

COLLECTIVE BARGAINING AGREEMENT

Language and Compensations For

2023-2024

2024-2025

2025-2026

Between

BOARD OF EDUCATION

BARTONVILLE PUBLIC SCHOOL DISTRICT #66

And

BARTONVILLE EDUCATION ASSOCIATION

IEA-BEA

BARTONVILLE GRADE SCHOOL



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BARTONVILLE PUBLIC SCHOOL DISTRICT #66 BARTONVILLE, ILLINOIS

BOARD OF EDUCATION POLICY STATEMENT

PREAMBLE

In order to facilitate communications and understanding the School Board of District #66 enters into an agreement with certified personnel with the ultimate aim of improved education for all students in District #66.

ARTICLE 1

POLICY PROFESSIONAL NEGOTIATIONS

- 1.1** The Board of Education shall at all times exercise its final authority as granted by law, to establish policy in all matters relative to the conduct of the school but assures the right of certified personnel to constructively suggest their ideas on appropriate matters without fear of reprisals.
- 1.2** The Board of Education of District #66 hereby directs that an orderly procedure for professional negotiations be established whereby the suggestions and recommendations of the established staff can be communicated to the Board by the duly authorized members of the Association. In view of this policy for purposes of professional negotiations, the Board shall recognize the right of that group of teachers, which represents a majority of the teachers, to delegate three (3) of its members and their designated IEA union representative to negotiate with the three (3) authorized members of the Board. Either party may appoint a representative of its choice in place of one of the members.

The teacher representatives so recognized shall be the sole and exclusive negotiating agent of all teachers in the negotiating unit. Nothing herein contained shall abridge the right of individual teachers and minority teachers group to present their view and recommendations to the Board provided that professional negotiations shall be conducted only with the recognized teacher group.

1.3 DEVELOPMENT OF PROCEDURES

The Superintendent and the teacher representatives shall cooperatively develop procedures for the orderly conduct of professional negotiations. Following ratification of such procedures by the recognized teachers and upon the affirmative vote of a majority of the full Board, the Board shall adopt a resolution setting forth said procedures.

1.4 CAUCUS

Upon the request of either party, the negotiations meeting shall be recessed to permit the parties to caucus.

1.5 MEETING AREAS

The teachers or their representatives may request the use of designated areas for meetings, upon approval of the Superintendent, provided that when special custodial services are required, the School Board may make a reasonable charge thereof.

1.6 CONSULTANTS

The parties may call upon professional and lay consultants. The expense of such consultants shall be borne by the party requesting them. Consultants are not to be present at the negotiation meetings.

1.7 SUBMISSION OF ISSUES

Issues proposed for negotiation shall be submitted in writing to the recognized DELEGATION to the Superintendent or by the Superintendent to the spokesman of the DELEGATION of his designated representative between March 1 and March 15 of any year. A mutually convenient meeting date shall be set no later than March 15, unless all parties agree to a later date. Meetings shall be held as necessary at times and places agreed to by both parties. Prior to the beginning of negotiations, the Superintendent, Board representative or both, and the designated representatives of the Teachers, shall cooperatively develop and adopt an agenda listing those issues which shall be negotiated. Upon adoption of said agenda, no issue shall be added to the agenda for negotiation without the consent of the Superintendent or the Board representative and the representatives of the DELEGATION.

1.8 NEGOTIATION TEAMS

Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a classroom teacher of Bartonville District #66 as it representative. All negotiations shall be conducted exclusively between said teams.

1.9 NEGOTIATION MEETINGS

The Board representatives shall meet at reasonable times with representatives of the Association for the purpose of affecting a free exchange of facts, opinions, proposals counter-proposals, and of reaching tentative agreement which shall be presented to the Board and Association respectively for ratification in a sincere effort to reach mutual understanding and agreement on all matters submitted.

All parties are obligated to deal openly and fairly with each other on all matters and to sincerely endeavor to reach agreement on items being negotiated and to conduct such negotiations in good faith, but such obligation does not compel

either party to agree to a proposal or require the making of a concession. Such meetings shall not be conducted during the regular school day when students are in attendance.

1.10 EXCHANGE OF INFORMATION

The Superintendent shall make all information available to the Association, upon reasonable request, that is pertinent to the issue under negotiations. The Association shall make all information available to the Superintendent, upon reasonable request, that is pertinent to the issue under negotiations.

ARTICLE 2
RECOGNITION AND EXCLUSIVE REPRESENTATIVE STATUS

- 2.1** The Bartonville School Board, District #66, recognized the Bartonville Education Association-IEA/NEA pursuant to the terms of the Illinois Educational Labor Relations Act as the sole and exclusive collective bargaining representative of all full-time and part-time contractual and certified teachers employed by the district.

This certification was received from the Illinois Educational Labor Relations Board and dated October 4, 1985, under Case No. 84 RC 1079C.

The term "employee" as used herein refers only to persons for whom the Association is the bargaining representative. The Bartonville Board of Education shall herein after be called the "Board." The "Association" shall be the group recognized by the Board for collective bargaining -- the IEA/NEA BARTONVILLE Education Association.

The Bartonville School Board will not collectively bargain during the term of this Agreement with any individual employee, group of employees, or other labor organizations, and the Association will not bargain with any employer other than the Bartonville School Board on behalf of the employees.

2.2 UNION DUES DEDUCTION AND REMITTANCE

At least fourteen days prior to the first payroll, the Association shall notify the District indicating the annual amount of dues for each employee category and certify a list of current employees it believes have consented to dues withholding for the upcoming year. If the persons for whom the District has on file a signed deduction form differ from the certified list provided by the Association, the District will notify the Association of the differences within seven days.

