

**PROFESSIONAL NEGOTIATIONS
AGREEMENT**

2010-2013

**CHARLESTON EDUCATION
ASSOCIATION, IEA/NEA**

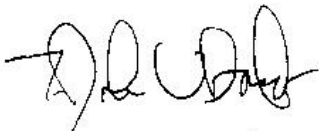
AND THE

**BOARD OF EDUCATION,
CHARLESTON COMMUNITY UNIT
SCHOOL DISTRICT NO. 1**

We Are **One**

COMMITMENT STATEMENT

The Charleston Board of Education and the Charleston Education Association are committed to working together using the Interest-Based Bargaining (IBB) model. By applying the principles of this model, we will continue to work cooperatively to revise our current contract so that it is acceptable to all stakeholders. The IBB process will allow us to continue to build trust, improve working relationships and support each other in the implementation of the contract while taking into consideration the best interests of the CUSD #1 family.


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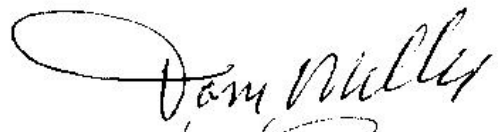

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PREAMBLE

The Board of Education of Community Unit School District Number One, Coles and Cumberland Counties, Illinois, hereinafter referred to as the "Board" and the Charleston Education Association-IEA-NEA, hereinafter referred to as the "Association", recognize that the attainment of the educational objectives is a joint responsibility of the public, the Board, the administrative and supervisory staff, and the professional teaching staff.

Article I: Recognition

Section A - The Board recognizes the Association as the sole and exclusive bargaining representative for all employed certificated teaching personnel in the District under the Board contract excluding the Superintendent, Assistant Superintendent, Administrative Assistants, Principals, Assistant Principals, and other administrative personnel. Administrative personnel shall not include guidance counselors, media specialists, department heads, special education teachers, and school nurses.

Section B - Definition of Teacher:

1. The term "Teacher" as hereinafter used in this Agreement, shall refer to all full and part-time teachers represented by the Association as defined in Section A.
2. Any teacher who is employed on other than a day-to-day basis (i.e. substitute, private contractors employed for a limited duration, etc.) shall be considered part of the bargaining unit. Any individual replacing a teacher who resigns, and/or who fills a newly created position shall be considered part of the bargaining unit.
3. Further, any individual replacing a teacher on leave of absence shall be considered part of the bargaining unit.
4. Full-time teachers shall receive compensation of 100 percent of the appropriate placement on Schedule A of this Agreement. Part-time teachers shall receive a comparable proportion of Schedule A.

Section C - The Board agrees not to negotiate with any teacher's organization other than the Association for the duration of this Agreement. Further, the Board agrees not to negotiate with any teacher individually during the duration of this Agreement on items herein except as provided in the grievance procedure, which is part of this Agreement. However, the Board reserves the right to set length of contract for teachers having special assignments.

Article II: Definition of Rights and Responsibilities

Section A -The Board agrees to participate in good faith negotiations with the duly designated representatives of the Association.

Section B -The Board and the Association shall meet and negotiate in good faith with respect to salaries, related economic conditions of employment (fringe benefits), grievance procedures, and negotiation procedures. Other items will be considered for inclusion in the negotiations proposal at the time of the initial presentation of the package.

Section C - "Good Faith" is defined as the mutual responsibility of the Board and the Association and their respective representatives to deal with each other openly and fairly and to endeavor sincerely to reach agreement on items being negotiated.

Section D -The Board and the Association shall confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations, and to reach tentative written agreement which shall be presented to the Association for ratification and to the Board for adoption.

Section E - The Association shall have the right to post notices of its business affairs in designated places in each school building.

Section F - The Association shall have the right to use the District school mail service, teacher mailboxes, and electronic media for communication to teachers.

Section G - The Association shall have the right to use school buildings for meetings concerned with Association business, providing approval is obtained in advance. There will be "no charge" for use of the building providing a custodian is on duty during the meeting as part of his/her daily working hours. Charges will be made at all other times according to the Building Rental Policy as it relates to school and related groups.

Section H - The Association shall have the right to transact official Association business on school property at all reasonable times, other than during school hours, provided that this shall not interfere with or interrupt school operations. And further provided, the Association's views on matters relating to supervisor-teacher or Board-teacher relationships shall not be discussed in the presence of the students.

Section I - The Board will make available current financial data and other "public" information upon reasonable request from the Association. The Association will furnish copies of pertinent information as reasonably requested by the Board or its representatives.

Section J - The Association and Board agree that they will not discriminate against any teacher because of membership or non-membership in the Association. Furthermore, the parties agree to abide by the Constitutions of the State of Illinois and the United States.

Article III: Effect of the Agreement

Section A - The parties mutually agree that the terms and conditions set forth in this Agreement may be added to, deleted from, or modified only through the mutual written consent of the parties in an amendment hereto. Such amendment would be negotiated pursuant to the terms of Article IV or as provided in Section B and C of this Article.

Section B - The parties mutually agree to delete any portion of this Agreement that conflicts with any statute enacted by the Illinois legislature.

Section C -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, but the remaining Articles, Sections, and Clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted Article, Section, or Clause.

Article IV: Negotiations Procedures

Section A - Ground rules shall be developed and items for negotiations for a given year shall be presented in writing at an initial meeting which will take place no later than 105 days before the beginning of the next school year. Meetings will be held at times and places agreed to by both parties.

Section B -During negotiations, tentatively agreed upon items shall be prepared as a record for the Board and the Association and initialed prior to the adjournment of the meeting at which tentative agreement was reached.

Section C - When tentative agreement on all negotiated items has been reached, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for adoption.

Section D - Impasse. If agreement is not reached on all matters forty-five (45) days before the scheduled start of the forthcoming school year, either party may declare that an impasse has been reached and call for the selection of a mediator as prescribed in Article IV, Section E.

Section E - Mediation. A mediator shall be jointly requested within ten (10) days from the date on which either party declares in writing to the other that an impasse exists.

1. Federal Mediation and Conciliation Service (FMCS) shall be called upon to provide a mediator, who is not a resident of this school district.
2. The mediator shall meet with the parties or their representatives, or both, forthwith, either jointly or separately, and shall take such other steps as he/she may deem appropriate in order to persuade the parties to resolve their differences and effect a mutually acceptable agreement; provided that the mediator shall not, without the consent of both parties, make finding of fact or publish or make public any information or recommendations on terms of settlement.

Article V: Grievance Procedure

Section A - Definition. Any claim by the Association or a teacher, as defined in Article I, of an alleged violation, misinterpretation, or misapplication of this Agreement, presented in writing following the procedure prescribed in Section C, Step 2 of this Article, is a grievance.

Section B -Purpose. The purpose of this procedure is to achieve equitable solutions to grievances with minimum involvement by Board members, administrative and supervisory employees, and Association officials.

Section C - Procedure. The Board and the Association agree that grievances should be settled equitably and promptly. Any grievance or claim shall be processed on the Grievance Report Form, which is provided as Appendix "C". All persons receiving written grievance items shall acknowledge time of receipt.

Summary of Timelines

	Association Filing Timeline	Meeting must be held	Administration Response
Step 1: Grievance Prevention	Within 45 days of occurrence of event giving rise to the grievance	Within 45 days of occurrence of event giving rise to the grievance	During the meeting
Step 2: File Grievance/ Building Meeting	Within 45 days of occurrence of event giving rise to the grievance	Within 10 days of receipt of filing	Within 10 days of the building meeting
Step 3: Central Office Meeting	Within 10 days of the administrator's response	Within 10 days of filing with superintendent	Within 10 days of the meeting with superintendent
Step 4: Board Meeting	Within 10 days of the superintendent's response	"...no later than the next scheduled board meeting if the grievance is filed at least 10 days before the meeting"	Within 10 days of the meeting with the board of education
Step 5 Arbitration	Within 14 days of the Board's response	None	None

*It is understood by both sides that "day" refers to school day when school is in session, or business days for the central office when school is not in session.

Step 1. (The Grievance Prevention Step). Any claim that may develop into a grievance shall be presented orally first. If a teacher makes the claim, the presentation shall be made to the teacher's immediate supervisor in the presence of the Association Building Representative (or other designated representative if the teacher's primary duties are not confined to one building). Those present at an oral presentation shall try to achieve a satisfactory settlement so the person making the claim will not initiate a grievance.

Step 2. If the grievance cannot be resolved informally, the aggrieved teacher or the Association shall file the grievance in writing with the principal and meet at a mutually agreeable time to discuss the matter with the principal. The written grievance should state the nature of the grievance, should note the specific clause or clauses of the agreement allegedly violated, and should state the remedy requested. The filing of

the grievance at the second step must be within forty-five (45) days from the date of the occurrence of the event-giving rise to the grievance. The principal or other administrator who has authority to make a decision on the grievance shall make such decision and communicate it in writing to the teacher, the Association, and the Superintendent within ten (10) school days.

Step 3. In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved teacher or the Association shall file, within ten (10) school days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved, Association, principal, and the Superintendent or his/her designee, shall meet to resolve the grievance. The Superintendent, or his/her designee, shall make a decision on the grievance and communicate it in writing to the aggrieved teacher and Association within ten (10) school days.

Step 4. If a satisfactory settlement is not reached in Step 3, the aggrieved teacher or the Association shall file, within ten (10) school days of the Superintendent's written decision at the third step, a copy of the grievance with the Board of Education. Within a reasonable time after such grievance is filed, but no later than the next regularly scheduled Board meeting if the grievance is filed at least ten (10) days before said meeting, the aggrieved, Association, Superintendent or his/her designee and Board of Education shall meet to resolve the grievance. The Board shall make a decision on the grievance and communicate it in writing within ten (10) school days to the aggrieved teacher, Association, and Superintendent.

Step 5. If a satisfactory settlement is not reached in Step 4, the matter will be submitted to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within fourteen (14) school days of the date of the Board's written response, then the grievance shall be deemed withdrawn.

- a. The arbitrator shall have no power to alter the terms of this Agreement.
- b. The arbitrator is empowered to include in any award such financial reimbursements or other remedies he/she judges to be proper, if provided for by the terms of this Agreement plus interest, if any.
- c. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the parties.
- d. If either party requests a transcript of the proceedings, that party shall bear the full costs for that transcript. If both parties order a transcript, the cost of the two (2) transcripts shall be divided equally between the parties.

- e. By mutual agreement, expedited or streamlined arbitration may be used in place of (traditional) arbitration under the Voluntary Labor Arbitration Rules of the AAA.

Section D - The grievance may be withdrawn at any level without establishing precedent.

Article VI: Citizenship

The teacher shall be guaranteed the political rights that are accorded a citizen of the State of Illinois and the United States of America. The teacher shall not use institutional privileges, time, facilities, equipment, or students to promote candidates for any elective office or to further partisan political activities.

Article VII: Teacher Protection

Section A - Any case of assault or battery upon a teacher who is within the scope of his/her employment shall be reported to the Board of Education or its designee.

Section B - The Board shall provide protection from suit as outlined in the current School Code.

Section C - The Board shall provide liability insurance as outlined in the current School Code.

Section D - The Board shall provide "Worker's Compensation" as outlined in 820 ILCS 305.

Section E - Whenever a complaint by a parent regarding a student is directed toward a teacher, the teacher shall be notified of the complaint. When an oral or written complaint is presented to and received by an administrator, that administrator shall inform the person making the complaint about this section of the Agreement and advise the person with the complaint to schedule a conference with the teacher. Nothing shall prevent the administration from discussing the issue with the parents.

1. The administrator should then notify the teacher as soon as possible about the parent contact and no additional action shall be initiated by the administration until a scheduled parent-teacher conference has taken place.
2. If neither the teacher nor the parent arranges a conference within a reasonable length of time, the principal may arrange a conference between the parent and the teacher. The teacher or parent may request the presence of a member of the administrative staff.

3. If the parent prefers not to schedule a meeting with the teacher as specified in Step 2, and wishes to continue this process, the parent may put in writing his/her concerns. The principal will then discuss and present the concerns to the teacher, or if all parties agree, they move to Step 4.
4. If the parent or the teacher is not satisfied with the results of the process to this point, the following sequence of conferences may be employed as needed:
 - a. Parent-teacher-building principal if not already utilized.
 - b. Parent-teacher-principal-superintendent or his/her designee.
 - c. Parent-teacher-principal-superintendent-board.

The teacher involved, at his/her request, shall have another Association representative at any of the above conferences.

*In this Agreement, parent shall be used as a synonymous term for persons legally responsible for the student.

