	120	24/28
Mathematics	140	34
Science	112	28
Social Studies	140	34
Driver Education	According to the State Code	According to the State Code

C. Class Schedules. The Board shall have the right to conduct either modular class schedules or block class schedules under the terms and conditions described below in Sections D and E. If the Board plans to change the schedule or schedules from one year to the next year, the Board shall notify the Association in writing not later than May 1st of the schedule or schedules it plans to conduct during the subsequent school year.

D. Thirty Module Class Schedule

1. Teachers of the Northfield Township High School District shall be assigned to teach or supervise educational activities 2/3 of each 30-module teaching day. Teachers are expected to be in the building at least 15 minutes prior to the start of the 1st module of each teaching day. Teachers are expected to be at their respective module #1 assignment at least 5 minutes prior to the start of module #1. Those teachers who do not have a module #1 assignment shall check in with their respective departments at least 5 minutes prior to the start of module #1. It shall be the practice to assign teachers five classes per teaching day unless a teacher prefers a sixth class in lieu of an additional assignment to fulfill the 2/3 assignment referred to above.

2. In an alternating day, quarter, or semester modular schedule, the number of modules of assignments shall not exceed an average of 20 modules per day, quarter, or semester over the two days, quarters, or semesters; the number of class assignments shall not exceed an average of five classes per day, quarter, or semester over the two days, quarters or semesters with six module classes counted as two class assignments.

3. In an alternating day, quarter, or semester schedule, the maximum teacher load shall be determined by the average of the teacher loads over the two days, quarters, or semesters.

4. If a teaching assignment does not fulfill the 2/3 time requirement referred to above, a teacher may be assigned to any of the following types of activities to meet this requirement:

1. Individual work with students
2. Open labs
3. Departmental resource centers
4. Special department projects
5. Hall supervision
6. Cafeteria supervision
7. Study Hall supervision
8. Other supervision assigned by the principal.

E. Block Class Schedule

1. Teachers of the Northfield Township High School District shall be assigned to teach or supervise educational activities 275 minutes of each 465 minute teaching day. The 465 minute teaching day shall include the 15 minutes prior to the start of the teacher's first period referenced below. Teachers shall have a total teaching assignment of not more than 250 minutes unless a teacher prefers additional time in class to fulfill the 275 minute assignment referenced above. Teachers are expected to be in the building at least 15 minutes prior to the start of the first regularly scheduled period of each teaching day or 15 minutes prior to their "early bird" class if the teacher is assigned to an "early bird" class. Teachers are expected to be at their respective period #1 assignment at least 5 minutes prior to the start of period #1. Those teachers who do not have a period #1 assignment shall check in with their respective departments at least 5 minutes prior to the start of period #1. It shall be the practice to assign teachers up to five classes per teaching day unless a teacher prefers a sixth class in lieu of an additional assignment to fulfill the 275 minute assignment referred to above. A sixth class shall be additionally compensated at a rate of 15% of the teacher's teaching salary.

2. In an alternating day, quarter, or semester block schedule, the number of minutes of assignments shall not exceed an average of 275 minutes per day, quarter, or semester over the two days, quarters, or semesters; the number of class assignments shall not exceed an average of five classes per day, quarter, or semester over the two days, quarters or semesters with double period classes counted as two class assignments.

3. For determining maximum teacher load, students in double period classes shall be counted twice. In an alternating day, quarter, or semester schedule, the maximum teacher load shall be determined by the average of the teacher loads over the two days, quarters, or semesters.

4. If a teaching assignment does not fulfill the 275 minute time requirement referenced above in Paragraph #1 and #2, a teacher may be assigned to any of the following types of activities to meet this requirement:

1. Individual work with assigned students
2. Supervision of Open labs
3. Supervision of Departmental resource centers
4. Special department projects
5. Resource Period Assignments

Teachers who are assigned to a resource period shall be expected to teach educational activities during the resource period. Teachers shall be expected to record the attendance of students assigned to the teacher's resource period. Resource period assignments shall not exceed an average of 25 minutes per day and no assignment beyond the 250 minutes reference in Paragraph #1 above, shall be required.

Teachers assigned to a resource period must meet at least one of the following criteria:

- (1) The teacher has volunteered to accept assignment to a resource period or
- (2) The teacher has fewer than three preparations in their regular teaching assignment or
- (3) The teacher has fewer than five classes in their regular teaching assignment or
- (4) The part-time teacher has an F.T.E. of 0.8 or greater.

The Board may assign up to 15% of the teaching staff, in addition to the teachers identified in items #1) through (4) above, if the pool of teachers provided by Items #1) through #4) fails to satisfy the full complement of resource period needs for not more than two grade levels during any one of the 2003-04, 2004-05, 2005-06, 2006-07, and 2007-08 school years. The overall average class size for resource period shall be maintained in a range of from 20 to 25 students whenever teachers outside of Items #1) through #4) are utilized.

F. The Board and Association recognize that new techniques of teaching and new organizational arrangements of teachers and students make occasional deviations in class size desirable. With the written consent of the teachers involved, class size and teacher maximums as indicated above may not apply in these cases as well as in cases of experimental programs. The Association recognizes and will continue to respect every teacher's individual right to increase class size and teacher load to improve instructional effectiveness.

G. It shall not be a practice to assign teachers to more than three teaching preparations; in no case shall a teacher with four or more teaching preparations have any additional assignments during the teaching school day without the concurrence of the teacher, the instructional supervisor, and the principal.

H. A teaching preparation is defined as the assignment of a teacher to instruct students in a course and/or additional ability levels therein, whenever the instructional materials are substantially different, to constitute a distinct preparation as determined by concurrence of the teacher, the instructional supervisor, and the principal.

I. **Unscheduled Time.** The teacher's unscheduled time shall be used for tasks directly related to the teacher's instructional responsibilities, except for occasional breaks. When necessary, a teacher may leave the building during unscheduled time with approval of the teacher's instructional supervisor. In those cases when the teacher's instructional supervisor is not available, the teacher may leave the building with the knowledge of the principal's office. The teacher shall post available times of not less than 30 minutes per day for conferences during the teacher's unscheduled time within the teaching day. These conference times shall be scheduled at a time and at a location mutually acceptable to the teacher and the teacher's supervisor. Each department shall post in the department a semester schedule for teachers in the department indicating the times each teacher is available for student conferences and where the student may locate the teacher. A copy of this schedule shall be forwarded to the principal by the end of the second week of each semester. Any subsequent change shall also be sent to the principal.

J. Teachers not engaged in classroom teaching shall have two 15 minute break periods and a lunch period equal to that of a classroom teacher. The break periods and lunch period shall be scheduled at a time mutually acceptable to the teacher and the teacher's supervisor.

K. All teachers shall be required to attend up to one staff meeting each week. These meetings should be planned on a monthly basis and shall normally be scheduled on Mondays. Staff meetings shall normally be adjourned no later than 4:30 p.m. Every teacher must attend these meetings unless an emergency situation develops which precludes such attendance. The principal must approve in advance all emergency requests for release from attendance at faculty meetings. The teacher's supervisor must approve in advance all emergency requests for release from attendance at all other staff meetings. Whenever possible, all such emergency requests shall be made by the teacher at least 24 hours in advance of the meeting.

L. All teachers as a part of their regular school responsibility will be required to supervise up to two student social activities per school year.

M. All teachers as a part of their regular school responsibilities shall be required to attend up to three Parent Conference Nights per school year without receiving compensatory release time.

N. Glenbrook teachers share in the responsibility for addressing the educational needs of the students, the community and the School District, and for actively cooperating in the efforts to improve the total school program. These responsibilities include, but are not limited to: honoring the designated time of arrival and departure from school; assisting students outside of the regularly scheduled school day; attending special conferences with parents as they are needed; spending sufficient time in the school building to fulfill the teacher's total professional responsibilities.

O. In addition to student attendance days and institute days authorized by The School Code, all teachers will be required to attend Glenbrook days of normal working hours, on days designated by the Board for such purposes in or immediately before the school calendar adopted by the Board. The Glenbrook days shall be used for purposes deemed appropriate by the Board such as additional student attendance, curriculum development, parent-teacher conferences, planning and evaluation, staff development, and student assessment. The number of such days scheduled shall not exceed five days during any school year. For each day so scheduled by the Board, the Board shall increase teacher salaries by an amount equal to per diem for each such day scheduled, for the school year in which the days are scheduled. The Board shall schedule not less than three Glenbrook days, during the 2003-04, 2004-05, 2005-06, 2006-07, and 2007-08 school years; however, the requirement for the Board to schedule the three days shall terminate at the end of the 2007-08 school year.

P. All teachers as a part of their regular school responsibilities shall be required to attend up to one special staff development activity of up to four hours per year outside the regular school day if the activity cannot reasonably be conducted during a regular department meeting and if the activity is approved by the school principal. Nothing in this section, however, shall preclude or prevent teachers from volunteering for other staff development activities outside the regular school day.

ARTICLE VII. TEACHER EVALUATION

A. The parties agree that in order to maintain and improve the quality of education in District #225 the Board must make full use of its prerogative during the probationary period. The probationary period is the time set aside for the Board to select whom it considers the best person for the position. Therefore, merely performing at a SATISFACTORY rating level will not necessarily bring about tenure status. Non-retention of probationary teachers shall be based upon performance in the areas covered in Section B of Article VII. However, decisions relative to tenure must be based upon strengths and weaknesses noted in the evaluative conferences.

B. The Board and the Association recognize that the basic purpose of evaluation is to improve instruction and services received by students, to focus on student outcomes, and to encourage professional growth. This process has the following functions: (1) to identify excellent performance; (2) to supply information that will lead to the modification of assignments such as placement in other positions, promotions, and terminations; (3) to measure adherence to standards; (4) to provide information for developing an individual professional growth plan; (5) to improve teaching performance. The evaluator's major concern shall be in but not limited to the following areas of instruction with emphasis on subject matter, class preparation, methods of instruction, knowledge of individual nature of learning, pupil participation and reaction, pupil-teacher relationships, effectiveness and cooperation in department and school activities, and self-improvement, initiative, and growth in professional competencies. It is therefore understood that a formal classroom evaluation is but a part of the total evaluation process.

C. No formal evaluation of a teacher new to the District shall take place until two weeks after the supervisor has acquainted each teacher under the supervisor's supervision with teacher evaluation procedures, standards, and instruments, and shall have advised each teacher as to who shall observe and evaluate the teacher's performance.

D. Tenure teachers shall have formal evaluation conferences with their instructional supervisors at least one (1) time every two (2) years. The evaluation conference will include a discussion of a written evaluation based on classroom observation and other areas cited in Section B above. The evaluator shall stress strengths and areas which need improvement and when necessary in the judgment of the evaluator provide positive written assistance for improvement. The teacher shall sign copies of the written evaluation. One (1) copy of the written evaluation shall be retained by the instructional supervisor, one (1) copy sent to the principal, one (1) copy given to the teacher, and one (1) copy will be sent to the Superintendent for placement in the personnel file. The absence of positive written assistance shall indicate a satisfactory evaluation; however, positive written assistance may be included in a satisfactory evaluation.

E. All teachers who have received positive written assistance will file with their principal through their instructional supervisor on or about the 1st and 15th of each month a progress report indicating specific action taken by the teacher to improve the quality of the teacher's performance.

F. Only those materials included in the official file may be used for the purpose of taking disciplinary action.

G. Glenbrook teachers understand the need to participate in continued professional growth activities which include, but are not limited to the following: earning credits in formal coursework; attending conferences, institutes and workshops; participating in inservice or staff development activities; serving on local, state and national committees addressing educational matters; reading professional publications; publishing in professional publications; sharing ideas through membership in, conference presentations at, and service to professional organizations; leading inservice or staff development workshops in the district; engaging in educational research; expanding the use of instructional and administrative technology in the district; developing and refining educational assessments; chairing a building or district level committee; developing a teaching portfolio in cooperation with the teacher's supervisor; completing the requirements for certification by the National Board for Professional Teaching Standards. Each teacher shall be required to submit supporting documentation of the teacher's continued professional growth activities to the teacher's supervisor. Teachers shall be required to submit documentation of continued professional growth at least once every two years but not more often than once every year as part of the teacher's formal appraisal process. At the onset of each two year appraisal cycle the teacher and supervisor shall cooperatively establish professional growth goals and means to satisfy the goals. The completion of 3 semester hours of college credit every two years, or the equivalent in credit courses offered by the Board, or 10 continuing education units (CEU), or 48 continuing professional development units (CPDU), or a combination of college credit or credit courses offered by the Board or CEUs or CPDUs, approved in advance by the teacher's supervisor, shall satisfy the continued professional growth requirement. The association agrees to work cooperatively with the Board in revising the Teacher Performance Appraisal Plan to implement the continued professional growth requirement into the Plan, including any revisions which may be required by changes in The School Code.

H. The teacher and the teacher's supervisor shall work cooperatively in developing the teacher's state required Certificate Renewal Plan. The teacher and the teacher's supervisor shall endeavor to identify continued professional growth activities required by Section G, which will also satisfy the teacher's state Certificate Renewal Plan requirements.

I. The teacher's Certificate Renewal Plan shall not be subject to appraisal required by Section G of this Article.

The teacher, however, may request to the teacher's supervisor that one or more of the activities in the teacher's Certificate Renewal Plan shall also satisfy the continued professional growth requirement contained in Section G of this Article. If the supervisor agrees with the teacher's request, then those activities shall be included in the teacher's professional growth requirement and shall be subject to appraisal.

J. Any changes in the Board policy, Teacher Performance Appraisal Program (6260), shall be submitted to the Association prior to the adoption of the changes by the Board. The Association shall have ten (10) school days after the changes have been submitted, to inform the Superintendent that the Association desires to participate in the development of the changes, in accordance with the provisions of Section 24A-4 of The School Code. If the Association does not so inform the Superintendent, the Board may proceed to adopt the changes.

ARTICLE VIII. LEAVES OF ABSENCE

A. **Sick Leave.** Sick leave shall be accumulated at a rate of 15 days per school year cumulative to a maximum of 360 days. However, unused sick leave days accumulated in excess of 180 days shall reduce by an equal number of days the maximum number of days which a teacher may draw from the sick leave bank. As a result of the 15 days accumulation per school year, a teacher may exceed the 360 day limitation to a maximum of 375 days within any school year. However, the teacher's cumulative maximum shall not exceed 360 days at the end of any school year.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Immediate family is defined as a teacher's spouse, or the parent, legal guardian, brother, sister, son, daughter, grandparent, or grandchild of either teacher or spouse, or any other person who is at the time of such illness a member of the same household as the teacher. Under extraordinary circumstances, the principal may approve the use of sick leave for attendance at a funeral of an individual who was not a member of the teacher's immediate family. Serious illness shall be interpreted according to the normal use of the term by the medical profession. In the event a teacher is absent for illness or injury, and irrespective of whether such absence is charged to any accumulated sick leave, the Superintendent may require the teacher to provide the Superintendent with a physician's certificate; or if the Superintendent believes there may have been an abuse of the sick leave policy, the Superintendent may require an examination by a physician selected by the Superintendent. An examination by a physician selected by the Superintendent shall be at the Board's expense.

All teachers upon request shall be provided with a statement of total unused, accumulated sick leave once each school year. The Board shall establish a sick leave bank. The sick leave bank shall be administered by the Personnel Office under the guidelines of the Board sick leave bank policy.

Any teacher who is absent from school for reasons ordinarily associated with sick leave, who has no accumulated sick leave, and who is no longer qualified to borrow from the sick leave bank, shall lose per diem pay for each day of absence. Per diem pay for an employee covered by this Agreement shall be interpreted as an amount equal to the teacher's annual salary divided by the required number of teacher attendance days in the school year.

When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for sick leave.

B. **Professional Leave.** Teachers shall be granted time off with pay for the purpose of visiting other schools or attending meetings or conferences of an educational nature provided that: (1) the administration determines that funds are available for hiring a substitute teacher; (2) the Superintendent determines that such a visit, meeting, or conference would be worthwhile for the participating teacher; (3) the teacher granted such permission furnishes the teacher's supervisor and principal with a written report of the school visit, meeting, or conference; (4) under no circumstances shall a teacher be paid more than the teacher's per diem pay and verified expenses without the prior written approval of the Superintendent; (5) the teacher shall be required to credit against the teacher's regular per diem pay all sums received by the teacher from other sources for attendance at or participation in such functions; (6) the teacher shall be permitted to receive an advance draw in the amount of up to two-thirds of the total anticipated expenses if the application for the draw is submitted to the Business Office at least one week prior to said leave.

The attendance of two teachers from any one department will normally be sufficient to represent the school.

C. **Leave for Legal Purposes.** Time off with pay shall be granted to any teacher when necessary for appearance in any legal proceedings arising out of a teacher's employment, providing said decision does not find unprofessional or dishonorable conduct of the teacher, dismissal of the teacher, or any breach of this Agreement by either the teacher or the Association.

D. **Jury Duty.** The District shall make up the difference in pay, if any, lost by any teacher as a result of being called to jury duty. The teacher shall, in turn, reimburse the District for any pay above the teacher's regular per diem teaching salary and expenses for such duty. Notification of being called to jury duty should be submitted to the building principal at least one week prior to such duty. A receipt containing a verified statement of expenses should be submitted to the Business Office within one week following completion of said duty.

E. **Sabbatical Leaves.** The Board may grant sabbatical leaves in accordance with the following procedures:

1. On recommendation of the Superintendent of Schools, the Board may permit teachers to take sabbatical leaves for one school year. Such leaves shall be granted for purposes designed to benefit the school system through study, research, a planned program of travel, or an approved combination of the above. The sabbatical plan shall require the approval of the teacher's instructional supervisor, the principal, and the Superintendent.
2. A maximum of five (5) teachers divided equitably between the two schools may be granted leaves for any school year. Whenever more than five (5) applications have been received, awards will be based on the quality of service as determined by criteria to be established by the principal, the Superintendent, and the supervisory personnel (in the case of a teacher).
3. It is the policy of this Board to consider only those applicants who hold a Master's degree and who have or will have completed seven (7) years of service to the District. Such service need not be continuous but any leave from service will not exceed one school year, and at least three years of uninterrupted service must have been or will be completed immediately prior to the beginning of such a sabbatical.
4. Further, it is the policy of this Board to give priority to requests for one-year sabbaticals. Semester sabbaticals will be granted only if circumstances are deemed to be extenuating in the judgment of the administration and the Board.
5. A teacher on sabbatical leave shall receive a salary equal to one-half of the basic salary as if in actual service or the minimum salary provided by the first paragraph of Section 24-8 of The School Code of Illinois, whichever is larger. In addition, the Board shall pay the retirement contribution as provided for under the Teachers' Retirement System, State of Illinois. The Board will maintain the premium contributions toward any fringe benefits agreed to in this contract.
6. Normal credit on the salary schedule shall be given for such leave. Time on leave is considered as time in service to the District.
7. During the sabbatical the teacher shall file at least three (3) reports outlining the teacher's progress in meeting the sabbatical plans together with the teacher's impressions, experiences, and other matters consistent with the purpose and of interest to the students, staff, Board, and community.

8. The granting by the Board of a sabbatical leave should be interpreted as a finding that the leave is deemed to benefit the school system. Acceptance of such a leave carries with it the clear moral obligation on the part of the recipient to continue the recipient's service in the District following the termination of the leave. The Board considers it reasonable to expect recipients of sabbaticals to return and perform contractual continued service for a period of at least two school years following the end of the sabbatical leave. A teacher who fails to continue the teacher's services for two school years following the sabbatical shall be required to reimburse the Board for all compensation and fringe benefits paid by the Board to the teacher or on behalf of the teacher during the sabbatical year unless such return and performance is prevented by illness or incapacity. The teacher shall be required to sign a contract with the Board containing the reimbursement provision prior to the approval of the teacher's sabbatical.
9. All requests for sabbaticals shall be submitted to the Superintendent through the instructional supervisor and the building principal before February 1 of the year prior to the school year for which the sabbatical is requested. Requests for semester leaves must be received at least one full semester in advance of the leave. The letter of application shall outline the purpose of the sabbatical leave together with a tentative plan for the achievement of that purpose.

F. **Personal Leave.** Each teacher shall be eligible for two days of personal leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.

Application for personal leave with pay shall be made in writing by the teacher through the teacher's supervisor to the principal. The application shall be made at least one week before taking said leave, if possible.

In the event of an emergency, notice shall be provided as soon as possible so that the school can make appropriate arrangements to cover the absence. A statement setting forth the nature of the emergency shall be submitted in writing to the principal immediately upon return to school.

All such applications shall be subject to the approval of the principal.

It shall be the practice that no leaves be taken under this section on the day before or day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

Personal leave in excess of two days per year may be granted by the Superintendent in unusual circumstances. However, no more than five personal leave days shall be granted during any school year. Personal leave days used in excess of the two days granted each year shall be: 1) deducted from accumulated personal leave, or 2) paid back at the rate of one day per year from the two days allotted.

Personal leave may be accumulated from year to year up to a maximum of three days.

When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for personal leave.

ARTICLE IX. GRIEVANCE PROCEDURE

A. General Policy.

1. The Board recognizes that in the interests of effective personnel management a procedure is necessary whereby its teachers can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedure shall be available to all teachers, and no action of any kind shall be taken against any teacher for initiating or participating in a grievance procedure.
2. The parties shall make a sincere and determined effort to settle meritorious grievances in the steps of the grievance procedure and to keep the procedure free of unmeritorious grievances.
3. It is agreed that no grievance shall be presented hereunder which occurred prior to the effective date of this Agreement.
4. A grievance is defined to be a complaint by any teacher or a group of teachers within the bargaining unit, based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of the terms of this Agreement.
5. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement. If requested by the teacher, the Association representative may accompany the teacher to assist in the resolution of the grievance.
6. Re-employment of probationary teachers is not a proper subject for grievances under the grievance procedure, but violation of the procedures in the evaluation article of this Agreement are subject to the grievance procedures. Re-employment of probationary teachers shall be in compliance with provisions of The Illinois School Code.
7. A grievance may be withdrawn at any level without establishing precedent.
8. Investigation or processing of any grievance shall normally be carried out on the teacher's own time, after school hours. However, when necessary, the investigation or processing of a grievance may be carried out on the teacher's unscheduled time (excluding regularly scheduled conference modules as required by Section I of Article VI of this Agreement).

9. The parties hereto acknowledge that it is usually most desirable for a teacher and the teacher's immediately involved supervisor to resolve problems through free and informal communications. When requested by the teacher, the Association representative may accompany the teacher to assist in the resolution of the grievance.
10. If the grievant and the Superintendent agree, Step #1 and/or Step #2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.
11. The Board acknowledges the right of a representative of the Association to participate in the processing of a grievance at any level, and no teacher shall be required to discuss any grievance if the Association's representative is not present.
12. The Board and the administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such information requested for the processing of any grievance.
13. Section E of Article IV of this Agreement is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

B. Procedure for Grievance. It is agreed that any grievance must be presented under the process of this article promptly and within the prescribed time limitations. Working days for the purposes of the grievance procedure shall mean teacher employment days. Any grievance not presented by the individual, or the Association in the event of an appeal to arbitration, within the time limitations shall be considered settled on the basis of the decision which was not appealed or shall be deemed settled on the basis of the decision in the last step to which the grievance was carried and shall not be further appealed or filed as a new grievance. Time limits in the appeal steps may be extended by mutual agreement in writing.

- Step 1 -** A teacher with a grievance shall first discuss the teacher's alleged complaint with the teacher's immediate supervisor with the objective of resolving the matter informally. Every effort shall be made by both parties to maintain the informality of these discussions. Tape recorders shall not be permitted during these discussions.
- Step 2 -** If the grievance cannot be resolved informally, the teacher may file the grievance with the principal. The grievance must be filed in writing within ten (10) working days from the alleged occurrence of the event giving rise to the grievance or when the grievant knew of the event. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the contract which have been violated, misinterpreted, or misapplied, and shall state the remedy requested. Within seven (7) working days after such a written grievance is filed, the principal shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within seven (7) working days after the second step grievance meeting, the principal shall make a decision on the grievance and shall communicate it in writing to the teacher and the Superintendent.

- Step 3 -** If the grievance has not been satisfactorily resolved at the second step, the teacher may file the grievance with the Superintendent. The grievance must be filed with the Superintendent within five (5) working days from the receipt of the decision rendered in Step #2. Within ten (10) working days after such written grievance is filed, the Superintendent or the Superintendent's designated representative shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within ten (10) working days after the third step grievance meeting, the Superintendent or the Superintendent's designated representative, shall make a decision on the grievance and shall communicate it in writing to the teacher, the principal, and the Board.
- Step 4 -** If the grievance has not been satisfactorily resolved at the third step, the Association may submit, on behalf of the Association and the grieving teacher, the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. The Association must submit in writing to the Superintendent within ten (10) working days from the receipt of the decision by the teacher rendered in Step #3, a notice of intent to enter into arbitration. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitration and the American Arbitration Association will be borne equally by the Board and the Association. The arbitrator, in the arbitrator's decision, shall not suggest amending, modifying, nullifying, ignoring, or adding to the provisions of this Agreement. The arbitrator's authority will be strictly limited to the issue or issues presented to the arbitrator in writing by the Board and the Association, and the arbitrator's decision must be based solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of the Agreement.

ARTICLE X. COMPENSATION POLICY

A. **Intent and Purpose.** It is the intent and purpose of the compensation policy to attract and retain the highest quality teacher who can make continuing contributions to the educational growth and development of all the teacher's students attending the Glenbrook Schools.

B. **General Policies.**

1. Annual experience increments on the salary schedule are not automatic but are dependent upon an annual evaluation for all teachers as reported to the Superintendent by the building principal and shall be in conformity with statutory provisions. In the absence of an annual evaluation the teacher will be entitled to the annual increment. Teachers not receiving the annual increment under the conditions set forth above will be provided with an explanation in writing by the Superintendent or the Superintendent's designated representative. Such teachers shall be afforded the opportunity to respond in writing within ten school days of the issuance of the written explanation, before a final decision is made. A copy of the Superintendent's explanation and the teacher's written response shall become part of the teacher's permanent personnel file. One step on the salary schedule will be credited for each effective year of teaching in the Glenbrook Schools including the current year, but no more than one step on the salary schedule may be granted in any one year.

2. Experience outside the District may be counted at Board discretion.
3. A teacher who has earned the right to move to a higher salary level by additional professional training shall be placed at the higher salary level at the beginning of the next contract year. Written notification that the teacher has earned sufficient credits to move to a higher salary level must be filed by the teacher in the Superintendent's office no later than September 15; an official transcript must be on file no later than October 15.
4. All earned semester hours of credit applied to this schedule above the Bachelor's degree, must be graduate credits in the general area of instruction in which the teacher presently teaches or, be graduate or undergraduate credit in a planned program of study or a course approved in advance by the teacher's supervisor, the principal, and by the Office of the Superintendent.
5. All earned semester hours of credit to be applied to the schedule beyond the Master's degree must be graduate credits earned after the Master's degree has been conferred, and must be in the general area of instruction in which the teacher presently teaches or, be graduate or undergraduate credit in a planned program of study or a course approved in advance by the teacher's supervisor, the principal, and by the Office of the Superintendent.
6. The Superintendent, with the approval of the teacher's instructional supervisor and principal, may grant graduate credit on the salary schedule for courses completed at technical institutes. The Superintendent shall determine the number of semester hours of credit which shall be granted for each approved course. Courses not approved in advance by the Superintendent shall not be considered for approval at a later date.
7. Requests for all courses to be approved for advancement on the salary schedule shall be made by the teacher to the Office of the Superintendent in advance of the start of the course. It shall be the practice that courses not approved in advance by the Office of the Superintendent will not be considered for advancement at a later date. However, in unusual circumstances, the Office of the Superintendent may make exceptions to this rule for courses in the general area of instruction in which the teacher presently teaches.

C. Salary Schedule.

The 2003-04 professional salary schedule and the 2003-04 differential responsibility salary schedule are contained in Appendix A and Appendix B of this Agreement.

The 2004-05 professional salary schedule and the 2004-05 differential responsibility salary schedule are contained in Appendix A and Appendix B of this Agreement.

Effective July 1, 2005 each step of the 2004-05 Professional Salary Schedule and the 2004-05 Differential Responsibilities Salary Schedule shall be adjusted by the average of 3.0% and the percentage change rounded to the nearest 1/10 of 1% in the United States City Average Consumer Price Index for All Urban Consumers for the twelve month period from January 1, 2003 to December 31, 2003. In no case, however, shall the adjustment be less than 1% nor greater than 5%. If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois which adversely affects the financial condition of this District, the Board shall have the option of having Article X and Section O of Article VI of this Agreement expire as of June 30, 2005, and renegotiating Article X and Section O of Article VI with the Association for the 2005-06, 2006-07, and 2007-08 school years. If the Board desires to renegotiate Article X and Section O of Article VI, the Board shall notify the Association of its intentions no later than February 1, 2005. Such a negotiation shall be limited to Article X and Section O of Article VI of this Agreement.

Effective July 1, 2006 each step of the 2005-06 Professional Salary Schedule and the 2005-06 Differential Responsibilities Salary Schedule shall be adjusted by the average of 3.0% and the percentage change rounded to the nearest 1/10 of 1% in the United States City Average Consumer Price Index for All Urban Consumers for the twelve month period from January 1, 2004 to December 31, 2004. In no case, however, shall the adjustment be less than 1% nor greater than 5%. If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois which adversely affects the financial condition of this District, the Board shall have the option of having Article X and Section O of Article VI of this Agreement expire as of June 30, 2006, and renegotiating Article X and Section O of Article VI with the Association for the 2006-07 and 2007-08 school years. If the Board desires to renegotiate Article X and Section O of Article VI, the Board shall notify the Association of its intentions no later than February 1, 2006. Such a negotiation shall be limited to Article X and Section O of Article VI of this Agreement.

Effective July 1, 2007 each step of the 2006-07 Professional Salary Schedule and the 2006-07 Differential Responsibilities Salary Schedule shall be adjusted by the average of 3.0% and the percentage change rounded to the nearest 1/10 of 1% in the United States City Average Consumer Price Index for All Urban Consumers for the twelve month period from January 1, 2005 to December 31, 2005. In no case, however, shall the adjustment be less than 1% nor greater than 5%. If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois which adversely affects the financial condition of this District, the Board shall have the option of having Article X and Section O of Article VI of this Agreement expire as of June 30, 2007, and renegotiating Article X and Section O of Article VI with the Association for the 2007-08 school year. If the Board desires to renegotiate Article X and Section O of Article VI, the Board shall notify the Association of its intentions no later than February 1, 2007. Such a negotiation shall be limited to Article X and Section O of Article VI of this Agreement.