The District shall deduct union dues from any employee for whom the District has on file a current signed deduction authorization and shall remit the same to the Association within two business days of each payroll.

If an employee submits a signed document to the District or the Association indicating that he or she no longer wishes to have union dues deducted, the

District or the Association, as the case may be, shall notify the other and provide a copy of the same within two business days.

ARTICLE 3 DISCIPLINE

- 3.1** No employee shall be disciplined without reason or cause as specified in Section 24-12 and 10-22 of the School Code. An employee shall be entitled to have present a representative of the Association during any investigatory meeting which may reasonably be expected to lead to disciplinary action.
- 3.2** Actions for which the Illinois School Code provided redress shall be handled pursuant to the Code and not under the Grievance Procedure of this Agreement.
- 3.3** With regard to the non-renewal of employment of non-tenured probationary employees, it is not the intent of the parties to create hearing rights which are not provided in the Illinois School Code.

ARTICLE 4 LEAVES

- 4.1 WORK RELATED INJURY OR ILLNESS**

An employee who suffers an illness or injury in the course of employment and who collects Workers Compensation shall not have a reduction in his or her sick days. Such an employee may, however, receive full pay for each day of such absence by electing to utilize available sick days and by remitting to Bartonville Grade School all amounts received under the Workers' Compensation Act for temporary total disability. An employee who elects to collect a full day's pay by utilizing sick leave shall be charged for the use of sick days in proportion to the difference between the Workers' Compensation payment and a full day's salary. Thus, if the Workers' Compensation payment is two thirds (2/3) of the employee's salary, the employee will be charged with the use of one-third (1/3) sick day for each day of absence.
- 4.2 HEALTH AND SAFETY**

Employees shall not be required to work under conditions which are unusually unsafe or unhealthful.
- 4.3 SICK DAYS**

Employees shall be granted fifteen (15) sick days per school year accumulative to three hundred and forty (340) total days. The Board will furnish each employee annually with a written statement of his/her accumulated days.

4.4 PERSONAL DAYS

Certified staff members are granted two personal leave days per year to be used at the employee's discretion. Personal leave days may not be used for work stoppage. Any leave not covered in the negotiated agreement will be unpaid. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Superintendent 3 days in advance of the requested date.
2. No personal leave days may be used immediately before or immediately after a holiday unless prior approval is granted by the Superintendent or through motion of the Board of Education.
3. Personal leave may not be used in increments of less than one-fourth day.
4. Personal leave days are subject to a substitute's availability.
5. Personal leave days may not be used during the first and/or last 5 days of the school year unless granted permission per the Superintendent or through motion of the Board of Education.
6. Personal leave days may not be used on in-service and/or institute training days.
7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time.
8. At the end of the school year, any unused personal days shall transfer into accumulated sick days.

4.5 MUTUALLY AGREED LEAVES (more than 20 days)

Teachers may be granted leave of absence for more than twenty (20) days, but not to exceed one (1) school year, by motion of the Board; however, the Superintendent shall have the authority to grant a leave of absence without pay to an employee for good and sufficient reason, for a period not to exceed twenty (20) days in any school year (see 4.6).

Leave of absence for more than twenty days may be granted on the following conditions:

1. No employee shall receive any salary during the leave of absence.
2. If the employee desires to return to his/her position in the district, he/she shall be employed and assigned where an opening exists for which he/she qualifies.

3. Before the leave of absence is granted, the employee and Superintendent shall mutually agree upon a date in which the employee shall notify the Superintendent, at least one month before the expiration of such leave, of his/her desire to return.
4. Such leaves of absence will not adversely affect the employee's tenure with the District.
5. If the employee does not return to work within seven (7) calendar days from the agreed upon return date, the employee shall be deemed to have abandoned their position and employment will be terminated.
6. If a leave of absence is for more than one semester, the employee shall not move on the salary schedule (lane and step) for the year and shall return to the same lane and step when returning to the district. However, if the employee took the leave of absence to further his/her education, they will be granted movement on the salary schedule (lane and step), as if they had not taken the leave of absence, based on the classes they have taken.

4.6 MUTUALLY AGREED LEAVES (less than 20 days)

Teachers may request a "leave of absence without pay" provided they have used all of their personal days, they complete the "leave of absence without pay" form, and they provide a two-week notice. Exceptions to the two-week notice may be granted by the district superintendent for the appropriate reason(s). Any "leave of absence without pay" for less than 20 days may be granted by the district superintendent and does require Board approval.

4.7 BEREAVEMENT LEAVE

Employees shall be allowed up to four (4) days of paid bereavement leave in the event of a death in the immediate family or household. Immediate family is: Spouse, domestic partner, parent(s), children, father-in-law, mother-in-law, parents-in-law, sisters-in-law, brothers-in-law, legal guardians, sister, brother, grandparents, grandchildren, aunt, uncle, first cousin, niece or nephew. Employees may utilize Two (2) sick leave days to attend the funeral of a person who is not a member of the immediate family or household. Additional days may be granted at the discretion of the Superintendent in the event of necessary travel or other extenuating circumstances.

4.8 JURY DUTY-SUBPOENAED WITNESS

Any employee called for jury duty during working hours shall be excused from work. The employee will be paid his or her regular salary for the period of jury duty provided that he or she shall remit the per diem fee to Bartonville Grade School.

Any employee subpoenaed to testify during working hours in any judicial or administrative matter shall be excused from work. Employees subpoenaed to testify in work-related cases (for example, child abuse cases wherein the employee is called to testify concerning observations of the child at school) will be paid their normal salary for time away from school. Employees will not be paid for time spent in labor arbitration between the parties whether or not they have been subpoenaed. The Superintendent shall have the discretion of determining whether an employee subpoenaed to testify in a non-work related case (such as a divorce proceeding or a personal injury action) will receive his or her regular salary for time away from work, provided that in each case where leave with pay is granted, the employee shall reimburse Bartonville School District for the cost of hiring a substitute when necessary. In all cases where an employee received Bartonville salary for time spent as a subpoenaed witness, Bartonville shall be entitled to the witness fee tendered with the subpoena.