Section F - Any complaint against a teacher deemed by the building principal to justify action of a disciplinary nature shall be brought to the attention of the teacher involved. The building principal will schedule a conference to assist such teacher in an attempt to resolve the issue(s) involved in such complaint. If this conference does not resolve the issue satisfactorily, the teacher shall be entitled to an administrative hearing before any other action is taken. This hearing will not take the place of a hearing before a hearing officer as provided by law.

Article VIII: Professional Qualifications and Assignments

Section A - New teachers employed by the Board for a regular teaching assignment shall have at least a baccalaureate degree from an accredited college or university and a valid teaching certificate. A person teaching with a vocational certificate will be exempt from the requirements in this section.

Section B - The teacher shall not be required to teach outside the limits of his/her teaching certificate except in emergencies.

Section C - If possible, tentative information regarding teaching assignments for newly employed teachers and changes in assignments for returning teachers for the forthcoming year will be made prior to the end of the school year. Any changes made after the end of the school year will be made known to the teacher as soon as

possible. He/she then shall be given first consideration for alternative positions or be allowed to resign if such changes are not acceptable to him/her.

Section D - Professional Qualifications and Assignments. Positions in summer school program shall be filled by regularly appointed teachers in the School District upon the recommendations of the administration and approval of the Board. Teachers shall apply for summer positions within five (5) days after announcement of the summer school program. Where the applicants are qualified, positions will be filled on a rotating basis. Summer school classes may be canceled at any time by Board decision.

Summer School Rotation

Scenario	Action
1. More applicants than positions available	Teacher with the most summer school experience is dropped
2. Two or more teachers have the same amount of summer school experience	Teacher with the most district experience is entitled to the summer school position
3. Tie at the zero level of qualified applicants	Teacher with the most district experience is entitled to the summer position
4. Tie at the experience level of qualified applicants.	Tie goes to the first hired in school district

- Once dropped from teaching summer school, the teacher's summer school experience reverts to zero and is considered the same as a new person applying.
- The right of assignment to summer school positions belongs to district administration. If an applicant refuses the position offered, they may have no right to claim another position. When a position is refused, the administration may offer the assignment to the next eligible applicant.

Section E - Assignments in addition to the normal teaching schedule during the regular school term include, but are not limited to adult education courses, extra duties enumerated in Appendix "B", and the summer school courses.

1. If a teacher desires to be relieved from an existing extra-duty assignment, a written request shall be presented to the principal by April 1. The teacher shall be allowed to resign twenty-four (24) hours after a suitable replacement has been found or at the end of the next academic year,

following the request, whichever comes first. Where applicants have equal qualifications, the position will be filled by the recommendation of the administration with the consideration given to teacher's evaluations, major and minor fields of study, and length of service in the school district.

2. If two (2) extra-duty positions are combined by mutual agreement then the combined position will be paid at one hundred fifty (150%) percent of the higher paid position. Release from such a position shall be granted at the end of the season and not restricted as per above paragraph.
3. Notification of at least seven (7) calendar days shall be given prior to the assignment of the miscellaneous duties and extra duties not otherwise listed in Appendix "B".
4. School dance chaperones will be on a volunteer basis unless there are not sufficient volunteers. If the latter is the case, staff will be assigned on a rotating basis.

Section F - Whenever it is deemed necessary by the Board to reduce teaching personnel...

1. The reductions shall be made pursuant to the following:
 - a. All non-tenured teachers
 - b. First-year tenured teachers
 - c. Second-year tenured teachers,
 - d. If between two (2) or more teachers the length of service with the Board is equal, prior teaching experience shall control; and if prior teaching experience is equal, the horizontal position of the respective teachers on the salary schedule at the time of their removal with respect to education shall control.
2. If the Board increases the number of teachers or has a teacher resign creating a position within one (1) calendar year after the dismissal, the Board shall first offer re-employment to the teachers in the reverse order of the dismissals specified in F.1.b – d above, who are legally qualified according to ISBE Document 1 to hold the position. This action shall be taken in accordance with the School Code. (One year shall mean the beginning of the school year following the first year of layoff.)

3. A teacher's failure to respond affirmatively within fifteen (15) calendar days after receipt of the Board's letter, sent by certified mail to the teacher's address on file with the Board, recalling such teacher shall result in termination of the teacher's rights to recall hereunder.

Article IX: Association Rights

Section A - The Superintendent shall place on the agenda under "New Business" appropriate items submitted in writing by the Association to the Superintendent no later than the Thursday prior to the regular Board meeting, but in case of emergency, forty-eight (48) hours prior to the regular meeting.

Section B - The President of the Association or his/her designee shall be given written notice of any regular or special meeting of the Board, together with a copy of the agenda or statement of purpose of such meeting at least twenty-four (24) hours prior to the scheduled time of meeting.

Section C - One copy of all Board minutes shall be mailed or placed in the mailbox of the President of the Association as soon as they have been prepared for general distribution. The Board minutes will be posted on the district website within five business days and left for one calendar year. The Board shall provide a copy of the Board Policy Manual to the Association President and shall provide a copy to each building to be readily available to teachers at all times.

Section D - The Association shall be given the opportunity to consult with the Superintendent or his/her designee during development of policies, which are significant to teachers, and to make recommendations with respect to these matters prior to adoption. Copies of proposed policies being given first reading shall be provided to the Association at the date of the first reading. The Association may present its views before the second reading.

Section E - Association meetings may be placed in the school bulletin. Announcements of emergency cancellation of Association meetings may be read over the intercom system in each school building at the time regularly scheduled, if at all possible.

Section F - After ratification by both parties and upon concurrence of and final approval of the pre-printed contract in total by the chief negotiators of each team, the pre-printed contract shall prevail. The Association shall provide within sixty (60) days of ratification by the Association and adoption by the Board, the number of copies requested by the Association and the Board. The printed copies shall be identical to that signed by the chief negotiators. The cost of printing the Agreement shall be prorated between the Board and the Association based upon the number of copies requested by each as compared with the total number of copies printed.

The Association shall provide a copy of the Agreement to each teacher within the District. Each new teacher shall be furnished a copy of the Agreement after signing a contract.

Section G - A committee appointed by the Association shall be given the opportunity to consult with the Superintendent or his/her designee on the preparation of a school calendar to make recommendations with respect to it prior to adoption.

Section H - The Board shall deduct from the pay of each teacher all current membership dues of the Association, including the Illinois Education Association and the National Education Association, provided that prior to October 1 of each year there is in the possession of the Board a continuing membership written authorization form for dues deduction, executed by the teacher. Pursuant to such authorization the Board shall each pay period deduct one-sixteenth (1/16th) of such dues from the salary check of the teacher with the first deduction in October and the last in May of each year. The teacher can revoke such authorization for deduction of membership dues at any time during the school year. Deductions for teachers employed after the commencement of the school term shall be prorated as to complete payments by the last pay period in May. Details for cut-off date shall be agreed upon each year with the Business Manager. With respect to all sums deducted by the Board pursuant to authorization of the employee for membership dues, the Board agrees to remit to the Treasurer of the Association all dues deducted by the Board, no later than fifteen (15) days after such deductions are made. Such remittance shall be accompanied by an alphabetical list of those teachers who have withdrawn authorization. If a teacher resigns from the employment of the Board prior to termination of the effective period of the then current authorization, if the teacher so requests, the Board shall deduct the unpaid portion of such authorization from the teacher's final pay check. The Association agrees to indemnify and save the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of Section H above, including reimbursement for any legal fees or expenses incurred in connection therewith.

Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of the teachers and make appropriate remittance for approved annuities, credit union, health insurance plans, or programs jointly approved by the Association and the Board.

Section I - Building principals, or his/her designee, may permit teachers to leave their respective buildings to attend to personal business during preparation periods or time of emergency.

Section J - Names and addresses of newly-hired teachers shall be available to the Association after their employment is approved by the Board, unless the teacher specifically requests the address be withheld.

Section K - The nature and responsibility of the teachers' assignments requires a certain portion of preparatory work to be performed at home. The Association agrees to hold the Board harmless and indemnify for any liability arising from this section.

Section L - The Board shall appoint two (2) teachers and two (2) administrators to serve on a local screening committee for hiring administrative personnel. One of the two teachers shall participate in the candidate interview process.

Section M - Fair Share

1. Fair Share Payment

- a.** Each bargaining unit member, who is not a member of the Association, shall pay to the Association his/her fair share of the costs of services rendered by the local, state and national Association that are chargeable to non-members under state and federal law.
- b.** The Board shall deduct the fair share fee from the wages of the non-member in the event that the bargaining unit member does not pay his/her fair share fee directly to the Association.
- c.** Such fee shall be paid to the Association by the Board no later than fifteen (15) days following deduction.
- d.** The obligation to pay a fair share fee to the Association will not apply to any employee who, on the basis of a bona fide religious tenet or teaching of a church or a religious body of which such employee is a member, objects to the payment of a fair share fee to the Association. In the event that a religious objection is filed by a non-member of the Association with the Association and collection made of the fair share fee, the Association will make payment on behalf of the employee to a mutually agreeable non-religious charitable organization.
- e.** In the event that an objection is filed with the IELRB (Illinois Educational Labor Relations Board) by a non-member during the term of this Agreement, the Board shall continue to deduct the fair share fee from the objecting employee's pay, but shall transmit the portion of said fee objected to, to the IELRB, which shall hold the fee in escrow. The IELRB shall investigate and consider the fair share fee objections and determine the amounts to be apportioned to the non-member and to the Association.

2. Hold Harmless Provision

- a.** In the event of any legal action or unfair labor practice charge against the

Board, brought in a court, or before the IELRB, by reason of any action taken by the Board in complying with the provisions of this Article, the Association agrees to indemnify and hold harmless the Board from any liability, including attorney's fees, provided such liability did not arise from willful misconduct.

- b. The Board agrees to give the Association timely notice of any legal action specified in 2a of this Section.
- c. The Board will cooperate with the Association and its counsel in making relevant information available to said parties if legal action occurs against the Association.

Article X: Teaching Hours and Assignments

Section A - Teacher Schedule

- 1. The teacher shall arrive at school before the beginning of the school day early enough to attend to matters, which may require attention at that time. A teacher shall remain for a sufficient period after the close of the school day to attend to those matters, which properly require attention. If a building principal decides that any teacher is abusing the privilege of deciding what is sufficient time to take care of those matters that require attention, he/she has the authority to require that teacher to spend additional time as necessary to perform the duties required of him/her.
- 2. The Board shall provide a duty-free lunch period as outlined in the current School Code.

Section B - Preparation Time

Preparation time shall be provided for elementary school teachers during the student day as follows:

Jefferson, Carl Sandburg and Ashmore a minimum of two hundred fifty (250) minutes per week. Mark Twain a minimum of two hundred twenty-five (225) minutes per week.

Every effort will be made to schedule planning time in blocks so that planning periods are equal to or longer than the periods in the 2003-04 school year.

Section C - Preparation Time – Middle School and Senior High School

Preparation time each day for middle school and senior high school teachers shall be not less than one (1) class period of normal length as defined by the building schedule.

Section D - The Board will provide elementary counseling services and continue these services for the life of this contract.

Section E – Extended Contract Services

1. The certified nurse will be provided up to a five (5) day extended contract.
2. The media specialists at CHS, CMS and the elementary level will be provided a five (5) day extended contract.
3. Middle School and High School Counselors will be paid up to ten (10) days.
4. Reading Recovery Teacher Leader will be paid up to ten (10) days.
5. Agriculture FFA sponsor will be paid up to forty (40) days.
6. All extended contracts will be on a pro-rata basis for work completed during the school year or after the school year ends and before the next school year begins.

Section F - Building principals shall, if possible, assign inexperienced teachers to smaller class sizes and fewer preparations.

Section G - A special effort will be made by the principal to help the first and second year teachers in all phases of teaching prior to their first evaluation.

Section H - Particular attention shall be given to reducing class size and providing the appropriate specialized assistance when special education pupils must be placed in a regular classroom.

Section I - Special education pupils shall not be placed in a classroom of a first-year teacher without previous experience until consultation between the teacher and the principal. The special education teacher should consult with the classroom teacher as soon as such placements have been made. The principal or his/her designee will attend this conference if asked by either teacher.

Section J - The newly employed, inexperienced teacher shall not be given low ability and/or low achievement classes unless he/she has had special training or has expressed a desire to work with the students.

Section K - Planning and Relief Time. Elementary teachers shall be provided with one (1) relief period per day. After consultation with the teachers in his/her building, the principal shall schedule such relief periods. Principals are encouraged to provide a second relief period as may be appropriate for individual school schedules.

Section L - Night Time Building Meetings. Teachers will be required to attend no more than two (2) night time building meetings per year.