D. **Differential Responsibilities Schedule.**

1. The Differential Responsibilities Schedule is an instrument designed to compensate those Glenbrook teachers who assume responsibilities for directing student activities above and beyond the normal expectations of a professional teacher which occur after the school day except for those activities which have as a matter of past practice occurred during the school day and for which compensation has been paid.
2. The parties agree that the stipend for the extra assignment should be equitable to all teachers. Therefore, the Board agrees to pay all teachers who perform extra assignments as approved by the Board the same stipend for the same work. The only differential will come about based on experience in the position and performance as determined in a written evaluation by a supervisor. Of course, differential stipends will be paid for the various extra assignments in accordance with categories as listed in Appendix B.
3. The Board assumes the responsibility for approving all activities. Board action is required before any new activity is added to the list. Activities may be added or deleted from time to time. Proposals for additions or deletions will normally arise through administrative channels and be referred to the Board for their action. All assignments of individuals to extra responsibilities are subject to annual review by the building principals. Continued assignment of an individual in a given activity is the principal's decision.
4. The scope, variety, and extent of extracurricular activities is a policy decision and, therefore, shall be determined by the Board. There is no continuing commitment that the program of responsibilities as outlined and specified shall remain in effect.
5. The list of activities attached hereto does not necessarily mean that an appointment of a staff member is automatic. This is to say that any activity which cannot be supported by adequate pupil response will not be sponsored for that year.
6. A sports season is defined as the period beginning with the first permissible day for practice through and including the last scheduled contest including tournament participation.
7. Every teacher or staff member who assumes an extra responsibility assignment shall, as soon as the activity is organized, submit to the Office of the Superintendent through the appropriate supervisor, the following information: (a) the names of all participants, and (b) the beginning and ending dates of the activity including rehearsals, all practices, and preparation dates and times. This regulation applies to all boys' and girls' intramural programs, athletics, music, dramatics, debate activities, swim and dance shows, and cheerleading.

8. The preparation and distribution of basic contracts for the ensuing school year shall not be contingent upon the completion of all assignments of teachers to extracurricular responsibilities. All assignments of extra responsibilities shall, when agreed upon by the teacher and the administrative staff, be formalized by a separate and supplemental contract. If the basic contract and the assignment for extra responsibility can be accomplished at one time, both contracts shall be issued simultaneously.
9. All payments for extra responsibilities less legally required deductions shall be made as soon as possible upon the conclusion of the assigned responsibility. In the case of athletics, assigned responsibilities shall include all pre and post season meetings, banquets, and equipment returns and equipment inventory. Request for payment shall be initiated by the coordinator of athletics, instructional supervisor, or appropriate administrator, channeled through the building principal, directed to the Director of Personnel, and terminated in the Business Office. No request for payment shall be honored without the successive recommendations and endorsements indicated above. In the case of a year-long activity, compensation may be made in two equal payments, at the end of December and the end of June.
10. The administration shall attempt to fill the positions listed on the Differential Responsibilities Schedule on a voluntary basis. The Association shall encourage its members to volunteer for these positions. However, if a qualified volunteer is not available, the administration may assign teachers to the positions listed in Categories 1A through 1X of the Schedule provided that: (a) no teacher shall be involuntarily assigned to more than one assignment per year; (b) no teacher may be involuntarily assigned to the same extra-curricular assignment more than twice every three (3) years; (c) a teacher shall not be placed in an involuntary assignment during any semester in which the teacher is filling one other assignment on the Schedule on a voluntary basis; and (d) assignments shall be related to the teacher's training or experience.

E. **Teacher's Salary Payments.** A teacher will be paid the teacher's total salary over twelve (12) equal monthly payments starting in September.

A teacher may request the teacher's pay for July and August in a lump sum. Such request shall be made on forms provided by the Business Office and shall be delivered to said office by April 15. The lump-sum payment shall be paid with the June salary payment, subject to available funds.

The paydates for the 2003-04, 2004-05, 2005-06, 2006-07, and 2007-08 school years, shall be on the 15th of each month or the last teaching day prior to the 15th if it should fall on a weekend or a holiday. It is understood that variances to this procedure may be necessitated for September and June.

F. **Board Payment of Required Medical Examinations.** The Board shall pay the costs of all medical and other examinations required of a teacher by the Board. The Board shall not pay more than \$50.00 toward the cost of the pre-employment physical.

G. **Individual Medical Insurance Coverage.** The Board shall provide individual medical insurance coverage under the District's Medical Benefits Plans. For the District's PPO Plan, and HMO Illinois Plan, the Board shall pay an amount equal to 98% of the premium for the 2003-04 Plan year, 96% of the premium for the 2004-05 Plan year, and 95% of the premium for the remaining three years of the contract. For the District's HMO Humana Plan, the Board shall pay an amount equal to 98% of the premium for the 2003-04 Plan year, and 96% of the premium for the 2004-05 Plan year. The premium paid by the Board shall cover the period beginning September 1, 2003 and ending August 31, 2008. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2003, except as indicated in Section I below, or as mutually agreed to by the Board and the Association.

In all cases the teacher shall be responsible for the payment of the remaining cost of the premium.

H. **Family Medical Insurance Coverage.** The Board shall provide family medical insurance coverage under the District's Medical Benefits Plan. For the District's PPO Plan, the Board shall pay an amount equal to 90% of the premium for the 2003-04 and 2004-05 Plan years and 88% of the premium for the remaining three years of the contract. For the District's HMO Humana Plan, the Board shall pay an amount equal to 90% of the premium for the 2003-04 and 2004-05 Plan years. For the District's HMO Illinois Plan, the Board shall pay an amount equal to 97% of the premium for the 2003-04 Plan year, 94% of the premium for the 2004-05 Plan year, 90% of the premium for the 2005-06 Plan year, and 88% of the premium for the remaining two years of the contract. For the 2007-08 Plan year, the Board may increase the percentage of the premiums paid by the teachers if the average percentage increase for the district's PPO Plan and the District's HMO Illinois Plan exceeds 10% from the 2006-07 Plan year to the 2007-08 Plan year; the Board may increase the premiums paid by the teachers the amount the average exceeds 10%. In no case, however, shall the increase paid by the teachers exceed 3%.

In all cases the teacher shall be responsible for the payment of the remaining cost of the premium.

I. Beginning 2004-05 the following changes shall be made to the PPO, HMO Illinois, and HMO Humana plans:

1. PPO

- (1.) The deduction for PPO coverage shall increase to \$300 per individual and \$900 per family. The deduction for Non-PPO coverage shall increase to \$900 per individual and \$2,700 per family.
- (2.) The district shall implement a three tier prescription drug mail order program with co-pays of \$10/\$15/\$30 for retail and \$20/\$30/\$60 for mail order (generic formulary and non-formulary).

2. HMO Illinois

- (1.) Participants shall be charged a \$10 co-pay for physician services and \$50 co-pay for hospital or emergency services.
- (2.) Co-pays for prescription drugs shall be increased to \$10/\$15/\$30 (generic formulary and non-formulary).

3. HMO Humana

Beginning September 1, 2005, HMO Humana will no longer be offered by the district.

J. **Term Life Insurance Coverage.** An amount equal to \$75,000.00 shall be provided by the Board for teachers. Optional additional group term life insurance shall be made available by the Board, if approved by the insurance carrier, in amounts of either \$50,000.00 or \$100,000.00. Teachers who select to purchase either of these optional additional amounts, shall be responsible for the full premium.

K. **Additional Fringe Benefits** The Board shall provide a Section 125 flexible benefit plan contribution and an allowance for each teacher who was a member of the faculty for the 1999-2000 school year and who does not select family health insurance coverage for the 2003-04, 2004-05, 2005-06, 2006-07, and 2007-08 school years.

In 2003-04, 2004-05, 2005-06, 2006-07, and 2007-08 school years, the flexible benefit plan contribution shall be \$1000 and the allowance shall be \$2350.

The flexible benefit plan contribution and the allowance shall be paid only in those years during which the teacher does not select family medical insurance. The allowance may be used toward the purchase of individual dental insurance, family dental insurance, additional Section 125 flexible plan benefits, optional term life insurance or other benefits mutually agreed to by the Board and the Association. The flexible benefit plan may be used for items described in Section L of this Article. Any unused portion of the allowance shall be paid to the teacher as salary.

Final fringe benefit selections shall be made by the anniversary date of the plan. Changes after that date shall be made in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

L. **Section 125 Flexible Benefit Plan.** The Board shall adopt a flexible benefit plan under the provisions of Section 125 of the Internal Revenue Code. The plan shall include premium conversion, medical reimbursement and dependent/child care provisions. To the extent provided by law, the plan may be used for the purchase of health and dental insurance, optional term life insurance offered by the district and other benefits mutually agreed to by the Board and Association.

M. **Tax-Sheltered Annuities.** The Board shall maintain a tax-sheltered annuity program.

N. **Professional Dues.** The Board shall reimburse each teacher up to \$100.00 annually for dues to professional organizations, not including the GEA, IEA, and NEA, or other similar teacher organizations. The dues shall be paid after July 1 and evidence of payment shall be submitted to the District Business Office by May 1st of the fringe benefit year. Any unused portion of the annual professional dues allowance shall be forfeited by the teacher.

O. **Registration of Teaching Certificates.** The Board shall pay not more than \$8.00 annually or \$25 over a five year period of time for each teacher for the registration of teaching certificates.

P. **Compensation for Short-Term Substituting.** The compensation for a teacher substituting for an absent colleague as described in Section D of Article IV of this Agreement, shall be equal to the per module pay of a teacher salaried at the MA Column, step 5, of the Professional Salary Schedule contained in Appendix A of this Agreement, rounded to the nearest dollar amount, or an equivalent amount if a block schedule is conducted by the Board.

Q. **Compensation for Summer School Employment.** The compensation for a teacher employed in the summer school session shall be an hourly rate equivalent to 1/6 of the per diem pay of a teacher salaried at the BA +15 Column, step 1, of the Professional Salary Schedule contained in Appendix A of this Agreement, for the school year preceding the summer school session, rounded to the nearest dollar amount.

R. **Compensation for the Position of Certificated School Nurse.** The compensation for certificated school nurses shall be limited to the BA Column, the BA +15 Column, and the MA Column up to step twelve, of the Professional Salary Schedule contained in Appendix A of this Agreement.

S. **Benefits for Part-Time Teachers.** A part-time teacher or a teacher on a part-time leave of absence shall receive family medical insurance premium benefits or the additional fringe benefits referenced above in Section K in direct proportion to the teaching load carried by the teacher.

T. **Individual Disability Insurance Coverage.** The Board shall provide full individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the individual teacher. The premium paid by the Board shall cover the period beginning September 1, 2003 and ending August 31, 2008. Overall coverage under the disability insurance program shall be maintained at not less than the coverage in effect as of September 1, 2003, or as mutually agreed to by the Board and the Association.

ARTICLE XI. NEGOTIATION PROCEDURES

A. Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a teacher, as herein defined, as its representative.

B. Negotiations shall begin no later than February 1, unless both parties agree to an

alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.

C. During negotiations agreed-upon materials shall be prepared for the Board and the Association and initialed prior to the adjournment of the meeting at which such agreement was reached.

D. When the Association and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

E. Impasse Procedure.

1. Definition. An impasse occurs after both parties have considered the proposals and counter-proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.
2. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one party shall be considered a joint request.
3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and re-evaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party.
4. The mediator shall have no authority to make recommendations to either party or the public.
5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

ARTICLE XII. TERM OF AGREEMENT

This official Agreement shall become effective July 1, 2003 and remain in effect until June 30, 2008. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

President, Glenbrook Board of Education District #225

By Carol Rogal

President, Glenbrook Education Association

By Jed W. Peltier

APPENDIX A

GLENBROOK HIGH SCHOOLS
 PROFESSIONAL SCHEDULE
 2003-2004
 (180 Day Schedule)

STEP	BA			BA+15			MA		
	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment
1	\$ 38,027	\$ 3,307	\$ 41,334	\$ 39,954	\$ 3,474	\$ 43,428	\$ 42,414	\$ 3,688	\$ 46,102
2	\$ 39,165	\$ 3,406	\$ 42,571	\$ 41,550	\$ 3,613	\$ 45,163	\$ 44,109	\$ 3,836	\$ 47,945
3	\$ 40,873	\$ 3,554	\$ 44,427	\$ 43,254	\$ 3,761	\$ 47,015	\$ 45,983	\$ 3,998	\$ 49,981
4	\$ 42,999	\$ 3,739	\$ 46,738	\$ 45,382	\$ 3,946	\$ 49,328	\$ 48,278	\$ 4,198	\$ 52,476
5	\$ 44,707	\$ 3,888	\$ 48,595	\$ 47,092	\$ 4,095	\$ 51,187	\$ 50,157	\$ 4,361	\$ 54,518
6	\$ 46,411	\$ 4,036	\$ 50,447	\$ 48,792	\$ 4,243	\$ 53,035	\$ 52,027	\$ 4,524	\$ 56,551
7	\$ 48,110	\$ 4,183	\$ 52,293	\$ 50,494	\$ 4,391	\$ 54,885	\$ 53,901	\$ 4,687	\$ 58,588
8				\$ 52,621	\$ 4,576	\$ 57,197	\$ 56,200	\$ 4,887	\$ 61,087
9							\$ 58,069	\$ 5,049	\$ 63,118
10							\$ 59,947	\$ 5,213	\$ 65,160
11							\$ 61,813	\$ 5,375	\$ 67,188
12							\$ 63,693	\$ 5,539	\$ 69,232
13							\$ 65,567	\$ 5,701	\$ 71,268
14							\$ 67,015	\$ 5,827	\$ 72,842
15							\$ 70,401	\$ 6,122	\$ 76,523
16							\$ 72,308	\$ 6,288	\$ 78,596
17							\$ 74,215	\$ 6,453	\$ 80,668
18							\$ 76,128	\$ 6,620	\$ 82,748
19							\$ 78,033	\$ 6,786	\$ 84,819
20							\$ 81,475	\$ 7,085	\$ 88,560

APPENDIX A

GLENBROOK HIGH SCHOOLS
 PROFESSIONAL SCHEDULE
 2003-2004
 (180 Day Schedule)

STEP	MA+15			MA+30			MA+45		
	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment
1	\$ 44,047	\$ 3,830	\$ 47,877	\$ 45,686	\$ 3,973	\$ 49,659	\$ 47,328	\$ 4,116	\$ 51,444
2	\$ 45,810	\$ 3,983	\$ 49,793	\$ 47,513	\$ 4,132	\$ 51,645	\$ 49,220	\$ 4,280	\$ 53,500
3	\$ 47,684	\$ 4,146	\$ 51,830	\$ 49,387	\$ 4,294	\$ 53,681	\$ 51,089	\$ 4,443	\$ 55,532
4	\$ 49,984	\$ 4,346	\$ 54,330	\$ 51,684	\$ 4,494	\$ 56,178	\$ 53,386	\$ 4,642	\$ 58,028
5	\$ 51,859	\$ 4,510	\$ 56,369	\$ 53,554	\$ 4,657	\$ 58,211	\$ 55,262	\$ 4,805	\$ 60,067
6	\$ 53,726	\$ 4,672	\$ 58,398	\$ 55,432	\$ 4,820	\$ 60,252	\$ 57,132	\$ 4,968	\$ 62,100
7	\$ 55,607	\$ 4,835	\$ 60,442	\$ 57,307	\$ 4,983	\$ 62,290	\$ 59,004	\$ 5,131	\$ 64,135
8	\$ 57,899	\$ 5,035	\$ 62,934	\$ 59,606	\$ 5,183	\$ 64,789	\$ 61,305	\$ 5,331	\$ 66,636
9	\$ 59,773	\$ 5,198	\$ 64,971	\$ 61,479	\$ 5,346	\$ 66,825	\$ 63,179	\$ 5,494	\$ 68,673
10	\$ 61,647	\$ 5,361	\$ 67,008	\$ 63,352	\$ 5,509	\$ 68,861	\$ 65,056	\$ 5,657	\$ 70,713
11	\$ 63,520	\$ 5,524	\$ 69,044	\$ 65,226	\$ 5,672	\$ 70,898	\$ 66,927	\$ 5,820	\$ 72,747
12	\$ 65,398	\$ 5,687	\$ 71,085	\$ 67,096	\$ 5,834	\$ 72,930	\$ 68,806	\$ 5,983	\$ 74,789
13	\$ 67,270	\$ 5,850	\$ 73,120	\$ 68,969	\$ 5,997	\$ 74,966	\$ 70,677	\$ 6,146	\$ 76,823
14	\$ 68,713	\$ 5,975	\$ 74,688	\$ 70,420	\$ 6,124	\$ 76,544	\$ 72,121	\$ 6,271	\$ 78,392
15	\$ 72,141	\$ 6,273	\$ 78,414	\$ 73,879	\$ 6,424	\$ 80,303	\$ 75,613	\$ 6,575	\$ 82,188
16	\$ 74,053	\$ 6,439	\$ 80,492	\$ 75,782	\$ 6,590	\$ 82,372	\$ 77,518	\$ 6,741	\$ 84,259
17	\$ 75,962	\$ 6,605	\$ 82,567	\$ 77,685	\$ 6,755	\$ 84,440	\$ 79,432	\$ 6,907	\$ 86,339
18	\$ 77,863	\$ 6,771	\$ 84,634	\$ 79,600	\$ 6,922	\$ 86,522	\$ 81,334	\$ 7,073	\$ 88,407
19	\$ 79,773	\$ 6,937	\$ 86,710	\$ 81,510	\$ 7,088	\$ 88,598	\$ 83,247	\$ 7,239	\$ 90,486
20	\$ 83,232	\$ 7,238	\$ 90,470	\$ 85,009	\$ 7,392	\$ 92,401	\$ 86,780	\$ 7,546	\$ 94,326

APPENDIX A

GLENBROOK HIGH SCHOOLS
 PROFESSIONAL SCHEDULE
 2003-2004
 (180 Day Schedule)

STEP	MA+60		
	Base Salary	T.R.S Contribution (8%)	Total Board Payment
1	\$ 48,970	\$ 4,258	\$ 53,228
2	\$ 50,928	\$ 4,428	\$ 55,356
3	\$ 52,789	\$ 4,590	\$ 57,379
4	\$ 55,087	\$ 4,790	\$ 59,877
5	\$ 56,965	\$ 4,954	\$ 61,919
6	\$ 58,829	\$ 5,116	\$ 63,945
7	\$ 60,699	\$ 5,278	\$ 65,977
8	\$ 63,007	\$ 5,479	\$ 68,486
9	\$ 64,882	\$ 5,642	\$ 70,524
10	\$ 66,751	\$ 5,804	\$ 72,555
11	\$ 68,631	\$ 5,968	\$ 74,599
12	\$ 70,516	\$ 6,132	\$ 76,648
13	\$ 72,387	\$ 6,294	\$ 78,681
14	\$ 73,825	\$ 6,420	\$ 80,245
15	\$ 77,345	\$ 6,726	\$ 84,071
16	\$ 79,252	\$ 6,891	\$ 86,143
17	\$ 81,178	\$ 7,059	\$ 88,237
18	\$ 83,067	\$ 7,223	\$ 90,290
19	\$ 84,988	\$ 7,390	\$ 92,378
20	\$ 88,545	\$ 7,700	\$ 96,245

APPENDIX A

GLENBROOK HIGH SCHOOLS
 PROFESSIONAL SCHEDULE
 CERTIFICATED NURSE SALARY SCHEDULE
 2003-2004
 (180 Day Schedule)

STEP	BA			BA+15			MA		
	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment
1	\$ 38,027	\$ 3,307	\$ 41,334	\$ 39,954	\$ 3,474	\$ 43,428	\$ 42,414	\$ 3,688	\$ 46,102
2	\$ 39,165	\$ 3,406	\$ 42,571	\$ 41,550	\$ 3,613	\$ 45,163	\$ 44,109	\$ 3,836	\$ 47,945
3	\$ 40,873	\$ 3,554	\$ 44,427	\$ 43,254	\$ 3,761	\$ 47,015	\$ 45,983	\$ 3,998	\$ 49,981
4	\$ 42,999	\$ 3,739	\$ 46,738	\$ 45,382	\$ 3,946	\$ 49,328	\$ 48,278	\$ 4,198	\$ 52,476
5	\$ 44,707	\$ 3,888	\$ 48,595	\$ 47,092	\$ 4,095	\$ 51,187	\$ 50,157	\$ 4,361	\$ 54,518
6	\$ 46,411	\$ 4,036	\$ 50,447	\$ 48,792	\$ 4,243	\$ 53,035	\$ 52,027	\$ 4,524	\$ 56,551
7	\$ 48,110	\$ 4,183	\$ 52,293	\$ 50,494	\$ 4,391	\$ 54,885	\$ 53,901	\$ 4,687	\$ 58,588
8				\$ 52,621	\$ 4,576	\$ 57,197	\$ 56,200	\$ 4,887	\$ 61,087
9							\$ 58,069	\$ 5,049	\$ 63,118
10							\$ 59,947	\$ 5,213	\$ 65,160
11							\$ 61,813	\$ 5,375	\$ 67,188
12							\$ 63,693	\$ 5,539	\$ 69,232

APPENDIX A

GLENBROOK HIGH SCHOOLS
PROFESSIONAL SCHEDULE
2004-2005
(180 Day Schedule)

STEP	BA			BA+15			MA		
	Base Salary	T.R.S Contribution (8%)	Total Board Payment	Base Salary	T.R.S Contribution (8%)	Total Board Payment	Base Salary	T.R.S Contribution (8%)	Total Board Payment
1	\$ 39,102	\$ 3,400	\$ 42,502	\$ 41,083	\$ 3,572	\$ 44,655	\$ 43,612	\$ 3,792	\$ 47,404
2	\$ 40,272	\$ 3,502	\$ 43,774	\$ 42,724	\$ 3,715	\$ 46,439	\$ 45,355	\$ 3,944	\$ 49,299
3	\$ 42,027	\$ 3,655	\$ 45,682	\$ 44,476	\$ 3,867	\$ 48,343	\$ 47,282	\$ 4,111	\$ 51,393
4	\$ 44,213	\$ 3,845	\$ 48,058	\$ 46,664	\$ 4,058	\$ 50,722	\$ 49,641	\$ 4,317	\$ 53,958
5	\$ 45,971	\$ 3,997	\$ 49,968	\$ 48,422	\$ 4,211	\$ 52,633	\$ 51,573	\$ 4,485	\$ 56,058
6	\$ 47,722	\$ 4,150	\$ 51,872	\$ 50,170	\$ 4,363	\$ 54,533	\$ 53,497	\$ 4,652	\$ 58,149
7	\$ 49,468	\$ 4,302	\$ 53,770	\$ 51,921	\$ 4,515	\$ 56,436	\$ 55,424	\$ 4,819	\$ 60,243
8				\$ 54,108	\$ 4,705	\$ 58,813	\$ 57,788	\$ 5,025	\$ 62,813
9							\$ 59,709	\$ 5,192	\$ 64,901
10							\$ 61,641	\$ 5,360	\$ 67,001
11							\$ 63,559	\$ 5,527	\$ 69,086
12							\$ 65,493	\$ 5,695	\$ 71,188
13							\$ 67,419	\$ 5,862	\$ 73,281
14							\$ 68,908	\$ 5,992	\$ 74,900
15							\$ 72,390	\$ 6,295	\$ 78,685
16							\$ 74,351	\$ 6,465	\$ 80,816
17							\$ 76,311	\$ 6,636	\$ 82,947
18							\$ 78,279	\$ 6,807	\$ 85,086
19							\$ 80,238	\$ 6,977	\$ 87,215
20							\$ 83,777	\$ 7,285	\$ 91,062

APPENDIX A

GLENBROOK HIGH SCHOOLS
 PROFESSIONAL SCHEDULE
 2004-2005
 (180 Day Schedule)

STEP	MA+15			MA+30			MA+45		
	Base Salary	T.R.S Contribution (8%)	Total Board Payment	Base Salary	T.R.S Contribution (8%)	Total Board Payment	Base Salary	T.R.S Contribution (8%)	Total Board Payment
1	\$ 45,292	\$ 3,938	\$ 49,230	\$ 46,977	\$ 4,085	\$ 51,062	\$ 48,665	\$ 4,232	\$ 52,897
2	\$ 47,104	\$ 4,096	\$ 51,200	\$ 48,856	\$ 4,248	\$ 53,104	\$ 50,610	\$ 4,401	\$ 55,011
3	\$ 49,030	\$ 4,264	\$ 53,294	\$ 50,781	\$ 4,416	\$ 55,197	\$ 52,533	\$ 4,568	\$ 57,101
4	\$ 51,396	\$ 4,469	\$ 55,865	\$ 53,144	\$ 4,621	\$ 57,765	\$ 54,894	\$ 4,773	\$ 59,667
5	\$ 53,324	\$ 4,637	\$ 57,961	\$ 55,067	\$ 4,788	\$ 59,855	\$ 56,823	\$ 4,941	\$ 61,764
6	\$ 55,244	\$ 4,804	\$ 60,048	\$ 56,998	\$ 4,956	\$ 61,954	\$ 58,746	\$ 5,108	\$ 63,854
7	\$ 57,177	\$ 4,972	\$ 62,149	\$ 58,926	\$ 5,124	\$ 64,050	\$ 60,671	\$ 5,276	\$ 65,947
8	\$ 59,535	\$ 5,177	\$ 64,712	\$ 61,289	\$ 5,330	\$ 66,619	\$ 63,037	\$ 5,481	\$ 68,518
9	\$ 61,462	\$ 5,344	\$ 66,806	\$ 63,216	\$ 5,497	\$ 68,713	\$ 64,964	\$ 5,649	\$ 70,613
10	\$ 63,389	\$ 5,512	\$ 68,901	\$ 65,142	\$ 5,664	\$ 70,806	\$ 66,894	\$ 5,817	\$ 72,711
11	\$ 65,314	\$ 5,680	\$ 70,994	\$ 67,069	\$ 5,832	\$ 72,901	\$ 68,818	\$ 5,984	\$ 74,802
12	\$ 67,246	\$ 5,847	\$ 73,093	\$ 68,991	\$ 5,999	\$ 74,990	\$ 70,750	\$ 6,152	\$ 76,902
13	\$ 69,171	\$ 6,015	\$ 75,186	\$ 70,917	\$ 6,167	\$ 77,084	\$ 72,674	\$ 6,319	\$ 78,993
14	\$ 70,654	\$ 6,144	\$ 76,798	\$ 72,410	\$ 6,296	\$ 78,706	\$ 74,158	\$ 6,449	\$ 80,607
15	\$ 74,179	\$ 6,450	\$ 80,629	\$ 75,966	\$ 6,606	\$ 82,572	\$ 77,749	\$ 6,761	\$ 84,510
16	\$ 76,145	\$ 6,621	\$ 82,766	\$ 77,923	\$ 6,776	\$ 84,699	\$ 79,708	\$ 6,931	\$ 86,639
17	\$ 78,108	\$ 6,792	\$ 84,900	\$ 79,879	\$ 6,946	\$ 86,825	\$ 81,676	\$ 7,102	\$ 88,778
18	\$ 80,063	\$ 6,962	\$ 87,025	\$ 81,849	\$ 7,117	\$ 88,966	\$ 83,632	\$ 7,272	\$ 90,904
19	\$ 82,027	\$ 7,133	\$ 89,160	\$ 83,813	\$ 7,288	\$ 91,101	\$ 85,599	\$ 7,443	\$ 93,042
20	\$ 85,584	\$ 7,442	\$ 93,026	\$ 87,410	\$ 7,601	\$ 95,011	\$ 89,232	\$ 7,759	\$ 96,991

APPENDIX A
GLENBROOK HIGH SCHOOLS
PROFESSIONAL SCHEDULE
2004-2005
(180 Day Schedule)

STEP	MA+60		
	Base Salary	T.R.S. Contribution (8%)	Total Board Payment
1	\$ 50,353	\$ 4,379	\$ 54,732
2	\$ 52,366	\$ 4,554	\$ 56,920
3	\$ 54,280	\$ 4,720	\$ 59,000
4	\$ 56,643	\$ 4,926	\$ 61,569
5	\$ 58,575	\$ 5,093	\$ 63,668
6	\$ 60,491	\$ 5,260	\$ 65,751
7	\$ 62,414	\$ 5,427	\$ 67,841
8	\$ 64,787	\$ 5,634	\$ 70,421
9	\$ 66,715	\$ 5,801	\$ 72,516
10	\$ 68,637	\$ 5,968	\$ 74,605
11	\$ 70,570	\$ 6,136	\$ 76,706
12	\$ 72,508	\$ 6,305	\$ 78,813
13	\$ 74,432	\$ 6,472	\$ 80,904
14	\$ 75,911	\$ 6,601	\$ 82,512
15	\$ 79,530	\$ 6,916	\$ 86,446
16	\$ 81,491	\$ 7,086	\$ 88,577
17	\$ 83,472	\$ 7,258	\$ 90,730
18	\$ 85,414	\$ 7,427	\$ 92,841
19	\$ 87,389	\$ 7,599	\$ 94,988
20	\$ 91,047	\$ 7,917	\$ 98,964

APPENDIX A

GLENBROOK HIGH SCHOOLS
 PROFESSIONAL SCHEDULE
 CERTIFICATED NURSE SALARY SCHEDULE
 2004-2005
 (180 Day Schedule)

STEP	BA			BA+15			MA		
	Base Salary	T R S Contribution (8%)	Total Board Payment	Base Salary	T R S Contribution (8%)	Total Board Payment	Base Salary	T R S Contribution (8%)	Total Board Payment
1	\$ 39,102	\$ 3,400	\$ 42,502	\$ 41,083	\$ 3,572	\$ 44,655	\$ 43,612	\$ 3,792	\$ 47,404
2	\$ 40,272	\$ 3,502	\$ 43,774	\$ 42,724	\$ 3,715	\$ 46,439	\$ 45,355	\$ 3,944	\$ 49,299
3	\$ 42,027	\$ 3,655	\$ 45,682	\$ 44,476	\$ 3,867	\$ 48,343	\$ 47,282	\$ 4,111	\$ 51,393
4	\$ 44,213	\$ 3,845	\$ 48,058	\$ 46,664	\$ 4,058	\$ 50,722	\$ 49,641	\$ 4,317	\$ 53,958
5	\$ 45,971	\$ 3,997	\$ 49,968	\$ 48,422	\$ 4,211	\$ 52,633	\$ 51,573	\$ 4,485	\$ 56,058
6	\$ 47,722	\$ 4,150	\$ 51,872	\$ 50,170	\$ 4,363	\$ 54,533	\$ 53,497	\$ 4,652	\$ 58,149
7	\$ 49,468	\$ 4,302	\$ 53,770	\$ 51,921	\$ 4,515	\$ 56,436	\$ 55,424	\$ 4,819	\$ 60,243
8				\$ 54,108	\$ 4,705	\$ 58,813	\$ 57,788	\$ 5,025	\$ 62,813
9							\$ 59,709	\$ 5,192	\$ 64,901
10							\$ 61,641	\$ 5,360	\$ 67,001
11							\$ 63,559	\$ 5,527	\$ 69,086
12							\$ 65,493	\$ 5,695	\$ 71,188