ARTICLE 5 WORKING CONDITIONS

5.1 PROFESSIONAL MEETINGS OR VISITATIONS

Employees may request attendance at professional meetings. All requests to attend professional meetings or conventions must be submitted to the Superintendent for approval no less than four (4) weeks in advance.

5.2 TUITION REIMBURSEMENT

Upon evidence (transcript) of successful completion of any ***Board pre-approved course***, the employee shall be reimbursed for the cost of the course up to a maximum of \$150 per semester hour. Each employee will be guaranteed a minimum of \$450 and a maximum of \$1350 per contract year for college tuition reimbursement. Prior approval in an accredited program related to and benefitting District #66 must be obtained by staff member prior to specific course approval. However, if an employee has obtained his or her Master's degree, they may take classes that are not part of a program but must receive prior approval in order to receive reimbursement as outlined in this section. If the District requests an employee take a specific class or participate in a specific program, the District will reimburse all costs.

5.3 MORNING SUPERVISION

In effort to maintain the safety of the children and order on district grounds before school begins, the parties agree that ALL District #66 teachers will be stationed in classrooms/at door posts at 7:50am on the morning of each student attendance day. In no event shall any teacher be assigned any morning supervision duty in connection with the morning breakfast program. This duty shall extend, without exception, to all full and part time certified teachers and aides who, in the normal course of their duties, are required to report for work prior to the beginning of the student instructional day and are not barred from such duty by contractual agreements with SEAPCO.

5.4 ATTENDANCE AT EVENTS OUTSIDE TEACHING DAY

Teachers will be allowed to leave at 3:00 p.m. in order to attend the events listed below.

1. Open House/Meet the teacher – required attendance
2. Winter/Spring concerts if a teacher has students who are participating – required attendance
3. Teacher meetings – Required staff and team meetings will be limited to no more than 5 per month (excluding SIP, Institute, committee, and “heat” day meetings).
4. Promotion ceremonies – required unless ceremonies are scheduled on Saturday or Sunday
5. On days that teachers are not granted their traditional “duty free” lunch such as, but not limited to, field trips. Notification of early departure must be cleared through office.
6. Any time a teacher is required to return to school for an evening event.

For teachers who do not have a regular classroom and meet with students from several grades, attendance is required for 4 of the 5 events. All teachers are required to attend Parent Teacher conferences.

5.5 SCHEDULING

The Board will make its best efforts to equalize the ratio of planning to instructional/supervision time among all staff and between the K-5 and 6-8 grade levels. The Association will receive a copy of the master schedule within five (5) days of its adoption by the Board.

5.6 NOTIFICATION OF ASSIGNMENTS

All teachers shall be notified of their tentative teaching assignments by the building principal, or designee, before the final day of school when possible. If there is any change in teaching assignments, the teacher will be notified as soon as possible of the change. “Assignments” as referred to in the paragraph are defined as classes to be taught.

5.7 CLASS SIZE

Classroom sizes will cap at the following numbers:

- K-2 Classrooms: 28 students
- 3-5 Classrooms: 29 students
- 6-8 Classrooms: 30 students

These numbers include regular education and special education students who are receiving instruction from the classroom teacher. If any class reaches its cap, it will be split. Support will be provided for the classroom teacher until a new teacher is hired.

*Special classes (music, PE, tech, etc.) will have a cap of 40 students per class period. Every effort will be made to stay within those numbers. If it does not, support will be provided for that class by the District.

*CC teachers shall be given no more than 20 IEPs to manage. The District will also provide 1 sub-day per semester to work on IEPs.

5.8 CLASS SIZE/LOAD COMMITTEE

A committee consisting of at least 2 BEA and 2 Administrators/Board members shall meet after each NWEA/MAP assessment (3 time per year) to analyze current topics related to class size/load, including but not limited to staffing, physical space, scheduling, and workload.

5.9 WORKDAY

The certified teacher workday begins at 7:45am and ends at 3:25pm. All certified teachers are required to be stationed in, or just outside classroom doors at 7:50am. Teachers will be allowed to leave early for appointments without loss of sick or personal time if the following criteria are met:

1. Administration is notified
2. If leaving prior to 2:10 p.m. a ¼ day sick/personal time will be assessed
3. If leaving after 2:10, no sick/personal time will be deducted as long as coverage of the teacher's class is done on a voluntary basis with no additional cost to the district.

5.10 INTERNAL SUBSTITUTIONS

Teachers will be paid thirty-dollars (\$30.00) per hour taught for **administrative-initiated** internal substitution which causes teachers to miss their regularly scheduled preparation period. Teacher-initiated internal substitution will not result in any additional pay.

5.11 SENIORITY AND REDUCTION IN FORCE

RIF procedures shall be developed in accordance with ILCS 5/24-12 and SB 7 (PA 9708), by the joint district and the association RIF committee. The RIF committee shall consist of 2 representatives from the District and 2 representatives from the Association. This committee must meet annually to review RIF procedures. Current procedures and job descriptions will be published on the district website by May 10th of each year.

By February 1 of each school year, the District will post a seniority list. This list will only contain employee's seniority, certifications, and qualifications.