Section M - Unless otherwise agreed by the faculty and Board, Charleston High School will continue the seven period day according to the status quo. Teachers will have five required teaching assignments; the sixth period will be a supervisory assignment, or a teacher may volunteer to teach a sixth class in place of the supervision.

Section N - Special Education Teachers. Special education teachers (preschool – 12th grade) shall be granted up to two (2) days to write reports and IEPs to comply with state mandates.

Article XI: Teaching Conditions and Staff Facilities

Section A - The Board shall provide workspace and filing space.

Section B -Parking facilities will be provided for teachers' use.

Section C - A staff lounge will be provided, where possible, which is comfortably furnished and cleaned daily.

Section D - Teachers shall not use institutional privileges for private gain.

Section E -Class Size

1. The Board recognizes that the number of students in any classroom impacts the education of those students. The Board is working and will continue to work toward reducing the teacher/pupil ratio within the district contingent upon the district's financial resources.
2. The Board will employ paraprofessionals as follows:

Ashmore School	1
Carl Sandburg	3
Jefferson 4-6	3
Mark Twain	2
3. These paraprofessionals will be employed by the Board and assigned by each building's administration based upon support needed by students and professional staff.

Section F - In order to facilitate the teacher's abilities to the maximum, secretaries shall be employed for each school to take care of the clerical and secretarial needs of the professional staff.

Section G - Limited Re-opener. The parties agree that Article X Section E and Article XI Sections E and F will be reopened for negotiations in conjunction with negotiations on proposed reductions in force of certificated personnel.

Section H -Parent/Teacher Conferences and Workshop Days.

1. The district will apply for five (5) state approved half-day in-service days. These days will be used for curriculum revision and other educational purposes.
2. Four of these days will be used for parent-teacher conferences in grades K-6. Three parent/teacher conference sessions shall be held in grades K-6 in the fall. One of the fall sessions shall be held at night.
3. One spring parent/teacher conference session shall be offered in grades K-6.
4. When night time conferences are held, compensatory time off equal to the time spent in the night conferences shall be granted to teachers.
5. Beginning with the 1994-95 school year, the calendar will be amended to put three half days together following the end of the first quarter. The days will be used for the preparation of and for parent conferences by elementary teachers or in-service work by the middle school and senior high school. The conferences and/or in-service days at the middle school and senior high school shall not be scheduled at night. One half day will be offered in the spring for K - 6 parent conferences.

Section I -The building principal or immediate supervisor shall assign a mentor teacher to every probationary teacher upon entrance of the probationary teacher into the school system. The mentor teacher, insofar as possible, shall be a tenure teacher with a minimum of three (3) years teaching experience and shall be engaged in teaching within the same grade and building or subject area as the probationary teacher. The mentor teacher shall assist the probationary teacher in acclimating to the teaching profession and the school system. The mentor teacher shall not be involved in the evaluation of the probationary teacher.

Section J - Each teacher shall have the right, upon request, during office hours to review the content of his or her personnel file, excluding confidential credentials. A representative of the Association, at the teacher's request, may accompany the teacher in this review.

Section K - Each teacher's personnel file shall contain the following minimum items of information:

1. Initial TB report,

2. Required medical information,
3. All teacher evaluation reports,
4. Copies of annual contracts or notification of re-employment,
5. Copies of supplemental duty contracts,
6. Any other documented information which could be used as a basis for discipline, re-employment, demotion, promotion, assignment, transfer or for determining salary of a teacher.

Section L - Providing Incentives for Teachers to Attend Workshops for Professional Growth. Based on the availability of funding, teachers are granted substitutes, registration, transportation and meal cost reimbursements for numerous workshops throughout the year. Total dollars available for individual reimbursements may be limited in order to allow a greater number of district teachers to attend conferences.

Article XII: Vacancies, Transfers, and Promotions

Section A - Procedures:

1. The Superintendent shall notify Association members and all other certificated staff of all vacancies, including vacancies in promotional positions, as they occur or are anticipated. A job description and a statement of minimum qualifications shall accompany such notice.

All vacancies will be posted on the district website and will be posted in a prominent place in all district buildings. During the summer months an up-to-date list of vacancies will be included in each paycheck mailing but no additional mailing will be required.

A vacancy shall be defined as an open position not filled by a teacher returning from RIF recall, leave of absence or voluntary reassignment in the same building. An administrator has the prerogative to recommend transfer of a teacher with-out interviewing. After all in-district teachers individually have been notified that a vacancy may exist, an administrator has the prerogative to recommend lateral transfers without interviewing. All parties who have expressed interest shall be notified of Board action.

2. Should a teaching opening occur prior to August 1 of any school year, at least three (3) [or the lesser number should fewer than three apply] tenured staff with the greater length of service shall be granted interviews should they apply

in writing and meet the certification and qualification on the date of submitting the application.

3. No vacancy will be filled on a permanent basis until five (5) business days have passed after the vacancy has been posted on the district website. Any position filled without 5 days notice or after the beginning of the school year will be temporary for a period not to exceed one year. All such positions shall be made available for the following school year.

Section B - Any teacher may apply for transfer to another building. Such application shall be in writing to both building principals involved and the Superintendent of Schools.

Section C - Any teacher affected by an involuntary building transfer shall be notified immediately and shall be released by the Board from his/her contract, if he/she so requests.

Any teacher transferred without request shall be given greater consideration over teachers who have never been transferred involuntarily in any requested transfer into future vacancies.

Section D - The Board declares its support of a policy regarding the filling of vacancies from its present staff including vacancies in promotional positions.

Section E - Promotional positions are defined as those positions paying a salary differential or those, which are of an administrative or supervisory nature or both.

Section F - The Board shall not discriminate against husband and wife or other members of the immediate family for regular teaching positions. However, the Board reserves the right not to employ an applicant who is of the immediate family of a Board member or an employee of the Board.

Section G - Tuition and fees or tuition waivers will be provided by the Board if teachers are required by Board resolution and agree to return to school for retraining in their field due to curriculum changes, or for remediation of deficiencies not identified at the time of employment. This will not apply if additional training is required by an agency having authority over the Board.

Article XIII: Certified Staff Evaluation

Section A - The parties hereto believe that the purpose of teacher evaluation is to obtain information concerning a teacher's overall effectiveness and to use this information constructively, and cooperatively with the teacher to help him/her become a more effective teacher. The evaluation process is carried out in a pattern consistent with the stated philosophy of the District.

Section B - Definition of Terms for Teacher Evaluation:

1. **Evaluation:** Evaluation shall refer to a written report of a teacher's performance submitted by a building principal and/or immediate supervisor. All evaluations shall be formally submitted in writing.
2. **Self-evaluation:** Self-evaluation shall refer to a written report of teaching performance submitted to the building principal and/or immediate supervisor by the teacher. All self-evaluations shall be submitted in writing.
3. **Formal Observation:** Formal observation shall be a classroom visit by a building principal and/or immediate supervisor for the purpose of observing teacher performance. All formal observations must include comments in writing by the building principal and/or immediate supervisor. Formal observations are to be submitted in writing.
4. **Informal Observations:** Informal observations shall refer to any observation made by a building principal and/or immediate supervisor of teaching performance or related activities, which does not include a written report.

Section C -Procedures for Teacher Evaluation:

1. **Evaluation:** All non-tenure teachers during the first four (4) years of employment shall be evaluated once each year. All other teachers shall be evaluated at least once every two (2) years. A principal or immediate supervisor may submit yearly evaluations on tenure teachers if desirable. Evaluations are to be completed and submitted to the proper official no later than April 1 for non-tenure and May 15 for tenure teachers.
2. **Self-evaluation:** All teachers may be required to submit a self-evaluation when the principal determines that such an evaluation would be used during the formal evaluation process of the teacher.
3. **Formal Observation:** All non-tenure teachers shall be formally observed at least twice by February 1st, with at least six (6) weeks between the first two observations. The initial observation for first-year teachers in the District is to be announced. All tenure teachers shall be formally observed at least once every two (2) years, one of which shall precede the evaluation. The teacher does not have to be notified of a formal observation except as previously specified. The teacher shall receive a copy of the formal observation report within five (5) working days of the observation.
4. **Informal Observation:** Informal observations are conducted at the discretion of the building principal or immediate supervisor. Difficulties continuously observed shall be noted in the teacher's file and the teacher shall be so notified.

Section D - A teacher may request a conference with the building principal or immediate supervisor relative to any matters involving evaluation. The principal or immediate supervisor shall allow each teacher to examine the completed evaluation report before it is forwarded to the personnel office. Teachers shall initial said report as indication that they have examined their evaluation report.

Section E - The building principal or immediate supervisor shall attempt to provide each teacher with assistance to overcome difficulties noted during observations. Such assistance shall be attempted prior to the completion of a yearly evaluation. Principals and immediate supervisors are encouraged to make comments after each classroom visit.

Section F - If a teacher believes his/her evaluation report is incomplete, inaccurate, or unjust, he/she may put his/her objections in writing and have them attached to the completed evaluation form before the form is submitted to the personnel office and/or to the next highest administrator for review. Such action shall be used only to improve quality education.

Section G - The Board shall follow the just cause dismissal procedures for tenured in the current school code.

Section H - The Association and Board encourage principals and assistant principals to request evaluation of their performance by their faculties. They are also encouraged to utilize the faculty in drawing up the evaluation instruments. The purpose of the administration evaluation is to provide constructive and accurate information for the principal as to his/her effectiveness and to improve relationships among the certified staff.

Section I - Discipline of any teacher shall be preceded by:

1. The faithful execution of the evaluation procedure and the honoring of all teachers' rights included in this Agreement and applicable statutes.
2. A conference with the teacher by the appropriate administrator prior to taking any action.
3. A written explanation for the action to the teacher and the Association.
4. A complete review of the teacher's personnel file with the teacher and his/her representative.

Article XIV: Student Teaching Program Assistance

Section A - A supervising teacher shall possess a minimum of a baccalaureate degree and have tenure. He/she shall supervise only in the fields in which he/she is qualified to teach. Acceptance of student teacher supervision shall be voluntary, and with the approval of the building principal. A supervising teacher shall hold a valid teaching certificate other than a provisional certificate. Guidelines set up by the study committees for pre-laboratory and student teaching shall be followed. Approval of the superintendent, university representative and CEA may give special permission with shortage area assignments.

Section B -The Board agrees to provide student teachers with textbooks, but not consumable materials.

Article XV: Pupil Discipline

Section A - The Board recognizes that the teacher has the primary responsibility for the maintenance of discipline within his/her classroom; the Board and the Administration also recognize their responsibility to give all reasonable support and assistance to the teacher with respect to the maintenance of control and discipline in the classroom.

1. A teacher may recommend excluding a pupil from his/her class period when, in the opinion of the teacher, the grossness of an offense, the persistence of the behavior, or the disruptive effect of any violation makes the continued presence of the pupil in the classroom intolerable.
2. When a pupil is so recommended for exclusion by a teacher, the student shall be sent from the classroom to the building principal or his/her designee.
3. The building principal or his/her designee shall take appropriate action to solve the discipline problem. Should his/her decision include the re-admittance of the pupil to class, the teacher shall be notified of the conditions under which re-admittance is granted.
4. If the disobedience or misconduct continues so the pupil does not meet the conditions for re-admittance, the teacher may recommend that the pupil be permanently excluded from that class.

Section B - Procedures for suspension and expulsion of students from school shall be in accordance with the existing Board policy.

Section C - If a teacher has one or more pupils who constitute serious behavioral problems in class, consideration shall be given to resolving the matter through meeting with the supportive staff (IEP Case Manager, Teacher Collaboration Team, or IEP Team) involved.

Article XVI: Leaves

Section A - Sick Leave

1. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for purpose of this section shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. The Superintendent, upon the recommendation of the building principal, must approve exceptions to the interpretation of the immediate family.
2. Each teacher shall be entitled to a total of twelve (12) sick leave days with full pay per school year. Sick leave shall accumulate to a maximum of three hundred sixty (360) days, including the leave for the current year.
3. If at the end of each school year (June 30) a teacher has at least one hundred twenty (120) days of accumulated sick leave, the teacher shall be entitled to one (1) additional day of personal leave for the following school year.
4. The first two (2) days of funeral leave shall be granted by the Superintendent for members of the immediate family as defined in the sick leave provision. If more than two (2) days are necessary, the Superintendent may grant them and those days shall be deducted from sick leave.
5. Summer school teachers may be allowed to use one (1) day of their regular accumulated sick leave. Summer school teachers who teach four (4) hours or less may deduct one-half (1/2) day from their regular accumulated sick leave for each absence.
6. A statement of accumulated sick leave shall be sent to every teacher with his/her first paycheck in August.
7. A teacher has the option of transferring no more than four (4) days per year of his/her accumulated sick leave to a designated fellow teacher who has exhausted his/her sick leave due to a period of prolonged illness or disability, not to exceed one hundred eighty (180) days per year. The donor involved shall send written notification to the Superintendent at the time of transfer.
8. When paid sick leave expires, teachers may apply for unpaid sick leave for the remainder of the school year or remainder of the illness, whichever comes first. If a physician upon request of the administration verifies illness or disability, then a teacher will receive paid insurance benefits. Periodic affirmation of the illness may be required.