APPENDIX B
COMPENSATION FOR DIFFERENTIAL RESPONSIBILITIES
GLENBROOK NORTH HIGH SCHOOL
2003-2004

Activity	Activity
<p>Category IA: Head Debate Coach</p> <p>Category I: Head Varsity Basketball - B Head Varsity Basketball - G Head Varsity Football Head Varsity Track - B Head Varsity Track - G</p> <p>Category II: Head Varsity Baseball Head Varsity Soccer - B Head Varsity Soccer - G Head Varsity Softball Head Varsity Swimming - B Head Varsity Swimming - G Head Varsity Wrestling Marching Band Director</p> <p>Category III: Assistant Coaches: Basketball - B (4) Basketball - G (4) Football - Head Freshmen Football - Head Sophomore Football - Varsity (3) Track - B & G Combined (7) Head Individual Events Coach Head Math Team Sponsor Head Varsity Cross Country - B & G Combined Head Varsity Gymnastics - B Head Varsity Gymnastics - G Head Varsity Lacrosse - B Head Varsity Lacrosse - G Head Varsity Volleyball - B Head Varsity Volleyball - G Music Show Director</p> <p>Category IV: Assistant Coaches: Baseball - (4) Debate (3) Football (5) Soccer - B (4) Soccer - G (4) Softball (4) Swimming - B (3) Swimming - G (3) Wrestling (3) Assistant Marching Band Director Cheerleader Sponsor Head Varsity Badminton</p>	<p>Category IV (Continued) Head Varsity Golf - B Head Varsity Golf - G Head Varsity Tennis - B Head Varsity Tennis - G Head Varsity Water Polo - B Head Varsity Water Polo - G Modern Dance Show Director Newspaper Sponsor Radio T/V. Director (2) Swim Show Director Yearbook Sponsor</p> <p>Category V: Assistant Coaches: Cross Country - B & G Combined (2) Gymnastics - B (2) Gymnastics - G (2) Individual Events (4) Lacrosse - B (2) Lacrosse - G (2) Math Team (4) Volleyball - B (3) Volleyball - G (3) Assistant Director of Musical Show Pompon Sponsor</p> <p>Category VI: Assistant Coaches: Badminton (2) Golf - B (1) Golf - G (1) Tennis - B (2) Tennis - G (2) Assistant Cheerleader Sponsor (2) Assistant Director of Modern Dance Show Assistant Director of Swim Show Play Director per Season - Fall, Winter, Spring Senior Class Coordinator</p> <p>Category VII: Advanced Choral Director Assistant Director of Play per Season - Fall, Winter, Spring Concessions Junior Class Coordinator</p> <p>Category VIII: Freshman Class Coordinator Sophomore Class Coordinator Literary Magazine Sponsor (Required 2 Issues)</p> <p>Category IX: FCC Radio Responsibilities Life Saving Director L.P.D.C. Member (3)</p>

APPENDIX B
COMPENSATION FOR DIFFERENTIAL RESPONSIBILITIES
GLENBROOK SOUTH HIGH SCHOOL
2003-2004

Activity	Activity
<p>Category IA: Head Debate Coach</p> <p>Category I: Head Varsity Basketball - B Head Varsity Basketball - G Head Varsity Football Head Varsity Track - B Head Varsity Track - G</p> <p>Category II: Head Varsity Baseball Head Varsity Soccer - B Head Varsity Soccer - G Head Varsity Softball Head Varsity Swimming - B Head Varsity Swimming - G Head Varsity Wrestling Marching Band Director</p> <p>Category III: Assistant Coaches: Basketball - B (4) Basketball - G (4) Football - Head Freshmen Football - Head Sophomore Football - Varsity (4) Track - B & G Combined (7) Head Individual Events Coach Head Math Team Sponsor Head Varsity Gymnastics - B Head Varsity Gymnastics - G Head Varsity Lacrosse - B Head Varsity Lacrosse - G Head Varsity Volleyball - B Head Varsity Volleyball - G Music Show Director</p> <p>Category IV: Assistant Coaches: Baseball - (4) Debate (3) Football (5) Soccer - B (5) Soccer - G (4) Softball (4) Swimming - B (3) Swimming - G (3) Wrestling (3) Assistant Marching Band Director Cheerleader Sponsor Head Varsity Badminton Head Varsity Cross Country - B Head Varsity Cross Country - G Head Varsity Golf - B Head Varsity Golf - G</p>	<p>Category IV (Continued) Head Varsity Tennis - B Head Varsity Tennis - G Head Varsity Water Polo - B Head Varsity Water Polo - G Modern Dance Show Director Newspaper Sponsor Radio T/V Director (2) Swim Show Director Yearbook Sponsor</p> <p>Category V: Assistant Coaches: Cross Country - G (1) Gymnastics - B (2) Gymnastics - G (2) Individual Events (4) Lacrosse - B (2) Lacrosse - G (2) Math Team (4) Volleyball - B (3) Volleyball - G (3) Assistant Director of Musical Show Pompon Sponsor</p> <p>Category VI: Assistant Coaches: Badminton (2) Cross Country - B (1) Golf - B (1) Golf - G (1) Tennis - B (2) Tennis - G (2) Assistant Cheerleader Sponsor (2) Assistant Director of Modern Dance Show Assistant Director of Swim Show Play Director per Season - Fall, Winter, Spring Senior Class Coordinator</p> <p>Category VII: Advanced Choral Director Assistant Director of Play per Season - Fall, Winter, Spring Concessions Junior Class Coordinator</p> <p>Category VIII: Freshman Class Coordinator Sophomore Class Coordinator Literary Magazine Sponsor (Required 2 Issues)</p> <p>Category IX: FCC Radio Responsibilities Life Saving Director L.P.D.C. Member (3)</p>

APPENDIX B (Continued)
COMPENSATION FOR DIFFERENTIAL RESPONSIBILITIES
2003-2004

STEP	CATEGORY IA			CATEGORY I			CATEGORY II			CATEGORY III			CATEGORY IV		
	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary
1	\$6,663	\$7,242	\$5,460	\$4,750	\$5,935	\$4,905	\$4,260	\$5,331	\$4,353	\$4,731	\$3,923	\$3,341	\$4,264		
2	\$7,032	\$7,644	\$5,833	\$5,070	\$6,340	\$5,271	\$4,580	\$5,729	\$4,721	\$5,132	\$4,294	\$3,730	\$4,667		
3	\$7,598	\$8,259	\$6,300	\$5,548	\$6,848	\$5,692	\$4,950	\$6,187	\$5,097	\$5,540	\$4,637	\$4,030	\$5,040		
4	\$8,129	\$8,836	\$6,742	\$5,986	\$7,328	\$6,091	\$5,300	\$6,621	\$5,456	\$5,930	\$4,961	\$4,310	\$5,392		
5	\$8,697	\$9,453	\$7,214	\$6,270	\$7,841	\$6,515	\$5,560	\$7,081	\$5,836	\$6,344	\$5,309	\$4,620	\$5,771		
6	\$9,308	\$10,117	\$7,719	\$6,671	\$8,390	\$6,973	\$6,006	\$7,579	\$6,244	\$6,843	\$5,680	\$4,940	\$6,174		
7	\$9,957	\$10,823	\$8,259	\$7,180	\$8,977	\$7,461	\$6,490	\$8,110	\$6,682	\$7,263	\$6,078	\$5,280	\$6,606		
8	\$10,655	\$11,582	\$8,838	\$7,690	\$9,607	\$7,985	\$6,994	\$8,679	\$7,149	\$7,771	\$6,503	\$5,660	\$7,069		

STEP	CATEGORY V			CATEGORY VI			CATEGORY VII			CATEGORY VIII			CATEGORY IX		
	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary
1	\$3,333	\$3,623	\$2,777	\$2,410	\$3,018	\$2,405	\$2,090	\$2,614	\$2,034	\$1,770	\$2,211	\$1,384	\$1,504		
2	\$3,699	\$4,021	\$3,146	\$2,740	\$3,420	\$2,777	\$2,410	\$3,018	\$2,405	\$2,090	\$2,614	\$1,575	\$1,712		
3	\$3,995	\$4,347	\$3,392	\$2,950	\$3,687	\$2,999	\$2,610	\$3,260	\$2,595	\$2,226	\$2,821	\$1,698	\$1,846		
4	\$4,275	\$4,647	\$3,631	\$3,160	\$3,947	\$3,211	\$2,790	\$3,490	\$2,777	\$2,410	\$3,018	\$1,814	\$1,972		
5	\$4,574	\$4,972	\$3,884	\$3,360	\$4,222	\$3,436	\$2,990	\$3,735	\$2,973	\$2,580	\$3,231	\$1,944	\$2,113		
6	\$4,896	\$5,322	\$4,157	\$3,620	\$4,519	\$3,674	\$3,200	\$3,994	\$3,184	\$2,770	\$3,461	\$2,080	\$2,261		
7	\$5,238	\$5,693	\$4,449	\$3,870	\$4,836	\$3,931	\$3,420	\$4,273	\$3,405	\$2,960	\$3,701	\$2,224	\$2,417		
8	\$5,603	\$6,090	\$4,762	\$4,140	\$5,176	\$4,208	\$3,660	\$4,574	\$3,640	\$3,117	\$3,957	\$2,377	\$2,584		

An allocation of \$62,511 will be established for each school to be used as needed for extracurricular activities in accordance with guidelines determined by the principal. Activities to be included are: (a) Intramurals - Boys & Girls, (b) Speech Activities, (c) Subject Matter Clubs, (d) Other extracurricular activities approved by the Superintendent. Salary steps to be based upon experience in the position and performance as determined in a written evaluation by a supervisor.

APPENDIX B (Continued)
COMPENSATION FOR DIFFERENTIAL RESPONSIBILITIES
2004-2005

STEP	CATEGORY IA			CATEGORY I			CATEGORY II			CATEGORY III			CATEGORY IV		
	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment
1	\$6,851	\$596	\$7,447	\$5,615	\$488	\$6,103	\$5,043	\$439	\$5,482	\$4,476	\$389	\$4,865	\$4,033	\$351	\$4,384
2	\$7,231	\$629	\$7,860	\$5,997	\$522	\$6,519	\$5,420	\$471	\$5,891	\$4,855	\$422	\$5,277	\$4,415	\$384	\$4,799
3	\$7,813	\$679	\$8,492	\$6,478	\$563	\$7,041	\$5,853	\$509	\$6,362	\$5,241	\$456	\$5,697	\$4,767	\$415	\$5,182
4	\$8,359	\$727	\$9,086	\$6,932	\$603	\$7,535	\$6,263	\$545	\$6,808	\$5,610	\$488	\$6,098	\$5,100	\$444	\$5,544
5	\$8,942	\$778	\$9,720	\$7,418	\$645	\$8,063	\$6,699	\$582	\$7,281	\$6,001	\$522	\$6,523	\$5,459	\$475	\$5,934
6	\$9,571	\$832	\$10,403	\$7,937	\$690	\$8,627	\$7,170	\$623	\$7,793	\$6,421	\$558	\$6,979	\$5,840	\$508	\$6,348
7	\$10,239	\$890	\$11,129	\$8,493	\$738	\$9,231	\$7,672	\$667	\$8,339	\$6,871	\$597	\$7,468	\$6,250	\$543	\$6,793
8	\$10,956	\$953	\$11,909	\$9,088	\$790	\$9,878	\$8,210	\$714	\$8,924	\$7,352	\$639	\$7,991	\$6,687	\$582	\$7,269

STEP	CATEGORY V			CATEGORY VI			CATEGORY VII			CATEGORY VIII			CATEGORY IX		
	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment	Base Salary	T.R.S. Contribution (8%)	Total Board Payment
1	\$3,427	\$298	\$3,725	\$2,855	\$248	\$3,103	\$2,473	\$215	\$2,688	\$2,091	\$182	\$2,273	\$1,422	\$124	\$1,546
2	\$3,804	\$331	\$4,135	\$3,236	\$281	\$3,517	\$2,855	\$248	\$3,103	\$2,473	\$215	\$2,688	\$1,619	\$141	\$1,760
3	\$4,108	\$357	\$4,465	\$3,488	\$303	\$3,791	\$3,084	\$268	\$3,352	\$2,669	\$232	\$2,901	\$1,746	\$152	\$1,898
4	\$4,396	\$382	\$4,778	\$3,734	\$325	\$4,059	\$3,302	\$287	\$3,589	\$2,855	\$248	\$3,103	\$1,866	\$162	\$2,028
5	\$4,703	\$409	\$5,112	\$3,994	\$347	\$4,341	\$3,534	\$307	\$3,841	\$3,056	\$266	\$3,322	\$1,999	\$174	\$2,173
6	\$5,034	\$438	\$5,472	\$4,275	\$372	\$4,647	\$3,778	\$329	\$4,107	\$3,274	\$285	\$3,559	\$2,139	\$186	\$2,325
7	\$5,386	\$468	\$5,854	\$4,575	\$398	\$4,973	\$4,042	\$352	\$4,394	\$3,502	\$304	\$3,806	\$2,286	\$199	\$2,485
8	\$5,761	\$501	\$6,262	\$4,896	\$426	\$5,322	\$4,327	\$376	\$4,703	\$3,743	\$326	\$4,069	\$2,444	\$213	\$2,657

An allocation of \$64,308 will be established for each school to be used as needed for extracurricular activities in accordance with guidelines determined by the principal. Activities to be included are: (a) Intramurals - Boys & Girls, (b) Speech Activities, (c) Subject Matter Clubs, (d) Other extracurricular activities approved by the Superintendent. Salary steps to be based upon experience in the position and performance as determined in a written evaluation by a supervisor.

APPENDIX C

Fair Share

The following provisions shall apply to all Glenbrook teachers within the bargaining unit defined by this Agreement whose first teaching position within the Glenbrooks commences after July 1, 1999.

1. Teachers who are not members of the Association, and whose first teaching position within the District commences after July 1, 1999, shall, commencing sixty days after their first full day of work, pay a fair share fee to the Association for the costs of the services rendered by the Association that are chargeable to non-members under state and federal law. Such fair share fees shall be deducted by the Board from the earnings of non-members and remitted to the Association.
2. The Association agrees to assume responsibility to insure full compliance with the requirements of the United States Supreme Court and the Illinois Educational Labor Relations Board with respect to the rights of fair share fee payors. Accordingly, the Association agrees to:
 1. Give timely notice to fair share fee payors in the amount of the fee and an explanation of the basis for the fee, including the major categories of expenses.
 2. Advise fair share fee payors of an expeditious and impartial decision-making process whereby fair share fee payors can object to the amount of the fair share fee.
 3. Place the amount reasonably in dispute into an escrow account pending resolution of any objections raised by fair share fee payors to the amount of the fair share fee.
3. It is specifically agreed that any dispute concerning the amount of the fair share fee and/or the responsibilities of the Association with respect to fair share fee payors shall not be subject to the grievance and arbitration procedure set forth in this Agreement.
4. Non-members who object to this fair share fee based upon either bona fide religious tenets or teachings or a church or religious body, as provided in Section 11 of the Illinois Educational Labor Relations Act, shall pay an amount equal to such fair share fee to a non-religious charitable organization in accordance with the rules and regulations of the Illinois Educational Labor Relations Board.
5. The Association shall indemnify and save harmless the employer from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this Appendix.
6. The Association and the Board agree to work cooperatively to develop procedures to implement the provisions of this Appendix.

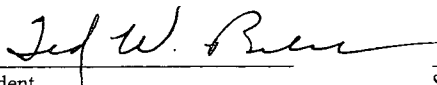
MEMORANDUM OF UNDERSTANDING

Day Care

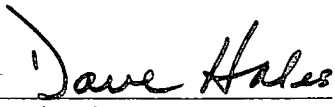
Whereas the Board of Education and the Glenbrook Education Association (G.E.A.) agree that access to day care for employees is an issue of growing District-wide significance, the Board and the G.E.A. agree to appoint a committee to explore options for the provision of employee day care. Possible solutions may include but not be limited to on-site daycare at the Glenbrook schools and/or off-site care. Both parties agree to study a diverse range of options with the mutual goals of providing employees with cost effective, manageable, and safe day care options.

The committee shall be composed of three members appointed by the superintendent and three members appointed by the president of the G.E.A. This committee shall convene no later than May 1, 2003 and shall present its final recommendations in writing to the president of the G.E.A. and the superintendent no later than November 1, 2003, unless an alternate timetable is agreed upon by both parties. The Committee shall seek representation from the Glenbrook Educational Support Staff Association (G.E.S.S.A.), Glenbrook Educational Support Paraprofessional Association (G.E.S.P.A.) and Support Staff Advisory Council (SSAC). The goal should be to implement recommendations for the 2004-2005 school year.

- Any day care program implemented by the district shall be financially self-supporting.
- The Board shall not be required to implement the recommendations of the committee.
- The Board may terminate any day care program by providing a 60 day notice to the parents or guardians of day care children.
- This Memorandum of Understanding shall not be subject to Article IX, Grievance Procedure, of the Negotiations Agreement.



President
Glenbrook Education Association



Superintendent
Glenbrook High School District #225

April 3, 2003

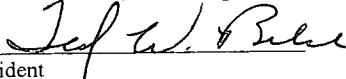
MEMORANDUM OF UNDERSTANDING

Wellness Program

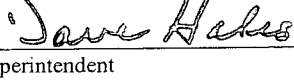
Whereas the Board of Education and the Glenbrook Education Association (G.E.A.) agree that access to a wellness program for employees is an issue of growing District-wide significance, the Board and the G.E.A. agree to complete the implementation of a District-wide wellness program for the 2003-2004 school year. That participation in the wellness program will be voluntary for all Glenbrook employees enrolled in any of the district's medical insurance plans.

A worksite wellness committee shall finalize the implementation of a wellness program and submit its final recommendations in writing to the president of the G.E.A. and the superintendent no later than June 9, 2003, unless both parties agree upon an alternate timetable. The Committee shall seek representation from the Glenbrook Educational Support Staff Association (G.E.S.S.A.), Glenbrook Educational Support Paraprofessional Association (G.E.S.P.A.) and Support Staff Advisory Council (SSAC).

- o A wellness program shall be offered by the district and may include the following benefits at no charge to the employee:
 - a. **Strategic Communications:** General Roll-Out/Kick-Off, Reinforcing Newsletters/Articles and Supplemental Support-Specific Communications
 - b. **Evaluation & Feedback Tools:** Benchmark Survey and Impacts/Outcomes Survey
 - c. **24-Hour Online Decision Support:** Core Medical Decision Support Access and Site Customization and Problem/Risk Targeting
 - d. **EAP Services**
 - e. **Training Initiatives:** Medical Self Care 2004, Early Detection 2005, and CyberMedicine 2006
 - f. **My HealthJournal Components**
- o Employees shall be responsible for the cost of early detection screenings and risk assessments if they choose to participate in that portion of the program.
- o For those employees who participate in early detection screenings and risk assessments and are identified as high risk, then the **Targeted Health Coaching/Counseling** services shall be provided without charge.
- o The Board shall not be required to implement the recommendations of the committee.
- o The Board may terminate any wellness program at the end of any school year or by providing a 60-day notice to the President of the G.E.A.
- o This Memorandum of Understanding shall not be subject to Article IX, Grievance Procedure, of the Negotiations Agreement.



President
Glenbrook Education Association



Superintendent
Glenbrook High School District #225

April 3, 2003

MEMORANDUM OF UNDERSTANDING

Medical Insurance Cost Containment Committee

Whereas the Board of Education and the Glenbrook Education Association (G.E.A.) agree that there is a mutually beneficial need to contain the increases in medical insurance costs, the Board and the G.E.A. agree to establish a medical insurance cost containment committee.

The committee shall be composed of three members appointed by the superintendent and three members appointed by the president of the G.E.A. The committee shall be chaired by the assistant superintendent for business affairs.

The committee shall convene for its first meeting not later than November 1, 2003 and shall meet at least annually thereafter.

The committee shall seek representation from the Glenbrook Educational Support Staff Association (G.E.S.S.A.), Glenbrook Educational Support Paraprofessional Association (G.E.S.P.A.) and Support Staff Advisory Council (SSAC).

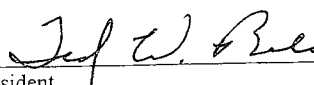
The committee shall examine such topics as those contained in the following list.

- o A "stand alone" prescription drug plan.
- o A review of the procedures for setting insurance premiums.
- o Benefit costs and utilization rates.
- o Potential savings and enhancements.
- o Deductibles and co-pays.

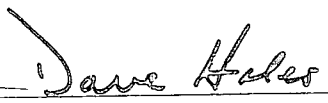
Implementation of the committee recommendations shall require the approval of the Board and the G.E.A.

It is understood that the Board retains the sole right to determine premiums.

The parties agree this Memorandum of Understanding shall not be subject to the grievance procedure set forth in Article IX of the Agreement.

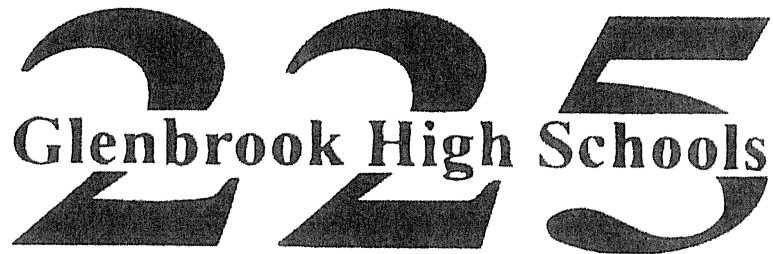


President
Glenbrook Education Association



Superintendent
Glenbrook High School District #225

April 3, 2003



Negotiations Agreement

2008-2013

between

**The Board of Education
Northfield Township High School District #225**

and

The Glenbrook Education Association
(For the period July 1, 2008 through June 30, 2013)

*The Glenbrook High Schools are learning communities
dedicated to students and committed to
quality of thought, word, and deed.*

Table of Contents

Article I – Recognition	Page 1
Article II – Association Rights and Responsibilities	Page 1
Article III – Board Rights and Responsibilities	Page 3
Article IV – Teacher Rights and Responsibilities	Page 3
Article V – Voluntary Transfers, Involuntary Re-Assignments, and Reduction in Staff Seniority	Page 4 Page 5
Article VI – Teaching Load	Page 6
8-period class schedule	Page 7
Block class schedule	Page 8
Unscheduled time	Page 9
Article VII – Teacher Evaluation	Page 11
Tenured teacher evaluation schedule	Page 11
Non-tenured teacher evaluation schedule	Page 11
Article VIII – Leaves of Absence	Page 12
Sick leave	Page 12
Professional leave	Page 13
Sabbatical leave	Page 13
Personal leave	Page 14
Special leave	Page 15
Article IX – Grievance Procedure	Page 16
Article X – Compensation Policy	Page 18
General policies	Page 18
Academic attainment	Page 19
Salary schedules	Page 20
Differentials responsibilities	Page 21
Insurance/benefits	Page 23
Compensation for short-term substituting	Page 24
Compensation for a sixth assignment	Page 24
Compensation for summer school	Page 24
Compensation/benefits for part-time teachers	Page 24
Domestic partner coverage	Page 24
Longevity pay	Page 25
Article XI – Negotiations Procedures	Page 25
Article XII – Term of the Agreement	Page 26
Memorandum of Understanding – Compensation	Page 27
Appendix A – 2008-09 Professional Salary Schedule	Page 28
Appendix B – 2009-10 Professional Salary Schedule	Page 30
Appendix C – Differential Responsibility Categories (GBN/GBS)	Page 32
Appendix D – 2008-09 Differential Pay Schedule	Page 33
Appendix E – 2009-10 Differential Pay Schedule	Page 34
Appendix F – Fair Share	Page 35
Memorandum of Understanding – Differential Responsibilities	Page 36
Memorandum of Understanding – Domestic Partnership Coverage	Page 37
Memorandum of Understanding – Medical Insurance Cost Containment Committee	Page 39
Memorandum of Understanding – Special Education	Page 40
Memorandum of Understanding – Technology	Page 41

NEGOTIATIONS AGREEMENT

2008 - 2013

This Agreement, entered into May 12, 2008 between the Glenbrook Board of Education, District #225, hereinafter called the "Board," and the Glenbrook Education Association, hereinafter called the "Association," becomes effective July 1, 2008.

WHEREAS, the Board and the Association both agree that providing quality education for all the youth of Glenbrook Schools is a mutual aim,

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement,

NOW, THEREFORE, the parties mutually agree to respect and comply with the following:

ARTICLE I. RECOGNITION

A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all regularly employed certificated teaching personnel in the District excluding the Superintendent, directors, principals, assistant principals, deans, instructional supervisors, and other administrative personnel.

B. Unless otherwise expressly provided or clearly indicated by the context, the word "teachers" or the phrase "certificated teaching personnel" when used in this Agreement shall mean all regularly employed certificated District personnel whose position requires a certificate issued under Article 21 of The School Code. However, the word "teachers" or the phrase "certificated teaching personnel" shall not include (1) evening school personnel while employed as such, (2) summer school personnel while employed as such, (3) personnel employed in a capacity or in any program which is not usually or typically associated with the regular school year program or after school "extracurricular" programs while acting as such, (4) instructional supervisors unless they are teaching and seek representation in their roles as teachers.

ARTICLE II. ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. The Board agrees to furnish the president of the Association with the following:

1. A copy of the tentative School District annual budget at least thirty (30) days prior to adoption.

2. Other data relating to the financial resources of the District which will assist the Association in developing intelligent, accurate, and constructive recommendations on behalf of the teachers, students, and educational programs. This information will be provided upon request so long as it does not create additional work for the administrative staff.

B. **Dues Deduction.** The Board agrees to deduct Association membership dues, once each month, from the pay of those employees who individually request in writing that such deductions be made. After the dues deductions are made, they shall be remitted together with an itemized statement to the president of the Association. Authorization for each deduction shall be in effect for the duration of the Agreement unless written notice of revocation is given by the employee to the employer. Revocation shall become effective within thirty (30) days after such notice is given. The Association shall indemnify and save harmless the employer from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this section. (Section B shall be modified by the provisions of Appendix F of this Agreement as of July 1, 1999.)

C. **Association Leave.** Whenever a representative of the Association or a teacher is scheduled by the Board, or by the Superintendent, to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the teacher shall suffer no loss in pay nor shall such participation be charged to the teacher's leave time. The Association shall be allowed to send up to five (5) official Association delegates to the state association annual convention, for no more than two (2) days each, without salary adjustment provided the Board of Education is reimbursed an amount equal to the normal substitute teacher costs for each day each delegate is absent. The Superintendent may, at his/her sole discretion, grant upon request of the Association, additional days to be used for Association business with the Association reimbursing the Board for substitute teacher costs.

D. The Board shall grant 0.2 FTE to both Glenbrook North and Glenbrook South for the purpose of GEA administrative release. The FTE shall be in addition to each building's standard FTE allotment. The GEA Executive Board shall determine the recipient of the release in each building. Recipient names will be provided to the building Principals by April 1. If a recipient's release would result in hardship to a department, the Principal and the GEA Executive Board agree to discuss, in good faith, an alternative recipient.

E. The Association shall have the right to make use of school equipment, such as copiers, calculators, computers, telephones, e-mail, and audio-visual equipment when such equipment is not otherwise in use. The Association agrees to pay for the actual cost of supplies.

F. The Association and its representatives may be permitted to use school buildings for meetings at times that do not conflict with instructional responsibilities. The Association shall reimburse the Board for any extra labor costs required for such meetings.

G. The Association hereby agrees not to strike or engage in or support or encourage any concerted refusal to render full and complete service to the School District.

H. The Association recognizes that abuses of sick leave, leaves of absence, tardiness, deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession. The Association shall use its best efforts to enforce proper professional conduct on the part of its members.

I. The Association will continue to encourage and improve the professional performance of its members. Any professional employee may bring an incident of alleged improper professional conduct to the attention of the GEA executive board.

ARTICLE III. BOARD RIGHTS AND RESPONSIBILITIES

Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, the determination of educational policy, the operation and management of the schools, and the control, supervision, and direction of all certificated staff are vested exclusively with the Board.

All terms and conditions of employment not covered nor abridged by this Agreement shall not be the subject of negotiations during the life of this Agreement, unless such negotiations are mutually agreed to in writing by the Board and the Association.

ARTICLE IV. RIGHTS AND RESPONSIBILITIES OF TEACHERS

A. Teachers shall comply with the rules and regulations adopted by the Board or its representatives.

B. Teachers of the Northfield Township High School district shall be assigned to teach or supervise educational activities 275 minutes of each 465-minute teaching day. The 465-minute teaching day shall include the fifteen (15) minutes prior to the start of the school day and fifteen (15) minutes at the end of the school day.

C. The Board recognizes its responsibility to continue to give reasonable support and assistance to all teachers with respect to control and discipline of students. Teachers shall continue to share responsibility for student control and discipline throughout the school day in the entire school facility and at any school sponsored event.

D. Each teacher shall have the right upon advanced request to review the content of the teacher's official personnel file maintained at the District administration office. A local representative of the Association may, at the teacher's request, accompany the teacher in the review. Privileged information such as confidential credentials and related personal references sought at the time of employment are specifically exempt from such review. All communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the teacher which are included in the teacher's official personnel file shall be called to the teacher's attention at the time of inclusion, and the teacher will be permitted to file a rebuttal. The rebuttal shall be prepared in triplicate, one for the instructional supervisor, one for the principal, and one forwarded to the Superintendent to be placed in the teacher's personnel file.

E. The Board and the Association agree that in no case shall a teacher planning to be absent be permitted to or be held responsible for obtaining a substitute teacher. Teachers shall not be required to substitute for an absent teacher except in short-term emergencies. In short-

term emergencies, however, when a teacher is absent and a substitute is not available, other teachers in the department when asked to substitute by their instructional supervisor for their absent colleague shall comply with the requests in the best interests of the students and the school. The instructional supervisor shall make a reasonable effort to obtain a substitute for any absence.