Order of layoff – Each year, the Employer shall establish the Sequence of Honorable Dismissal List, categorized by positions and the groupings established pursuant to section 24-12 of the School Code, and distribute the list as directed by statute at least

75 days before the end of the school term. If reductions in Employees or teaching positions occur, Employee shall be laid off in accordance with the Sequence of Honorable Dismissal List. Within Groups 3 and 4, any ties will be decided based on seniority, i.e., shortest in length of service first, provided the remaining Teachers have the necessary qualifications and certifications to properly fill the remaining positions. Seniority for the purpose of this provisions shall be determined by the length of continuing service within the District.

Recall of Teachers – If a vacancy occurs within one (1) calendar year from the beginning of the school term following the term in which the layoff occurs, the Employer shall first offer employment to the dismissed Employees in the order outlined in section 24-12(b) of the Illinois School Code.

- A teacher may accept or reject a position of lesser contract terms and still retain recall rights to a position equal to one from which the teacher was dismissed.
- A teacher's failure to respond to an offer of a position under this section within fifteen (15) calendar days after receipt of the Board's registered letter to the teacher's most recent address will result in termination of the teacher's rights to recall.

Tiebreaking Procedure – In the event District seniority is equal between employees, the following procedures are to be utilized as a tiebreaker:

- 1) The teacher with the greater total employment service to the District will be retained.
- 2) If the tie remains, the teacher with the greater number of areas of certification pertinent to the needs of the District will be retained.
- 3) If the tie remains, the teacher with the most graduate credits beyond the Bachelor's Degree will be retained.
- 4) If the tie remains, the teacher with the greater number of total years of teaching experience (including teaching experience outside the district) will be retained.
- 5) If the tie remains, the teacher to be retained will be determined by the Board of Education.

Other – Other matters with regard to layoff and recall will be governed by School Code 24-11 and 24-12.

5.12 EVALUATIONS

1. By the first day of student attendance, district administration shall inform each certified staff member that they are to be evaluated that school year. The procedures, standards and instruments to be used will also be shared.
2. Each tenured staff member shall be evaluated at least once every two years and all non-tenured teachers shall be evaluated annually.
3. The primary purpose of employee evaluation shall be the improvement of teaching/educational skills and all evaluation shall be conducted in good faith to this end and in accordance with the provisions of this agreement.
4. The teacher will complete the preconference form, prior to each formal observation. A preconference will be scheduled to go over the form.
5. A mandatory post conference will be held within ten (10) school days of the observation.
6. Non-tenured teachers will have their first observation before November 15th with his/her post conference on or before November 15th. Non-tenured teachers will have their second formal observation on or before February 15th, with his/her second post conference on or before February 15th.
7. The full evaluation process shall be completed no later than March 1st.
8. The teacher shall receive the final summarized written evaluation no less than five (5) school days from the post conference meeting. The employee will sign the evaluation report within five (5) school days of receiving the final summarized written evaluation. In no case, shall the certified staff member's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation. The teacher may submit additional written comments to the written evaluation within thirty (30) days of receipt of the written evaluation of he/she so desires.
9. District #66 shall comply with the Performance Evaluation Reform Act (PERA) of the Illinois School Code.

5.13 WORKSHOPS

The district shall pay for all tuition, fees, and expenses for any workshop, courses, or training required by the district. If a teacher requests a workshop, course, or training, prior approval from administration must be obtained in order to receive reimbursement.

5.14 BUILDING LEADERSHIP TEAM

The Building Leadership Team will plan the agenda and content of institute days.

5.15 INSTITUTE DAYS

All teachers will be given a minimum of 3 hours of time during the first two *consecutive* institute days at the *beginning of the school year* to work in their classrooms. Those hours will be given in no less than one hour increments.

5.16 INVOLUNTARY TRANSFERS

When a position cannot be filled by a voluntary transfer, the Superintendent shall have the right to involuntarily transfer the teacher. Teachers involuntarily transferred will be notified of their new assignment in writing as soon as possible.

5.17 EMERGENCY SCHOOL CLOSINGS

Staff notification of an emergency school closing will be communicated to staff no later than 6:30am unless extenuating circumstances arise. When school closes for an emergency day, previously arranged sick and/or personal days will not be deducted from staff.

5.18 CALENDAR COMMITTEE

A calendar committee will be made up of at least the superintendent and 2 BEA members. They will develop the following year's calendar. The superintendent will seek Board approval thereafter.

**ARTICLE 6
JOB VACANCIES**

6.1 Any employee interested in being considered for another position in the event of a vacancy will provide the Superintendent with a letter indicating the position for which he or she would like to be considered. Such a person will be considered for vacancies should they arise.

6.2 Whenever Bartonville Grade School creates a new job or decides to fill a vacancy, it will post notice of the available position during the school year for 5 school days. Should a position become available during the summer all employees will be notified via email.

6.3 Employees considered under the procedure outlined above who are not selected to fill the vacancy will be notified as soon as possible after the vacancy is filled. They will be afforded an opportunity to discuss with the Superintendent the reasons for not being chosen for the vacancy.

ARTICLE 7 GROUP INSURANCE COVERAGE

- 7.1** The Board of Education will provide \$350.00 per month towards an employee's individual health insurance. Cost beyond the \$350.00 per month will be on a 50/50 split basis for the employee individual plan only.

The Board will provide only \$380.00 per month towards any of the other three choices of coverage (i.e. employee/spouse, employee/child, or family). The Board will make dependent medical coverage available on a shared basis. The Board will pay \$30.00 monthly toward each dependent covered.

During the length of this agreement the Board of Education and the BEA agree to reopen negotiations with regard to insurance under the following conditions:

1. If, and/or when, Bartonville District #66 departs from the Central Illinois Educators Insurance Group, the terms of the Board's portion of payment towards health coverage for the employee will be renegotiated.
2. If there are extenuating circumstances regarding an employee's life situation and a change in choice of coverage is needed, the individual may petition the Board of Education to adjust this insurance agreement. The Board of Education will handle each situation on a case-by-case basis.