9. The Board and an individual Teacher may approach each other to explore retirement incentive possibilities. The Board will notify the Association if either party (Board or Teacher) approaches the other prior to substantive discussions between the parties. These discussions can only occur in an attempt to arrive at a mutually acceptable agreement to enhance the number of available sick leave days needed for retirement. The Board shall not implement any such agreement unless the Association consents.

Section B -Paid Personal Leave

1. Each teacher shall be entitled to two (2) personal leave days per year which may accumulate to eight (8) days of personal leave during the school year. If at the end of each school year (June 30) a teacher has at least one hundred twenty (120) days of accumulated sick leave, the teacher shall be entitled to one (1) additional day of personal leave for the following school year subject to the accumulation provisions set forth hereinabove. Leave days accumulating beyond eight (8) days shall be added to sick leave. Teachers giving notice of retirement before the first day of school in the year they will retire will have the choice of rolling any or all of their personal leave days into sick leave. A retiring teacher shall be paid a post-retirement bonus for any unused personal leave days remaining at the rate of \$45 per day for each unused day. This post-retirement bonus shall not be due or paid until the Teacher's receipt of his/her final paycheck and after his/her last day of work. Employees leaving the district but not retiring will have any unused personal days rolled into sick leave and reported to TRS. Personal leave notification shall exist in two forms: regular or emergency.
2. To receive regular personal leave, the teacher shall give written advance notice to the administration for approval. Advance notice shall contain only the date and time of expected absence.
3. In an emergency, personal leave does not require written advance notice. Personal leave for emergencies shall be granted by the superintendent provided the teacher gives justifiable reason for the request and fills out the district personal leave form upon return to work.
4. The following criteria shall apply to both types of personal leave hereinafter referred to as "leave":
 - a. Leave shall be approved only for emergencies and legitimate business that cannot be conducted on other than school days.
 - b. No more than three leave days per semester and no more than three consecutive days may be used without approval of the superintendent.

- c. Leave for seeking additional employment or earning money shall not be granted unless approved by the superintendent.
- d. Leave for the day immediately preceding or following a legal holiday or school recess shall not be recognized as leave without the approval of the superintendent.

Section C - Duty-Connected Injury. Duty-connected injury shall be covered by Worker's Compensation. The Board will continue to pay the teacher's full salary, and the teacher will endorse to the Board the Worker's Compensation monthly checks received. Payment will be limited to lost time covered by Worker's Compensation or with the payment of the teacher's salary for the following August, whichever occurs first. Sick leave will not be charged until payments of Worker's Compensation cease or until the following September 1, whichever comes first. In the event of contested compensation claim, sick leave will be charged. If the employee is awarded compensation for lost time, sick leave used during this period will be restored.

Section D - Leaves of Absence. The Board and the Association agree that leaves of absence without pay may be granted to tenure teachers under the following:

1. A tenure teacher may be granted leave of absence for the following reasons:

- Exchange, Foreign, or Military Teaching
- Peace Corps, Teacher Corps, Job Corps as full-time participant
- Cultural Travel, Advance Study, Related Work Programs
- Service as IEA or NEA officer
- Campaigning for or serving in Public Office
- Parental Leave

This section does not prohibit issuance of leaves by the Board for other valid reasons.

2. Teachers shall be granted leave for Military Service by induction or enlistment because of imminent induction. Advancement on salary schedule will be granted up to two (2) years.
3. Requests for leave shall be filed with the Superintendent. The reason for the request and the period for which the leave is being requested will be stated.
4. A teacher returning from a leave of absence will be placed on the salary scale at the same step he/she held prior to the leave. An exception to this provision shall be that if the activities of the teacher during his/her leave, to be determined at the time the leave is granted, are deemed to benefit the school system by improving the quality and level of experience of the teaching force, then the teacher shall be placed on the step on the salary schedule he/she would have achieved had he/she not taken leave.

5. Sixty (60) days notice shall be required only if return is not specifically designated in the original request for the leave.
6. Every consideration will be given to the returnee being placed in his/her former position, but no guarantee of such will be given.
7. Leaves shall be for one (1) year or less, except Military, and may be renewable upon application sixty (60) days prior to termination of current leave.
8. During unpaid leaves of less than one school year, Board paid insurance premiums shall be prorated based upon the number of days worked divided by days worked plus days not worked during the school contract year the leave was taken.
9. The president and president-elect of the Association, or their designees, and one (1) alternate shall be granted released time with pay to attend IEA, NEA, and other meetings approved by the Superintendent not to exceed four (4) days per person per school year. If a member of the Association is an officer of the Regional Council, he/she shall also be granted released time not to exceed four (4) days per school year. This will include the chairperson, vice-chairperson, secretary, and treasurer. The Association will pay cost of the substitute. In addition, the Association shall be provided nine (9) days total for the year to be used at the discretion of the Association for Association business. The Association shall reimburse the District for the cost of substitutes should they be required.
10. When teachers are asked to be on North Central Accrediting Association and/or similar committees they may be granted leave with full pay.
11. Teachers holding office at the national, regional, or state level in their teaching field may be granted released time with full pay to attend meetings. Such leaves shall not be deducted from sick leave, personal leave, or other professional leave. The final decisions of such leave shall be left to the Superintendent.
12. Any teacher may make application for a visiting day through his/her building principal, stating the date, and place he/she would like to visit and a brief summary of the work the teacher hopes to observe. The Superintendent may grant final approval for the visiting day without loss of pay or personal leave. If approval is granted the teacher shall submit a written report of his/her observation to the building principal.
13. The Board shall provide full salary for teachers called to serve as a jurist as outlined the current school code.

Section E - Section A-1 of this Article applies to less than one-half (1/2) time teachers except that the accumulated sick leave provision shall not apply to them. Section A-5 and Section B of this Article shall not apply to less than one-half (1/2) time teachers.

Section F -Family Medical Leave in Compliance with the Provisions of the Family Medical Leave Act of 1993:

1. Teachers eligible under the act shall be entitled to provisions of the Family Medical Leave Act of 1993.
2. Board policies regarding such leave shall include provisions for extension of such leave to those circumstances referred to in Article XVI, Section A, Number One of this Agreement.
3. When a husband and wife are both employed by the District, both are entitled to a total of 12 weeks each of Family Medical Leave.
4. Teachers may elect unpaid Family Medical Leave prior to using all of paid sick leave.

Article XVII: Councils and Committees

Section A -Elementary Curriculum and Advisory Council:

1. **Membership** - The membership for the Elementary Council will be comprised of nine (9) members. Each grade level will be represented on the council. The membership will consist of at least one (1) member from Ashmore, Carl Sandburg, Jefferson, and Mark Twain, one (1) special area teacher, one (1) special education teacher, one (1) district literacy coach and one (1) elementary principal.
2. Members will be selected from a list of interested teacher(s) in consultation with the building administrator and council chairperson. Each member will have a designated alternate. Whoever attends the meeting will receive the stipend.
3. Compensation will be \$54 TRS per meeting attended not to exceed \$540 per year per position.
4. The Superintendent or designee shall be a permanent member and chairperson of the council.

Section B - Middle Level Curriculum and Advisory Council:

- 1. Membership** -The Middle Level Curriculum and Advisory Council shall be comprised of seven (7) members as follows: four (4) teachers (science, math, social studies, reading), one from each of the four teaching teams at CMS, one (1) media specialist, guidance counselor, or physical education teacher, one (1) exploratory or band instructor, and one (1) principal.
2. The membership will be determined from a list of interested teacher(s) in consultation with the building administrator and council chairperson. Each member will have a designated alternate. Whoever attends the meeting will receive the stipend.
3. Compensation will be \$54 TRS per meeting not to exceed \$540 per year per position.
4. The Superintendent or designee and principal shall serve as co-chairpersons for the council.

Section C - High School Curriculum and Advisory Council:

- 1. Membership** - The High School Curriculum and Advisory Council shall be comprised of nine (9) members as follows: six (6) teachers representing the following subject areas: one (1) math, one (1) science, one (1) English, one (1) social studies, one (1) physical education - health - driver's education, one (1) foreign language - fine arts, one (1) special education, one (1) media specialist - vocational, one (1) counselor, one (1) building administrator.
2. The membership will be determined from a list of interested teacher(s) in consultation with the building administrator and council chairperson. Each member will have a designated alternate. Whoever attends the meeting will receive the stipend.
3. Compensation will be \$54 TRS per meeting not to exceed \$540 per year per position.
4. The Superintendent or designee and principal shall serve as co-chairpersons for the council.

Section D - Curriculum and Advisory Councils' Responsibilities:

1. Recommend to the superintendent curriculum or related items including but not limited to:

- a. staff development activities
 - b. proposed changes in the curriculum and/or curriculum studies to be carried out
 - c. proposed curriculum materials and textbook adoptions
 - d. proposed testing program(s)
 - e. coordinate and review student outcomes and goals
2. Act as liaison between the grade level staff members regarding curriculum planning.
 3. Assist in implementing individual school and district wide school improvement plans and activities.
 4. Work to insure vertical and horizontal articulation of educational programs and services offered to District students.

Section E -This Article shall not prohibit the establishment from time to time by mutual agreement of other joint Board-Administration-Association committees to study and make recommendations on topics and problems of concern to the District.

Section F - In the interest of directional and informational communication, the Association and the Board through the Joint Advisory Committee (JAC) consisting of three (3) representatives from the Association and three (3) designees of the Board shall meet, quarterly or upon request of either group not to exceed once a month, to clarify this Agreement and/or to discuss matters not covered in it.

1. The first session will be held in October prior to the Board meeting at which time dates will be set for successive quarterly meetings. Agenda items will be exchanged seven (7) calendar days prior to the meetings.
2. The JAC may recommend that issues of magnitude be submitted to an ad-hoc committee for study. A request by either party to form an ad-hoc committee will be submitted for consideration to the respective governing boards of the parties at their next regularly scheduled meeting.
3. The Association and the Board shall alternate responsibility for chairing and taking minutes of JAC meetings. It is the responsibility of each party to keep its respective Board informed of the deliberation of the JAC.
4. Teachers who wish to submit issues for consideration by the JAC may do so by completing a JAC report form (see Appendix "D") and submitting the form to an Association representative ten (10) days prior to the next JAC meeting.

Section G - During the term of this Agreement any Association or Board claim that a change in policy affects working conditions covered by the terms of this Agreement shall be negotiated by the Joint Advisory Committee (JAC) with the approval of the Association and the Board. Notice for any such demand shall be made to the Board at least two (2) weeks prior to the meeting and shall specify the policy in question and the impact created by such policy. The Board as well as the Association, can place an impact item on the agenda of the committee.

Article XVIII: Professional Compensation and Related Provisions

Section A - Supplemental Policies:

1. Salary Schedule Credit for Outside Experience

Full credit on the salary schedule will be given for the first ten (10) years of outside teaching experience (TRS creditable) and one half (1/2) year credit will be given for each full year thereafter up to a total of fourteen (14) years starting with the 2007-08 school year. All experience for less than a full year will be dropped.

Example: A teacher is hired with eighteen years of outside TRS creditable service. He or she will be given ten (10) years at full credit and four (4) additional years of credit for the remaining eight (8) years. He or she will be placed on step 13 of the salary schedule.

2. The salary schedule shall be added as Appendix "A". Such schedule shall be based on a one hundred eighty-five (185) day school calendar, but in no case fewer days than that provided by the School Code, five (5) of which shall be designated as emergency makeup days as determined by the Board.
3. Extra duty pay will be specified in Appendix "B".
4. A part-time teacher (employed 180 days but teaches less than a daily full load of classes) shall advance one (1) step on the salary schedule for each year in the District. In the event a part-time teacher is employed full-time the part-time teaching experience will be added as a pro-rated cumulative total to compute that teacher's full-time equivalency. For example, a one-half (1/2) time teacher on a one hundred eighty (180) day school calendar who has completed four (4) years of teaching before being hired full time would be given credit for two (2) years of full time equivalent experience for purposes of the salary schedule.
5. Teachers employed for less than one-half (1/2) time shall not be required to come back for school-related purposes unless requested to do so by an administrator or administrator designee. When a staff member is called back, he/she shall be compensated at a rate equivalent to the pay rate for teachers who substitute during their preparation time to the nearest one-half (1/2) hour. Should these teachers be required to attend a full day's institute, time spent

beyond their normal work schedule shall be compensated as noted above. Should a meeting be held that does not require a call back, no compensation shall be provided.