F. As a duly elected body exercising governmental power under the laws of the State of Illinois, the Board shall not discriminate against any teacher in the enjoyment of any rights conferred by the Constitution of the United States, the Constitution of the State of Illinois, and the laws of Illinois. However, this section is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

G. Academic freedom shall be guaranteed to the teachers within the District's planned instructional program and no special limitation shall be placed upon study and investigation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning, subject to the following standards of professional responsibility:

1. The teacher shall encourage the student to study varying points of view and respect the student's right to form the student's own judgment.

2. The teacher may assume full political and citizenship responsibilities but shall refrain from exploiting the instructional privileges of the teacher's professional position to promote candidates, parties, or personal philosophies.

3. Academic freedom exercised by a teacher requires that the teacher be cognizant of the maturity of the teacher's students and that this be recognized in the teacher's instructional presentation.

In the event of adverse criticism by parents or citizens of the District, all reasonable effort shall be made by the parties to settle academic freedom disputes on the administrative level prior to submitting same to the Board for its decision. The Board recognizes its obligation to support the teacher in the legitimate exercise of the teacher's academic freedom as defined above.

ARTICLE V. VOLUNTARY TRANSFERS, INVOLUNTARY RE-ASSIGNMENTS, AND REDUCTION IN STAFF

A. The Board shall have the sole responsibility to promote employees to positions outside the bargaining unit as defined in Article I of this Agreement.

B. During the school year the Board agrees to give notice of vacancies existing or anticipated in all positions before filling the vacancy. Notices of vacancies will be posted on the District website at least ten (10) business days prior to filling the position. Any teacher who meets specified requirements for job opportunities and desires to make application for any vacancy should file a written application to the Superintendent or his/her designee within ten (10) business days following the announcement of the vacancy. In the case of positions

listed on the Differential Responsibilities Schedule contained in Appendix C of this Agreement, and when an immediate need exists, the notice period prior to filling the vacancy shall be five (5) days.

C. In the event that a teacher chooses not to accept a position offered, it shall have no effect upon the teacher's future opportunities for other positions that are created or become vacant.

D. Teachers wishing to be considered for transfer must notify the Director of Human Resources in writing by February 1 indicating the reasons for requesting the transfer and the school and position desired. Approval of the building principal and of the instructional supervisor involved is a prerequisite for such transfer. If the request for transfer from one building to another is not approved, the reasons for non-approval shall be given the teacher in writing by the Director of Human Resources as soon as possible but no later than June 1.

E. Notice of involuntary re-assignment shall be given to the teacher no later than May 1 by the Director of Human Resources or the principal under whom the employee was assigned prior to the re-assignment.

Within ten (10) days after receipt of notification of re-assignment, an employee dissatisfied with the new assignment may make a request in writing for a meeting with the principal under whom the employee was assigned prior to the re-assignment to discuss reasons for the re-assignment.

Within five (5) business days after such meeting the employee, if dissatisfied with the reasons given for the re-assignment, shall have the further right to request a meeting with the Superintendent to discuss said reasons. If the Director of Human Resources has not attended the meeting with the appropriate principal, the Superintendent may elect to have said Director of Human Resources confer with the employee in the Superintendent's place.

An Off-campus employee whose position prior to re-assignment does not come within the jurisdiction of any principal shall have the right to request a conference with the Director of Special Education and shall make the employee's request thereof within ten (10) days after receipt by the employee of the notice of re-assignment. Such meeting with the appropriate principal or Superintendent shall be held five (5) days after receipt of a request thereof by the Superintendent.

F. If the foregoing procedures have been followed, the decision of the Superintendent in all matters of promotion, voluntary transfer, and involuntary re-assignment shall be final.

G. Nothing in this Agreement shall prohibit the Board from making temporary appointments until positions can be filled with permanent appointments as provided in this Agreement.

H. Reduction in Staff.

1. The Board shall develop District-wide seniority lists of tenured, qualified teachers by service areas. Service areas shall be determined as defined by the State Board of Education. Seniority shall be based on the number of full-time, full-term, continuous years of service in District #225, including service in

District #225 in an administrative position as defined by Section A of Article I of this Agreement. Full-term shall be defined as employment in the District not later than January 1st.

2. To be included on a seniority list, teachers must have been legally certified and legally qualified in Illinois for employment in that service area and have been employed in that service area in District #225.
3. Placement on a seniority list for teachers with equal number of years of service to the District, shall be determined by the relative lane placement of the involved teachers on the teachers' salary schedule, the higher lane placement being more desirable. If it becomes necessary to choose among teachers with equal number of years of service and equal salary schedule lane placement, the Superintendent shall make the choice based on the relative instructional competencies of the involved teachers.
4. If an administrator is re-assigned exclusively to the classroom, the administrator shall be placed on the seniority lists in the service areas for which the administrator is legally certified and legally qualified and in which the administrator has had previous teaching experience. The administrator will be placed on the seniority list on the step which correlates to his/her total years of service in District #225.
5. The Board shall establish a recall procedure consistent with State law.
6. Nothing contained herein is to be construed as limiting the power of the Board to dismiss or release teachers for cause or as otherwise permitted by law.

ARTICLE VI. TEACHING LOAD

A. The Board and the Association recognize that effective learning is the basic foundation for a sound educational program. Effective learning depends primarily upon effective teaching. Effective learning and teaching can only take place when an appropriate number of students are assigned to the teacher. Appropriateness is based upon the following criteria:

1. the background and experience of the teacher,
2. the capabilities of the students enrolled,
2. the content of the course, and
4. the techniques of teaching required.

B. The following will serve as maximums for class size and load:

	Max. Teacher Load	Max. Class Size
Art	125	25/28
Physical Education	185	35/37
English	130	30
Business Education	140/160	35/40
Foreign Language	135	30
Family and Consumer Science	120	24/30
Applied Technology	120	24/28
Mathematics	140	34
Science	112	28
Social Studies	140	34
Driver Education	According to the State Code	According to the State Code

C. **Class Schedules.** The Board shall have the right to conduct either 8-period class schedules or block class schedules under the terms and conditions described below in Sections D and E. If the Board plans to change the schedule or schedules from one year to the next year, the Board shall notify the Association in writing not later than May 1st of the schedule or schedules it plans to conduct during the subsequent school year.

D. **8-period class schedule.** Teachers shall be assigned to instructional assignments for five (5) of the eight (8)-period class day. Teachers are expected to be in the building at least 15 minutes prior to the start of the first period of each teaching day, or 15 minutes prior to their “early bird” class if the teacher is assigned to an “early bird” class, and 15 minutes at the end of the school day. Teachers are expected to be at their respective period #1 assignment at least five (5) minutes prior to the start of period #1. Those teachers who do not have a period #1 assignment shall check in with their respective departments at least five minutes prior to the start of the school day.

An example of a teacher schedule in an 8-period schedule is shown below:

Period 1	Class
Period 2	Class
Period 3	Unscheduled
Period 4	Lunch
Period 5	30-min. conf./20 min. for available resource time
Period 6	Class
Period 7	Class
Period 8	Class

If a teaching assignment does not fulfill the five (5)-period instructional assignment referred to above, a teacher may be assigned to any of the following types of activities to meet this requirement:

1. Individual work with assigned students
2. Supervision of open labs
3. Supervision of departmental resource centers
4. Special department project(s)
5. Resource period assignments, such as Advocacy
6. Other educational activities assigned by the principal.

E. **Block Class Schedule.** Teachers shall be assigned to instructional assignments for five (5) ninety (90)-minute blocks plus one (1) ninety (90)-minute resource period over two (2) days. Teachers are expected to be in the building at least fifteen (15) minutes prior to the start of the first block of each teaching day, or fifteen (15) minutes prior to their “early bird” class if the teacher is assigned to an “early bird” class, and fifteen (15) minutes at the end of the school day. Teachers are expected to be at their respective first block assignment at least five (5) minutes prior to the start of the first block. Those teachers who do not have a first block assignment shall check in with their respective departments at least five (5) minutes prior to the start of the school day.

In an alternating day, quarter, or semester schedule, the maximum teacher load shall be determined by the total of the teacher loads over the two (2) days, quarters, semesters. Each teacher shall have at least one (1) unscheduled block each day.

An example of a teacher schedule in the block schedule is shown below:

	<u>(A) day</u>	<u>(B) day</u>
Block 2-3	Class	Class
Block 4-5	Unscheduled	30 min. conf./Unscheduled
Block 6-7	Class with 45-min. embedded lunch	6 th assignment with 45-min. embedded lunch
Block 8-9	Class	Class

If a teaching assignment does not fulfill the five (5)-blocks over two (2)-day instructional assignment referenced above in Paragraph #1 and #2, a teacher may be assigned to any of the following types of activities to meet this requirement:

1. Individual work with assigned students
2. Supervision of open labs
3. Supervision of departmental resource centers
4. Special department project(s)
5. Resource period assignments, such as Advocacy
6. Other educational activities assigned by the principal

Teachers who are assigned to a resource period shall be expected to teach educational activities during the resource period. Teachers shall be expected to record the attendance of students

assigned to the teacher's resource period. Resource period assignments shall not exceed an average of 25 minutes per day.

Teachers assigned to a resource period must meet at least one of the following criteria:

- (1) The teacher has volunteered to accept assignment to a resource period or
- (2) The teacher has fewer than three preparations in his/her regular teaching assignment or
- (3) The teacher has fewer than five classes in his/her regular teaching assignment
- (4) The part-time teacher has an F.T.E. of 0.8 or greater.

The Board may assign up to 15% of the teaching staff, in addition to the teachers identified in items #(1) through (4) above, if the pool of teachers provided by Items #(1) through #(4) fails to satisfy the full complement of resource period needs for not more than two grade levels during any one school year. The overall average class size for resource period shall be maintained in a range of from 20 to 25 students whenever teachers outside of Items #(1) through #(4) are utilized.

F. The Board and Association recognize that new techniques of teaching and new organizational arrangements of teachers and students make occasional deviations in class size desirable. With the written consent of the teachers involved, class size and teacher maximums as indicated above may not apply in these cases as well as in cases of experimental programs. The Association recognizes and will continue to respect every teacher's individual right to increase class size and teacher load to improve instructional effectiveness.

G. It shall not be a practice to assign teachers to more than three teaching preparations; in no case shall a teacher with four or more teaching preparations have any additional assignments during the teaching school day.

H. A teaching preparation is defined as the assignment of a teacher to instruct students in a course and/or additional ability levels therein, whenever the instructional materials are substantially different, to constitute a distinct preparation as determined by concurrence of the teacher, the instructional supervisor, and the principal.

I. **Unscheduled Time.** The teacher's unscheduled time shall be used for tasks directly related to the teacher's instructional responsibilities, except for occasional breaks. When necessary, a teacher may leave the building during unscheduled time with approval of the teacher's instructional supervisor. In those cases when the teacher's instructional supervisor is not available, the teacher may leave the building with the knowledge of the principal's office. The teacher shall post available times of not less than thirty (30) minutes per day, or every other day on the block schedule, for conferences during the teacher's unscheduled time within the teaching day. These conference times shall be scheduled at a time and at a location mutually acceptable to the teacher and the teacher's supervisor.

J. Teachers not engaged in classroom teaching shall have two (2) fifteen (15)-minute break periods and a lunch period equal to that of a classroom teacher. The break periods and lunch period shall be scheduled at a time mutually acceptable to the teacher and the teacher's supervisor.

K. All teachers shall be required to attend up to one staff meeting each week. These meetings should be planned on a monthly basis and shall normally be scheduled on Mondays. Staff meetings shall normally be adjourned no later than 4:30 p.m. Every teacher must attend these meetings unless an emergency situation develops which precludes such attendance. The principal must approve in advance all emergency requests for release from attendance at faculty meetings. The teacher's supervisor must approve in advance all emergency requests for release from attendance at all other staff meetings. Whenever possible, all such emergency requests shall be made by the teacher at least 24 hours in advance of the meeting.

L. All teachers as a part of their regular school responsibility will be required to supervise one student social activity per school year. Supervision of a student social activity may not include an activity for which the teacher receives compensation.

M. All teachers as part of their regular school responsibilities shall be required to attend up to three (3) Parent Conference Nights per school year. Teachers will not receive compensatory release time for participating in the first two Parent Conference Nights; however, if a third Parent Conference Night is scheduled teachers will be provided with a two- (2) hour late arrival on the morning following the third conference night.

N. Glenbrook teachers share in the responsibility for addressing the educational needs of the students, the community and the School District, and for actively cooperating in the efforts to improve the total school program. These responsibilities include, but are not limited to: honoring the designated time of arrival and departure from school; assisting students outside of the regularly scheduled school day; attending special conferences with parents as they are needed; spending sufficient time in the school building to fulfill the teacher's total professional responsibilities.

O. In addition to student attendance days and institute days authorized by the School Code, all teachers will be required to attend Glenbrook days of normal working hours, on days designated by the Board for such purposes in or immediately before the school calendar adopted by the Board. The Glenbrook days shall be used for purposes deemed appropriate by the Board such as additional student attendance, curriculum development, parent-teacher conferences, planning and evaluation, staff development, and student assessment. The number of such days scheduled shall not exceed five (5) days during any school year. For each day so scheduled by the Board, the Board shall increase teacher salaries by an amount equal to per diem for each such day scheduled, for the school year in which the days are scheduled. The Board shall schedule not less than three (3) Glenbrook days for the duration of the Agreement; however, the requirement for the Board to schedule the three (3) days shall terminate at the end of the 2012-13 school year.

P. All teachers as a part of their regular school responsibilities shall be required to attend up to one (1) special staff development activity of up to four (4) hours per year outside the regular school day if the activity cannot reasonably be conducted during a regular department meeting and if the activity is approved by the school principal. Nothing in this section, however, shall preclude or prevent teachers from volunteering for other staff development activities outside the regular school day.

ARTICLE VII. TEACHER EVALUATION

A. The parties agree that in order to maintain and improve the quality of education in District #225 the Board must make full use of its prerogative during the probationary period. The probationary period is the time set aside for the Board to select whom it considers the best person for the position. Therefore, merely performing at a SATISFACTORY rating level will not necessarily bring about tenure status. Non-retention of probationary teachers shall be based upon performance in the areas covered in Section B of Article VII. However, decisions relative to tenure must be based upon strengths and weaknesses noted in the evaluative process.

B. The Board and the Association recognize that the basic purpose of evaluation is to improve instruction and services received by students, to focus on student outcomes, and to encourage professional growth. This process has the following functions: (1) to identify excellent performance; (2) to supply information that will lead to the modification of assignments such as placement in other positions, promotions, and terminations; (3) to measure adherence to standards; (4) to provide information for developing an individual professional growth plan; (5) to improve teaching performance. The evaluator's major concern shall be in but not limited to the following areas of instruction with emphasis on subject matter, class preparation, methods of instruction, knowledge of individual nature of learning, pupil participation and reaction, pupil-teacher relationships, effectiveness and cooperation in department and school activities, and self-improvement, initiative, and growth in professional competencies. It is therefore understood that a formal classroom evaluation is but a part of the total evaluation process.

C. At the onset of each two-year appraisal cycle the teacher and supervisor shall cooperatively establish professional growth goals and means to satisfy the goals.

D. No formal evaluation of a teacher new to the District shall take place until two weeks after the supervisor has acquainted each teacher under the supervisor's supervision with teacher evaluation procedures, standards, and instruments, and shall have advised each teacher as to who shall observe and evaluate the teacher's performance.

E. Tenured teachers shall have formal evaluation conferences with their instructional supervisors at least one (1) time every two (2) years. The evaluation conference will include a discussion of a written evaluation based on classroom observation and other areas cited in Section B above. The written evaluation will include reflection on the teacher's goals and include evaluative comments relative to all four teaching domains: (1) planning and preparation, (2) classroom environment, (3) instruction, and (4) professional responsibilities.

F. Non-tenured teachers shall have formal evaluation conferences with their instructional supervisors according to the following schedule:

- Year 1** – three (3) formal evaluations
- Year 2** – two (2) formal evaluations
- Year 3** – one (1) formal evaluation
- Year 4** – one (1) formal evaluation

The evaluation conference will include a discussion of a written evaluation based on classroom observation and other areas cited in Section B above. The written evaluation will include

reflection on the teacher's goals and include evaluative comments relative to all four teaching domains: (1) planning and preparation, (2) classroom environment, (3) instruction, and (4) professional responsibilities.

G. The teacher shall sign copies of the written evaluation. One (1) copy of the written evaluation shall be retained by the instructional supervisor, one (1) copy shall be sent to the principal, one (1) copy shall be given to the teacher, and one (1) copy shall be sent to the Director of Human Resources for placement in the teacher's personnel file.

H. Only those materials included in the official file may be used for the purpose of taking disciplinary action.

I. Any changes to the Board Policy: Teacher Appraisal Program, shall be reviewed by the Teacher Appraisal Committee prior to the adoption of the changes by the Board.

J. Teachers shall be required to meet the professional development requirements mandated by the State for ongoing certificate renewal.

ARTICLE VIII. LEAVES OF ABSENCE

A. **Sick Leave.** Sick leave shall be accumulated at a rate of fifteen (15) days per school year. No limit shall be placed on the number of accumulated sick leave days unless a law is passed which requires the District's payment of a specified number of sick days upon the teacher's resignation/retirement from the District. Under no circumstances, unless required by law, will the District provide payment for a teacher's unused sick days.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Immediate family is defined as a teacher's spouse, or the parent, legal guardian, brother, sister, son, daughter, grandparent, or grandchild of either teacher or spouse, or approved domestic partner who is at the time of such illness a member of the same household as the teacher. Under extraordinary circumstances, the principal may approve the use of sick leave for attendance at a funeral of an individual who was not a member of the teacher's immediate family. Serious illness shall be interpreted according to the normal use of the term by the medical profession. In the event a teacher is absent for illness or injury, and irrespective of whether such absence is charged to any accumulated sick leave, the Superintendent may require the teacher to provide the Superintendent with a physician's certificate; or if the Superintendent believes there may have been an abuse of the sick leave policy, the Superintendent may require an examination by a physician selected by the Superintendent. An examination by a physician selected by the Superintendent shall be at the Board's expense.

All teachers upon request shall be provided with a statement of total unused, accumulated sick leave once each school year. The Board shall establish a sick leave bank. The sick leave bank shall be administered by the Human Resources Office under the guidelines of Board Policy: Certificated Personnel Sick Leave Bank.

Any teacher who is absent from school for reasons ordinarily associated with sick leave, who has no accumulated sick leave, and who is no longer qualified to borrow from the sick leave

bank, shall lose per diem pay for each day of absence. Per diem pay for an employee covered by this Agreement shall be interpreted as an amount equal to the teacher's annual salary divided by the required number of teacher attendance days in the school year.

When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for sick leave.

B. Professional Leave. Teachers shall be granted time off with pay for the purpose of visiting other schools or attending meetings or conferences of an educational nature provided that: (1) the administration determines that funds are available for hiring a substitute teacher; (2) the Superintendent determines that such a visit, meeting, or conference would be worthwhile for the participating teacher; (3) the teacher granted such permission furnishes the teacher's supervisor and principal with a written report of the school visit, meeting, or conference; (4) under no circumstances shall a teacher be paid more than the teacher's per diem pay and verified expenses without the prior written approval of the Superintendent; (5) the teacher shall be required to credit against the teacher's regular per diem pay all sums received by the teacher from other sources for attendance at or participation in such functions; (6) the teacher shall be permitted to receive an advance draw in the amount of up to two-thirds of the total anticipated expenses if the application for the draw is submitted to the Business Office at least one week prior to said leave.

The attendance of two teachers from any one department will normally be sufficient to represent the school.

C. Leave for Legal Purposes. Time off with pay shall be granted to any teacher when necessary for appearance in any legal proceedings arising out of a teacher's employment, providing said decision does not find unprofessional or dishonorable conduct of the teacher, dismissal of the teacher, or any breach of this Agreement by either the teacher or the Association.

D. Jury Duty. The District shall make up the difference in pay, if any, lost by any teacher as a result of being called to jury duty. The teacher shall, in turn, reimburse the District for any pay above the teacher's regular per diem teaching salary and expenses for such duty. Notification of being called to jury duty should be submitted to the building principal at least one week prior to such duty. A receipt containing a verified statement of expenses should be submitted to the Business Office within one week following completion of said duty.

E. Sabbatical Leaves. The Board may grant sabbatical leaves in accordance with the following procedures:

1. On recommendation of the Superintendent of Schools, the Board may permit teachers to take sabbatical leaves for one school year. Such leaves shall be granted for purposes designed to benefit the school system through study, research, a planned program of travel, or an approved combination of the above. The sabbatical plan shall require the approval of the teacher's instructional supervisor, the principal, and the Superintendent.

2. A maximum of five (5) teachers divided equitably between the schools may be granted leaves for any school year. Whenever more than five (5) applications have been received, awards will be based on the quality of service as determined by criteria to be established by the principal, the Superintendent, and the supervisory personnel (in the case of a teacher).

3. It is the policy of this Board to consider only those applicants who hold a Master's degree and who have or will have completed seven (7) years of service to the District. Such service need not be continuous but any leave from service will not exceed one school year, and at least three years of uninterrupted service must have been or will be completed immediately prior to the beginning of such a sabbatical.

4. Further, it is the policy of this Board to give priority to requests for one-year sabbaticals. Semester sabbaticals will be granted only if circumstances are deemed to be extenuating in the judgment of the administration and the Board.

5. A teacher on sabbatical leave shall receive a salary equal to one-half of the basic salary as if in actual service or the minimum salary provided by the first paragraph of Section 24-8 of The School Code of Illinois, whichever is larger. In addition, the Board shall pay the retirement contribution as provided for under the Teachers' Retirement System, State of Illinois. The Board will maintain the premium contributions toward any fringe benefits agreed to in this Agreement.

6. Normal credit on the salary schedule shall be given for such leave. Time on sabbatical leave is considered as time in service to the District.

7. During the sabbatical the teacher shall file at least three (3) reports outlining the teacher's progress in meeting the sabbatical plans together with the teacher's impressions, experiences, and other matters consistent with the purpose and of interest to the students, staff, Board, and community.

8. The granting by the Board of a sabbatical leave should be interpreted as a finding that the leave is deemed to benefit the school system. Acceptance of such a leave carries with it the clear moral obligation on the part of the recipient to continue the recipient's service in the District following the termination of the leave. The Board considers it reasonable to expect recipients of sabbaticals to return and perform contractual continued service for a period of at least two school years following the end of the sabbatical leave. A teacher who fails to continue the teacher's services for two school years following the sabbatical shall be required to reimburse the Board for all compensation and fringe benefits paid by the Board to the teacher or on behalf of the teacher during the sabbatical year unless such return and performance is prevented by illness or incapacity. The teacher shall be required to sign a contract with the Board containing the reimbursement provision prior to the approval of the teacher's sabbatical.

9. All requests for sabbaticals shall be submitted to the Superintendent through the instructional supervisor and the building principal before February 1 of the year prior to the school year for which the sabbatical is requested. Requests for semester leaves must be received at least one full semester in advance of the leave. The letter of application shall outline the purpose of the sabbatical leave together with a tentative plan for the achievement of that purpose.

F. **Personal Leave.** Each teacher shall be eligible for two (2) days of personal leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods. Annually all unused personal days will be transferred to the personal leave bank. Any days, in excess of three, in a teacher's personal leave bank shall be transferred to sick leave. Upon termination/retirement, all unused accumulated personal days will be reported to the Teacher Retirement System for service credit upon the teacher's retirement.

Application for personal leave with pay shall be made in writing by the teacher through the teacher's supervisor to the principal. The application shall be made at least one week before taking said leave, if possible.

In the event of an emergency, notice shall be provided as soon as possible so that the school can make appropriate arrangements to cover the absence. A statement setting forth the nature of the emergency shall be submitted in writing to the principal immediately upon return to school.

All such applications shall be subject to the approval of the principal.

It shall be the practice that no leaves be taken under this section on the day before or day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

Personal leave in excess of two (2) days per year may be granted by the Superintendent in unusual circumstances. However, no more than five (5) personal leave days shall be granted during any school year. Personal leave days used in excess of the two (2) days granted each year shall be: a) deducted from accumulated personal leave, or b) paid back at the rate of one (1) day per year from the two (2) days allotted.

Personal leave may be accumulated from year to year up to a maximum of three (3) days.

When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for personal leave.

G. Special Leaves of Absence. The Board of Education of District #225 may grant a special leave of absence to tenured staff members when it is deemed to be in the best interests of the district and the staff member.

In order for the Board of Education to approve any request for a special leave of absence, evidence must be submitted in writing by the applicant's supervisor and principal clearly showing that the applicant has rendered satisfactory performance.

All requests for special leaves of absence to be considered by the Board must be made by February 1 of the year prior to the anticipated date the leave is to begin.

Special leaves of absence shall begin on the first day of the school year and continue for two (2) semesters, or begin on the first day of the second semester and continue for either one (1) semester or three (3) semesters. Special leaves of absence following a disability leave which ends during the school year, shall begin on the first day following the end of the disability leave and continue until the end of that school year or until the end of the subsequent school year.

All staff members granted special leaves of absence must notify the Human Resources Office in writing by February 1 in the year of their leave of their intent to return or resign from District #225.

Failure to notify the Human Resources Office in writing of their decision to return or resign by February 1 will constitute an automatic resignation of the staff member, and each leave of absence is specifically predicated upon this resignation condition.

No salary or other remuneration will be paid to the staff member on a full-time special leave. Medical and dental insurance coverage may be continued at the sole expense of the staff member on a full-time special leave. Life insurance and disability insurance are not provided for staff members on a full-time special leave of absence.

Upon the completion of the special leave of absence, the staff member shall be returned to a position for which she/he is professionally trained and certified. The tenure status of the staff member shall not be affected by the terms of the leave of absence.

Teachers applying by February 1, 2010 for a partial special leave of absence in the 2010-11 school year -- and for all subsequently approved partial special leaves of absence -- shall not be given an additional year of seniority credit or salary advancement credit for the time spent on leave. For tenured staff members on a partial special leave of absence, advancement on the respective seniority and salary schedules will be made when the sum of their partial special leave FTE assignments equals or exceeds a 1.0 FTE. Seniority and salary advancement must be established prior to the first day of the school year. No mid-year seniority or salary advancement will be made. Teachers on a partial special leave shall receive the same benefits as listed in Article X, Section S, "Benefits/Compensation for Part-Time Teachers".

H. **Family & Medical Leave of Absence.** Teachers employed by District #225 for at least twelve (12) months shall be eligible for leave under the Family & Medical Leave of Absence Act (FMLA) as outlined in Board Policy: Family & Medical Leave of Absence. FMLA leave shall run concurrently with the teacher's other applicable leaves of absence.

ARTICLE IX. GRIEVANCE PROCEDURE

A. General Policy.

1. The Board recognizes that in the interests of effective personnel management a procedure is necessary whereby its teachers can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedure shall be available to all teachers, and no action of any kind shall be taken against any teacher for initiating or participating in a grievance procedure.

2. The parties shall make a sincere and determined effort to settle meritorious grievances in the steps of the grievance procedure and to keep the procedure free of unmeritorious grievances.

3. It is agreed that no grievance shall be presented hereunder which occurred prior to the effective date of this Agreement.

4. A grievance is defined to be a complaint by any teacher or a group of teachers within the bargaining unit, based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of the terms of this Agreement.

5. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association

provided the adjustment is not inconsistent with the terms of this Agreement. If requested by the teacher, the Association representative may accompany the teacher to assist in the resolution of the grievance.

6. Re-employment of probationary teachers is not a proper subject for grievances under the grievance procedure, but violation of the procedures in the evaluation article of this Agreement are subject to the grievance procedures. Re-employment of probationary teachers shall be in compliance with provisions of The Illinois School Code.

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

8. Investigation or processing of any grievance shall normally be carried out on the teacher's own time, after school hours. However, when necessary, the investigation or processing of a grievance may be carried out on the teacher's unscheduled time (excluding regularly scheduled conference times as required in Article VI of this Agreement).

9. The parties hereto acknowledge that it is usually most desirable for a teacher and the teacher's immediately involved supervisor to resolve problems through free and informal communications.

10. If the grievant and the Superintendent agree, Step #1 and/or Step #2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.

11. The Board acknowledges the right of a representative of the Association to participate in the processing of a grievance at any level, and no teacher shall be required to discuss any grievance if the Association's representative is not present.

12. The Board and the administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such information requested for the processing of any grievance.

13. Section F of Article IV of this Agreement is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

14. **Procedure for Grievance.** It is agreed that any grievance must be presented under the process of this Article promptly and within the prescribed time limitations. Working days for the purposes of the grievance procedure shall mean teacher employment days. Any grievance not presented by the individual, or the Association in the event of an appeal to arbitration, within the time limitations shall be considered settled on the basis of the decision which was not appealed or shall be deemed settled on the basis of the decision in the last step to which the grievance was carried and shall not be further appealed or filed as a new grievance. Time limits in the appeal steps may be extended by mutual agreement in writing.

Step 1 - A teacher with a grievance shall first discuss the teacher's alleged complaint with the teacher's immediate supervisor with the objective of resolving the matter informally. Every effort shall be made by both parties to maintain the informality of these discussions. Tape recorders shall not be permitted during these discussions.

Step 2 - If the grievance cannot be resolved informally, the teacher may file the grievance with the principal. The grievance must be filed in writing within ten (10) working

days from the alleged occurrence of the event giving rise to the grievance or when the grievant knew of the event. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the Agreement which have been violated, misinterpreted, or misapplied, and shall state the remedy requested. Within seven (7) working days after such a written grievance is filed, the principal shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within seven (7) working days after the second step grievance meeting, the principal shall make a decision on the grievance and shall communicate it in writing to the teacher and the Superintendent.

Step 3 - If the grievance has not been satisfactorily resolved at the second step, the teacher may file the grievance with the Superintendent. The grievance must be filed with the Superintendent within five (5) working days from the receipt of the decision rendered in Step #2. Within ten (10) working days after such written grievance is filed, the Superintendent or the Superintendent's designated representative shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within ten (10) working days after the third step grievance meeting, the Superintendent or the Superintendent's designated representative, shall make a decision on the grievance and shall communicate it in writing to the teacher, the principal, and the Board.

Step 4 - If the grievance has not been satisfactorily resolved at the third step, the Association may submit, on behalf of the Association and the grieving teacher, the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. The Association must submit in writing to the Superintendent within ten (10) working days from the receipt of the decision by the teacher rendered in Step #3, a notice of intent to enter into arbitration. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitration and the American Arbitration Association will be borne equally by the Board and the Association. The arbitrator, in the arbitrator's decision, shall not suggest amending, modifying, nullifying, ignoring, or adding to the provisions of this Agreement. The arbitrator's authority will be strictly limited to the issue or issues presented to the arbitrator in writing by the Board and the Association, and the arbitrator's decision must be based solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of the Agreement.