The employee will assume the first \$500.00 of any deductible/out of pocket expense(s). Once \$500 has been met, the employee may then submit insurance company statements to receive the Board's share of a maximum of \$500.00 per employee per year (January 1st – December 31st).

A Flex Benefit Plan shall be implemented at no expense to the employee. The premium only portion shall be initiated as soon as the premium increases. The balance of the plan shall be implemented as soon as possible.

The Board of Education shall reserve the right to change insurance carriers as deemed appropriate. The Association will be involved in joint studies when change is anticipated.

During the length of this agreement the Board of Education and the BEA agree to reopen negotiations with regard to insurance under the following conditions:

1. If, and/or when, Bartonville District #66 departs from the Central Illinois Educators Insurance Group, the terms of the Board's portion of payment towards health coverage for the employee will be renegotiated.

2. If there are extenuating circumstances regarding an employee's life situation and a change in choice of coverage is needed, the individual may petition the Board of Education to adjust this insurance agreement. The Board of Education will handle each situation on a case-by-case basis.

The employee will assume \$500.00 of any deductible/out of pocket expense(s). Once \$400 has been met, the employee may then submit insurance company statements to receive the Board's share of an additional of \$500.00 per employee per year (January 1st – December 31st).

A Flex Benefit Plan shall be implemented at no expense to the employee. The premium only portion shall be initiated as soon as the premium increases. The balance of the plan shall be implemented as soon as possible.

The Board of Education shall reserve the right to change insurance carriers as deemed appropriate. The Association will be involved in joint studies when change is anticipated.

ARTICLE 8 GRIEVANCE PROCEDURES

8.1 GRIEVANCE DEFINED

Grievance is a complaint involving the alleged violation, interpretation, or application of the following:

1. The written agreement entered into between the Board and the recognized exclusive collective bargaining representative.
2. The working conditions of certified staff employees

PARTY IN INTEREST

The lodging of any grievance shall be the right of the individual teacher or group of teachers.

The grievant shall attend all hearings relative to the grievance and all hearings shall be after school hours.

STEPS IN GRIEVANCE PROCEDURE

Step 1. Any teacher or group of teachers having a grievance shall first discuss such grievance with the Superintendent. A sincere effort should be made to solve the grievance informally.

Step 2. When an alleged grievance arises and cannot be resolved informally, the aggrieved parties shall deliver a written statement of the grievance to the Superintendent within twenty (20) working days of the occurrence upon which

the grievance is based or when the grievant knew or should have known of it. The written grievance shall be on a standard form supplied by the Board. It shall contain a concise statement of the facts upon which the grievance is based and a reference to the specific provisions of the agreement, policy, rule, or regulation allegedly violated, misinterpreted, or misapplied.

The Superintendent shall have ten (10) days to give a written answer, and a brief explanation of the reasons for the action or decision, to the grievant and to the representative of the Association.

Step 3. If a satisfactory settlement has not been reached in Step 2, the grievant shall have the right to request a hearing with the Superintendent. Such a hearing shall be attended by the Association representatives, the grievant, and the Superintendent. It shall be conducted within ten (10) working days after the receipt of such request. The grievant and the Association representatives shall be advised in writing of the time, place, and date of such hearing.

The Superintendent shall take action on the grievance within ten (10) days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing and a copy sent to the grievant, the Association representatives, and the Board.

Step 4. If the action taken by the Superintendent does not resolve the grievance to the satisfaction of the grievant, the Association representative may appear by presenting notice of appeal, in writing, to both the Superintendent and the Board. Failure to file such an appeal within ten (10) working days from receipt of the written memorandum of the Superintendent's action on said grievance shall be deemed a waiver of the right of appeal

The Superintendent shall place the matter on the Agenda for the next regular meeting of the Board. The aggrieved employees shall have the right to appear at the closed executive hearing on the grievance and may be represented by the Association representatives.

The Board shall act upon such appeal no later than its next regular meeting. The Board shall submit its decision or actions in writing to the grievant(s) and the Association within ten (10) days after the decision or action is taken.

Step 5. If the grievance has not been satisfactorily settled by the operation of the grievance procedure as outlined hereinabove, the Association shall have the right, upon written notification to the Superintendent and the Board within fifteen (15) days after the ANSWER IS GIVEN IN STEP 4, to submit the grievance to arbitration.

The parties shall make a sincere effort to mutually agree upon an arbitrator within ten (10) days after the notice is received. If the parties cannot agree upon

an arbitrator, the Director of the Federal Mediation and Conciliation Service will be requested to supply a list of seven (7) arbitrators, from which list each party alternately shall strike one name; however, either party may reject the first list submitted in its entirety and request a second list. The Association shall strike first. On alternate arbitration cases when it is necessary to select an arbitrator in this manner, the Board shall strike first. The parties shall continue striking names until only one remains on the list and that person shall be the arbitrator.

The arbitrator shall be designated to hear the grievance, and his decision shall be final and binding. The arbitrator, however, shall not have the right to change or add to or subtract from the terms and conditions set forth in this agreement.

The fees and expenses of the arbitrator and the cost of a court reporter to transcribe the arbitration proceedings shall be borne equally by the Association and the Board; however, fees and expenses of witnesses including experts, the cost of documentary evidence, and matters of that nature shall in all cases be borne by the party procuring the same. The terms "DAYS" as used in the grievance article, refer to school days excluding school holidays.

Grievances not appealed to the next step within the time limits set forth herein shall be considered withdrawn. Failure to respond to a grievance at any step on the grievance procedure shall result in the grievance's being advanced to the next step automatically. Either party may grant approval of a reasonable extension of time at any step of the grievance procedure and such approval shall not be unreasonably withheld.