Section B -Payroll Procedures:

1. Payroll checks shall be issued twice per month, on the 15th day and the 30th day of each month.
2. If a regular pay date during the school term falls on a day when school is not in session, teachers shall receive payroll checks on the preceding day. During the summer period, checks shall be mailed on a regular pay date to the designated address of the employee.
3. Teachers may elect to have twenty (20) payroll checks (10 months) instead of the customary twenty-four (24) payroll checks (12 months). Teachers changing payroll status for the next school year must notify the District business office in writing by June 1 of any year that they elect to change their payroll status from twenty-four (24) to twenty (20) or vice versa.

Section C - Health Insurance and CUSD #1 Cafeteria Plan:

1. The Board will pay the single (employee) health insurance premium for each full-time teacher under a group health, life and major medical insurance policy up to \$6500.00. The District's insurance consultant will gather baseline data on the Insurance Reserve for one year (1-1-10 thru 12-31-10) and re-examine the year-end data on an annual basis. If the Insurance Reserve falls below \$850,000 on December 31 of any year of the contract, then the Board would increase the \$6,500 cost cap as needed, up to \$100. If the cost cap increase is not enough to address the Health Insurance Reserve decrease, then the insurance committee would re-design the plan to preserve the financial integrity of the Insurance Reserve.
2. The Board will also provide, on a voluntary basis to each employee the CUSD #1 Cafeteria Plan that will include provisions for family premium, medical, and childcare. The Board shall pay for all cost for the establishment of this plan. The employee shall pay for any monthly maintenance cost. The establishment of an individual plan, nor the amendment thereof, nor the payment of any benefits will cause any legal right against the Board in any matters between the employee and the IRS or its agents.
3. The Board will pay for a \$20,000.00 term life insurance policy.

4. The Board of Education and the Association shall have an advisory insurance committee.

The membership of the insurance committee shall be as follows:

Six (6) CEA members, three (3) CESPAs, one (1) principal, one (1) central office administrator, and three (3) Board members.

Each member of the insurance committee may have a designated alternate. The committee can be convened at the call of the CESPAs, the CEA, or the Board.

The committee shall not engage in collective bargaining but rather consensus-building. The work of the committee is to be collaborative in order to promote a wide range of views and opinions on the subjects with which to be dealt.

Recommendations, if any, reported by the committee will be approved by the Executive Committees of the CESPAs and the CEA plus the final approval of the Board of Education.

The committee may utilize the services of consultants, who may attend meetings and who shall inform the committee as to recommendations in modifications of the Plan design, interpret data generated from the various reports and bidding carriers, and provide projections of future Plan performance.

The committee shall consider all options which are in the best interests of the Plan, taking into account, without limitation, benefit designs and options, cost savings, cost containment options, managed care, preventative and wellness programs, and the like.

The committee shall consider, but not by way of limitation, the following:

- a. Additions to and modifications of the benefits currently in effect;
- b. Selections of insurance and stop-loss reinsurance carriers;
- c. Selections of third party administrators;
- d. Selections of managed care networks and brokers;
- e. Selection of funding mechanism for coverage (i.e. fully funded conventional, self funded, etc.);
- f. Establishment of premium levels for single and family coverage; and

g. Establishment of a November early dismissal date to explain Insurance, the 125 Cafeteria Plan and the Health Saving Account (HSA).

h. In addition, the committee shall:

- 1)** Provide stewardship for the health insurance fund.
- 2)** Facilitate and communicate their constituents' interest.
- 3)** Disseminate health insurance information to their constituents.
- 4)** Serve as advisors to the Superintendent and Board of Education on health insurance issues.

Section D:

- 1.** Effective dates for all CEA employee insurance coverage shall be from the date of employment to the following August 31.
- 2.** The health insurance will consist of the Gold and Silver Plans. This will in no way restrict the committee from considering other options in the future.
- 3.** Beginning January 1, 2011, the District will pay an amount equal to the cost of the individual insurance for the Gold Plan (not to exceed a maximum of \$550.00 per month) toward either the Gold or Silver Plan for eligible individuals. Refer to plan document for criteria on eligibility.
- 4.** For those who have chosen the Silver Plan, any remaining differential between the actual cost of the individual Gold Plan and the Silver Plan will be contributed toward a Health Saving Account (HSA) for those on the Silver Plan.

In no instance will the District pay more than \$550.00 per month (\$6600.00 per year).

Section E - Retirement Incentives:

An eligible Teacher may access either Option 1 or Option 2 below. Accessing one option will preclude access to the other.

Option No. 1

- 1.** To be eligible to choose any of the following Plans under this Option, a Teacher must meet one of the following:
 - a.** Have to have at least fifteen (15) years of full-time creditable TRS service in the District by the last day of service in the District;

AND

Be at least fifty-five (55) years of age with thirty-five (35) total years of creditable TRS service by the last day of service in the District;

OR

- b. Have at least fifteen (15) years of full-time creditable service within the District by the last day of service in the District.

AND

Be at least sixty (60) years of age by the last day of service in the District.

2. Whenever a teacher, who has taught a minimum of fifteen (15) years in the District, is first eligible to retire without an Early Retirement Option (ERO) cost to the Board, he/she must retire by the close of the school year that he/she gains eligibility or he/she will not be eligible for the retirement incentives in this Retirement Incentives/Option. Failure to retire at the close of the year in which he/she first gains eligibility will forever foreclose the teacher from the benefits of this Retirement Incentives/Option for the remainder of the teacher's employment within the District. Eligibility occurs only once. This paragraph will remain applicable so long as there is a statutory ERO penalty provision.
3. For purposes of this Option, nonexempt TRS creditable compensation (earnings) is defined by TRS rules and regulations.
4. Eligibility requirements are for the year the retirement becomes effective **NOT** the year the irrevocable letter of retirement is submitted.

Plans

(The deadline for the irrevocable letter for the first year of this Contract will be Friday, June 13, 2007.)

One Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to May 1 stating that he/she shall retire at the end of the next school year, the Teacher will be removed from the salary schedule and for the final year of employment the Teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) over the Teacher's nonexempt TRS creditable earnings for the prior year of employment.

As Example: The Teacher's prior year nonexempt TRS creditable earnings were \$40,000.00. The Teacher's final year nonexempt TRS creditable earnings will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$).

Two Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to May 1 two (2) years prior to the year of retirement, the Teacher will be removed from the salary schedule and for the final two (2) years of employment the Teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) over the Teacher's nonexempt TRS creditable earnings for the prior years of employment respectively.

As Example: A Teacher gives his/her irrevocable letter of retirement prior to May 1, 2007, stating he/she will retire on June 30, 2009. The Teacher's nonexempt TRS creditable earnings for the 2006-2007 school year were \$40,000.00. The Teacher's nonexempt TRS creditable earnings for the 2007-2008 school year will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$). The Teacher's nonexempt TRS creditable earnings for the 2008-2009 school year will be \$44,944.00 (i.e., $\$42,400.00 \times 1.06 = \$44,944.00$).

Three Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to May 1 three (3) years prior to the year of retirement, the Teacher will be removed from the salary schedule and for the final three (3) years of employment the Teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) over the Teacher's nonexempt TRS creditable earnings for the prior years of employment respectively.

As Example: A Teacher gives his/her irrevocable letter of retirement prior to May 1, 2007, stating he/she will retire on June 30, 2010. The Teacher's nonexempt TRS creditable earnings for the 2006-2007 school year were \$40,000.00. The Teacher's nonexempt TRS creditable earnings for the 2007-2008 school year will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$). The Teacher's nonexempt TRS creditable earnings for the 2008-2009 school year will be \$44,944.00 (i.e., $\$42,400.00 \times 1.06 = \$44,944.00$). The Teacher's nonexempt TRS creditable earnings for the 2009-2010 school year will be \$47,640.64 (i.e., $\$44,944.00 \times 1.06 = \$47,640.64$).

Four Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to May 1 four (4) years prior to the year of retirement, the Teacher will be removed from the salary schedule and for the final four (4) years of employment the Teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) over the Teacher's nonexempt TRS creditable earnings for the prior years of employment respectively.

As Example: A Teacher gives his/her irrevocable letter of retirement prior to May 1, 2007, stating he/she will retire on June 30, 2011. The Teacher's nonexempt TRS creditable earnings for the 2006-2007 school year were \$40,000.00. The Teacher's nonexempt TRS creditable earnings for the 2007-2008 school year will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$). The Teacher's nonexempt TRS creditable earnings for the 2008-2009 school year will be \$44,944.00 (i.e., $\$42,400.00 \times 1.06 = \$44,944.00$). The Teacher's nonexempt TRS creditable earnings for the 2009-2010 school year will be \$47,640.64 (i.e., $\$44,944.00 \times 1.06 = \$47,640.64$). The Teacher's nonexempt TRS creditable earnings for the 2010-2011 school year will be \$50,499.08 (i.e., $47,640.64 \times 1.06 = \$50,499.08$).

Option No. 2

1. To be eligible for this Option, a Teacher must have at least fifteen (15) years of full-time creditable TRS service in the District at the time of retirement and, upon retirement, the Teacher's retirement cannot cost the District any ERO penalty.
2. If an eligible Teacher gives the Board an irrevocable letter of retirement prior to May 1 stating that he/she shall retire at the end of the next school year, the Teacher shall be removed from the salary schedule, and for the final year of employment, the Teacher's nonexempt TRS creditable earnings shall be increased by six percent (6%) over the Teacher's nonexempt TRS creditable earnings for the prior year of employment.

As Example: The Teacher's prior year nonexempt TRS creditable earnings were \$40,000.00. The Teacher's final year nonexempt TRS creditable earnings will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$).

3. Additionally, in exchange for submitting the irrevocable letter of retirement, the Teacher shall be paid a post-retirement bonus for up to one hundred (100) days of unused sick leave at \$45 per day for all days not allocated to TRS for additional creditable service. This post-retirement bonus shall not be due or paid until after the Teacher's receipt of his/her final paycheck and after his/her last day of work.

Miscellaneous

1. If after submitting an irrevocable letter of retirement, the Teacher resigns from or is removed from duties for which the Teacher was compensated the previous year (i.e., Appendix B, extended contract and/or stipends), the Teacher's nonexempt TRS creditable earnings will be adjusted accordingly.

As Example: The Teacher's nonexempt TRS creditable earnings from the 2006-2007 school year were \$43,000.00, of which \$3,000.00 was compensation

for coaching basketball in 2006-2007. Under the Teacher's retirement plan, he/she would be scheduled to receive \$45,580.00 nonexempt TRS creditable earnings for the 2007-2008 school year (i.e., $\$43,000.00 \times 1.06 = \$45,580.00$). However, the Teacher resigns from his/her coaching position before the start of the 2007-2008 school year. The Teacher's nonexempt TRS creditable earnings for the 2007-2008 school year will be \$42,400.00 (i.e., $\$40,000.00 \times 1.06 = \$42,400.00$) rather than \$45,580.00.

2. The Board, in its sole discretion, may allow the Teacher to rescind his/her letter or retirement because of serious illness or life changing circumstances, provided the Teacher returns to the Board any nonexempt TRS creditable earnings paid to the Teacher in excess of the amount the Teacher would otherwise have received under the salary schedule for such year(s) in which the creditable earnings were paid.
3. If legislation is enacted and/or TRS rules and regulations are adopted during the life of this agreement that result in a greater cost to the District than the costs generated by this agreement, the provisions relating to such benefits shall be reopened for negotiations.

Section F - Limitation on TRS Creditable Compensation. When a Teacher is five (5) or less years from retirement eligibility under Section 15-135 of the Illinois Pension Code, the Teacher's nonexempt creditable TRS earnings from employment in the School District, irrespective of form and no matter how arising, and whether or not arising under this collective bargaining agreement, shall not exceed the amounts specified hereinafter.

No Teacher's nonexempt creditable TRS earnings from employment in this School District shall increase from one school year to the next by more than six percent (6%) or be otherwise increased so as to create liability on the part of the Board or District for any portion of a Teacher's retirement annuity, or result in any District or Board-paid penalty or fee to TRS.

Nothing in this section shall limit a Teacher from horizontal or vertical movement on the salary schedule.

Section G - Certificated employees paid on the teacher salary schedule shall be eligible for horizontal advancement on the salary schedule provided the employee demonstrates enrollment in and successful completion of course work as determined by a fully accredited institution of higher education that maintains master's degree, specialist, or doctoral degree programs subject to such other provisions and restrictions contained herein.