ARTICLE X. COMPENSATION POLICY

A. Intent and Purpose. It is the intent and purpose of the compensation policy to attract and retain the highest quality teacher who can make continuing contributions to the educational growth and development of all the teacher's students attending the Glenbrook Schools.

B. General Policies.

1. Annual experience increments on the salary schedule are not automatic but are dependent upon an annual evaluation for all teachers as reported to the Superintendent by the building principal and shall be in conformity with statutory provisions. In the absence of an annual evaluation the teacher will be entitled to the

annual increment. Teachers not receiving the annual increment under the conditions set forth above will be provided with an explanation in writing by the Superintendent or the Superintendent's designated representative. Such teachers shall be afforded the opportunity to respond in writing within ten (10) school days of the issuance of the written explanation, before a final decision is made. A copy of the Superintendent's explanation and the teacher's written response shall become part of the teacher's permanent personnel file. One step on the salary schedule will be credited for each full-time (1.0 FTE) year of teaching in the Glenbrook Schools including the current year, but no more than one step on the salary schedule may be granted in any one year

2. Experience outside the District may be counted at Board discretion.

C. **Academic Attainment.** A teacher who has earned the right to move to a higher salary level by additional professional training (academic attainment) shall be placed at the higher salary level at the beginning of the next contract year.

Written notification that the teacher has earned sufficient credits to move to a higher salary level must be filed by the teacher with the Human Resources office no later than September 15. An official transcript must be on file in the Human Resources office no later than October 15.

A teacher must obtain his/her first master's degree in the teacher's general area of instruction before pursuing any other advanced degree or certification program. The master's degree program may be in curriculum and instruction if the coursework allows for research/application in the teacher's area of instruction.

The Director of Human Resources, with the approval of the teacher's Instructional Supervisor and Principal, may grant graduate credit on the salary schedule for courses completed at technical institutes. The Director of Human Resources shall determine the number of semester hours of credit which shall be granted for each approved course. Courses not approved in advance by the Director of Human Resources shall not be considered for approval at a later date.

Certified School Nurses. Certified school nurses will be placed on the teacher salary schedule and will be able to access all lanes and steps under the following conditions:

1. Certified school nurses must earn their first master's degree in nursing.
2. For certified school nurses employed in District #225 prior to this Agreement, the District will recognize a master's degree which is not in the nursing field but was earned prior to the term of this Agreement. However, any future graduate coursework which would be applied toward advancement on the salary schedule must be part of a master's degree program in nursing. Master's degree nursing program options include, but are not limited to, health service administration, public/community health, health promotion/risk reduction across the lifespan, adolescent health, occupational health, environmental health, bio-behavior, etc.

Requests for all courses to be approved for advancement on the salary scheduled shall be made by the teacher to the Director of Human Resources at least ten (10) business days in advance of the start of the course. Application will be made using the appropriate form provided

by the Human Resources office. Courses not approved in advance by the Director of Human Resources will not be considered for advancement at a later date. However, in unusual circumstances, the Director of Human Resources may make exceptions to this rule for courses in the general area of instruction in which the teacher presently teaches.

Courses submitted for academic attainment must meet the minimum standards as outlined in Board Policy: Academic Attainment.

The Academic Attainment Committee will provide an appeal option for teachers whose requests for academic attainment course approval have been denied. The Committee will be comprised of the Director of Human Resources, the Associate Principals for Curriculum and a GEA representative from Glenbrook North and Glenbrook South. If an Off-Campus teacher requests an appeal, an Academic Attainment Committee member from Off-Campus will be seated.

D. Salary Schedule.

The 2008-09 professional salary schedule and the 2008-09 differential responsibility salary schedule are contained in Appendix A and Appendix D of this Agreement.

The 2009-10 professional salary schedule and the 2009-10 differential responsibility salary schedule are contained in Appendix B and Appendix E of this Agreement.

Effective July 1, 2010 each step of the 2009-10 Professional Salary Schedule and the 2009-10 Differential Responsibilities Salary Schedule shall be adjusted by the average of 3.0% and the percentage change rounded to the nearest 1/10 of 1% in the United States City Average Consumer Price Index for All Urban Consumers for the twelve month period from January 1, 2008 to December 31, 2008. In no case, however, shall the adjustment be less than 1% nor greater than 5%. If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois which adversely affects the financial condition of this District, the Board shall have the option of having Article X and Section O of Article VI of this Agreement expire as of June 30, 2010, and renegotiating Article X and Section O of Article VI with the Association for the 2010-11, 2011-12, and 2012-13 school years. If the Board desires to renegotiate Article X and Section O of Article VI, the Board shall notify the Association of its intentions no later than February 1, 2010. Such a negotiation shall be limited to Article X and Section O of Article VI of this Agreement.

Effective July 1, 2011 each step of the 2010-11 Professional Salary Schedule and the 2010-11 Differential Responsibilities Salary Schedule shall be adjusted by the average of 3.0% and the percentage change rounded to the nearest 1/10 of 1% in the United States City Average Consumer Price Index for All Urban Consumers for the twelve month period from January 1, 2009 to December 31, 2009. In no case, however, shall the adjustment be less than 1% nor greater than 5%. If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois which adversely affects the financial condition of this District, the Board shall have the option of having Article X and Section O of Article VI of this Agreement expire as of June 30, 2011, and renegotiating Article X and Section O of Article VI with the Association for the 2011-12 and 2012-13 school years. If the Board desires to renegotiate Article X and Section O of Article VI, the Board shall notify the Association of its intentions no later than February 1, 2011. Such a negotiation shall be limited to Article X and Section O of Article VI of this Agreement.

Effective July 1, 2012 each step of the 2011-12 Professional Salary Schedule and the 2011-12 Differential Responsibilities Salary Schedule shall be adjusted by the average of 3.0% and the percentage change rounded to the nearest 1/10 of 1% in the United States City Average Consumer Price Index for All Urban Consumers for the twelve month period from January 1, 2010 to December 31, 2010. In no case, however, shall the adjustment be less than 1% nor greater than 5%. If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois which adversely affects the financial condition of this District, the Board shall have the option of having Article X and Section O of Article VI of this Agreement expire as of June 30, 2012, and renegotiating Article X and Section O of Article VI with the Association for the 2012-13 school year. If the Board desires to renegotiate Article X and Section O of Article VI, the Board shall notify the Association of its intentions no later than February 1, 2012. Such a negotiation shall be limited to Article X and Section O of Article VI of this Agreement.

E. Differential Responsibilities Schedule.

1. The Differential Responsibilities Schedule is an instrument designed to compensate those Glenbrook teachers who assume responsibilities for directing student activities above and beyond the normal expectations of a professional teacher which occur after the school day except for those activities which have as a matter of past practice occurred during the school day and for which compensation has been paid.
2. The parties agree that the stipend for the extra assignment should be equitable to all teachers. Therefore, the Board agrees to pay all teachers who perform extra assignments as approved by the Board the same stipend for the same work. The only differential will come about based on experience in the position and performance as determined in a written evaluation by a supervisor. Of course, differential stipends will be paid for the various extra assignments in accordance with categories as listed in Appendix C.
3. The Board assumes the responsibility for approving all activities. Board action is required before any new activity is added to the list. Activities may be added or deleted from time to time. Proposals for additions or deletions will normally arise through administrative channels and be referred to the Board for their action. All assignments of individuals to extra responsibilities are subject to annual review by the building principals. Continued assignment of an individual in a given activity is the principal's decision.
4. The scope, variety, and extent of extracurricular activities is a policy decision and, therefore, shall be determined by the Board. There is no continuing commitment that the program of responsibilities as outlined and specified shall remain in effect.
5. The list of activities attached hereto does not necessarily mean that an appointment of a staff member is automatic. This is to say that any activity which cannot be supported by adequate pupil response will not be sponsored for that year.
6. A sports season is defined as the period beginning with the first permissible day for practice through and including the last scheduled contest including tournament participation.

7. Every teacher or staff member who assumes an extra responsibility assignment shall, as soon as the activity is organized, submit to the Director of Human Resources through the appropriate supervisor, the following information: (a) the names of all participants, and (b) the beginning and ending dates of the activity including rehearsals, all practices, and preparation dates and times.

This regulation applies to all boys' and girls' intramural programs, athletics, music, dramatics, debate activities, swim and dance shows, and cheerleading.
8. The preparation and distribution of basic contracts for the ensuing school year shall not be contingent upon the completion of all assignments of teachers to extracurricular responsibilities. All assignments of extra responsibilities shall, when agreed upon by the teacher and the administrative staff, be formalized by a separate and supplemental contract. If the basic contract and the assignment for extra responsibility can be accomplished at one time, both contracts shall be issued simultaneously.
9. All payments for extra responsibilities less legally required deductions shall be made as soon as possible upon the conclusion of the assigned responsibility. In the case of athletics, assigned responsibilities shall include all pre and post season meetings, banquets, and equipment returns and equipment inventory. Request for payment shall be initiated by the coordinator of athletics, instructional supervisor, or appropriate administrator, channeled through the building principal, and submitted to the Director of Human Resources for authorization to pay. No request for payment shall be honored without the successive recommendations and endorsements indicated above. Whenever possible, payment for differential responsibilities will be made throughout the length of the season/activity.
10. The administration shall attempt to fill the positions listed on the Differential Responsibilities Schedule on a voluntary basis. The Association shall encourage its members to volunteer for these positions. However, if a qualified volunteer is not available, the administration may assign teachers to the positions listed in Categories 1A through 1X of the Schedule provided that: (a) no teacher shall be involuntarily assigned to more than one assignment per year; (b) no teacher may be involuntarily assigned to the same extra-curricular assignment more than twice every three (3) years; (c) a teacher shall not be placed in an involuntary assignment during any semester in which the teacher is filling one other assignment on the Schedule on a voluntary basis; and (d) assignments shall be related to the teacher's training or experience.

F. **Teacher's Salary Payments.** A teacher will be paid the teacher's total salary over twelve (12) equal monthly payments starting in September.

Teacher pay for July and August will be received in separate direct deposits at the same time the June payment is made.

The paydates for each school year, shall be on the 15th of each month or the last teaching day prior to the 15th if it should fall on a weekend or a holiday. It is understood that variances to this procedure may be necessitated for June.

G. Board Payment of Required Medical Examinations. The Board shall pay the costs of all medical and other examinations required of a teacher by the Board. The Board shall not pay more than \$50.00 toward the cost of the pre-employment physical.

H. Individual Medical Insurance Coverage. The Board shall provide individual medical insurance coverage under the District's Medical Benefit Plans. For the District's PPO Plan, and HMO Illinois Plan, the Board shall pay an amount equal to 95% of the premium for the duration of the Agreement. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2007 or as mutually agreed to by the Board and the Association.

In all cases the teacher shall be responsible for the payment of the remaining cost of the premium.

I. Family Medical Insurance Coverage. The Board shall provide family medical insurance coverage under the District's Medical Benefits Plan. For the District's PPO Plan, and HMO Illinois Plan, the Board shall pay an amount equal to 88% of the premium for the duration of the Agreement. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2007.

In all cases the teacher shall be responsible for the payment of the remaining cost of the premium.

J. Term Life Insurance Coverage. An amount equal to \$75,000.00 shall be provided by the Board for teachers. Optional additional group term life insurance shall be made available by the Board, if approved by the insurance carrier, in amounts of either \$50,000.00 or \$100,000.00. Teachers who select to purchase either of these optional additional amounts, shall be responsible for the full premium.

K. Additional Fringe Benefits. The Board shall provide a Section 125 flexible benefit plan contribution and an allowance for each teacher who was a member of the faculty prior to July 1, 2000, and who does not select family health insurance coverage for the duration of the contract. The flexible benefit plan contribution shall be \$1000 and the allowance shall be \$2350.

The flexible benefit plan contribution and the allowance shall be paid only in those years during which the teacher does not select family medical insurance. The allowance may be used toward the purchase of individual dental insurance, family dental insurance, additional Section 125 flexible plan benefits, optional term life insurance or other benefits mutually agreed to by the Board and the Association. Any unused portion of the allowance shall be paid to the teacher as salary.

Final fringe benefit selections shall be made by the anniversary date of the plan. Changes after that date shall be made in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

L. Section 125 Flexible Benefit Plan. The Board shall adopt a flexible benefit plan under the provisions of Section 125 of the Internal Revenue Code. The plan shall include premium conversion, medical reimbursement and dependent/child care provisions. To the extent

provided by law, the plan may be used for the purchase of health and dental insurance, optional term life insurance offered by the District and other benefits mutually agreed to by the Board and Association.

M. Tax-Sheltered Annuities. The Board shall maintain a tax-sheltered annuity program.

N. Professional Dues. The Board shall reimburse each teacher up to \$100.00 annually for dues to professional organizations, not including the GEA, IEA, and NEA, or other similar teacher organizations. The dues shall be paid after July 1 and evidence of payment shall be submitted to the District Business Office by May 1 of the fringe benefit year. Any unused portion of the annual professional dues allowance shall be forfeited by the teacher.

O. Registration of Teaching Certificates. The Board shall pay not more than \$5.00 annually or \$25.00 over a five (5)-year period of time for each teacher for the registration of teaching certificates.

P. Compensation for Short-Term Substituting. The compensation for a teacher substituting for an absent colleague as described in Section E of Article IV of this Agreement, shall be based on the hourly rate of pay of a teacher salaried at the MA Column, step 5, of the Professional Salary Schedule contained in this Agreement, rounded to the nearest dollar amount.

Q. Compensation for a Sixth Class Assignment. A sixth class shall be additionally compensated at a rate of 15% of the teacher's teaching salary.

R. Compensation for Summer School Employment. The compensation for a teacher employed in the summer school session shall be an hourly rate equivalent to 1/6 of the per diem pay of a teacher salaried at the BA +15 Column, step 1, of the Professional Salary Schedule contained in this Agreement, for the school year preceding the summer school session, rounded to the nearest dollar amount.

S. Benefits/Compensation for Part-Time Teachers. Effective July 1, 2010, part-time teachers or teachers on a special leave of absence shall receive health benefits in direct proportion to the teaching load carried by the teacher. Part-time teachers or teachers on a special leave of absence will advance on the salary schedules when the sum of their partial instructional assignments equals or exceeds a 1.0 FTE. However, those part-time teachers or teachers on a special leave of absence in the 2008-09 or 2009-2010 school years shall continue to receive benefits equal to those in effect in 2007-08.

T. Individual Disability Insurance Coverage. The Board shall provide full individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the individual teacher. Overall coverage under the disability insurance program shall be maintained at not less than the coverage in effect as of September 1, 2007, or as mutually agreed to by the Board and the Association.

U. Domestic Partner Coverage. Same sex domestic partners shall be entitled to the same health and dental coverage as provided to the other bargaining unit members under the terms, conditions and eligibility, outlined in the Memorandum of Understanding between the Board of Education of Glenbrook High School District 225 and The Glenbrook Educational Association, entitled Domestic Partner Coverage.

V. **Longevity Pay.** Effective July 1, 2010, teachers who would be on the equivalent of the 25th step of the salary schedule will have \$500 added to their annual base pay each year. This pay shall not accumulate.

ARTICLE XI. NEGOTIATIONS PROCEDURES

A. Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a teacher, as herein defined, as its representative.

B. Negotiations shall begin no later than February 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.

C. During negotiations agreed-upon materials shall be prepared for the Board and the Association and initialed prior to the adjournment of the meeting at which such agreement was reached.

D. When the Association and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

E. **Impasse procedures.**

1. **Definition.** An impasse occurs after both parties have considered the proposals and counter-proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.

2. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one (1) party shall be considered a joint request.

3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and re-evaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party.

4. The mediator shall have no authority to make recommendations to either party or the public.

5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

ARTICLE XII. TERM OF THE AGREEMENT

This official Agreement shall become effective July 1, 2008 and remain in effect until June 30, 2013. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

President, Glenbrook Board of Education District #225

By *Donna Toy*

President, Glenbrook Education Association

By *Diane Branske*


MEMORANDUM OF UNDERSTANDING: Compensation

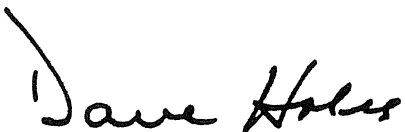
The District #225 Board of Education and the Glenbrook Education Association (GEA) have reached an agreement regarding compensation as set forth in this Memorandum as follows:

1. Any teacher who is on Step 13 or below in 2007-08 will be placed on the new 21-step salary schedule beginning in 2008-09.
2. Any teacher who is on Step 20 in 2007-08 will be placed on Step 21 of the new 21-step salary schedule beginning in 2008-09.
3. Any teacher who is currently on Step 14 through 19 in 2007-08 will be “grandfathered” on the old 20-step schedule. The year after the teacher reaches Step 20 the teacher will be placed on Step 21 of the new 21-step schedule.
4. Any teacher on Step 19 in 2012-13 of the “grandfathered” 20-step salary schedule shall move to Step 21 for the 2013-14 school year.
5. The same salary percentage increases applied to the new 21-step schedule shall be applied to the “grandfathered” 20-step schedule.

This Memorandum of Understanding shall expire upon the expiration of this Agreement: June 30, 2013.

The terms and provisions of this Memorandum will be deemed nonprecedential in effect. Except in the case of an alleged violation of this Memorandum, neither party shall present or raise, for any reason, either this Memorandum or its terms or conditions in any subsequent grievance or arbitration proceeding regarding the interpretation, application or implementation of the Negotiations Agreement between the Board and the GEA or a successor to the Negotiations Agreement.


Diane Pranske, President
Glenbrook Education Association


Dave Hales, Superintendent
Glenbrook High School District #225

May 12, 2008

**APPENDIX A
GLENBROOK HIGH SCHOOLS
PROFESSIONAL SCHEDULE
2008-2009
(180 Day Schedule)**

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
1	47,858	50,283	53,378	55,435	57,498	59,564	61,630
2	49,291	52,292	55,512	57,652	59,797	61,944	64,095
3	51,440	54,435	57,871	60,011	62,153	64,298	66,436
4	53,487	56,488	60,122	62,261	64,403	66,555	68,702
5	56,268	59,267	63,122	65,262	67,398	69,543	71,690
6	58,410	61,406	65,478	67,616	69,762	71,901	74,037
7	60,546	63,548	67,835	69,983	72,122	74,258	76,391
8		66,226	70,729	72,867	75,015	77,154	79,296
9			73,080	75,226	77,372	79,513	81,655
10			75,446	77,585	79,730	81,875	84,008
11			77,794	79,941	82,089	84,230	86,373
12			80,205	82,306	84,552	86,595	88,745
13			82,611	84,662	87,004	88,948	91,101
14			85,007	87,117	89,440	91,349	93,560
15			87,472	89,556	91,944	93,816	95,993
16			89,922	92,064	94,426	96,349	98,489
17			92,439	94,550	96,976	98,854	101,049
18			94,935	97,103	99,497	101,424	103,576
19			97,499	99,627	102,084	103,960	106,165
20			100,034	102,217	104,636	106,559	108,713
21			102,634	104,773	107,148	109,215	111,438

**APPENDIX A
 GLENBROOK HIGH SCHOOLS
 PROFESSIONAL SCHEDULE GRANDFATHERED
 2008-2009
 (180 Day Schedule)**

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
15			88,602	90,791	92,979	95,160	97,341
16			91,001	93,198	95,373	97,559	99,741
17			93,401	95,600	97,767	99,967	102,165
18			95,810	97,993	100,179	102,361	104,543
19			98,207	100,396	102,583	104,769	106,959
20			102,539	104,750	106,986	109,215	111,438

**APPENDIX B
GLENBROOK HIGH SCHOOLS
PROFESSIONAL SCHEDULE
2009-2010
(180 Day Schedule)**

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
1	49,653	52,169	55,380	57,514	59,654	61,798	63,941
2	51,139	54,253	57,594	59,814	62,039	64,267	66,499
3	53,369	56,476	60,041	62,261	64,484	66,709	68,927
4	55,493	58,606	62,377	64,596	66,818	69,051	71,278
5	58,378	61,490	65,489	67,709	69,925	72,151	74,378
6	60,600	63,709	67,933	70,152	72,378	74,597	76,813
7	62,816	65,931	70,379	72,607	74,827	77,043	79,256
8		68,709	73,381	75,600	77,828	80,047	82,270
9			75,821	78,047	80,273	82,495	84,717
10			78,275	80,494	82,720	84,945	87,158
11			80,711	82,939	85,167	87,389	89,612
12			83,213	85,392	87,723	89,842	92,073
13			85,709	87,837	90,267	92,284	94,517
14			88,195	90,384	92,794	94,775	97,069
15			90,752	92,914	95,392	97,334	99,593
16			93,294	95,516	97,967	99,962	102,182
17			95,905	98,096	100,613	102,561	104,838
18			98,495	100,744	103,228	105,227	107,460
19			101,155	103,363	105,912	107,859	110,146
20			103,785	106,050	108,560	110,555	112,790
21			106,483	108,702	111,166	113,311	115,617

**APPENDIX B
 GLENBROOK HIGH SCHOOLS
 PROFESSIONAL SCHEDULE GRANDFATHERED
 2009-2010
 (180 Day Schedule)**

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
15			91,925	94,196	96,466	98,729	100,991
16			94,414	96,693	98,949	101,217	103,481
17			96,904	99,185	101,433	103,716	105,996
18			99,403	101,668	103,936	106,200	108,463
19			101,890	104,161	106,430	108,698	110,970
20			106,384	108,678	110,998	113,311	115,617
21			106,483	108,702	111,166	113,311	115,617

**APPENDIX C
 COMPENSATION FOR DIFFERENTIAL RESPONSIBILITIES
 GLENBROOK HIGH SCHOOLS**

Activity	Activity
Category IA: Head Debate Coach Category I: Head Varsity Basketball – B Head Varsity Basketball – G Head Varsity Football Head Varsity Track – B Head Varsity Track – G Category II: Head Varsity Baseball Head Varsity Soccer – B Head Varsity Soccer – G Head Varsity Softball Head Varsity Swimming – B Head Varsity Swimming – G Head Varsity Wrestling March Band Director Category III: Assistant Coaches: Basketball – B (4) Basketball – G (4) Football – Head Freshman Football – Head Sophomore Football – Varsity (4) Track – B & G Combined (7) Head Individual Events Coach Head Math Team Sponsor Head Varsity Gymnastics – B Head Varsity Gymnastics – G Head Varsity Lacrosse – B Head Varsity Lacrosse – G Head Varsity Volleyball – B Head Varsity Volleyball – G Music Show Director Category IV: Assistant Coaches: Baseball (4) Debate (3) Football (5) Soccer – B (5) Soccer – G (4) Softball (4) Swimming – B (3) Swimming – G (3) Wrestling (3) Assistant Marching Band Director Cheerleader Sponsor Head Varsity Badminton Head Varsity Cross Country – B Head Varsity Cross Country – G Head Varsity Golf – B Head Varsity Golf – G	Category IV (continued) Head Varsity Tennis – B Head Varsity Tennis – G Head Varsity Water Polo – B Head Varsity Water Polo – G Modern Dance Show Director Newspaper Sponsor Radio T/V Director (2) Swim Show Director Yearbook Sponsor Category V: Assistant Coaches: Gymnastics – B (2) Gymnastics – G (2) Individual Events (4) Lacrosse – B (3) Lacrosse – G (3) Math Team (4) Volleyball – B (3) Volleyball – G (3) Assistant Director of Musical Show Pompon Sponsor Category VI: Assistant Coaches: Badminton (2) Cross Country – B (1) Cross Country – G (1) Golf – B (1) Golf – G (1) Tennis – B (2) Tennis – G (2) Water Polo – B (1) Water Polo – G (1) Assistant Cheerleader Sponsor (2) Assistant Director of Modern Dance Show Assistant Director of Swim Show Play Director per Season – Fall, Winter, Spring Senior Class Coordinator Category VII: Advanced Choral director Assistant Director of Play per Season – Fall, Winter, Spring Concessions Junior Class Coordinator Category VIII: Freshman Class Coordinator Sophomore Class Coordinator Literary Magazine Sponsor (required 2 issues) Category IX: FCC Radio Responsibilities (1/2 position) Life Saving Director

APPENDIX D					
COMPENSATION FOR DIFFERENTIAL RESPONSIBILITIES					
2008-2009					
CATEGORY					
Step	IA	I	II	III	IV
1	\$ 8,385	\$ 6,872	\$ 6,172	\$ 5,478	\$ 4,935
2	\$ 8,852	\$ 7,340	\$ 6,633	\$ 5,941	\$ 5,404
3	\$ 9,562	\$ 7,929	\$ 7,163	\$ 6,416	\$ 5,835
4	\$ 10,231	\$ 8,485	\$ 7,666	\$ 6,866	\$ 6,242
5	\$ 10,946	\$ 9,080	\$ 8,198	\$ 7,346	\$ 6,681
6	\$ 11,715	\$ 9,714	\$ 8,775	\$ 7,858	\$ 7,149
7	\$ 12,531	\$ 10,394	\$ 9,390	\$ 8,410	\$ 7,649
8	\$ 13,410	\$ 11,123	\$ 10,049	\$ 8,998	\$ 8,186
Step	V	VI	VII	VIII	IX
1	\$ 4,194	\$ 3,494	\$ 3,027	\$ 2,560	\$ 1,741
2	\$ 4,656	\$ 3,960	\$ 3,494	\$ 3,027	\$ 1,982
3	\$ 5,027	\$ 4,268	\$ 3,774	\$ 3,267	\$ 2,137
4	\$ 5,380	\$ 4,570	\$ 4,041	\$ 3,494	\$ 2,284
5	\$ 5,756	\$ 4,888	\$ 4,325	\$ 3,740	\$ 2,446
6	\$ 6,162	\$ 5,233	\$ 4,626	\$ 4,007	\$ 2,618
7	\$ 6,591	\$ 5,599	\$ 4,949	\$ 4,286	\$ 2,798
8	\$ 7,051	\$ 5,993	\$ 5,296	\$ 4,582	\$ 2,992

APPENDIX E					
COMPENSATION FOR DIFFERENTIAL RESPONSIBILITIES					
2009-2010					
CATEGORY					
Step	IA	I	II	III	IV
1	\$ 8,699	\$ 7,130	\$ 6,404	\$ 5,684	\$ 5,120
2	\$ 9,184	\$ 7,615	\$ 6,882	\$ 6,164	\$ 5,607
3	\$ 9,921	\$ 8,226	\$ 7,432	\$ 6,657	\$ 6,053
4	\$ 10,615	\$ 8,803	\$ 7,954	\$ 7,124	\$ 6,477
5	\$ 11,356	\$ 9,420	\$ 8,505	\$ 7,622	\$ 6,932
6	\$ 12,154	\$ 10,078	\$ 9,104	\$ 8,153	\$ 7,417
7	\$ 13,001	\$ 10,784	\$ 9,742	\$ 8,725	\$ 7,936
8	\$ 13,913	\$ 11,540	\$ 10,426	\$ 9,336	\$ 8,493
Step	V	VI	VII	VIII	IX
1	\$ 4,351	\$ 3,625	\$ 3,141	\$ 2,656	\$ 1,806
2	\$ 4,830	\$ 4,108	\$ 3,625	\$ 3,141	\$ 2,057
3	\$ 5,216	\$ 4,428	\$ 3,915	\$ 3,389	\$ 2,217
4	\$ 5,582	\$ 4,741	\$ 4,193	\$ 3,625	\$ 2,370
5	\$ 5,972	\$ 5,071	\$ 4,487	\$ 3,880	\$ 2,538
6	\$ 6,393	\$ 5,429	\$ 4,799	\$ 4,157	\$ 2,717
7	\$ 6,839	\$ 5,809	\$ 5,134	\$ 4,447	\$ 2,903
8	\$ 7,315	\$ 6,217	\$ 5,494	\$ 4,754	\$ 3,104

APPENDIX F

Fair Share

The following provisions shall apply to all Glenbrook teachers within the bargaining unit defined by this Agreement whose first teaching position within the Glenbrooks commences after July 1, 1999.

1. Teachers who are not members of the Association, and whose first teaching position within the District commences after July 1, 1999, shall, commencing sixty (60) days after their first full day of work, pay a fair share fee to the Association for the costs of the services rendered by the Association that are chargeable to non-members under state and federal law. Such fair share fees shall be deducted by the Board from the earnings of non-members and remitted to the Association.
2. The Association agrees to assume responsibility to insure full compliance with the requirements of the United States Supreme Court and the Illinois Educational Labor Relations Board with respect to the rights of fair share fee payors. Accordingly, the Association agrees to:
 - a) Give timely notice to fair share fee payors in the amount of the fee and an explanation of the basis for the fee, including the major categories of expenses.
 - b) Advise fair share fee payors of an expeditious and impartial decision-making process whereby fair share fee payors can object to the amount of the fair share fee.
 - c) Place the amount reasonably in dispute into an escrow account pending resolution of any objections raised by fair share fee payors to the amount of the fair share fee.
3. It is specifically agreed that any dispute concerning the amount of the fair share fee and/or the responsibilities of the Association with respect to fair share fee payors shall not be subject to the grievance and arbitration procedure set forth in this Agreement.
4. Non-members who object to this fair share fee based upon either bona fide religious tenets or teaching or a church or religious body, as provided in Section 11 of the Illinois Educational Labor Relations Act, shall pay an amount equal to such fair share fee to a non-religious charitable organization in accordance with the rules and regulations of the Illinois Educational Labor Relations Board.
5. The Association shall indemnify and save harmless the employer from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the Board of Education for the purpose of complying with the provisions of this Appendix.
6. The Association and the Board agree to work cooperatively to develop procedures to implement the provisions of this Appendix.

MEMORANDUM OF UNDERSTANDING: Differential Responsibility Schedule


The Glenbrook Education Association (GEA) and the District #225 Board of Education agree that they will meet and confer, no later than November 1, 2008, regarding the placement of selected positions on the Differential Responsibility Schedule. The review committee members shall consist of three (3) GEA members and three (3) District members. Any resulting stipend adjustments will be identified by February 1, 2009 and these subsequent modifications will be made to the 2009-2010 Differential Responsibility Schedule.

Thereafter, a Differential Responsibility Schedule Committee will meet annually, in February, to consider any possible adverse effects of the placement (level) of an activity or athletic position on the Differential Responsibility Schedule. The Committee will be comprised of three (3) GEA members and three (3) District members. Each team will be allowed to bring no more than three (3) positions to the table to either increase or lower respective positions on the Differential Responsibility Schedule. A simple majority of all Differential Responsibility Schedule Committee members will be required for any stipend adjustment to take place.