Either party may request a meeting at any step of the grievance procedure to discuss the grievance.

A grievance may be withdrawn or settled at any step without creating a precedent.

If the Board, the grievant, and the Association representatives agree, a grievance may be submitted directly to arbitration.

The Board shall cooperate with the Association representatives in the investigation of any grievance, provided the grievance will not be investigated or discussed during the employee's regular workday.

Neither the Board, the grievant, nor the Association representatives will be permitted to assert any grounds or evidence before the Arbitrator which was not previously disclosed to the other party.

The Association shall have the right to be present at all hearings on grievances.

No reprisals of any kind shall be taken against any teacher initiating or participating in the grievance procedure.

ARTICLE 9 BOARD INFORMATION

- 9.1** The Board will furnish the Association with a copy of the minutes of all open Board meetings, Board policy changes, and their yearly Budget.

ARTICLE 10 ASSOCIATION MEETINGS AND INFORMATION

- 10.1** The Association may have use of the bulletin board in the teachers' lounge and may place notice of meetings on the bulletin board in the office. The Association may also use the teachers' boxes to disseminate a reasonable amount of information, and may hold meetings in the building. Such meetings will be held only after notification to the Superintendent and receiving his permission as to time and convenience.

ARTICLE 11 DURATION AND EFFECT

- 11.1** The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.
- 11.2** The terms and conditions of the Agreement shall be incorporated by reference into the individual contracts or employment agreements between Bartonville Grade School and its employees included in the bargaining unit with the same force and effect as is set forth therein its entirety.
- 11.3** Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect. The parties agree that they will abide by the law of the United States and the State of Illinois.
- 11.4** Within thirty (30) calendar days after ratification by both parties, the Board shall make available a clean copy of the Agreement. The Agreement will be reproduced in each bargaining unit employee handbook.

- 11.5** This Agreement shall be in effect on the first day following ratification by the members of the Board of Education and members of the Association and shall continue in effect for (3) three years until September 1, 2026 for all language items.
- 11.6** Negotiations on a new Agreement will begin when a request is received from the Association as of March of 2026.

ARTICLE 12 NO INTERRUPTION OF SERVICE

- 12.1** The Association agrees that there shall be no strike or other withholding of contractual services during the term of this Agreement.

ARTICLE 13 RECERTIFICATION

- 13.1** In order for the work done by the teacher to meet the requirements of recertification to be counted on the salary schedule, the work must be graduate level transcript hours towards another certification, an applicable degree, or educational area. Continuing education units (CEU) and continuing professional development units (CPDU) will not count towards movement on the salary schedule.

ARTICLE 14 TEACHER RETIREMENT CONTRIBUTION

- 14.1** The District will pay a 3% portion of each teacher's contribution toward the Teacher Retirement System (TRS) in year one of this contract (2023-2024). The District will increase its contribution by 1% annually in years two and three (2024-2025 and 2025-2026) on behalf of each teacher toward TRS, totaling a 5% contribution by the District by the final year of this contract.

ARTICLE 15 TEACHER RETIREMENT INCENTIVE

- 15.1** Teachers with fifteen or more years of consecutive service in the district are eligible to receive additional benefits under the terms of this Early Retirement Incentive (ERI) as they approach retirement. To be eligible for the ERI, the teacher must retire during a specified window period. Specifically, the teacher may receive this ERI if he or she retires at the end of a school year beginning with the school year that he or she is

eligible to receive a retirement annuity from TRS and ending at the first of the following to occur:

- 1) at the end of the school year in which he or she first becomes eligible for a non-discounted annuity from TRS (including applicable credit for military services, or alternate pension systems); or
- 2) at the end of the school year (July 1 – June 30) in which the teacher reaches age 60. In determining these dates, teachers must consider and utilize all or part of their available sick leave for creditable service purposes in TRS.

In order to receive the additional compensation available under this Early Retirement Incentive, eligible employees must deliver a non-revocable letter of resignation without contingency to the Superintendent no later than March 1st prior to the school year the incentive will begin. The letter of resignation must reference an intent to retire under this Early Retirement Incentive Policy, whether the teacher's elected ERI plan is for four years, three years, two years or one year, and be accompanied by the TRS member requested "Personal Statement of Benefits" and a "Benefit Estimate" indicating total years of service.

Teachers who elect to receive this Early Retirement Incentive by submitting a timely resignation as provided above shall be entitled to an increase in salary during the final four years, three years, two years or one year of employment. Such teachers will receive the salary increase set forth in this Section 16.1 rather than the general negotiated salary increase during their last four, three, two or one year(s) of employment dependent on their elected ERI plan and will be paid as follows: The teacher's TRS Creditable Salary for the year preceding the onset of the elected ERI Plan shall be increased by three percent (3%) and each year thereafter, if applicable, for a maximum of four years. Additionally, the District will give the retiree an additional 3% per year in a post-retirement account. The retiree will have the choice of a lump sum or 403b contribution.

The district shall endeavor to spread the increase throughout the school year. However, the district retains the right to make necessary adjustments to monthly pay at any time during the last four years to insure that the total received by the teacher is consistent with this Section. For purposes of this Section, a Teacher's "TRS Creditable Salary" means the teacher's base salary together with all other amounts from all sources which are creditable earnings under TRS rules.

Notwithstanding the above, teachers who discontinue an extra-duty assignment during any of the elected plan years of employment shall have their yearly increase for that year reduced by the amount of pay for the extra duty assignment. The term "year" shall mean "school year" and not "calendar year".