1. For the purposes of determining a "fully accredited institution" for this section,

the following criteria may apply: an undergraduate or graduate school of a North Central Association of Secondary Schools and Colleges, or a regional equivalent, or an Illinois Teacher Training Institution, or an institution of higher education which maintains a reciprocal agreement with the State Board Certification.

2. Questions relating to whether or not an institution meets the foregoing definition shall be resolved at the sole and exclusive discretion of the school district.
3. An employee uncertain of the accreditation status of an institution should obtain written approval from the superintendent prior to enrolling in a class for which the employee intends to apply for salary schedule advancement.
4. Regardless of degree held, either graduate or undergraduate hours may be used for salary schedule advancement, but no hours earned before the award of a degree may be used to advance to a column beyond that degree.

Section H - Proof of credit earned for acceptable horizontal salary advancement must be submitted to the administration by September 15 for salary schedule placement changes to occur. A certified transcript documenting that credit has been received must be on file at the Central Office by October 1. Contract changes and flat grants will be made in October.

Section I - The advancement of a teacher's education is the responsibility of each individual teacher, and the desirability of professional growth is recognized.

Section J - Active military service will be allowed on the salary schedule up to a total of two (2) years credit if the teacher was employed by the District prior to active military service. Nine (9) months of service will qualify for two (2) years of credit. A copy of separation notice should be filed for credit. (This provision is effective as of August 28, 1972).

Section K - Additional Compensation and Related Provisions:

1. Professional compensation, summer school and drivers' education teachers will be paid at the rate of \$28.00 per hour TRS.
2. The District blue form will be filled out for professional compensation, summer school and curriculum activities that are pre-approved to be paid by the Central Office and/or building principal.

Section L - Mileage required of teachers in carrying out their assigned duties in accordance with Board Policy shall be reimbursed at the approved Internal Revenue Service rate.

Section M - Contractual continued service shall be in accordance with the School Code.

Section N - To qualify for the "M.A. + 32" semester hour column, a limited number of related courses to his/her teaching field may be approved as well as courses necessary for a Specialists Degree.

Section O - The Board agrees to pay, as additional compensation, the amount set forth in Appendix "A" as part of each full-time teacher's member contribution to the Teachers' Retirement System as provided in Section 16-152 of the Illinois Pension Code.

1. The Board further agrees to pay a share of each part-time teacher's member contribution of the Teacher's Retirement System as provided in Section 16-152 of the Illinois Pension Code, the amount thereof to be determined by multiplying (i) the amount shown in Appendix "A" which would be paid if the teacher were a full time teacher, times (ii) the fraction of time contracted for by the teacher during the school year. The amount paid under this Article shall be excluded from wages for the purposes of Sub-title C, Chapter 24 Collection of Income Tax at Source on Wages, of the Internal Revenue Code of 1954, as amended.
2. In making this agreement for the Board to pay part of the member contributions of teachers to the Teachers' Retirement System, both parties expressly rely on Opinion No. S-676 of the Attorney General of the State of Illinois, dated January 8, 1974, in which the Attorney General concluded that a school board has the power to make such member contributions on behalf of its employees. The parties acknowledge that the legal question addressed in said opinion has not, to their knowledge, been passed upon by any court of this State.
3. The Association and the members of the bargaining unit, jointly and severally, agree to indemnify the Board and its members and hold them harmless for any costs or liability they may incur by virtue of compliance with this Article, provided notice on or of any action or proceeding is given promptly to the Association, and defense thereof surrendered to the Association and to counsel of its choosing. Should the Board or its members be held liable for any amounts as specified above, and no further appeal be available or the Association chooses not to pursue an appeal, the agreed reimbursement shall be made within ten (10) days of the date upon which the decision becomes final. The Association stated that it has the authority to bind each of the teachers who it represents to the contingent obligation provided for in this Article.

Section P - Special Elementary Provisions:

1. An elementary teacher requested to use his/her planning period to instruct students due to the absence of a specialist teacher shall be reimbursed at the rate of \$28.00 per hour TRS.
2. An elementary teacher who voluntarily assumes the responsibilities of head teacher shall be paid per school year as follows:
 - a. Buildings with a full-time administrator, \$550 TRS.
 - b. Buildings without a full-time administrator, \$825 TRS.

Section Q - Free lunches will be provided for each cafeteria supervisor on the day he/she supervises.

Section R - Teacher Collaboration Teams. As long as Teacher Collaboration Teams shall be deemed a necessary and appropriate manner of addressing pupil problems, the format will be as follows: the membership of the Teacher Collaboration Team (TCT) may include an administrator, counselor/social worker, school psychologists, special education teacher(s), general education teacher(s), speech language pathologist, and referring teacher. All other necessary professionals should participate as needed (i.e. collaborative teacher, Title I teacher or literacy coach, occupational therapist and physical therapist). The decision on the meeting time will be determined by consensus during the first meeting of the school year. The compensation will be nine (9) half-day release days with substitutes provided OR up to \$450 (½) day substitute rate pay times ten (10) days).

Article XIX: Emergency Closing of Schools

Section A - When an emergency confronts the schools, notification of the closing of schools will be released for broadcast over appropriate media outlets, but by no later than 6:45 A.M. by the Superintendent or his/her designee.

Section B - When the Superintendent or his/her designee officially closes the schools and school offices, no leave days previously arranged by a teacher will be deducted for emergency days.

Article XX: Duration of the Agreement

This Agreement shall be in full force and effect for the school years, 2010-2011, 2011-2012 and 2012-2013 and shall end on August 15, 2013.

Article XXI: Acceptance

The Charleston Education Association agrees not to engage in or support any work stoppage or slow down by teachers in Community Unit School District No. 1 during the term of this Agreement.

**CEA ~ CU1
By Mutual Agreement**

For the Board


Ron Miller, President


Kelly Miller, Secretary

For the Association


Tina Winings, President


Carla Robison, Secretary

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APPENDIX A
2010-2011 Salary Schedule

STEPS		BA	BA +16	MA	MA +16	MA +32	Spec.
0	TRS	33,758	35,222	37,867	38,032	38,498	38,943
	IRS	30,720	32,052	34,459	34,609	35,033	35,438
1	TRS	34,197	35,712	38,449	38,621	39,103	39,563
	IRS	31,119	32,498	34,989	35,145	35,584	36,002
2	TRS	34,638	36,204	39,033	39,209	39,708	40,190
	IRS	31,521	32,946	35,520	35,680	36,134	36,573
3	TRS	35,090	36,699	39,602	39,662	40,307	40,799
	IRS	31,932	33,396	36,038	36,092	36,679	37,127
4	TRS	35,642	37,297	40,252	40,629	40,987	41,497
	IRS	32,434	33,940	36,629	36,972	37,298	37,762
5	TRS	36,206	37,906	40,910	41,131	41,680	42,209
	IRS	32,947	34,494	37,228	37,429	37,929	38,410
6	TRS	36,777	38,531	41,580	41,819	42,387	42,927
	IRS	33,467	35,063	37,838	38,055	38,572	39,064
7	TRS	37,354	39,165	42,260	42,512	43,101	43,656
	IRS	33,992	35,640	38,457	38,686	39,222	39,727
8	TRS	37,939	39,809	42,950	43,220	43,823	44,394
	IRS	34,524	36,226	39,085	39,330	39,879	40,399
9	TRS	38,534	40,462	43,661	43,938	44,557	45,144
	IRS	35,066	36,820	39,732	39,984	40,547	41,081
10	TRS	39,178	41,176	44,440	44,721	45,359	45,964
	IRS	35,652	37,470	40,440	40,696	41,277	41,827
11	TRS	39,834	41,904	45,240	45,529	46,193	46,830
	IRS	36,249	38,133	41,168	41,431	42,036	42,615
12	TRS	40,537	42,653	46,071	46,375	47,042	47,729
	IRS	36,889	38,814	41,925	42,201	42,808	43,433

13	TRS	41,363	43,502	46,957	47,275	47,969	48,682
	IRS	37,640	39,587	42,731	43,020	43,652	44,301
14	TRS	42,465	44,553	48,075	48,413	49,151	49,870
	IRS	38,643	40,543	43,748	44,056	44,727	45,382
15	TRS	43,551	45,650	49,247	49,638	50,399	51,145
	IRS	39,631	41,542	44,815	45,171	45,863	46,542
16	TRS	44,772	46,889	50,610	51,029	51,826	52,589
	IRS	40,743	42,669	46,055	46,436	47,162	47,856
17	TRS	46,055	48,194	51,997	52,436	53,279	54,063
	IRS	41,910	43,857	47,317	47,717	48,484	49,197
18	TRS			53,453	53,905	54,780	55,589
	IRS			48,642	49,054	49,850	50,586
19	TRS			54,976	55,479	56,403	57,239
	IRS			50,028	50,486	51,327	52,087
20	TRS			56,604	57,151	58,128	58,991
	IRS			51,510	52,007	52,896	53,682
21	TRS			58,329	58,927	59,954	60,840
	IRS			53,079	53,624	54,558	55,364
22	TRS			60,054	60,710	61,800	62,713
	IRS			54,649	55,246	56,238	57,069
23	TRS			61,805	62,501	63,696	64,739
	IRS			56,243	56,876	57,963	58,912
24	TRS			63,747	64,444	65,632	66,880
	IRS			58,010	58,644	59,725	60,861
25	TRS			66,207	66,879	68,247	69,515
	IRS			60,248	60,860	62,105	63,259
26	TRS			68,822	69,597	71,350	72,615
	IRS			62,628	63,333	64,929	66,080

APPENDIX A
2011-2012 Salary Schedule

STEPS		BA	BA +16	MA	MA +16	MA +32	Spec.
0	TRS	34,008	35,472	38,117	38,282	38,748	39,193
	IRS	30,947	32,280	34,686	34,837	35,261	35,666
1	TRS	34,447	35,962	38,699	38,871	39,353	39,813
	IRS	31,347	32,725	35,216	35,373	35,811	36,230
2	TRS	34,888	36,454	39,283	39,459	39,958	40,440
	IRS	31,748	33,173	35,748	35,908	36,362	36,800
3	TRS	35,340	36,949	39,852	39,912	40,557	41,049
	IRS	32,159	33,624	36,265	36,320	36,907	37,355
4	TRS	35,892	37,547	40,502	40,879	41,237	41,747
	IRS	32,662	34,168	36,857	37,200	37,526	37,990
5	TRS	36,456	38,156	41,160	41,381	41,930	42,459
	IRS	33,175	34,722	37,456	37,657	38,156	38,638
6	TRS	37,027	38,781	41,830	42,069	42,637	43,177
	IRS	33,695	35,291	38,065	38,283	38,800	39,291
7	TRS	37,604	39,415	42,510	42,762	43,351	43,906
	IRS	34,220	35,868	38,684	38,913	39,449	39,954
8	TRS	38,189	40,059	43,200	43,470	44,073	44,644
	IRS	34,752	36,454	39,312	39,558	40,106	40,626
9	TRS	38,784	40,712	43,911	44,188	44,807	45,394
	IRS	35,293	37,048	39,959	40,211	40,774	41,309
10	TRS	39,428	41,426	44,690	44,971	45,609	46,214
	IRS	35,879	37,698	40,668	40,924	41,504	42,055
11	TRS	40,084	42,154	45,490	45,779	46,443	47,080
	IRS	36,476	38,360	41,396	41,659	42,263	42,843
12	TRS	40,787	42,903	46,321	46,625	47,292	47,979
	IRS	37,116	39,042	42,152	42,429	43,036	43,661

13	TRS	41,613	43,752	47,207	47,525	48,219	48,932
	IRS	37,868	39,814	42,958	43,248	43,879	44,528
14	TRS	42,715	44,803	48,325	48,663	49,401	50,120
	IRS	38,871	40,771	43,976	44,283	44,955	45,609
15	TRS	43,801	45,900	49,497	49,888	50,649	51,395
	IRS	39,859	41,769	45,042	45,398	46,091	46,769
16	TRS	45,022	47,139	50,860	51,279	52,076	52,839
	IRS	40,970	42,896	46,283	46,664	47,389	48,083
17	TRS	46,305	48,444	52,247	52,686	53,529	54,313
	IRS	42,138	44,084	47,545	47,944	48,711	49,425
18	TRS			53,703	54,155	55,030	55,839
	IRS			48,870	49,281	50,077	50,813
19	TRS			55,226	55,729	56,653	57,489
	IRS			50,256	50,713	51,554	52,315
20	TRS			56,854	57,401	58,378	59,241
	IRS			51,737	52,235	53,124	53,909
21	TRS			58,579	59,177	60,204	61,090
	IRS			53,307	53,851	54,786	55,592
22	TRS			60,304	60,960	62,050	62,963
	IRS			54,877	55,474	56,466	57,296
23	TRS			62,055	62,751	63,946	64,989
	IRS			56,470	57,103	58,191	59,140
24	TRS			63,997	64,694	65,882	67,130
	IRS			58,237	58,872	59,953	61,088
25	TRS			66,457	67,129	68,497	69,765
	IRS			60,476	61,087	62,332	63,486
26	TRS			69,072	69,847	71,600	72,865
	IRS			62,856	63,561	65,156	66,307