The terms and provisions of this Memorandum will be deemed nonprecedential in effect. Except in the case of an alleged violation of this Memorandum, neither party shall present or raise, for any reason, either this Memorandum or its terms or conditions in any subsequent grievance or arbitration proceeding regarding the interpretation, application or implementation of the Negotiations Agreement between the Board and the GEA or a successor to the Negotiations Agreement.



Diane Pranske, President
Glenbrook Education Association



Dave Hales, Superintendent
Glenbrook High School District #225

May 12 , 2008

MEMORANDUM OF UNDERSTANDING: Domestic Partnership Coverage

The District #225 Board of Education and the Glenbrook Education Association (GEA) following negotiations regarding Same Sex Domestic Partnership Insurance Coverage and other benefits currently provided in Article X Compensation Policy of the Negotiations Agreement for 2008-2013, have reached an agreement as set forth in this Memorandum as follows:

1. The Board will determine eligibility for coverage of domestic partners based on the criteria below. To enroll, an employee must sign an affidavit affirming that he or she meets the Board's eligibility criteria and provide the applicable documentation.

For all benefits, continuation of coverage, similar to COBRA, will not be extended to the domestic partner and/or his or her children following a loss of coverage, termination of the domestic partnership or death of the employee.


Eligibility Criteria: In order for an employee to enroll a domestic partner in the district's medical, pharmacy and dental insurance programs, (hereinafter referred to as "insurance"), the employee must be eligible for and participating in the district's insurance programs.

The employee and his/her domestic partner must meet all of the following criteria:

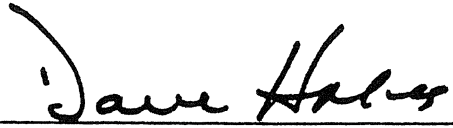
- a) We are each other's sole domestic partner and intend to remain so indefinitely.
- b) We understand that if the domestic partner's coverage is terminated due to non-payment of premium, the employee cannot re-enroll the domestic partner until the next benefit enrollment period.
- c) Neither of us is currently married or legally separated.
- d) We are at least nineteen (19) years of age and mentally competent to consent to this affidavit.
- e) We have continuously resided together in the same residence for at least twelve (12) months and intend to do so indefinitely.
- f) Neither the employee nor the domestic partner is in a domestic partner relationship with anyone else.
- g) Domestic partners are not related by blood to a degree of closeness that would prohibit marriage were they of the opposite sex.
- h) We are the same sex and for this reason are unable to marry each other each other under Illinois law.
- i) We are jointly responsible for each other's common welfare and share financial obligations, which may be demonstrated by the existence of at least two (2) of the documents from Section IV of the Domestic Partner Affidavit or a Cook County Domestic Partnership Certificate, in accordance with the Domestic Partnership Affidavit.

2. **Plan Document Controls:** This notice contains a summary of the criteria the Board will use in determining domestic partner eligibility for the Board's insurance program. However, if there is any conflict between this notice and the plan document, the plan document will always control.

3. **Eligibility for Coverage:** The Board reserves the right to determine eligibility.



Diane Pranske, President
Glenbrook Education Association



Dave Hales, Superintendent
Glenbrook High School District #225

May 12, 2008

MEMORANDUM OF UNDERSTANDING: Medical Insurance Cost Containment Committee

Whereas the Board of Education and the Glenbrook Education Association (GEA) agree that there is a mutually beneficial need to contain the increases in medical insurance costs, the Board and the GEA agree to establish a medical insurance cost containment committee.

The committee shall be composed of three (3) members appointed by the Superintendent and three (3) members appointed by the President of the GEA. The committee shall be chaired by the Assistant Superintendent for Business Affairs.

The committee shall convene for its first meeting not later than November 1, 2008 and shall meet at least annually thereafter.

The committee shall seek representation from the Glenbrook Educational Support Staff Association (GESSA), the Glenbrook Educational Support Paraprofessional Association (GESPA) and the Support Staff Advisory Council (SSAC).

The committee shall examine such topics as those contained in the following list:

- 1) a "stand alone" prescription drug plan,
- 2) a review of the procedures for setting insurance premiums,
- 3) benefit costs and utilization rates,
- 4) potential savings and enhancements, and
- 5) deductibles and co-pays.

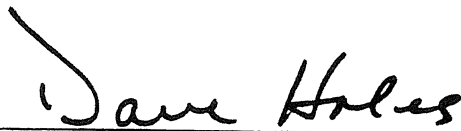
Implementation of the committee recommendations shall require the approval of the Board and the GEA.

It is understood that the Board retains the sole right to determine premiums.

The terms and provisions of this Memorandum will be deemed nonprecedential in effect. Except in the case of an alleged violation of this Memorandum, neither party shall present or raise, for any reason, either this Memorandum or its terms or conditions in any subsequent grievance or arbitration proceeding regarding the interpretation, application or implementation of the Negotiations Agreement between the Board and the GEA or a successor to the Negotiations Agreement.



Diane Pranske, President
Glenbrook Education Association



Dave Hales, Superintendent
Glenbrook High School District #225

May 12, 2008

MEMORANDUM OF UNDERSTANDING: Special Education

Whereas the Board of Education and the Glenbrook Education Association (GEA) agree that the expanding Special Education responsibilities and obligations are an issue of increasing District-wide significance, the Board and the GEA agree to appoint a committee to examine current practices and consider potential mechanisms to improve current services. This committee shall convene no later than September 15, 2008.

Issues to be examined shall include, but not be limited to, the following:

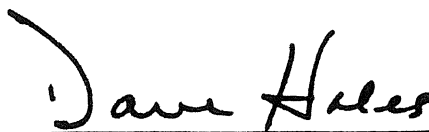
- 1) Evaluating the current Special Education administrative software package;
- 2) Restructuring teacher assignments to maximize instruction;
- 3) Reviewing case management loads and responsibilities;
- 4) Reviewing the roles and responsibilities of Special Education staff members;
- 5) Reviewing the additional responsibilities outside of instruction and case management;
- 6) Discussing the implementation of District RtI-related initiatives.

The committee shall consist of the Assistant Superintendent for Educational Services, the District Director of Special Education, two (2) teacher representatives from each building. Additional input shall be sought from instructional and technical staff as necessary.

The terms and provisions of this Memorandum will be deemed nonprecedential in effect. Except in the case of an alleged violation of this Memorandum, neither party shall present or raise, for any reason, either this Memorandum or its terms or conditions in any subsequent grievance or arbitration proceeding regarding the interpretation, application or implementation of the Negotiations Agreement between the Board and the GEA or a successor to the Negotiations Agreement.



Diane Pranske, President
Glenbrook Education Association




Dave Hales, Superintendent
Glenbrook High School District #225

May 12, 2008


MEMORANDUM OF UNDERSTANDING: Technology

The Glenbrook Education Association (GEA) and the District #225 Board of Education agree that they will meet and confer, no later than September 1, 2008, regarding the revision of acceptable use parameters regarding the application and use of technology by certificated staff, the determination of minimum technology competencies required of District #225 certificated staff, and the identification of necessary strands of professional development needed to attain these competencies. The Technology Implementation Committee (TIC) members shall consist of three (3) GEA members and three (3) District members with additional input garnered from various instructional and technical staff members as needed.

The terms and provisions of this Memorandum will be deemed nonprecedential in effect. Except in the case of an alleged violation of this Memorandum, neither party shall present or raise, for any reason, either this Memorandum or its terms or conditions in any subsequent grievance or arbitration proceeding regarding the interpretation, application or implementation of the Negotiations Agreement between the Board and the GEA or a successor to the Negotiations Agreement.

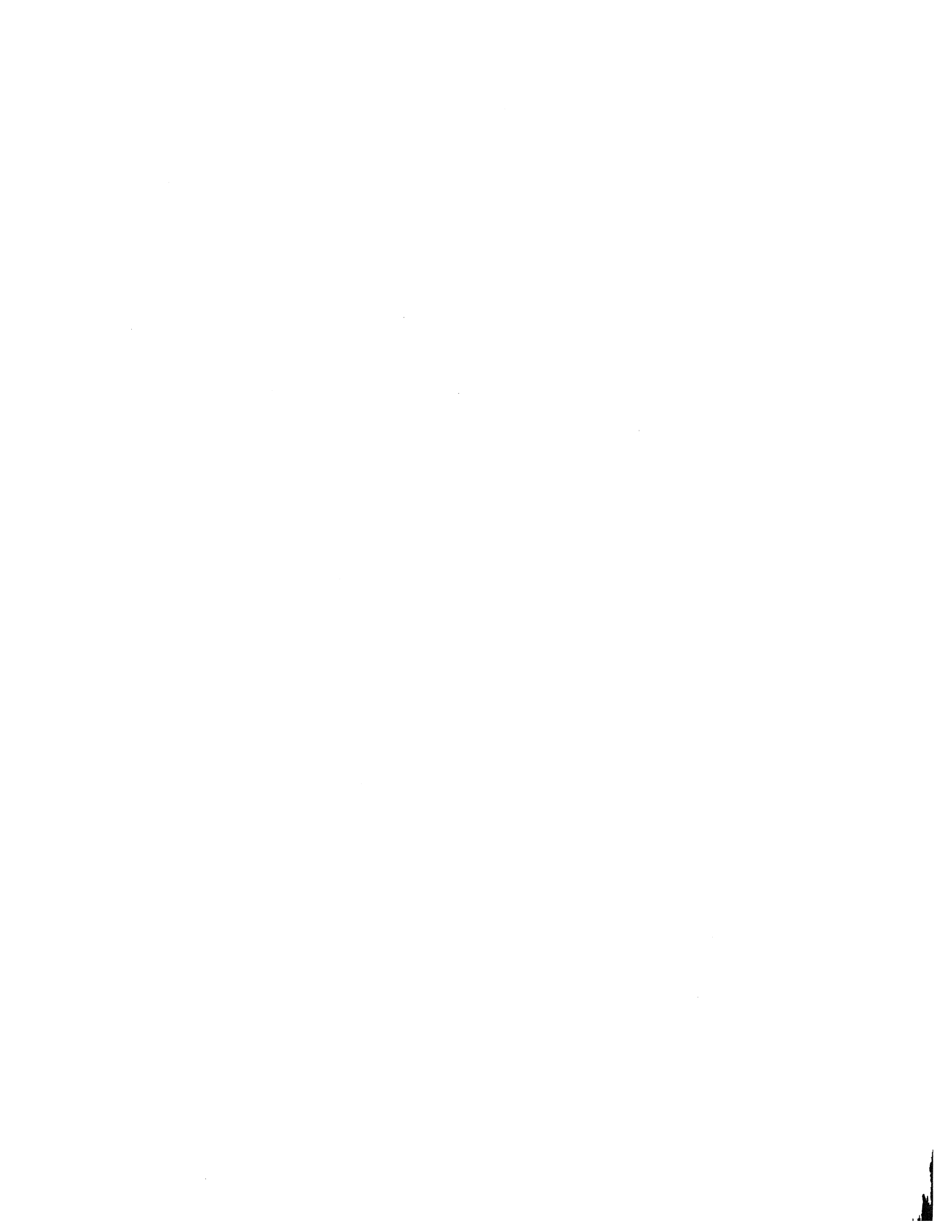


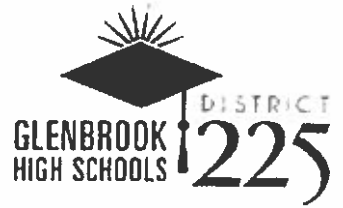
Diane Pranske, President
Glenbrook Education Association



Dave Hales, Superintendent
Glenbrook High School District #225

May 12, 2008





Negotiated Agreement

2013-2016

between

The Board of Education
Northfield Township High School District #225

And

The Glenbrook Education Association
(For the period July 1, 2013 through June 30, 2016)

*The Glenbrook High Schools are learning communities
dedicated to students and committed to
quality of thought, word, and deed.*

Table of Contents

Article I	Recognition.....	Page 1
Article II	Association Rights and Responsibilities.....	Page 1
Article III	Board Rights and Responsibilities.....	Page 3
Article IV	Rights and Responsibilities of Teachers.....	Page 3
Article V	Voluntary Transfers and Involuntary Assignment.....	Page 5
Article VI	Seniority.....	Page 6
Article VII	Staff Reduction/Honor Dismissal Process.....	Page 7
Article VIII	Recall.....	Page 8
Article IX	Teaching Load.....	Page 9
Article X	Evaluation.....	Page 14
Article XI	Leaves of Absence.....	Page 15
Article XII	Grievance Procedure.....	Page 19
Article XIII	Compensation Policy.....	Page 21
Article XIV	Negotiations Procedure.....	Page 28
Article XV	Term of the Agreement.....	Page 30
	Memorandum of Understanding – Compensation.....	Page 31
Appendix A	2013-2014 Teacher Salary Schedule.....	Page 32
Appendix B	2013-2014 Teacher Grandfathered Salary Schedule.....	Page 33
Appendix C	2013-2014 Compensation for Differential Responsibilities.....	Page 34
Appendix D	2013-2014 Differential Pay Schedule.....	Page 35
Appendix E	Guidelines for Academic Attainment Coursework.....	Page 36
Appendix F	Medical Insurance Cost Containment Committee.....	Page 39
Appendix G	Special Education/Off-Campus/Transition.....	Page 40
Appendix H	GBS Parent Conference Night.....	Page 41
Appendix I	Fair Share.....	Page 42
Appendix J	Pension or Legislative Change.....	Page 43

NEGOTIATED AGREEMENT 2013-2016

This Agreement, entered into June 10, 2013 between the Glenbrook Board of Education, District #225, hereinafter called the "Board," and the Glenbrook Education Association, hereinafter called the "Association," becomes effective July 1, 2013.

WHEREAS, the Board and the Association both agree that providing quality education for all the youth of Glenbrook Schools is a mutual aim,

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement,

NOW, THEREFORE, the parties mutually agree to respect and comply with the following:

ARTICLE I. RECOGNITION

A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all regularly employed certificated teaching personnel in the District excluding the Superintendent, directors, principals, assistant principals, deans, instructional supervisors, and other administrative personnel.

B. Unless otherwise expressly provided or clearly indicated by the context, the word "teachers" or the phrase "certificated teaching personnel" when used in this Agreement shall mean all regularly employed certificated District personnel whose position requires a certificate issued under Article 21 of The School Code. However, the word "teachers" or the phrase "certificated teaching personnel" shall not include (1) evening school personnel while employed as such, (2) summer school personnel while employed as such, (3) personnel employed in a capacity or in any program which is not usually or typically associated with the regular school year program or after school "extracurricular" programs while acting as such, (4) instructional supervisors unless they are teaching and seek representation in their role as a teacher.

ARTICLE II. ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. The Board agrees to furnish the president of the Association with the following:

1. A copy of the tentative School District annual budget at least thirty (30) days prior to adoption.

2. Other data relating to the financial resources of the District which will assist the Association in developing intelligent, accurate, and constructive recommendations on behalf of the teachers, students, and educational programs. This information will be

provided upon request so long as it does not create additional work for the administrative staff.

B. **Dues Deduction.** The Board agrees to deduct Association membership dues, once each month, from the pay of those employees who individually request in writing that such deductions be made. After the dues deductions are made, they shall be remitted together with an itemized statement to the president of the Association. Authorization for each deduction shall be in effect for the duration of the Agreement unless written notice of revocation is given by the employee to the employer. Revocation shall become effective within thirty (30) days after such notice is given. The Association shall indemnify and save harmless the employer from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this section.

C. **Association Leave.** Whenever a representative of the Association or a teacher is scheduled by the Board, or by the Superintendent, to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the teacher shall suffer no loss in pay nor shall such participation be charged to the teacher's leave time. The Association shall be allowed to send up to five (5) official Association delegates to the state association annual convention, for no more than two (2) days each, without salary adjustment provided the Board of Education is reimbursed an amount equal to the normal substitute teacher costs for each day each delegate is absent. The Superintendent may, at his/her sole discretion, grant upon request of the Association, additional days to be used for Association business with the Association reimbursing the Board for substitute teacher costs.

D. The Board shall grant 0.2 FTE to both Glenbrook North and Glenbrook South for the purpose of GEA administrative release. The FTE shall be in addition to each building's standard FTE allotment. The GEA Executive Board shall determine the recipient of the release in each building. Recipient names will be provided to the building Principals by April 1. If a recipient's release would result in hardship to a department, the Principal and the GEA Executive Board agree to discuss, in good faith, an alternative recipient.

E. The Association shall have the right to make use of school equipment, such as copiers, calculators, computers, telephones, e-mail, and audio-visual equipment when such equipment is not otherwise in use. The Association agrees to pay for the actual cost of supplies.

F. The Association and its representatives may be permitted to use school buildings for meetings at times that do not conflict with instructional responsibilities. The Association shall reimburse the Board for any extra labor costs required for such meetings.

G. The Association hereby agrees not to strike or engage in or support or encourage any concerted refusal to render full and complete service to the School District.

H. The Association recognizes that abuses of sick leave, leaves of absence, tardiness, deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession. The Association shall use its best efforts to enforce proper professional conduct on the part of its members.

1. The Association will continue to encourage and improve the professional performance of its members. Any professional employee may bring an incident of alleged improper professional conduct to the attention of the GEA executive board.

ARTICLE III. BOARD RIGHTS AND RESPONSIBILITIES

Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, the determination of educational policy, the operation and management of the schools, and the control, supervision, and direction of all certificated staff are vested exclusively with the Board.

All terms and conditions of employment not covered nor abridged by this Agreement shall not be the subject of negotiations during the life of this Agreement, unless such negotiations are mutually agreed to in writing by the Board and the Association.

ARTICLE IV. RIGHTS AND RESPONSIBILITIES OF TEACHERS

A. Teachers shall comply with the rules and regulations adopted by the Board or its representatives.

B. Teachers of the Northfield Township High School district shall be assigned to teach or supervise educational activities 275 minutes of each 465-minute teaching day. The 465-minute teaching day shall include the fifteen (15) minutes prior to the start of the school day and fifteen (15) minutes at the end of the school day.

C. The Board recognizes its responsibility to continue to give reasonable support and assistance to all teachers with respect to control and discipline of students. Teachers shall continue to share responsibility for student control and discipline throughout the school day in the entire school facility and at any school sponsored event.

D. Each teacher shall have the right upon advanced request to review the content of the teacher's official personnel file maintained at the District administration office. Privileged information such as confidential credentials and related personal references sought at the time of employment are specifically exempt from such review. All communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the teacher which are included in the teacher's official personnel file shall be called to the teacher's attention at the time of inclusion, and the teacher will be permitted to file a rebuttal.

The rebuttal shall be prepared in triplicate, one for the instructional supervisor, one for the principal, and one forwarded to the Superintendent to be placed in the teacher's personnel file. A local representative of the Association may, at the teacher's request, accompany the teacher in the review. Only those materials included in the official file may be used for the purpose of taking disciplinary action.

E. The Board and the Association agree that in no case shall a teacher planning to be absent be permitted to or be held responsible for obtaining a substitute teacher. Teachers shall not be required to substitute for an absent teacher except in short-term emergencies. In short-term emergencies, however, when a teacher is absent and a substitute is not available, other teachers in the department when asked to substitute by their instructional supervisor for their absent colleague shall comply with the requests in the best interests of the students and the school. The instructional supervisor shall make a reasonable effort to obtain a substitute for any absence.

F. As a duly elected body exercising governmental power under the laws of the State of Illinois, the Board shall not discriminate against any teacher in the enjoyment of any rights conferred by the Constitution of the United States, the Constitution of the State of Illinois, and the laws of Illinois. However, this section is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

G. Academic freedom shall be guaranteed to the teachers within the District's planned instructional program and no special limitation shall be placed upon study and investigation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning, subject to the following standards of professional responsibility:

1. The teacher shall encourage the student to study varying points of view and respect the student's right to form the student's own judgment.
2. The teacher may assume full political and citizenship responsibilities but shall refrain from exploiting the instructional privileges of the teacher's professional position to promote candidates, parties, or personal philosophies.
3. Academic freedom exercised by a teacher requires that the teacher be cognizant of the maturity of the teacher's students and that this be recognized in the teacher's instructional presentation.

In the event of adverse criticism by parents or citizens of the District, all reasonable effort shall be made by the parties to settle academic freedom disputes on the administrative level prior to submitting same to the Board for its decision. The Board recognizes its obligation to support the teacher in the legitimate exercise of the teacher's academic freedom as defined above.

H. The Board and the Administration believe in the tenets of progressive discipline, which include: verbal reprimand, written reprimand, suspension and dismissal. However, nothing herein will require the exhaustion of all of the above disciplinary steps when a decision is made that an incident requires a more severe disciplinary outcome.

When a Teacher is required to appear before the Board or the Administration concerning any matter which the Teacher believes could result in discipline, the Teacher is entitled to have a representative of the Association present. Furthermore, the Teacher directed to appear at such investigatory meetings will receive reasonable advance written notice of the meeting, except where an emergency or extraordinary situation exists which prohibits the provision of such written notice. The Teacher's right to Association representation shall not apply to evaluation conferences or impromptu meetings relative to the Teacher's regular daily performance.

At any such investigatory meeting, the Teacher will be presented with a factual explanation of any evidence gathered to date and will be offered a reasonable amount of time to review and an opportunity to respond to the evidence.

Prior to the time disciplinary action is taken, written notice of the specific grounds forming the basis for disciplinary action will be delivered to the Teacher. The Teacher, and if represented, the Association shall be provided an opportunity to respond both to the basis for the discipline and the possible disciplinary consequences.

Article V: Voluntary Transfers and Involuntary Assignment

A. The Board shall have the sole responsibility to promote employees to positions outside the bargaining unit as defined in Article I of this Agreement.

B. During the school year the Board agrees to give notice of vacancies existing or anticipated in all positions before filling the vacancy. Notices of vacancies will be posted on the District website at least ten (10) business days prior to filling the position. Any teacher who meets specified requirements for job opportunities and desires to make application for any vacancy should file a written application to the Superintendent or his/her designee within ten (10) business days following the announcement of the vacancy. In the case of positions listed on the Differential Responsibilities Schedule contained in Appendix C of this Agreement, and when an immediate need exists, the notice period prior to filling the vacancy shall be five (5) days.

C. In the event that a teacher chooses not to accept a position offered, it shall have no effect upon the teacher's future opportunities for other positions that are created or become vacant.

D. Teachers wishing to be considered for transfer must notify the Assistant Superintendent of Human Resources in writing by February 1 indicating the reasons for requesting the transfer and the school and position desired. Approval of the building principal and of the instructional supervisor involved is a prerequisite for such transfer. If the request for transfer from one building to another is not approved, the reasons for non-approval shall be given the teacher in writing by the Assistant Superintendent of Human Resources as soon as possible but no later than June 1.

E. Notice of involuntary re-assignment shall be given to the teacher no later than May 1 by the Assistant Superintendent of Human Resources or the principal under whom the employee was assigned prior to the re-assignment.

Involuntary transfers to new or vacant positions for teachers will be based on the consideration of the following factors: certifications, qualifications, merit and ability (including performance evaluations, if available), and relevant experience, provided that seniority must not be considered as a factor, unless all other factors are determined by the Board to be equal.

Within ten (10) days after receipt of notification of re-assignment, an employee dissatisfied with the new assignment may make a request in writing for a meeting with the principal under whom the employee was assigned prior to the re-assignment to discuss reasons for the re-assignment.

Within five (5) business days after such meeting the employee, if dissatisfied with the reasons given for the re-assignment, shall have the further right to request a meeting with the Superintendent to discuss said reasons. If the Assistant Superintendent of Human Resources has not attended the meeting with the appropriate principal, the Superintendent may elect to have said Assistant Superintendent of Human Resources confer with the employee in the Superintendent's place.

An Off-campus employee whose position prior to re-assignment does not come within the jurisdiction of any principal shall have the right to request a conference with the Director of Special Education and shall make the employee's request thereof within ten (10) days after receipt by the employee of the notice of re-assignment. Such meeting with the appropriate principal or Superintendent shall be held five (5) days after receipt of a request thereof by the Superintendent.

F. If the foregoing procedures have been followed, the decision of the Superintendent in all matters of promotion, voluntary transfer, and involuntary re-assignment shall be final.

G. Nothing in this Agreement shall prohibit the Board from making temporary appointments until positions can be filled with permanent appointments as provided in this Agreement.

Article VI: Seniority

A. The Board shall develop District-wide seniority lists of teachers by service areas to be determined and as defined by the State Board of Education. Seniority shall be based on the number of full-time, full-term, continuous years of service in District #225, including service in District #225 in an administrative position as defined by Section A of Article I of this Agreement. Full-term shall be defined as employment in the District not later than January 1st.

B. To be included on a seniority list, teachers must have been legally certified and legally qualified in Illinois for employment in that service area and have been employed in that service area in District #225.

C. Placement on a seniority list for teachers with equal number of years of service to the District shall be determined by the relative lane placement of the involved teachers on the teachers' salary schedule, the higher lane placement being more desirable.

D. If an administrator is assigned exclusively to the classroom, the administrator shall be placed on the seniority lists in the service areas for which the administrator is legally certified and legally qualified and in which the administrator has had previous teaching experience. The administrator will be placed on the seniority list on the step which correlates to his/her years of service in District #225.

Article VII: Staff Reduction / Honorable Dismissal Process

1. When the Board determines that a decrease in the number of teachers or a discontinuance of some teaching service is necessary, such reductions in force will be accomplished in accordance with Section 24-12 of the School Code and other applicable sections of the School Code.

2. Honorable Dismissal List

Annually, the District will establish an Honorable Dismissal List based on a categorization of each Teacher into one or more positions for which the Teacher is qualified to hold, based upon legal qualifications, certifications, endorsements, and any other qualification established in a District job description. Job descriptions must be established on or before May 10 prior to the school year during which the sequence of dismissal is determined. Copies of the list shall be distributed to the Association at least seventy-five (75) calendar days before the end of the school term.

3. Grouping of Teachers Within the Honorable Dismissal List

Group One will consist of each non-tenured Teacher who has not received a summative performance evaluation rating;

Group Two will consist of Teachers with a "Needs Improvement" or "Unsatisfactory" summative performance evaluation rating on either of the Teacher's last two summative performance ratings;

Group Three will consist of each Teacher with a summative performance evaluation rating of at least "Proficient" on both of the Teacher's last two summative performance ratings, if two ratings are available, or on the Teacher's last summative performance evaluation, if only one evaluation is available, unless the Teacher qualifies for placement into Group 4;

Group Four will consist of each Teacher whose last two summative performance evaluation ratings are "Excellent" as well as each Teacher with two "Excellent" summative performance evaluation ratings out of the Teacher's last three summative performance evaluation ratings with a third rating of "Proficient."

4. Order of Dismissal

Among teachers qualified to hold a position, teachers must be dismissed in the order of their groupings, with teachers in Group 1 dismissed first and teachers in Group 4 dismissed last.

a. Within Group 1, the sequence of dismissal is at the sole discretion of the district.

b. Within Group 2, the sequence of dismissal is based on the average of the last two summative performance evaluation ratings, if two ratings are available, or the teacher's last summative performance rating if only one rating is available. The average is calculated using the following numeric values: 4 for "excellent"; 3 for "Proficient" or "Satisfactory"; 2 for "Needs Improvement"; and 1 for "Unsatisfactory". Teachers with the lowest average summative performance evaluation rating shall be dismissed based on seniority, with teachers that have shorter length of continuing service with the District dismissed first.

c. Within Groups 3 and 4, the sequence of dismissal is based on certification qualifications, and seniority, with teachers that have shorter length of continuing service with the District dismissed first.

This article is not evidence that the Board waives any rights it may have to determine the qualifications of a Teacher to perform the duties of a specific position.

ARTICLE VIII. RECALL

With respect to any Teacher who has been honorably dismissed, in the event the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available shall be tendered to the Teachers who were in Group 4 and Group 3 and based upon legal qualifications and any other qualifications established in a District job description on or before May 10 prior to the date of the position becoming available. Teachers from Group 3 or 4 shall be eligible for recall in reverse order of dismissal.

Teachers are responsible for informing the Office of the Superintendent of any changes in their qualifications and/or contact information after the date of their dismissal. The Board is responsible for sending notice to Teachers eligible for recall. A copy of this Article will be enclosed with the notice. Notice will be sent by registered mail to the last address on file with the Board. The Teacher must give a

written response postmarked within seven (7) days of receipt of the notice of vacancy, or within fourteen (14) days of the mailing of the notice of the vacancy, whichever occurs first.

Any Teacher who fails to respond to a proper notice of a vacancy or who declines to accept the position offered shall be placed at the bottom of the recall list as it then exists, and shall be eligible for one more recall opportunity.

ARTICLE IX. TEACHING LOAD

A. The Board and the Association recognize that effective learning is the basic foundation for a sound educational program. Effective learning depends primarily upon effective teaching. Effective learning and teaching can only take place when an appropriate number of students are assigned to the teacher. Appropriateness is based upon the following criteria:

1. the background and experience of the teacher,
2. the capabilities of the students enrolled,
3. the content of the course,
4. the techniques of teaching required, and
5. other considerations as mutually agreed upon by the Administration and Association on a case by case basis.

B. The following will serve as maximums for class size and load:

	Max. Teacher Load	Max. Class Size
Art	125	25/28
Physical Education	185	35/37
English	130	30
Business Education	140/160	35/40
Foreign Language	135	30
Family and Consumer Science	120	24/30
Applied Technology	120	24/28
Mathematics	140	34
Science	112	28
Social Studies	140	34
Driver Education	According to the State Code	According to the State Code
Special Education	Max Case Load*	15 *Unless required by law

C. **Class Schedules.** The Board shall have the right to conduct either 8-period class schedules or block class schedules under the terms and conditions described below in Sections D and E. If the Board plans to change the schedule or schedules from one year to the next year, the Board shall notify the Association in writing not later than May 1st of the schedule or schedules it plans to conduct during the subsequent school year.

D. **8-period class schedule.** Teachers shall be assigned to instructional assignments for five (5) of the eight (8)-period class day. Teachers are expected to be in the building at least 15 minutes prior to the start of the first period of each teaching day, or 15 minutes prior to their "early bird" class if the teacher is assigned to an "early bird" class, and 15 minutes at the end of the school day. Teachers are expected to be at their respective period #1 assignment at least five (5) minutes prior to the start of period #1. Those teachers who do not have a period #1 assignment shall check in with their respective departments at least five minutes prior to the start of the school day.

An example of a teacher schedule in an 8-period schedule is shown below:

Period 1	Class
Period 2	Class
Period 3	Lunch
Period 4	30-min.conf./20 min. for available resource time
Period 5	Class
Period 6	Class
Period 7	Class
Period 8	Class

E. **Block Class Schedule.**

Teachers shall be assigned to instructional assignments for five (5) ninety (90)-minute blocks plus one (1) Ninety (90)-Minute Resource period over two (2) days. The ninety-minute resource period referenced above constitutes a sixth assignment. Teachers are not expected to take attendance during the Ninety (90) Minute Resource period.