In the event that a teacher's resignation date under this policy contemplated use of sick leave benefits for creditable service purposes and the teacher subsequently uses all or a portion of his or her available sick leave days and does not have enough remaining

sick leave days available upon the contemplated retirement date to retire without discount, the teacher's resignation shall be automatically revoked and the teacher shall, subject to his or her health condition, continue employment until such time that he or she is eligible to retire at the end of a school year without a discounted annuity. If any teacher receives benefits under this policy and subsequently fails to retire as contemplated herein, such teacher shall be obligated to reimburse the district for the amount of the incentive less what the teacher would have received had the teacher not been eligible for the retirement incentive

The retirement incentive shall be the lesser of 6% or the maximum retirement incentive permitted by law without the District incurring a penalty.

ARTICLE 16

SALARY & COMPENSATION

- 16.1** The District will offer a base salary of forty-two thousand seven hundred (\$42,700) for the 2023-24 school year, forty-four thousand four hundred (\$44,400) for the 2024-25 school year, and forty-six thousand, one hundred (\$46,100) for the 2025-2026 school year.
- 16.2** Longevity will be determined by adding an additional one-thousand seven-hundred (\$1,700) to each column for each year of the contract.
- 16.3** Extra-curricular pay will be pro-rated based on the length of time the certified staff person participates in the approved activity. Extra-curricular pay will be paid based on the attached extra-curricular pay schedule.
- 16.4** The Board of Education may also approve any "clubs", as submitted by certified staff members, for pay based on extra-curricular pay. The Board of Education, in good faith, shall determine the rate of pay based on our current extra-curricular pay schedule and the amount of time the certified staff member's time would require.

Executed this ____ day of August, in the year 2023.

**BOARD OF EDUCATION
BARTONVILLE GRADE SCHOOL**

**BARTONVILLE EDUCATION ASSOCIATION
BARTONVILLE GRADE SCHOOL**

BY _____
President, Board of Education Date

BY _____
President, BEA Date

BY _____
Secretary, Board of Education Date

BY _____
Member, BEA Date

**Extra-Curricular Pay Schedule:
2023-24 * 2024-25 * 2025-26**

Activity	Pay
Boys Baseball – Head	\$1800
Boys Baseball - Assistant	\$660
Track – Head Boys	\$1500
Track – Head Girls	\$1500
Declamations	\$1000
5/6 Cheerleading	\$800
7/8 Cheerleading – Head	\$2700
7/8 Cheerleading - Assistant	\$1250
7/8 Boys Basketball – Head	\$3500
7/8 Boys Basketball – Assistant	\$1250
Girls Basketball – Head	\$3500
Girls Basketball - Assistant	\$1250
5/6 Boys Basketball - Head	\$1800
5/6 Boys Basketball – Assistant	\$660
Girls Volleyball - Head	\$2500
Girls Volleyball - Assistant	\$870
Solo & Ensemble	\$800
Student Council Sponsor	\$1500
Game - Disciplinarian	\$20/game
Game - Ticket Taker	\$15/game
Game - clock	\$15/game
Game - book-keeper	\$15/game
Scholastic Bowl	\$1200
Math Counts	\$600
Power Hour/Bison Power	\$25/hour
Book Club	\$500
8 th grade Sponsor	\$500
Detention Supervisor	\$25/hour
Bison Driveway Supervisor (3-4 positions)	\$25/hour
Drama Club (Head/Assistant)	\$1500/\$700
Chess Club	\$500
Webpage Sponsor	\$1500

EXTRA-CURRICULAR PAY

All employees who return to their respective extra-curricular/sponsor positions from one year to the next will receive a \$100.00 increase in their stipend. This increase will occur on a yearly basis. However, if an employee would happen to leave the position and then return, they are not entitled to this increase.

Extra-curricular pay will be paid at the end of the season provided the coach/sponsor communicates to the District #66 book keeper that the season is officially over.

Certified Staff Salary Schedule 2023-2024

Year	BA	w/ TRS	BA+8	w/ TRS	BA+24	w/ TRS	MS	w/ TRS	MS+8	w/ TRS	MS+16	w/ TRS
1	42700	43981	43700	45011	44700	46041	45700	47071	46700	48101	47700	49131
2	43700	45011	44700	46041	45700	47071	46700	48101	47700	49131	48700	50161
3	44700	46041	45700	47071	46700	48101	47700	49131	48700	50161	49700	51191
4	45700	47071	46700	48101	47700	49131	48700	50161	49700	51191	50700	52221
5	46700	48101	47700	49131	48700	50161	49700	51191	50700	52221	51700	53251
6	47700	49131	48700	50161	49700	51191	50700	52221	51700	53251	52700	54281
7	48700	50161	49700	51191	50700	52221	51700	53251	52700	54281	53700	55311
8	49700	51191	50700	52221	51700	53251	52700	54281	53700	55311	54700	56341
9	50700	52221	51700	53251	52700	54281	53700	55311	54700	56341	55700	57371
10	51700	53251	52700	54281	53700	55311	54700	56341	55700	57371	56700	58401
11	52700	54281	53700	55311	54700	56341	55700	57371	56700	58401	57700	59431
12	53700	55311	54700	56341	55700	57371	56700	58401	57700	59431	58700	60461
13	54700	56341	55700	57371	56700	58401	57700	59431	58700	60461	59700	61491
14	55700	57371	56700	58401	57700	59431	58700	60461	59700	61491	60700	62521
15	56700	58401	57700	59431	58700	60461	59700	61491	60700	62521	61700	63551
16	57700	59431	58700	60461	59700	61491	60700	62521	61700	63551	62700	64581
17	58700	60461	59700	61491	60700	62521	61700	63551	62700	64581	63700	65611
18	59700	61491	60700	62521	61700	63551	62700	64581	63700	65611	64700	66641
19	60700	62521	61700	63551	62700	64581	63700	65611	64700	66641	65700	67671
20	61700	63551	62700	64581	63700	65611	64700	66641	65700	67671	66700	68701
21	62700	64581	63700	65611	64700	66641	65700	67671	66700	68701	67700	69731
22	63700	65611	64700	66641	65700	67671	66700	68701	67700	69731	68700	70761
23	64700	66641	65700	67671	66700	68701	67700	69731	68700	70761	69700	71791
24	65700	67671	66700	68701	67700	69731	68700	70761	69700	71791	70700	72821
25+	66700	68701	67700	69731	68700	70761	69700	71791	70700	72821	71700	73851