APPENDIX A
2012-2013 Salary Schedule

STEPS		BA	BA +16	MA	MA +16	MA +32	Spec.
0	TRS	34,408	35,872	38,517	38,682	39,148	39,593
	IRS	31,311	32,644	35,050	35,201	35,625	36,030
1	TRS	34,847	36,362	39,099	39,271	39,753	40,213
	IRS	31,711	33,089	35,580	35,737	36,175	36,594
2	TRS	35,288	36,854	39,683	39,859	40,358	40,840
	IRS	32,112	33,537	36,112	36,272	36,726	37,164
3	TRS	35,740	37,349	40,252	40,312	40,957	41,449
	IRS	32,523	33,988	36,629	36,684	37,271	37,719
4	TRS	36,292	37,947	40,902	41,279	41,637	42,147
	IRS	33,026	34,532	37,221	37,564	37,890	38,354
5	TRS	36,856	38,556	41,560	41,781	42,330	42,859
	IRS	33,539	35,086	37,820	38,021	38,520	39,002
6	TRS	37,427	39,181	42,230	42,469	43,037	43,577
	IRS	34,059	35,655	38,429	38,647	39,164	39,655
7	TRS	38,004	39,815	42,910	43,162	43,751	44,306
	IRS	34,584	36,232	39,048	39,277	39,813	40,318
8	TRS	38,589	40,459	43,600	43,870	44,473	45,044
	IRS	35,116	36,818	39,676	39,922	40,470	40,990
9	TRS	39,184	41,112	44,311	44,588	45,207	45,794
	IRS	35,657	37,412	40,323	40,575	41,138	41,673
10	TRS	39,828	41,826	45,090	45,371	46,009	46,614
	IRS	36,243	38,062	41,032	41,288	41,868	42,419
11	TRS	40,484	42,554	45,890	46,179	46,843	47,480
	IRS	36,840	38,724	41,760	42,023	42,627	43,207
12	TRS	41,187	43,303	46,721	47,025	47,692	48,379
	IRS	37,480	39,406	42,516	42,793	43,400	44,025

13	TRS	42,013	44,152	47,607	47,925	48,619	49,332
	IRS	38,232	40,178	43,322	43,612	44,243	44,892
14	TRS	43,115	45,203	48,725	49,063	49,801	50,520
	IRS	39,235	41,135	44,340	44,647	45,319	45,973
15	TRS	44,201	46,300	49,897	50,288	51,049	51,795
	IRS	40,223	42,133	45,406	45,762	46,455	47,133
16	TRS	45,422	47,539	51,260	51,679	52,476	53,239
	IRS	41,334	43,260	46,647	47,028	47,753	48,447
17	TRS	46,705	48,844	52,647	53,086	53,929	54,713
	IRS	42,502	44,448	47,909	48,308	49,075	49,789
18	TRS			53,953	54,555	55,430	56,239
	IRS			49,097	49,645	50,441	51,177
19	TRS			55,476	56,129	57,053	57,889
	IRS			50,483	51,077	51,918	52,679
20	TRS			57,104	57,801	58,778	59,641
	IRS			51,965	52,599	53,488	54,273
21	TRS			58,829	59,577	60,604	61,490
	IRS			53,534	54,215	55,150	55,956
22	TRS			60,554	61,360	62,450	63,363
	IRS			55,104	55,838	56,830	57,660
23	TRS			62,305	63,151	64,346	65,389
	IRS			56,698	57,467	58,555	59,504
24	TRS			64,247	65,094	66,282	67,530
	IRS			58,465	59,236	60,317	61,452
25	TRS			66,707	67,529	68,897	70,165
	IRS			60,703	61,451	62,696	63,850
26	TRS			69,472	70,247	72,000	73,265
	IRS			63,220	63,925	65,520	66,671

APPENDIX B
Co-Curricular Schedule 2010-2011

Assignment	0-3 Years	4-7 Years	8-11 Years	12+ Years
2010-2011 Base	33,758	33,758	39,033	40,910
H.S. Athletic Director	6,274	6,954	8,435	8,841
Basketball-Boys				
Head	5,121	5,803	7,104	7,446
Assistant	3,413	4,095	5,129	5,376
Soph	3,072	3,413	4,340	4,549
Freshman	3,072	3,413	4,340	4,549
Eighth	3,072	3,413	4,340	4,549
Seventh	3,072	3,413	4,340	4,549
Basketball-Girls				
Head	5,121	5,803	7,104	7,446
Assistant	3,413	4,095	5,129	5,376
Freshman	3,072	3,413	4,340	4,549
Eighth	3,072	3,413	4,340	4,549
Seventh	3,072	3,413	4,340	4,549
Football				
Head	5,121	5,803	7,104	7,446
First Asst.	3,413	4,095	5,129	5,376
Second Asst.	3,072	3,413	4,340	4,549
Soph	3,072	3,413	4,340	4,549
Freshman	3,072	3,413	4,340	4,549
Track-Boys				
Head-CHS	3,413	4,095	5,129	5,376
Asst-CHS	3,072	3,413	4,340	4,549
Eighth	2,049	2,387	3,158	3,310
Seventh	2,049	2,387	3,158	3,310
Track-Girls				
Head-CHS	3,413	4,095	5,129	5,376
Asst-CHS	3,072	3,413	4,340	4,549
Eighth	2,049	2,387	3,158	3,310
Seventh	2,049	2,387	3,158	3,310
Cross Country				
Head	2,731	3,413	4,340	4,549
Golf				
Head	2,731	3,072	3,946	4,136
Assistant	2,049	2,387	3,158	3,310

Assignment	0-3 Years	4-7 Years	8-11 Years	12+ Years
Baseball				
Head	3,413	4,095	5,129	5,376
Assistant	3,072	3,413	4,340	4,549
Middle School	2,049	2,387	3,158	3,310
Softball				
Head	3,413	4,095	5,129	5,376
Assistant	3,072	3,413	4,340	4,549
Middle School	2,049	2,387	2,731	3,310
Soccer-Boys				
Head	3,413	4,095	5,129	5,376
Assistant	3,072	3,413	4,340	4,549
Soccer-Girls				
Head	3,413	4,095	5,129	5,376
Assistant	3,072	3,413	4,340	4,549
Volleyball				
Head	3,072	3,754	4,735	4,962
Asst.	2,731	3,072	3,946	4,136
Eighth	2,049	2,387	3,158	3,310
Seventh	2,049	2,387	3,158	3,310
Trojets				
Head	2,049	2,731	3,552	3,723
Cheerleader Sponsor				
High School	2,049	2,731	3,552	3,723
High School Asst.	1,705	2,221	2,680	2,809
Middle School	1,364	1,708	2,369	2,483
Pom Squad				
Middle School	1,364	1,708	2,369	2,483
Scholastic Bowl				
High School	1,708	2,049	2,764	2,896
Middle School	1,708	2,049	2,764	2,896
Yearbook				
Sponsor	3,072	3,413	4,340	4,549
Speech-Individual				
Head	3,072	3,413	4,340	4,549
Asst.	2,049	2,387	3,158	3,310
Speech-Group				
Head	1,364	1,708	2,369	2,483

<u>Assignment</u>	<u>0-3 Years</u>	<u>4-7 Years</u>	<u>8-11 Years</u>	<u>12+ Years</u>
Student Council				
High School	3,072	3,413	4,340	4,549
Middle School	2,049	2,387	3,158	3,310
Newspaper				
High School	2,731	3,072	3,946	4,136
Middle School	2,049	2,387	3,158	3,310
Tennis-Boys				
High School	2,731	3,413	4,340	4,549
Tennis-Girls				
High School	2,731	3,072	3,946	4,136
Trainer				
High School	7,167	7,849	9,868	10,342
Band				
High School	3,413	4,095	5,129	5,376
Middle School	2,387	2,731	3,552	3,723
Chorus				
High School	2,387	2,731	3,552	3,723
Middle School	2,387	2,731	3,552	3,723
Musical				
High School	3,413	4,095	5,129	5,376
Middle School	1,364	1,708	2,369	2,483
Flags				
High School	1,023	1,364	1,975	2,070
Wresting				
Head Coach	3,413	4,095	5,129	5,376

Miscellaneous

Official Scorer and Timer:

Football: \$30.00

All other sports: \$40.00 for two games/\$25.00 for one game

Ticket Sellers/Takers: \$40.00 for two games/\$25.00 for one game

BUS CHAPERONES – MILEAGE one way

0 to 30 miles	\$	25.00
31 to 50	\$	30.00
51 – over	\$	40.00
+ 8 hours		\$75.00

APPENDIX B
Co-Curricular Schedule 2011-2012

<u>Assignment</u>	<u>0-3 Years</u>	<u>4-7 Years</u>	<u>8-11 Years</u>	<u>12+ Years</u>
2011-2012 Base	34,008	34,008	39,283	41,160
H.S. Athletic Director	6,321	7,006	8,489	8,895
Basketball-Boys				
Head	5,159	5,846	7,150	7,491
Assistant	3,438	4,125	5,162	5,408
Soph	3,095	3,438	4,368	4,577
Freshman	3,095	3,438	4,368	4,577
Eighth	3,095	3,438	4,368	4,577
Seventh	3,095	3,438	4,368	4,577
Basketball-Girls				
Head	5,159	5,846	7,150	7,491
Assistant	3,438	4,125	5,162	5,408
Freshman	3,095	3,438	4,368	4,577
Eighth	3,095	3,438	4,368	4,577
Seventh	3,095	3,438	4,368	4,577
Football				
Head	5,159	5,846	7,150	7,491
First Asst.	3,438	4,125	5,162	5,408
Second Asst.	3,095	3,438	4,368	4,577
Soph	3,095	3,438	4,368	4,577
Freshman	3,095	3,438	4,368	4,577
Track-Boys				
Head-CHS	3,438	4,125	5,162	5,408
Asst-CHS	3,095	3,438	4,368	4,577
Eighth	2,064	2,404	3,178	3,330
Seventh	2,064	2,404	3,178	3,330
Track-Girls				
Head-CHS	3,438	4,125	5,162	5,408
Asst-CHS	3,095	3,438	4,368	4,577
Eighth	2,064	2,404	3,178	3,330
Seventh	2,064	2,404	3,178	3,330
Cross Country				
Head	2,751	3,438	4,368	4,577
Golf				
Head	2,751	3,095	3,972	4,161
Assistant	2,064	2,404	3,178	3,330

Assignment	0-3 Years	4-7 Years	8-11 Years	12+ Years
Baseball				
Head	3,438	4,125	5,162	5,408
Assistant	3,095	3,438	4,368	4,577
Middle School	2,064	2,404	3,178	3,330
Softball				
Head	3,438	4,125	5,162	5,408
Assistant	3,095	3,438	4,368	4,577
Middle School	2,064	2,404	2,751	3,330
Soccer-Boys				
Head	3,438	4,125	5,162	5,408
Assistant	3,095	3,438	4,368	4,577
Soccer-Girls				
Head	3,438	4,125	5,162	5,408
Assistant	3,095	3,438	4,368	4,577
Volleyball				
Head	3,095	3,782	4,765	4,993
Asst.	2,751	3,095	3,972	4,161
Eighth	2,064	2,404	3,178	3,330
Seventh	2,064	2,404	3,178	3,330
Trojets				
Head	2,064	2,751	3,575	3,746
Cheerleader Sponsor				
High School	2,064	2,751	3,575	3,746
High School Asst.	1,717	2,238	2,697	2,826
Middle School	1,374	1,721	2,384	2,498
Pom Squad				
Middle School	1,374	1,721	2,384	2,498
Scholastic Bowl				
High School	1,721	2,064	2,781	2,914
Middle School	1,721	2,064	2,781	2,914
Yearbook				
Sponsor	3,095	3,438	4,368	4,577
Speech-Individual				
Head	3,095	3,438	4,368	4,577
Asst.	2,064	2,404	3,178	3,330
Speech-Group				
Head	1,374	1,721	2,384	2,498