Teachers are expected to be in the building at least fifteen (15) minutes prior to the start of the first block of teaching day, or fifteen (15) minutes prior to their "early bird" class if the teacher is assigned to an "early bird" class, and fifteen (15) minutes at the end of the school day. Teachers are expected to be at their respective first block assignment at least five (5) minutes prior to the start of the first block. Those teachers who do not have a first block assignment shall check in with their respective departments at least five (5) minutes prior to the start of the school day.

In an alternating day, quarter, or semester schedule, the maximum teacher load shall be determined by the total teacher loads over the (2) days, quarters, semesters. Each teacher shall have at least one (1) unscheduled block each day.

Block and a Half Class Assignments: Classes which meet one hundred thirty five (135) minutes every two days are the equivalent of one and a half (1.5) block classes. For example, a teacher assigned to two (2) block and a half classes and two (2) block classes would be considered as teaching five (5) block classes and therefore could be assigned a sixth assignment. A teacher who teaches one (1) block and a half class and four (4) block classes would not be given an additional assignment.

An example of a teacher schedule in the block schedule is shown below:

	(A) day	(B) day
Block 2-3	Class	Class
Block 4-5	Unscheduled	30 min. conf Unscheduled
Block 6-7	Class with 45 Min. embedded lunch	6 th assignment with 45-min. embedded lunch
Block 8-9	Class	Class

Special Assignments: If a teaching assignment does not fulfill the five (5)-blocks over two (2)-day instructional assignment referenced above, a teacher may be assigned to any of the following Special Assignments to meet this requirement:

1. Individual work with assigned students
2. Supervision of open labs
3. Supervision of departmental resource centers
4. Special department project(s)
5. A period assignment, such as Advocacy
6. Other educational activities assigned by the principal

Teachers who are assigned to a Special Assignment shall be expected to teach educational activities during the resource period as mutually agreed upon by the Association and the Administration. Teachers assigned to any of the above Special Assignments shall be expected to record student attendance. These Special Assignment periods shall not exceed an average of 25 minutes per day.

For example a teacher who teaches four (4) blocks over two days may be assigned a 25 (twenty-five) minute Advocacy period in addition to a Ninety (90) Minute Resource period. Or a teacher who teaches four (4) could be assigned two (2) Ninety (90) Minute Resource periods.

Teachers assigned to a Special Assignment must meet at least one of the following criteria:

- (1) The teacher has volunteered to accept Special Assignment or
- (2) The teacher has fewer than three preparations in his/her regular teaching assignment or
- (3) The part-time teacher has an F.T.E. of 0.75 or greater.

The Board may assign up to 15% of the teaching staff, in addition to the teachers identified in items #(1) through #(3) above, if the pool of teachers provided by Items #(1) through #(3) fails to satisfy the full complement of Special Assignment needs for not more than two grade levels during any one school year. If a teacher with five blocks is assigned or volunteers for a Special Assignment, this will constitute that teacher's sixth assignment. The overall average class size shall be maintained in a range of from 20 to 25 students whenever teachers outside of Items #(1) through #(3) are utilized.

F. The Board and Association recognize that new techniques of teaching and new organizational arrangements of teachers and students make occasional deviations in class size desirable. With the written consent of the teachers involved, class size and teacher maximums as indicated above may not apply in these cases as well as in cases of experimental programs. The Association recognizes and will continue to respect every teacher's individual right to increase class size and teacher load to improve instructional effectiveness.

G. It shall not be a practice to assign teachers to more than three teaching preparations; in no case shall a teacher with four or more teaching preparations have any additional assignments during the teaching school day.

H. A teaching preparation is defined as the assignment of a teacher to instruct students in a course and/or additional ability levels therein, whenever the instructional materials are substantially different, to constitute a distinct preparation as determined by concurrence of the teacher, the instructional supervisor, and the principal.

I. The teacher's unscheduled time shall be used for tasks directly related related to the teacher's instructional responsibilities, except for occasional breaks. When necessary, a teacher may leave the building during unscheduled time with approval of the teacher's instructional supervisor. In those cases when the teacher's instructional supervisor is not available, the teacher may leave the building with the knowledge of the principal's office. The teacher shall post available times of not less than thirty (30) minutes per day, or every other day on the block schedule, for conferences during the teacher's unscheduled time within the teaching day. These conference times shall be scheduled at a time and at a location mutually acceptable to the teacher and the teacher's supervisor.

J. Teachers not engaged in classroom teaching shall have two (2) fifteen (15)-break periods and a lunch period equal to that of a classroom teacher. The break periods and lunch period shall be scheduled at a time mutually acceptable to the teacher and the teacher's supervisor.

K. All teachers shall be required to attend up to one staff meeting each week. These meetings should be planned on a monthly basis and shall normally be scheduled on Mondays. Staff meetings shall normally be adjourned no later than 4:30 p.m. Every teacher must attend these meetings unless an emergency situation develops which precludes such attendance. The principal must approve in advance all emergency requests for release from attendance at faculty meetings. The teacher's supervisor must approve in advance all emergency requests for release from attendance at all other staff meetings. Whenever possible, all such emergency requests shall be made by the teacher at least 24 hours in advance of the meeting.

L. All teachers as a part of their regular school responsibility will be required to supervise one student social activity per school year. Supervision of a student social activity may not include an activity for which the teacher receives compensation.

M. All teachers as part of their regular school responsibilities shall be required to attend up to three (3) Parent Conference Nights per school year. Teachers will not receive compensatory release time for participating in the first two Parent Conference Nights; however, if a third Parent Conference Night is scheduled teachers will be provided with a two- (2) hour late arrival on the morning following the third conference night.

N. Glenbrook teachers share in the responsibility for addressing the educational needs of the students, the community and the School District, and for actively cooperating in the efforts to improve the total school program. These responsibilities include, but are not limited to: honoring the designated time of arrival and departure from school; assisting students outside of the regularly scheduled school day; attending special conferences with parents as they are needed; spending sufficient time in the school building to fulfill the teacher's total professional responsibilities.

O. In addition to student attendance days and institute days authorized by the School Code, all teachers will be required to attend Glenbrook days of normal working hours, on days designated by the Board for such purposes in or immediately before the school calendar adopted by the Board. The Glenbrook days shall be used for purposes deemed appropriate by the Board such as additional student attendance, curriculum development, parent-teacher conferences, planning and evaluation, staff development, and student assessment. The number of such days scheduled shall not exceed five (5) days during any school year. For each day so scheduled by the Board, the Board shall increase teacher salaries by an amount equal to per diem for each such day scheduled, for the school year in which the days are scheduled. The Board shall schedule not less than three (3) Glenbrook days for the duration of the Agreement; however, the requirement for the Board to schedule the three (3) days shall terminate at the end of the 2015-2016 school year.

P. All teachers as a part of their regular school responsibilities shall be required to attend up to one (1) special staff development activity of up to four (4) hours per year outside the regular school day if the activity cannot reasonably be conducted during a

regular department meeting and if the activity is approved by the school principal. Nothing in this section, however, shall preclude or prevent teachers from volunteering for other staff development activities outside the regular school day.

Q. The Board and the Association agree that a committee shall be established in each building to enhance the partnership in the creation, execution, evaluation, and revision of building and district improvement initiatives.

Each building school improvement committee shall include a representative from each department and selected members of the administrative staff. The Board and GEA may add to the committee membership by mutual agreement.

The operation of the committees, including regular meeting times and agendas, shall be determined within each building.

ARTICLE X. EVALUATION

The Board and the Association have developed a Teacher Evaluation Plan for all certified staff covered by this agreement. Future modifications to the Plan will be collaboratively developed by the Board and the Association, consistent with the Illinois School Code. Evaluations will be conducted pursuant to the procedures in the Teacher Evaluation Plan.

A. Observations:

Non-Tenured teachers shall be formally observed at least two (2) times, and informally observed at least one (1) time, by March 1 of each school year. At least one formal observation will occur by November 1. Tenured teachers shall be formally observed at least once, and informally observed at least once, by March 1 every other school year.

B. Evaluations:

Non-Tenured teachers shall be evaluated at least once each school year by March 1st. Tenured teachers shall be evaluated at least once every other school year by March 1.

The written evaluation will include reflection on the teacher's goals and include evaluative comments relative to all four teaching domains: (1) planning and preparation, (2) classroom environment, (3) instruction, and (4) professional responsibilities.

The teacher shall sign copies of the written evaluation. One (1) copy of the written evaluation shall be retained by the instructional supervisor, one (1) copy shall be sent to the principal, one (1) copy shall be given to the teacher, and one (1) copy shall be sent to the Assistant Superintendent of Human Resources for placement in the teacher's personnel file.

C. On or before the first day of school or the first day of employment and before the evaluation process begins, the building principal or immediate supervisor shall provide each teacher with a copy of, and training on, the Teacher Evaluation Plan.

D. Within ten (10) school days of a formal teacher observation, the evaluator shall meet with the teacher to discuss the observation and provide a written summary of the observation. The teacher shall acknowledge receipt of such written summary.

E. The Administrators shall use such procedures, instruments(s), or form(s) as are set forth in the District's Teacher Evaluation Plan. All teacher evaluations will be completed no later than March 1.

F. Right to Respond

The teacher shall have the right to attach written comments regarding the evaluation within ten (10) school days after the meeting with the evaluator. Receipt of such attachment shall be acknowledged by the Administrator's signature.

G. District Evaluation Committee

A Joint Board-Association committee composed of administrators and teachers will annually review the District's Teacher Evaluation Plan and recommend changes, if any, to the Board for approval.

ARTICLE XI. LEAVES OF ABSENCE

A. **Sick Leave.** Sick leave shall be accumulated at a rate of fifteen (15) days per school year. No limit shall be placed on the number of accumulated sick leave days unless a law is passed which requires the District's payment of a specified number of sick days upon the teacher's resignation/retirement from the District. Under no circumstances, unless required by law, will the District provide payment for a teacher's unused sick days.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, as well as, birth, adoption or placement of adoption. Immediate family is defined as a teacher's spouse, or the parent, legal guardian, brother, sister, son, daughter, grandparent, or grandchild of either teacher or spouse, or approved domestic partner who is at the time of such illness a member of the same household as the teacher. Under extraordinary circumstances, the principal may approve the use of sick leave for attendance at a funeral of an individual who was not a member of the teacher's immediate family. Serious illness shall be interpreted according to the normal use of the term by the medical profession. In the event a teacher is absent for illness or injury, and irrespective of whether such absence is charged to any accumulated sick leave, the Superintendent may require the teacher to provide the Superintendent with a physician's certificate; or if the Superintendent believes there may have been an abuse of the sick leave policy, the Superintendent may require an examination by a physician selected by the Superintendent. An examination by a physician selected by the Superintendent shall be at the Board's expense.

All teachers upon request shall be provided with a statement of total unused, accumulated sick leave once each school year. The Board shall establish a sick leave bank. The sick leave bank shall be administered by the Human Resources Office under the guidelines of Board Policy: Certificated Personnel Sick Leave Bank.

Any teacher who is absent from school for reasons ordinarily associated with sick leave, who has no accumulated sick leave, and who is no longer qualified to borrow from the

sick leave bank, shall lose per diem pay for each day of absence. Per diem pay for an employee covered by this Agreement shall be interpreted as an amount equal to the teacher's annual salary divided by the required number of teacher attendance days in the school year.

When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for sick leave.

B. Professional Leave. Teachers shall be granted time off with pay for the purpose of visiting other schools or attending meetings or conferences of an educational nature provided that: (1) the administration considers the impact on the department and determines that such a visit, meeting, or conference would be worthwhile for the participating teacher; (2) the administration determines that funds are available (3) the teacher granted such permission is encouraged to share new knowledge of the school visit, meeting, or conference; (4) under no circumstances shall a teacher be paid more than the teacher's per diem pay and varied expenses without the prior written approval of the administration; (5) the teacher shall be required to credit against the teacher's regular per diem pay all sums received by the teacher from other sources for attendance at or participation in such functions; (6) the teacher shall be permitted to receive an advance draw in the amount of up to two-thirds of the total anticipated expenses if the application for the draw is submitted to the Business Office at least one week prior to said leave.

C. Leave for Legal Purposes. Time off with pay shall be granted to any teacher when necessary for appearance in any legal proceedings arising out of a teacher's employment, providing said decision does not find unprofessional or dishonorable conduct of the teacher, dismissal of the teacher, or any breach of this Agreement by either the teacher or the Association.

D. Jury Duty. The District shall make up the difference in pay, if any, lost by any teacher as a result of being called to jury duty. The teacher shall, in turn, reimburse the District for any pay above the teacher's regular per diem teaching salary and expenses for such duty. Notification of being called to jury duty should be submitted to the building principal at least one week prior to such duty. A receipt containing a verified statement of expenses should be submitted to the Business Office within one week following completion of said duty.

E. Sabbatical Leaves. The Board may grant sabbatical leaves in accordance with the following procedures:

1. On recommendation of the Superintendent of Schools, the Board may permit teachers to take sabbatical leaves for one school year. Such leaves shall be granted for purposes designed to benefit the school system through study, research, a planned program of travel, or an approved combination of the above. The sabbatical plan shall require the approval of the teacher's instructional supervisor, the principal, and the Superintendent.

2. A maximum of five (5) teachers divided equitably between the schools may be granted leaves for any school year. Whenever more than five (5) applications have been received, awards will be based on the quality of service as determined by criteria to be established by the principal, the Superintendent, and the supervisory personnel (in the case of a teacher).

3 It is the policy of this Board to consider only those applicants who hold a Master's degree and who have or will have completed seven (7) years of service to the District. Such service need not be continuous but any leave from service will not exceed one school year, and at least three years of uninterrupted service must have been or will be completed immediately prior to the beginning of such a sabbatical.

4. Further, it is the policy of this Board to give priority to requests for one-year sabbaticals. Semester sabbaticals will be granted only if circumstances are deemed to be extenuating in the judgment of the administration and the Board.

5. A teacher on sabbatical leave shall receive a salary equal to one-half of the basic salary as if in actual service or the minimum salary provided by the first paragraph of Section 24- 8 of The School Code of Illinois, whichever is larger. In addition, the Board shall pay the retirement contribution as provided for under the Teachers' Retirement System, State of Illinois. The Board will maintain the premium contributions toward any fringe benefits agreed to in this Agreement.

6. Normal credit on the salary schedule shall be given for such leave. Time on sabbatical leave is considered as time in service to the District.

7. During the sabbatical the teacher shall file at least three (3) reports outlining the teacher's progress in meeting the sabbatical plans together with the teacher's impressions, experiences, and other matters consistent with the purpose and of interest to the students, staff, Board, and community.

8. The granting by the Board of a sabbatical leave should be interpreted as a finding that the leave is deemed to benefit the school system. Acceptance of such a leave carries with it the clear moral obligation on the part of the recipient to continue the recipient's service in the District following the termination of the leave. The Board considers it reasonable to expect recipients of sabbaticals to return and perform contractual continued service for a period of at least two school years following the end of the sabbatical leave. A teacher who fails to continue the teacher's services for two school years following the sabbatical shall be required to reimburse the Board for all compensation and fringe benefits paid by the Board to the teacher or on behalf of the teacher during the sabbatical year unless such return and performance is prevented by illness or incapacity. The teacher shall be required to sign a contract with the Board containing the reimbursement provision prior to the approval of the teacher's sabbatical.

9. All requests for sabbaticals shall be submitted to the Superintendent through the instructional supervisor and the building principal before February 1 of the year prior to the school year for which the sabbatical is requested. Requests for semester leaves must be received at least one full semester in advance of the leave. The letter of application shall outline the purpose of the sabbatical leave together with a tentative plan for the achievement of that purpose.

Please see Section F on Page 17a.

~~F. --- **Personal Leave.** --- Personal leave in excess of two (2) days per year may be approved by the Superintendent in unusual circumstances. However, no more than five (5) personal leave days shall be approved during any school year. Personal leave days used in excess of the two (2) days~~

F. **Personal Leave.** Each teacher shall be eligible for two (2) days of personal leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods. Annually all unused personal days will be transferred to the personal leave bank. Any days, in excess of three, in a teacher's personal leave bank shall be transferred to sick leave. Upon termination/retirement, all unused accumulated personal days will be reported to the Teacher Retirement System for service credit upon the teacher's retirement.

Application for personal leave with pay shall be made in writing by the teacher through the teacher's supervisor to the principal. The application shall be made at least one week before taking said leave, if possible.

In the event of an emergency, notice shall be provided as soon as possible so that the school can make appropriate arrangements to cover the absence. A statement setting forth the nature of the emergency shall be submitted in writing to the principal immediately upon return to school.

All such applications shall be subject to the approval of the principal.

It shall be the practice that no leaves be taken under this section on the day before or day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

Personal leave in excess of two (2) days per year may be approved by the Superintendent in unusual circumstances. However, no more than five (5) personal leave days shall be approved during any school year. Personal leave days used in excess of the two (2) days approved each year shall be: a) deducted from accumulated personal leave, or b) paid back at the rate of one (1) day per year from the two (2) days allotted.

Unless approved by the Superintendent, a teacher who owes personal leave days from the previous school years cannot borrow additional personal leave days in the following school years until all borrowed days have been repaid.

Personal leave may be accumulated from year to year up to a maximum of three (3) days.

When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for personal leave.

approved each year shall be: a) deducted from accumulated personal leave, or b) paid back at the rate of one (1) day per year from the two (2) days allotted.

Unless approved by the Superintendent, a teacher who owes personal leave days from the previous school years cannot borrow additional personal leave days in the following school years until all borrowed days have been repaid.

Personal leave may be accumulated from year to year up to a maximum of three (3) days.

G. Special Leaves of Absence. The Board of Education of District #225 may grant a special leave of absence to tenured staff members when it is deemed to be in the best interests of the district, the building, and the staff member.

In order for the Board of Education to approve any request for a special leave of absence, evidence must be submitted in writing by the applicant's supervisor and principal clearly showing that the applicant has rendered satisfactory performance.

All requests for special leaves of absence to be considered by the Board must be made by February 1 of the year prior to the anticipated date the leave is to begin.

Special leaves of absence shall be determined between the teacher and Assistant Superintendent of Human Resources to establish the starting and ending time.

All staff members granted special leaves of absence must notify the Human Resources Office in writing by February 1 in the year of their leave of their intent to return or resign from District #225.

Failure to notify the Human Resources Office in writing of their decision to return or resign by February 1 will constitute an automatic resignation of the staff member, and each leave of absence is specifically predicted upon this resignation condition.

No salary or other remuneration will be paid to the staff member on a full-time special leave. Medical and dental insurance coverage may be continued at the sole expense of the staff member on a full-time special leave. Life insurance and disability insurance are not provided for staff members on a full-time special leave of absence.

Upon the completion of the special leave of absence, the staff member shall be returned to a position for which she/he is professionally trained and certified. The tenure status of the staff member shall not be affected by the terms of the leave of absence.

Teachers applying for a partial special leave of absence shall not be given an additional year of seniority credit or salary advancement credit for the time spent on leave. For tenured staff members on a partial special leave of absence, advancement on the respective seniority and salary schedules will be made when the sum of their partial special leave FTE assignments equals or exceeds a 1.0 FTE. Seniority and salary advancement must be established prior to the first day of the school year. No mid-year seniority or salary advancement will be made. Teachers on a partial special leave shall receive the same benefits as listed in Article XIII, Section T, "Benefits/Compensation for Part-Time Teachers".

H. Family & Medical Leave of Absence. Teachers employed by District #225 for at least twelve (12) months shall be eligible for leave under the Family & Medical Leave of Absence Act (FMLA) as outlined in Board Policy: Family & Medical Leave of Absence. FMLA leave shall run concurrently with the teacher's other applicable leaves of absence.

ARTICLE XII. GRIEVANCE PROCEDURE

A. General Policy.

1. The Board recognizes that in the interests of effective personnel management a procedure is necessary whereby its teachers can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedure shall be available to all teachers, and no action of any kind shall be taken against any teacher for initiating or participating in a grievance procedure.

2. The parties shall make a sincere and determined effort to settle meritorious grievances in the steps of the grievance procedure and to keep the procedure free of unmeritorious grievances.

3. It is agreed that no grievance shall be presented hereunder which occurred prior to the effective date of this Agreement.

4. A grievance is defined to be a complaint by any teacher or a group of teachers within the bargaining unit, based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of the terms of this Agreement.

5. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement. If requested by the teacher, the Association representative may accompany the teacher to assist in the resolution of the grievance.

6. Re-employment of probationary teachers is not a proper subject for grievances under the grievance procedure, but violation of the procedures in the evaluation article of this Agreement are subject to the grievance procedures. Re-employment of probationary teachers shall be in compliance with provisions of The Illinois School Code.

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

8. Investigation or processing of any grievance shall normally be carried out on the teacher's own time, after school hours. However, when necessary, the investigation or processing of a grievance may be carried out on the teacher's unscheduled time.

9. The parties hereto acknowledge that it is usually most desirable for a teacher and the teacher's immediately involved supervisor to resolve problems through free and informal communications.

10. If the grievant and the Superintendent agree, Step #1 and/or Step #2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.

11. The Board acknowledges the right of a representative of the Association to participate in the processing of a grievance at any level, and no teacher shall be required to discuss any grievance if the Association's representative is not present.

12. The Board and the administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such information requested for the processing of any grievance.

13. Section F of Article IV of this Agreement is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

14. Procedure for Grievance. It is agreed that any grievance must be presented under the process of this Article promptly and within the prescribed time limitations. Working days for the purposes of the grievance procedure shall mean teacher employment days. Any grievance not presented by the individual, or the Association in the event of an appeal to arbitration, within the time limitations shall be considered settled on the basis of the decision which was not appealed or shall be deemed settled on the basis of the decision in the last step to which the grievance was carried and shall not be further appealed or filed as a new grievance. Time limits in the appeal steps may be extended by mutual agreement in writing.

Step 1- A teacher with a grievance shall first discuss the teacher's alleged complaint with the teacher's immediate supervisor with the objective of resolving the matter informally. Every effort shall be made by both parties to maintain the informality of these discussions. Tape recorders shall not be permitted during these discussions.

Step 2- If the grievance cannot be resolved informally, the teacher may file the grievance with the principal. The grievance must be filed in writing within ten (10) working days from the alleged occurrence of the event giving rise to the grievance or when the grievant knew of the event. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the Agreement which have been violated, misinterpreted, or misapplied, and shall state the remedy requested. Within seven (7) working days after such a written grievance is filed, the

principal shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within seven (7) working days after the second step grievance meeting, the principal shall make a decision on the grievance and shall communicate it in writing to the teacher and the Superintendent.

Step 3- If the grievance has not been satisfactorily resolved at the second step, the teacher may file the grievance with the Superintendent. The grievance must be filed with the Superintendent within five (5) working days from the receipt of the decision rendered in Step #2. Within ten (10) working days after such written grievance is filed, the Superintendent or the Superintendent's designated representative shall meet with the Grievant and both parties shall make a reasonable attempt to settle the grievance. Within ten (10) working days after the third step grievance meeting, the Superintendent or the Superintendent's designated representative, shall make a decision on the grievance and shall communicate it in writing to the teacher, the Principal, and the Board.

Step 4- If the grievance has not been satisfactorily resolved at the third step, the Association may submit, on behalf of the Association and the grieving teacher, the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. The Association must submit in writing to the Superintendent within ten (10) working days from the receipt of the decision by the teacher rendered in Step #3, a notice of intent to enter into arbitration. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitration and the American Arbitration Association will be borne equally by the Board and the Association. The arbitrator, in the arbitrator's decision, shall not suggest amending, modifying, nullifying, ignoring, or adding to the provisions of this Agreement. The arbitrator's authority will be strictly limited to the issue or issues presented to the arbitrator in writing by the Board and the Association, and the arbitrator's decision must be based solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of the Agreement.

ARTICLE XIII. COMPENSATION POLICY

A. Intent and Purpose. It is the intent and purpose of the compensation policy to attract and retain the highest quality teacher who can make continuing contributions to the educational growth and development of all the teacher's students attending the Glenbrook Schools.

B. General Policies.

1. Annual experience increments on the salary schedule are not automatic but are dependent upon an annual evaluation for all teachers as reported to the Superintendent by the building principal and shall be in conformity with statutory provisions. In the absence of an annual evaluation the teacher will be entitled to the annual increment. Teachers not receiving the annual increment under the conditions set forth above will be provided with an explanation in writing by the

Superintendent or the Superintendent's designated representative. Such teachers shall be afforded the opportunity to respond in writing within ten (10) school days of the issuance of the written explanation, before a final decision is made. A copy of the Superintendent's explanation and the teacher's written response shall become part of the teacher's permanent personnel file. One (1) step on the salary schedule will be credited for each effective year of teaching in the Glenbrook Schools including the current year, but no more than one (1) step on the salary schedule may be granted in any one (1) year.

2. Experience outside the District may be counted at Board discretion.

C. Academic Attainment.

1. A teacher who has earned the right to move to a higher salary level by additional professional training (academic attainment) shall be placed at the higher salary level at the beginning of the next contract year.
2. Coursework submitted for Academic Attainment must be within the teacher's current professional assignment, general area of instruction, or otherwise be of value to the district.
- ~~3. Courses submitted for academic attainment must meet the minimum standards as outlined in Board Policy: Academic Attainment.~~ (Omitted by MOA Agreement on 11/6/2013.)
4. Requests for all courses to be approved for advancement on the salary schedule shall be made by the teacher to the Assistant Superintendent of Human Resources at least ten (10) business days in advance of the start of the course. Application will be made using the appropriate form provided by the Human Resources office. Courses not approved in advance by the Assistant Superintendent of Human Resources shall not be considered for approval at a later date.
5. Denials of academic attainment requests shall be accompanied by a written rationale from the administrator issuing the decision. In the event of an appeal, written rationales will be provided to the Academic Attainment Committee.
6. The Academic Attainment committee will provide an appeal option for teachers whose requests for academic attainment course approval have been denied. The Committee will be comprised of the Assistant Superintendent of Human Resources, the Assistant Principals for Curriculum and a GEA representative from Glenbrook North and Glenbrook South. If an Off-Campus teacher requests an appeal, an Academic Attainment Committee member from Off-Campus will be seated.
7. Written notification that the teacher has earned sufficient credits to move to a higher salary level must be filed by the teacher with the Human Resources office no later than September 15th. An official transcript must be on file in the Human Resources office no later than October 15th.

D. Salary Schedule.

The 2013-14 professional salary schedule and the 2013-14 differential responsibility salary schedule are contained in Appendix A and Appendix D of this Agreement.

The 2014-15 professional salary schedule and the 2014-15 differential responsibility salary schedule are contained in Appendix B and Appendix E of this Agreement.

Effective July 1, 2013 each step of the 2013-14 Professional Salary Schedule and the 2013-14 Differential Responsibilities Salary Schedule shall be adjusted by the average of 0.2 and the rolling 10-year average of the Consumer Price Index for All Urban Consumers, rounded to the nearest 1/10 of 1%. If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois which adversely affects the financial condition of this District, the Board shall have the option of having Article XIII and Section 0 of Article IX of this Agreement expire as of June 30, 2014, and renegotiating Article XIII and Section 0 of Article IX with the Association for the 2014-15 and 2015-16 school years. If the Board desires to renegotiate Article XIII and Section 0 of Article IX, the Board shall notify the Association of its intentions no later than February 1, 2014. Such a negotiation shall be limited to Article XIII and Section 0 of Article IX of this Agreement.

Effective July 1, 2014 each step of the 2014-15 Professional Salary Schedule and the 2014-15 Differential Responsibilities Salary Schedule shall be adjusted by the average of 0.4 and the rolling 10-year average of the Consumer Price Index for All Urban Consumers, rounded to the nearest 1/10 of 1%. If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois which adversely affects the financial condition of this District, the Board shall have the option of having Article XIII and Section 0 of Article IX of this Agreement expire as of June 30, 2015, and renegotiating Article XIII and Section 0 of Article IX with the Association for the 2015-16 school years. If the Board desires to renegotiate Article XIII and Section 0 of Article IX, the Board shall notify the Association of its intentions no later than February 1, 2015. Such a negotiation shall be limited to Article XIII and Section 0 of Article IX of this Agreement.

Effective July 1, 2015 each step of the 2015-16 Professional Salary Schedule and the 2015-16 Differential Responsibilities Salary Schedule shall be adjusted by the average of 0.6 and the rolling 10-year average of the Consumer Price Index for All Urban Consumers, rounded to the nearest 1/10 of 1%.

E. Differential Responsibilities Schedule.

1. The Differential Responsibilities Schedule is an instrument designed to compensate those Glenbrook teachers who assume responsibilities for directing student activities above and beyond the normal expectations of a professional teacher which occur after the school day except for those activities which have as a matter of past practice occurred during the school day and for which compensation has been paid.
2. The parties agree that the stipend for the extra assignment should be equitable to all teachers. Therefore, the Board agrees to pay all teachers who perform extra assignments as approved by the Board the same stipend for the same work. The only differential will come about based on experience in the position and performance as determined in a written evaluation by a supervisor. Of course, differential stipends will be paid for the various extra assignments in accordance with categories as listed in Appendix C.
3. The Board assumes the responsibility for approving all activities. Board action is required before any new activity is added to the list. Activities may be added or deleted from time to time. Proposals for additions or deletions will normally arise through administrative channels and be referred to the Board for their action. All assignments of individuals to extra responsibilities are subject to annual review by the building principals. Continued assignment of an individual in a given activity is the principal's decision.
4. The scope, variety, and extent of extracurricular activities is a policy decision and, therefore, shall be determined by the Board. There is no continuing commitment that the program of responsibilities as outlined and specified shall remain in effect.
5. The list of activities attached hereto does not necessarily mean that an appointment of a staff member is automatic. This is to say that any activity which cannot be supported by adequate pupil response will not be sponsored for that year.
6. A sports season is defined as the period beginning with the first permissible day for practice through and including the last scheduled contest including tournament participation.
7. Every teacher or staff member who assumes an extra responsibility assignment shall, as soon as the activity is organized, submit to the Assistant Superintendent of Human Resources through the appropriate supervisor, the following information: (a) the names of all participants, and (b) the beginning and ending dates of the activity including rehearsals, all practices, and preparation dates and times.

This regulation applies to all boys' and girls' intramural programs, athletics, music, dramatics, debate activities, swim and dance shows, and cheerleading.