Certified Staff Salary Schedule 2024-2025

Year	BA	w/ TRS	BA+8	w/ TRS	BA+24	w/ TRS	MS	w/ TRS	MS+8	w/ TRS	MS+16	w/ TRS
1	44400	46176	45400	47216	46400	48256	47400	49296	48400	50336	49400	51376
2	45400	47216	46400	48256	47400	49296	48400	50336	49400	51376	50400	52416
3	46400	48256	47400	49296	48400	50336	49400	51376	50400	52416	51400	53456
4	47400	49296	48400	50336	49400	51376	50400	52416	51400	53456	52400	54496
5	48400	50336	49400	51376	50400	52416	51400	53456	52400	54496	53400	55536
6	49400	51376	50400	52416	51400	53456	52400	54496	53400	55536	54400	56576
7	50400	52416	51400	53456	52400	54496	53400	55536	54400	56576	55400	57616
8	51400	53456	52400	54496	53400	55536	54400	56576	55400	57616	56400	58656
9	52400	54496	53400	55536	54400	56576	55400	57616	56400	58656	57400	59696
10	53400	55536	54400	56576	55400	57616	56400	58656	57400	59696	58400	60736
11	54400	56576	55400	57616	56400	58656	57400	59696	58400	60736	59400	61776
12	55400	57616	56400	58656	57400	59696	58400	60736	59400	61776	60400	62816
13	56400	58656	57400	59696	58400	60736	59400	61776	60400	62816	61400	63856
14	57400	59696	58400	60736	59400	61776	60400	62816	61400	63856	62400	64896
15	58400	60736	59400	61776	60400	62816	61400	63856	62400	64896	63400	65936
16	59400	61776	60400	62816	61400	63856	62400	64896	63400	65936	64400	66976
17	60400	62816	61400	63856	62400	64896	63400	65936	64400	66976	65400	68016
18	61400	63856	62400	64896	63400	65936	64400	66976	65400	68016	66400	69056
19	62400	64896	63400	65936	64400	66976	65400	68016	66400	69056	67400	70096
20	63400	65936	64400	66976	65400	68016	66400	69056	67400	70096	68400	71136
21	64400	66976	65400	68016	66400	69056	67400	70096	68400	71136	69400	72176
22	65400	68016	66400	69056	67400	70096	68400	71136	69400	72176	70400	73216
23	66400	69056	67400	70096	68400	71136	69400	72176	70400	73216	71400	74256
24	67400	70096	68400	71136	69400	72176	70400	73216	71400	74256	72400	75296
25+	68400	71136	69400	72176	70400	73216	71400	74256	72400	75296	73400	76336

Certified Staff Salary Schedule 2025-2026

Year	BA	w/ TRS	BA+8	w/ TRS	BA+24	w/ TRS	MS	w/ TRS	MS+8	w/ TRS	MS+16	w/ TRS
1	46100	48405	47100	49455	48100	50505	49100	51555	50100	52605	51100	53655
2	47100	49455	48100	50505	49100	51555	50100	52605	51100	53655	52100	54705
3	48100	50505	49100	51555	50100	52605	51100	53655	52100	54705	53100	55755
4	49100	51555	50100	52605	51100	53655	52100	54705	53100	55755	54100	56805
5	50100	52605	51100	53655	52100	54705	53100	55755	54100	56805	55100	57855
6	51100	53655	52100	54705	53100	55755	54100	56805	55100	57855	56100	58905
7	52100	54705	53100	55755	54100	56805	55100	57855	56100	58905	57100	59955
8	53100	55755	54100	56805	55100	57855	56100	58905	57100	59955	58100	61005
9	54100	56805	55100	57855	56100	58905	57100	59955	58100	61005	59100	62055
10	55100	57855	56100	58905	57100	59955	58100	61005	59100	62055	60100	63105
11	56100	58905	57100	59955	58100	61005	59100	62055	60100	63105	61100	64155
12	57100	59955	58100	61005	59100	62055	60100	63105	61100	64155	62100	65205
13	58100	61005	59100	62055	60100	63105	61100	64155	62100	65205	63100	66255
14	59100	62055	60100	63105	61100	64155	62100	65205	63100	66255	64100	67305
15	60100	63105	61100	64155	62100	65205	63100	66255	64100	67305	65100	68355
16	61100	64155	62100	65205	63100	66255	64100	67305	65100	68355	66100	69405
17	62100	65205	63100	66255	64100	67305	65100	68355	66100	69405	67100	70455
18	63100	66255	64100	67305	65100	68355	66100	69405	67100	70455	68100	71505
19	64100	67305	65100	68355	66100	69405	67100	70455	68100	71505	69100	72555
20	65100	68355	66100	69405	67100	70455	68100	71505	69100	72555	70100	73605
21	66100	69405	67100	70455	68100	71505	69100	72555	70100	73605	71100	74655
22	67100	70455	68100	71505	69100	72555	70100	73605	71100	74655	72100	75705
23	68100	71505	69100	72555	70100	73605	71100	74655	72100	75705	73100	76755
24	69100	72555	70100	73605	71100	74655	72100	75705	73100	76755	74100	77805
25+	70100	73605	71100	74655	72100	75705	73100	76755	74100	77805	75100	78855