<u>Assignment</u>	<u>0-3 Years</u>	<u>4-7 Years</u>	<u>8-11 Years</u>	<u>12+ Years</u>
Student Council				
High School	3,095	3,438	4,368	4,577
Middle School	2,064	2,404	3,178	3,330
Newspaper				
High School	2,751	3,095	3,972	4,161
Middle School	2,064	2,404	3,178	3,330
Tennis-Boys				
High School	2,751	3,438	4,368	4,577
Tennis-Girls				
High School	2,751	3,095	3,972	4,161
Trainer				
High School	7,220	7,907	9,931	10,405
Band				
High School	3,438	4,125	5,162	5,408
Middle School	2,404	2,751	3,575	3,746
Chorus				
High School	2,404	2,751	3,575	3,746
Middle School	2,404	2,751	3,575	3,746
Musical				
High School	3,438	4,125	5,162	5,408
Middle School	1,374	1,721	2,384	2,498
Flags				
High School	1,030	1,374	1,988	2,083
Wresting				
Head Coach	3,438	4,125	5,162	5,408

Miscellaneous

Official Scorer and Timer:

Football: \$30.00

All other sports: \$40.00 for two games/\$25.00 for one game

Ticket Sellers/Takers: \$40.00 for two games/\$25.00 for one game

BUS CHAPERONES – MILEAGE one way

0 to 30 miles \$25.00

31 to 50 \$30.00

51 – over \$40.00

+ 8 hours \$75.00

APPENDIX B
Co-Curricular Schedule 2012-2013

<u>Assignment</u>	<u>0-3 Years</u>	<u>4-7 Years</u>	<u>8-11 Years</u>	<u>12+ Years</u>
2012-2013 Base	34,408	34,408	39,683	41,560
H.S. Athletic Director	6,395	7,088	8,575	8,981
Basketball-Boys				
Head	5,220	5,915	7,222	7,564
Assistant	3,479	4,174	5,214	5,461
Soph	3,131	3,479	4,413	4,621
Freshman	3,131	3,479	4,413	4,621
Eighth	3,131	3,479	4,413	4,621
Seventh	3,131	3,479	4,413	4,621
Basketball-Girls				
Head	5,220	5,915	7,222	7,564
Assistant	3,479	4,174	5,214	5,461
Freshman	3,131	3,479	4,413	4,621
Eighth	3,131	3,479	4,413	4,621
Seventh	3,131	3,479	4,413	4,621
Football				
Head	5,220	5,915	7,222	7,564
First Asst.	3,479	4,174	5,214	5,461
Second Asst.	3,131	3,479	4,413	4,621
Soph	3,131	3,479	4,413	4,621
Freshman	3,131	3,479	4,413	4,621
Track-Boys				
Head-CHS	3,479	4,174	5,214	5,461
Asst-CHS	3,131	3,479	4,413	4,621
Eighth	2,089	2,433	3,210	3,362
Seventh	2,089	2,433	3,210	3,362
Track-Girls				
Head-CHS	3,479	4,174	5,214	5,461
Asst-CHS	3,131	3,479	4,413	4,621
Eighth	2,089	2,433	3,210	3,362
Seventh	2,089	2,433	3,210	3,362
Cross Country				
Head	2,784	3,479	4,413	4,621
Golf				
Head	2,784	3,131	4,012	4,202
Assistant	2,089	2,433	3,210	3,362

Assignment	0-3 Years	4-7 Years	8-11 Years	12+ Years
Baseball				
Head	3,479	4,174	5,214	5,461
Assistant	3,131	3,479	4,413	4,621
Middle School	2,089	2,433	3,210	3,362
Softball				
Head	3,479	4,174	5,214	5,461
Assistant	3,131	3,479	4,413	4,621
Middle School	2,089	2,433	2,784	3,362
Soccer-Boys				
Head	3,479	4,174	5,214	5,461
Assistant	3,131	3,479	4,413	4,621
Soccer-Girls				
Head	3,479	4,174	5,214	5,461
Assistant	3,131	3,479	4,413	4,621
Volleyball				
Head	3,131	3,826	4,814	5,041
Asst.	2,784	3,131	4,012	4,202
Eighth	2,089	2,433	3,210	3,362
Seventh	2,089	2,433	3,210	3,362
Trojets				
Head	2,089	2,784	3,611	3,782
Cheerleader Sponsor				
High School	2,089	2,784	3,611	3,782
High School Asst.	1,738	2,264	2,725	2,854
Middle School	1,390	1,741	2,409	2,523
Elementary	1,043	1,390	2,008	2,103
Pom Squad				
Middle School	1,390	1,741	2,409	2,523
Scholastic Bowl				
High School	1,741	2,089	2,810	2,942
Middle School	1,741	2,089	2,810	2,942
Yearbook				
Sponsor	3,131	3,479	4,413	4,621
Speech-Individual				
Head	3,131	3,479	4,413	4,621
Asst.	2,089	2,433	3,210	3,362
Speech-Group				
Head	1,390	1,741	2,409	2,523

Assignment	0-3 Years	4-7 Years	8-11 Years	12+ Years
Student Council				
High School	3,131	3,479	4,413	4,621
Middle School	2,089	2,433	3,210	3,362
Newspaper				
High School	2,784	3,131	4,012	4,202
Middle School	2,089	2,433	3,210	3,362
Tennis-Boys				
High School	2,784	3,479	4,413	4,621
Tennis-Girls				
High School	2,784	3,131	4,012	4,202
Trainer				
High School	7,305	8,000	10,032	10,506
Band				
High School	3,479	4,174	5,214	5,461
Middle School	2,433	2,784	3,611	3,782
Chorus				
High School	2,433	2,784	3,611	3,782
Middle School	2,433	2,784	3,611	3,782
Musical				
High School	3,479	4,174	5,214	5,461
Middle School	1,390	1,741	2,409	2,523
Flags				
High School	1,043	1,390	2,008	2,103
Wrestling				
Head Coach	3,479	4,174	5,214	5,461

Miscellaneous

Official Scorer and Timer:

Football: \$30.00

All other sports: \$40.00 for two games/\$25.00 for one game

Ticket Sellers/Takers: \$40.00 for two games/\$25.00 for one game

BUS CHAPERONES – MILEAGE one way

0 to 30 miles \$25.00

31 to 50 \$30.00

51 – over \$40.00

+ 8 hours \$75.00

Appendix C: Grievance Report Form

A. Grievant _____

B. School or Building _____

C. Step _____

*D Signature _____ Date _____ Title _____

1) _____

2) _____

3) _____

4) _____

5) _____

*Provide signature, date, and title as applicable to procedure.

_____ Grievant Date _____

_____ Resolved

_____ Not Resolved

Appendix D: Joint Advisory Committee Report Form

(Please submit completed form to an Association Representative ten (10) days prior to the next meeting of the Joint Advisory Committee. The Association Representative will submit the form to a Joint Advisory Committee member.)

Concern:

Building Representative _____

School _____

Principal _____

Date concern was discussed with principal _____

Signature(s) of those
involved _____

(This space is for Committee use only)

Action Taken:

Appendix E: Form for Proposing Co-Curricular Positions

1. Nature of extra duty request:

2. Justification for extra duty request:
 - A. Students impacted
 - B. Impact on facilities usage:
 - C. Impact on existing programs:
 - D. Long-term impact of the request:

3. General job responsibilities of the position including projected time spent fulfilling the positions.

Signature of requester: _____ Date: _____

Principal's signature: _____ Date: _____

Action on request: Accept: _____ Reject: _____

Rationale for action:

Superintendent's signature: _____

Action on request: Accept: _____ Reject: _____

Rationale for action:

Board action: Accept: _____ Reject: _____

Requestor wishes to present the proposal to the board: Yes _____ No _____

Appendix F: Policy for Receiving Days from the Sick Leave Bank

1. When a teacher is in need of days from the sick leave bank, he/she will give written notice to a building representative **and** the CEA President, including a statement as to why the day(s) are needed.
2. The building representative will then put written notice and sick leave donation forms in all teachers' mailboxes in that building. These will be put in all teachers' mailboxes. All days received will be forwarded to the CEA President.
3. If enough days are not received, then the CEA President will send out a request to building representatives in all buildings. These will be put in all teachers' mailboxes. All days received will be forwarded to the CEA President.
4. All necessary donated days will be sent to the Central Office. Any days in excess of the number requested will be returned to the teacher who donated them. The Central Office will send written notification to teachers when the donated days are deducted.
5. The Central Office will credit the individual with the appropriate number of donated days. If the proper number of days is not received, the Central Office may approve unpaid sick leave for a teacher who provides written proof of illness from a physician to start punitive action if such notice is not available.

Applicable Contract language: **Article XVI, Section A – Sick Leave**

1. "Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for purpose of this section shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. The Superintendent, upon the recommendation of the building principal, must approve exceptions to the interpretation of the immediate family."
7. "A teacher has the option of transferring no more than four (4) days per year of his/her accumulated sick leave to a designated fellow teacher who has exhausted his/her sick leave due to a period of prolonged illness or disability, not to exceed one hundred eighty (180) days per year. The donor involved shall send written notification to the Superintendent at the time of transfer."
8. "When paid sick leave expires, teachers may apply for unpaid sick leave for the remainder of the school year or remainder of the illness, whichever comes first. If a physician upon request of the administration verifies illness or disability, then a teacher will receive paid insurance benefits. Periodic affirmation of the illness may be required."


Memorandum of Understanding: Continuum of Services

The parties to this Memorandum of Understanding hereby agree as follows:

1. The parties are committed to improving the continuum of services in all of Charleston Schools, specifically including the inclusive options for students who receive special education services in every school building.
2. The parties know and understand that as Charleston implements such a program, and as a part of improving the program, issues can arise and must be addressed in order to provide appropriate services to children.
3. The parties believe it is an essential component to improving the continuum of services that teachers are encouraged to share any problems or issues that arise, and therefore:
 - a. Each building shall have a process for problem-solving as the program moves forward to provide a meaningful forum to address strengths and weaknesses of the program.
 - b. After review by the individual building, a problem or issue may be brought to the Association/Administration meeting.



For the Association



For the Board

Dated: 5/27/10

Dated: 5/27/2010

Memorandum of Understanding: Parent/Teacher Conferences

The parties to this Memorandum of Understanding hereby agree that the Professional Negotiations Agreement, Article XI (Teaching Conditions and Staff Facilities), Section H – Parent/Teacher Conferences and Workshop Days be adjusted as below for the 2010-2011 school year. Future years' P/T Conference schedule structures will be reviewed/determined jointly among administrative and association representatives during the 2010-2011 school year.

Section H – Parent/Teacher Conferences and Workshop Days

1. For the fall of the 2010-2011 school year, the calendar will be developed for Charleston High School to hold P/T Conferences/In-service during a regular school day while the elementary schools will conduct half-day (p.m.) and evening P/T Conferences. Charleston Middle School will select either the CHS or elementary P/T Conference/In-service school day schedule. There is no student attendance on this day.

The following day, Charleston Middle School and all elementary schools will have a half-day (a.m.) of student attendance to be followed by a half-day (p.m.) of P/T Conferences. Charleston High School will have a half-day (a.m.) of student attendance to be followed by a half-day (p.m.) of P/T Conferences/In-service.

One half-day will be offered in the spring for K-6 P/T Conferences. CMS and CHS will offer P/T Conferences/In-services on that half-day.



For the Association



For the Board

Dated: 5/27/10

Dated: 5/27/2010

Memorandum of Understanding: CHS Athletic Director Position

The parties to this Memorandum of Understanding hereby agree that Appendix B, Co-Curricular Schedule for 2010-2011, 2011-2012, and 2012-2013 be adjusted to include the position of Charleston High School Athletic Director.

Assignment: CHS Athletic Director

0 – 3 years

2010-2011	\$6,274
2011-2012	\$6,321
2012-2013	\$6,395



For the Association



For the Board

Dated: 5/27/10

Dated: 5/27/2010

Memorandum of Understanding: Curriculum Councils

The parties to this Memorandum of Understanding hereby agree that Article XVII, Councils and Committees, be clarified as follows:

Section A

- The membership for the Elementary Council will be comprised of eleven (11) members.
- The “district literacy coach” representative may be filled by a “literacy specialist,” one who has specialized training/certification in the English language arts subject area.

Section B

- The Middle Level Curriculum and Advisory Council shall be comprised of seven (7) members as follows: four (4) teachers (one each from science, math, social studies, reading; every effort will be made to have representation from each teaching team), one (1) special education teacher, one (1) media specialist, guidance counselor, physical education teacher, exploratory teacher, or band instructor, and one (1) principal.

Section C

- The High School Curriculum and Advisory Council shall be comprised of ten (10) members.



For the Association



For the Board

Dated: 5/27/10

Dated: 5/27/2010