8. The preparation and distribution of basic contracts for the ensuing school year shall not be contingent upon the completion of all assignments of teachers to extracurricular responsibilities. All assignments of extra responsibilities shall, when agreed upon by the teacher and the administrative staff, be formalized by a separate and supplemental contract. If the basic contract and the assignment for extra responsibility can be accomplished at one time, both contracts shall be issued simultaneously.
9. All payments for extra responsibilities less legally required deductions shall be made as soon as possible upon the conclusion of the assigned responsibility. In the case of athletics, assigned responsibilities shall include all pre and post season meetings, banquets, and equipment returns and equipment inventory. Request for payment shall be initiated by the coordinator of athletics, instructional supervisor, or appropriate administrator, channeled through the building principal, and submitted to the Assistant Superintendent of Human Resources for authorization to pay. No request for payment shall be honored without the successive recommendations and endorsements indicated above. Whenever possible, payment for differential responsibilities will be made throughout the length of the season/activity.
10. The administration shall attempt to fill the positions listed on the Differential Responsibilities Schedule on a voluntary basis. The Association shall encourage its members to volunteer for these positions. However, if a qualified volunteer is not available, the administration may assign teachers to the positions listed in Categories IA through IX of the Schedule provided that: (a) no teacher shall be involuntarily assigned to more than one assignment per year; (b) no teacher may be involuntarily assigned to the same extra-curricular assignment more than twice every three (3) years; (c) a teacher shall not be placed in an involuntary assignment during any semester in which the teacher is filling one other assignment on the Schedule on a voluntary basis; and (d) assignments shall be related to the teacher's training or experience.

F. Teacher's Salary Payments. A teacher will be paid the teacher's total salary over twelve (12) equal monthly payments starting in September.

Teacher pay for July and August will be received in separate direct deposits at the same time the June payment is made.

The paydates for each school year, shall be on the 15th of each month or the last teaching day prior to the 15th if it should fall on a weekend or a holiday. It is understood that variances to this procedure may be necessitated for June.

G. Board Payment of Required Medical Examinations.

The Board shall pay the costs examinations of all medical and other examinations required of a teacher by the Board. The Board shall not pay more than \$50.00 toward the cost of the pre-employment physical.

H. Individual Medical Insurance Coverage. Board shall provide individual medical insurance coverage under the District's Medical Benefit Plans. For the District's PPO plans, and HMO Illinois plans, the Board shall pay an amount equal to 95% of the premium for the duration of the Agreement for those teachers with a 1.0 full-time equivalency. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2012 or as mutually agreed to by the Board and the Association.

In all cases the teacher shall be responsible for the payment of the remaining cost of the premium.

I. Family Medical Insurance Coverage. The Board shall provide family medical insurance coverage under the District's Medical Benefits Plan. For the District's PPO Plans, and HMO Illinois Plans, the Board shall pay an amount equal to 88% of the premium for the duration of the Agreement for those teachers with a 1.0 full-time equivalency. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2012 or as mutually agreed to by the Board and the Association.

In all cases the teacher shall be responsible for the payment of the remaining cost of the premium.

J. Medical Insurance Premiums for Part-Time/Special Leave Teachers.

For all part-time teachers or teachers on a special leave of absence (less than 1.0 full-time equivalency) the Board shall pay a prorated amount of the percentages of the health insurance premiums stated in Section H and Section I in direct proportion to the contractual instructional assignment carried by the teacher.

K. Term Life Insurance Coverage. An amount equal to \$75,000.00 shall be provided by the Board for teachers. Optional additional group term life insurance shall be made available by the Board, if approved by the insurance carrier, in amounts of either \$50,000.00 or \$100,000.00. Teachers who select to purchase either of these optional additional amounts, shall be responsible for the full premium.

L. Additional Fringe Benefits. The Board shall provide a Section 125 flexible benefit plan contribution and an allowance for each teacher who was a member of the faculty prior to July 1, 2000, and who does not select family health insurance coverage for the duration of the contract. The flexible benefit plan contribution shall be \$1000 and the allowance shall be \$2350.

The flexible benefit plan contribution and the allowance shall be paid only in those years during which the teacher does not select family medical insurance. The allowance may be used toward the purchase of individual dental insurance, family dental insurance, additional Section 125 flexible plan benefits, optional term life insurance or other benefits mutually agreed to by the Board and the Association. Any unused portion of the allowance shall be paid to the teacher as salary.

Final fringe benefit selections shall be made by the anniversary date of the plan. Changes after that date shall be made in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

M. Section 125 Flexible Benefit Plan. The Board shall adopt a flexible benefit plan under the provisions of Section 125 of the Internal Revenue Code. The plan shall include premium conversion, medical reimbursement and dependent/child care provisions. To the extent provided by law, the plan may be used for the purchase of health and dental insurance, optional term life insurance offered by the District and other benefits mutually agreed to by the Board and Association.

N. Tax-Sheltered Annuities. The Board shall maintain a tax-sheltered annuity program.

O. Professional Dues. The Board shall reimburse each teacher up to \$100.00 annually for dues to professional organizations, not including the GEA, IEA, and NEA, or other similar teacher organizations. The dues shall be paid after July 1 and evidence of payment shall be submitted to the District Business Office by May 1 of the fringe benefit year. Any unused portion of the annual professional dues allowance shall be forfeited by the teacher.

P. Registration of Teaching Certificates/Licenses. The Board shall pay the cost of teacher certificate/license renewal up to \$100 for a 5 year renewal period. In the event the cost exceeds \$100, the Administration and GEA will meet to resolve the additional cost.

Q. Compensation for Short-Term Substituting. The compensation for a teacher substituting for an absent colleague as described in Section E of Article IV of this Agreement, shall be based on the hourly rate of pay of a teacher salaried at the MA Column, step 5, of the Professional Salary Schedule contained in Appendix A of this Agreement, rounded to the nearest dollar amount.

R. Compensation for a Sixth Class Assignment. A sixth class shall be additionally compensated at a rate of 15% of the teacher's teaching salary.

S. Compensation for Summer School Employment. The compensation for a teacher employed in the summer school session shall be an hourly rate equivalent to 1/6 of the per diem pay of a teacher salaried at the BA +15 Column, step 1, of the Professional Salary Schedule contained in Appendix A of this Agreement, for the school year preceding the summer school session, rounded to the nearest dollar amount.

T. Salary Schedule Advancement/Compensation for Part-Time Teachers. Part-time teachers or teachers on a special leave of absence will advance on the salary schedules when the sum of their partial instructional assignments equals or exceeds a 1.0 FTE.

U. Individual Disability Insurance Coverage. The Board shall provide full individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the individual teacher. Overall coverage under the disability insurance program shall be maintained at not less than the coverage in effect as of September 1, 2007, or as mutually agreed to by the Board and the Association.

V. **Domestic/Civil Partner Coverage.** Eligible same sex domestic partners and partners in a legally certified civil union shall be entitled to the same health and dental insurance coverage as provided to the other bargaining unit members.

To be eligible for coverage as partners in a civil union, the District employee must produce proof of registration as a civil union from the county of residency.

To be eligible for coverage as same-sex domestic partners, the District employee must meet the eligibility criteria and complete the required affidavit (including providing required supporting documentation) found on the District website.

Criteria for insurance coverages under this provision will be governed by the District Insurance Plan Document.

W. **Longevity Pay.** Teachers who would be on the equivalent of Step 25 of the salary schedule will receive an annual longevity stipend of \$500 subject to the requirements of Board Policy 6110.

ARTICLE XIV. NEGOTIATIONS PROCEDURES

A. Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a teacher, as herein defined, as its representative.

B. Negotiations shall begin no later than February 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.

C. During negotiations agreed-upon materials shall be prepared for the Board and the Association and initialed prior to the adjournment of the meeting at which such agreement was reached.

D. When the Association and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

E. **Impasse procedures.**

1. An impasse occurs after both parties have considered the proposals and counter-proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.

2. When an impasse has been declared, the Federal Mediation and

Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one (1) party shall be considered a joint request.

3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and re-evaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party.

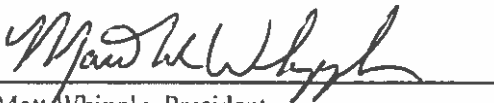
4. The mediator shall have no authority to make recommendations to either party or the public.

5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

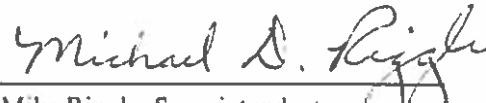
ARTICLE XV. TERM OF THE AGREEMENT

This official Agreement shall become effective July 1, 2013 and remain in effect until June 30, 2016. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.



Matt Whipple, President
Glenbrook Education Association



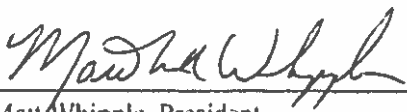
Mike Riggle, Superintendent
Glenbrook High School District #225

MEMORANDUM OF UNDERSTANDING: Compensation

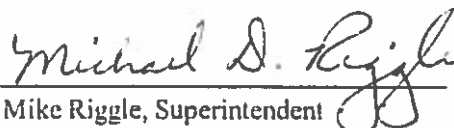
The District #225 Board of Education and the Glenbrook Education Association (GEA) have reached an agreement regarding compensation as set forth in this Memorandum as follows:

1. All teachers employed through the 2013-2014 school year will remain on the 21-step schedule (teacher 1) with the exception of those noted in "2" below.
2. Any teacher who is currently on the "grand-fathered" old 20-step schedule (teacher 2) shall remain on that schedule until the year after the teacher reaches Step 20. The teacher will then be placed on Step 21 of the 21-step schedule (teacher 1).
3. During the 2013-2014 school year, the GEA and Board team will meet to discuss the creation of a new salary schedule (teacher 3) for teachers hired for the 2014-2015 and 2015-2016 school years. All teachers hired for the 2014-2015 and 2015-2016 school years will be placed on the new salary schedule (teacher 3).
4. The same base salary percentage increases applied to the 21-step schedule (teacher 1) shall be applied to the "grandfathered" 20-step schedule (teacher 2) and the new schedule (teacher 3).

This Memorandum of Understanding shall expire upon the expiration of this Agreement: June 30, 2016.



Matt Whipple, President
Glenbrook Education Association



Mike Riggle, Superintendent
Glenbrook High School District #225

APPENDIX A
GLENBROOK HIGH SCHOOLS
OFFICE OF HUMAN RESOURCES
Teacher Salary Schedule
2013-2014

180 Day Schedule for 2014							
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
1	53,716	56,438	59,911	62,220	64,536	66,855	69,174
2	55,324	58,692	62,307	64,708	67,116	69,525	71,941
3	57,736	61,097	64,955	67,355	69,760	72,168	74,567
4	60,033	63,401	67,481	69,882	72,286	74,701	77,111
5	63,155	66,522	70,847	73,249	75,647	78,055	80,465
6	65,558	68,921	73,491	75,892	78,301	80,701	83,098
7	67,956	71,325	76,138	78,547	80,950	83,348	85,741
8		74,332	79,385	81,787	84,195	86,597	89,001
9			82,025	84,434	86,840	89,246	91,649
10			84,679	87,082	89,488	91,895	94,290
11			87,316	89,725	92,135	94,540	96,945
12			90,021	92,380	94,901	97,193	99,607
13			92,722	95,023	97,652	99,835	102,250
14			95,412	97,780	100,387	102,530	105,012
15			98,179	100,516	103,198	105,298	107,742
16			100,927	103,331	105,982	108,141	110,543
17			103,753	106,122	108,846	110,953	113,416
18			106,555	108,988	111,675	113,837	116,253
19			109,432	111,821	114,578	116,685	119,158
20			112,278	114,727	117,443	119,602	122,019
21			115,195	117,596	120,261	122,582	125,077

APPENDIX B
GLENBROOK HIGH SCHOOLS
OFFICE OF HUMAN RESOURCES
Teacher Grandfathered Salary Schedule
2013-2014

180 Day Grandfathered Schedule for 2014							
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
15			99,446	101,904	104,359	106,807	109,254
16			102,139	104,604	107,046	109,499	111,949
17			104,833	107,301	109,733	112,203	114,670
18			107,537	109,986	112,440	114,890	117,338
19			110,227	112,684	115,139	117,592	120,051
20			115,089	117,571	120,079	122,582	125,077

APPENDIX C

COMPENSATION FOR DIFFERENTIAL RESPONSIBILITIES GLENBROOK HIGH SCHOOLS 2013-2014

Activity	Activity
<p>Category IA: Head Debate Coach</p> <p>Category I: Head Varsity Basketball – B Head Varsity Basketball – G Head Varsity Football Head Varsity Track – B Head Varsity Track – G</p> <p>Category II: Head Varsity Baseball Head Varsity Soccer – B Head Varsity Soccer – G Head Varsity Softball Head Varsity Swimming – B Head Varsity Swimming – G Head Varsity Wrestling Marching Band Director</p> <p>Category III: Assistant Coaches: Basketball – B (4) Basketball – G (4) Football – Head Freshman Football – Head Sophomore Football – Varsity (4) Track – B & G Combined (7)</p> <p>Cheerleader Sponsor Pompon Sponsor - Competitive Head Glenbrook United - District Head Individual Events Coach Head Math Team Sponsor Head Varsity Cross Country - B Head Varsity Cross Country - G Head Varsity Gymnastics – B Head Varsity Gymnastics - G Head Varsity Lacrosse – B Head Varsity Lacrosse – G Head Varsity Volleyball – B Head Varsity Volleyball – G Music Show Director</p> <p>Category IV: Assistant Coaches: Baseball (4) Debate (3) Football (5) Soccer – B (5) Soccer – G (4) Softball (4) Swimming – B (3) Swimming – G (3) Wrestling (3)</p> <p>Assistant Marching Band Director Head Varsity Badminton Head Varsity Bowling Head Varsity Golf – B Head Varsity Golf - G</p>	<p>Category IV (continued) Head Varsity Tennis – B Head Varsity Tennis – G Head Varsity Water Polo – B Head Varsity Water Polo – G Modern Dance Show Director Newspaper Sponsor Pompon Sponsor -Non-Competitive Radio T/V Director (2) Variety Show Director Yearbook Sponsor</p> <p>Category V: Assistant Coaches: Cross Country - B (1) Cross Country - G(1) Glenbrook United - District Gymnastics – B (2) Gymnastics – G (2) Individual Events (4) Lacrosse – B (3) Lacrosse – G (3) Math Team (4) Volleyball – B (3) Volleyball – G (3)</p> <p>Assistant Director of Musical Show Assistant Cheerleader Sponsor (2) Assistant Pompon Sponsor - Competitive</p> <p>Category VI: Assistant Coaches: Badminton (2) Bowling (1) Golf – B (1) Golf – G (1) Tennis – B (2) Tennis – G (2) Water Polo – B (1) Water Polo – G (1)</p> <p>Assistant Director of Modern Dance Show Assistant Director of Variety Show Assistant Pompon Sponsor - Non-Competitive Play Director (3) Senior Class Coordinator</p> <p>Category VII: Advanced Choral director Assistant Director of Play (4) Concessions Head DECA/BPA Sponsor Junior Class Coordinator</p> <p>Category VIII: Freshman Class Coordinator Sophomore Class Coordinator Literary Magazine Sponsor (Required 2 Issues)</p> <p>Category IX: Assistant DECA/BPA Sponsor FCC Radio Responsibilities (1/2 position) Life Saving Director</p>

APPENDIX D

COMPENSATION FOR DIFFERENTIAL RESPONSIBILITIES					
2013-2014					
	CATEGORY				
Step	IA	I	II	III	IV
1	\$ 9,411	\$ 7,714	\$ 6,927	\$ 6,148	\$ 5,538
2	\$ 9,936	\$ 8,238	\$ 7,446	\$ 6,669	\$ 6,066
3	\$ 10,733	\$ 8,899	\$ 8,040	\$ 7,201	\$ 6,549
4	\$ 11,484	\$ 9,523	\$ 8,603	\$ 7,706	\$ 7,006
5	\$ 12,286	\$ 10,192	\$ 9,201	\$ 8,245	\$ 7,499
6	\$ 13,148	\$ 10,902	\$ 9,848	\$ 8,820	\$ 8,024
7	\$ 14,066	\$ 11,667	\$ 10,539	\$ 9,439	\$ 8,585
8	\$ 15,052	\$ 12,484	\$ 11,280	\$ 10,100	\$ 9,188
Step	V	VI	VII	VIII	IX
1	\$ 4,706	\$ 3,921	\$ 3,399	\$ 2,873	\$ 1,954
2	\$ 5,226	\$ 4,445	\$ 3,921	\$ 3,399	\$ 2,225
3	\$ 5,643	\$ 4,790	\$ 4,236	\$ 3,668	\$ 2,398
4	\$ 6,040	\$ 5,129	\$ 4,536	\$ 3,921	\$ 2,564
5	\$ 6,461	\$ 5,486	\$ 4,854	\$ 4,197	\$ 2,745
6	\$ 6,916	\$ 5,873	\$ 5,192	\$ 4,497	\$ 2,938
7	\$ 7,398	\$ 6,285	\$ 5,555	\$ 4,811	\$ 3,140
8	\$ 7,914	\$ 6,726	\$ 5,944	\$ 5,143	\$ 3,358

APPENDIX E

GUIDELINES FOR ACADEMIC ATTAINMENT COURSEWORK

1. Rationale:

Coursework submitted for academic attainment must be within the teacher's current professional assignment, general area of instruction, or otherwise be of value to the district.

All applications must include a written rationale that explains how the course(s) or degree program is within the teacher's current professional assignment, general area of instruction, or otherwise of value to the district.

2. Requirements:

Submissions for academic attainment must be within the teacher's current professional assignment, general area of instruction, or otherwise be of value to the district and can be made in three ways:

- A. A graduate degree program; OR
- B. A non-degree licensure/endorsement program or a focused grouping of classes; OR
- C. A single course

3. Standards: Courses submitted for academic attainment must meet the following minimum standards:

A. A course must meet the standards as outlined in Article XIII, Section C of the Negotiations Agreement between the District #225 Board of Education and the Glenbrook Education Association (GEA). In addition the credits must be earned at an approved College or University as described below.

B. College and University course credit will be composed of graduate courses, but credit for undergraduate work may be granted based on the rationale provided by the teacher.

C. College and University Coursework. The coursework may be completed on campus or by distance learning. The credits hereunder must be earned at institutions which are accredited by at least one of the bodies noted below:

- 1. National Council of Accreditation of Teacher Education
- 2. North Central Association of Schools and Colleges

3. Middle States, Association of Colleges and Schools
4. New England Association of Colleges and Schools
5. Northwest Association of School and Colleges
6. Southern Association of Colleges and Schools
7. Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

*Note: A course that meets the above requirements is subject to pre-approval.

- D. The teacher must earn a minimum grade of “B” if the course is to be applied toward Academic Attainment. (Upon appeal, a grade of “C” may be accepted for credit by the Academic Attainment Committee. A pass/fail grade can only be credited toward a teacher’s advancement on the salary schedule if part of an approved degree program.
- E. Courses taken for Academic Attainment must meet the Carnegie unit requirement of 15/16 hours of instruction for each academic credit earned.
- F. Online courses or degreed programs must:
- meet the standards of academic attainment that are applied to traditional course offerings,
 - be recognized on the approved university’s official transcript,
 - be interactive through e-mail, audio/video conferencing, and/or face-to-face interaction with the instructor and class members.
- G. Audio or video courses cannot be accepted for Academic Attainment.
- H. Graduate or undergraduate courses focused on supportive topics (i.e. stress management, gang awareness, classroom management, coaching, learning styles, behavioral issues, etc.) are limited to six (6) semester hours per lane change. Typically these courses are not part of a degreed program.
- I. Credits that may be offered in conjunction with an approved professional leave may not be applied to advancement on the salary schedule unless the teacher bears the full cost of the professional development activity. Any professional leave activity approved by and paid for by the district is not eligible for Academic Attainment credit. Any credit offered through a professional leave activity which occurs during the regular school day, even if paid for separately by the teacher, is not eligible for Academic Attainment.

4. Academic Attainment Committee

The committee will be comprised of the Administrator of Human Resources; the Associate Principals for Curriculum; and a GEA representative from North and South. If an Off-Campus teacher requests an appeal, an Academic Attainment Committee member for Off-Campus will be seated.

In the event that a request for academic attainment is denied, a written rationale shall be provided to the teacher. The Academic Attainment Committee will provide an appeal option for teachers whose requests for Academic Attainment course approval have been denied. In the event of an appeal, the aforementioned rationale will be provided to the Academic Attainment Committee.

APPENDIX F

MEMORANDUM OF UNDERSTANDING: Medical Insurance Cost Containment Committee

Whereas the Board of Education and the Glenbrook Education Association (GEA) agree that there is a mutually beneficial need to contain the increases in medical insurance costs, the Board and the GEA agree to establish a medical insurance cost containment committee.

The committee shall be composed of three (3) members appointed by the Superintendent and three (3) members appointed by the President of the GEA. The committee shall be chaired by the Assistant Superintendent for Business Affairs.

The committee shall convene at least twice during the school year. The committee shall have its first meeting in the winter and its second meeting in the spring.

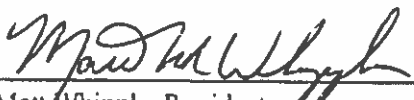
The committee shall seek representation from the Glenbrook Educational Support Staff Association (GESSA), the Glenbrook Educational Support Paraprofessional Association (GESPA) and representatives from non-unionized support groups.

The committee shall examine such topics as those contained in the following list:


- 1) a review of the prescription drug plans,
- 2) a review of the procedures for setting insurance premiums,
- 3) benefit costs and utilization rates,
- 4) potential savings and enhancements, and
- 5) deductibles and co-pays.

Implementation of the committee recommendations shall require the approval of the Board and the GEA.

It is understood that the Board retains the sole right to determine premiums.



Matt Whipple, President
Glenbrook Education Association



Mike Riggle, Superintendent
Glenbrook High School District #225


APPENDIX G

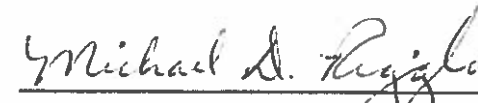
Special Education / Off-Campus / Transition

MEMORANDUM OF UNDERSTANDING: Special Education

The District #225 Board of Education and the Glenbrook Education Association (GEA) have reached an agreement as set forth in this Memorandum as follows:

1. Caseloads will be determined through resource classes when possible;
2. Case management is the 6th assignment for special education teachers;
3. Teachers and related service providers in special education will be granted one full day of release for legal paperwork;
4. Teachers will not be required to administer medication to students;
5. Teachers will not be required to go to students' homes for supportive aggressive attendance.


Matt Whipple, President
Glenbrook Education Association


Mike Riggle, Superintendent
Glenbrook High School District #225

APPENDIX H

Parent Conference Night:

MEMORANDUM OF UNDERSTANDING: GBS Parent Conference Nights

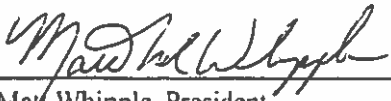
The District #225 Board of Education and the Glenbrook Education Association (GEA) have reached an agreement as set forth in this Memorandum as follows:

Whereas there is a desire to explore alternatives for Glenbrook South's Individual Parent Conference nights, the Board and the GEA agree to establish a committee to examine such alternatives.


The committee shall be composed of five (5) members appointed by the Building Principal and five (5) members appointed by the President of the GEA.

The number of conference nights shall not be reduced, nor shall additional conference nights be added to the current contractual requirement. The provision of a late arrival morning after a third parent conference night shall be maintained.

Any modification to the current conference night approach would be implemented in the 2014-2015 school year based on mutual agreement between the Board and the Association.



Max Whipple, President
Glenbrook Education Association



Mike Riggle, Superintendent
Glenbrook High School District #225

APPENDIX I

Fair Share

The following provisions shall apply to all Glenbrook teachers within the bargaining unit defined by this Agreement whose first teaching position within the Glenbrooks commences after July 1, 1999.

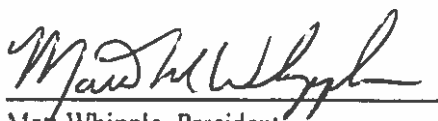
1. Teachers who are not members of the Association, and whose first teaching position within the District commences after July 1, 1999, shall, commencing sixty (60) days after their first full day of work, pay a fair share fee to the Association for the costs of the services rendered by the Association that are chargeable to non-members under state and federal law. Such fair share fees shall be deducted by the Board from the earnings of non-members and remitted to the Association.
2. The Association agrees to assume responsibility to insure full compliance with the requirements of the United States Supreme Court and the Illinois Educational Labor Relations Board with respect to the rights of fair share fee payors. Accordingly, the Association agrees to:
 - a) Give timely notice to fair share fee payors in the amount of the fee and an explanation of the basis for the fee, including the major categories of expenses.
 - b) Advise fair share fee payors of an expeditious and impartial decision-making process whereby fair share fee payors can object to the amount of the fair share fee.
 - c) Place the amount reasonably in dispute into an escrow account pending resolution of any objections raised by fair share fee payors to the amount of the fair share fee.
3. It is specifically agreed that any dispute concerning the amount of the fair share fee and/or the responsibilities of the Association with respect to fair share fee payors shall not be subject to the grievance and arbitration procedure set forth in this Agreement.
4. Non-members who object to this fair share fee based upon either bona fide religious tenets or teaching or a church or religious body, as provided in Section 11 of the Illinois Educational Labor Relations Act, shall pay an amount equal to such fair share fee to a non-religious charitable organization in accordance with the rules and regulations of the Illinois Educational Labor Relations Board.
5. The Association shall indemnify and save harmless the employer from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the Board of Education for the purpose of complying with the provisions of this Appendix.
6. The Association and the Board agree to work cooperatively to develop procedures to implement the provisions of this Appendix.

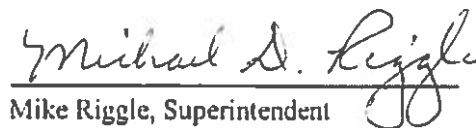
APPENDIX J

MEMORANDUM OF UNDERSTANDING: Pension or Legislative Change

The District #225 Board of Education and the Glenbrook Education Association (GEA) have reached an agreement as set forth in this Memorandum as follows:

If, during the life of this agreement, legislation is enacted which affects Teacher pensions or other wages, hours or terms and conditions of employment, the Board and the GEA negotiations teams will meet to discuss the impact of any such changes. The teams may then agree to modify the terms of this Agreement, provided, however, that any such modification must be by mutual agreement of the Board and the GEA membership.


Matt Whipple, President
Glenbrook Education Association


Mike Riggle, Superintendent
Glenbrook High School District #225

MEMORANDUM OF AGREEMENT

The District 225 Board of Education and Administration and the Glenbrook Education Association agree that Article XI, Section F entitled "Personal Leave" in the collective bargaining agreement for the period of July 1, 2013 to June 30, 2016 is incomplete due to language that was inadvertently omitted during the process to review and publish the agreement. The language below is the full and correct language for Article XI, Section F.

The parties agree that the language listed below is the full and complete language for Article XI, Section F for the term of the current collective bargaining agreement.

F. Personal Leave. Each teacher shall be eligible for two (2) days of personal leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods. Annually all unused personal days will be transferred to the personal leave bank. Any days, in excess of three, in a teacher's personal leave bank shall be transferred to sick leave. Upon termination/retirement, all unused accumulated personal days will be reported to the Teacher Retirement System for service credit upon the teacher's retirement.

Application for personal leave with pay shall be made in writing by the teacher through the teacher's supervisor to the principal. The application shall be made at least one week before taking said leave, if possible.

In the event of an emergency, notice shall be provided as soon as possible so that the school can make appropriate arrangements to cover the absence. A statement setting forth the nature of the emergency shall be submitted in writing to the principal immediately upon return to school.

All such applications shall be subject to the approval of the principal.

It shall be the practice that no leaves be taken under this section on the day before or day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

Personal leave in excess of two (2) days per year may be approved by the Superintendent in unusual circumstances. However, no more than five (5) personal leave days shall be approved during any school year. Personal leave days used in excess of the two (2) days approved each year shall be: a) deducted from accumulated personal leave, or b) paid back at the rate of one (1) day per year from the two (2) days allotted.


Unless approved by the Superintendent, a teacher who owes personal leave days from the previous school years cannot borrow additional personal leave days in the following school years until all borrowed days have been repaid.

Personal leave may be accumulated from year to year up to a maximum of three (3) days.

When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for personal leave.

In addition, the District 225 Board of Education, Administration and the Glenbrook Education Association agree that the following language contained in Article XIII, Section C, Paragraph 3 of the collective bargaining agreement between the GEA and the Board of Education should be omitted from the agreement. See below.


Courses submitted for academic attainment must meet the minimum standards as outlined in Board Policy: Academic Attainment.



Matt Whipple, President
Glenbrook Education Association

11/6/2013

Date



Mike Riggle, Superintendent
Glenbrook High Schools, District #225

11/6/2013

Date



Elaine Geallis <egeallis@glenbrook225.org>

Google Summit

Tuescher, Nicole L <Nicole.Tuescher@edinaschools.org>
To: "foia@glenbrook225.org" <foia@glenbrook225.org>

Thu, Nov 7, 2013 at 3:56 PM

To Whom It May Concern:

We are hoping to get a copy of the contract you have entered into with Google or its agent to host the Google Summit at Glenbrook North High School. Please let me know if this request is not possible.

Thanks,

Nicole

Nicole Tuescher

Manager of Human Resources

Edina Public Schools

5701 Normandale Road

Edina, MN 55424

(952) 848-4911 (phone)

(952) 848-3901 (fax)

email: nictuescher@edina.k12.mn.us

If the information in this email relates to an individual, it may be private data under state or federal privacy laws. This individual private data should not be reviewed, distributed, or copied by any person other than the intended recipient(s), unless otherwise permitted under law. If you are not the intended recipient, any further review, dissemination, distribution, or copying of this electronic communication or any attachment is strictly prohibited. If you have received an electronic communication in error, you should immediately return it to the sender and delete it from your system. Thank you for your compliance.



Elaine Geallis <egeallis@glenbrook225.org>

11.07 Tuescher FOIA response

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Fri, Nov 15, 2013 at 1:17 PM

To: Nicole.Tuescher@edinaschools.org

Cc: Elaine Geallis <egeallis@glenbrook225.org>

Dear Ms. Tuescher,

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. on 11/7/13 you requested the following information:

- a copy of the contract you have entered into with Google or its agent to host the Google

Summit at Glenbrook North High School.

Please be advised that:

We haven't signed a contract at this point. We have an agreement to do the event and there is no official contract.

We provided the space at no cost due to the donation of a percentage of seats for free.

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
Glenbrook High School District 225
3801 West Lake Avenue
Glenview, IL 60026