



**MUNDELEIN ELEMENTARY
SCHOOL DISTRICT**



**2026 - 2029
CONTRACTUAL AGREEMENT**

BETWEEN THE

**MUNDELEIN ELEMENTARY
EDUCATION ASSOCIATION, IEA-NEA**

AND THE

**MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75
BOARD OF EDUCATION
LAKE COUNTY, ILLINOIS**

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Preamble

The parties agree that the welfare of the children of the school district is the primary goal of both parties. It is recognized that teaching is a profession and that both parties have designed an orderly professional process dealing with their concerns.

Non-Discrimination

The Board shall not discriminate against any employee for reasons identified by the Illinois Human Rights Act.

Legal Interpretation and Acceptance

If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid except to the extent permitted by law, but all other provisions or applications should continue in full force and effect.

Article I: Recognition

The Board of Education, School District 75, Lake County, Illinois, hereinafter referred to as the "Board," recognizes the Mundelein Elementary Education Association-IEA/NEA, affiliated with the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association," as the sole and exclusive bargaining agent for all regularly employed certified personnel, hereinafter referred to as the "Teacher(s)," except the Administration Psychologists, Substitute Teachers, contracted personnel other supervisory personnel as such are defined by Section II of the Illinois Educational Labor Relations Act. The Board agrees not to negotiate with any employee individually during the term of this Agreement.

Article II: Management Rights

Board of Education: The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities which shall be exercised in conformity with the provisions of this Agreement. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, authority under the Illinois school laws or any other national, state, county, district or local laws or regulations as they pertain to education.

Article III: Teachers

Article III-1: Teachers' Rights

To the extent that seniority is applicable, the term "seniority" is defined as the length of the teacher's continuous service with the Board from the first date compensation is earned as a full time teacher. Seniority will not accrue or be deemed interrupted during any unpaid leave of absence. Teachers hired on part-time basis shall accrue seniority on a pro-rated basis. In the event District seniority is equal between teachers, the seniority tie will be determined by drawing lots.

1. Teacher Safety

A teacher with a complaint of assault (i.e. physical, verbal, or electronic threat) and/or battery will report in writing the complaint to the building principal and/or the Office of Human Resource Management.

In the event of a physical injury, the teacher will notify the school nurse so that the nature and severity of the injury can be assessed and an incident report prepared and forwarded to the Office of Human Resource Management.

Upon receipt of the complaint, the administration will notify the Association President(s) that a complaint has been received and the administration will complete an investigation with appropriate due process for all parties. At the completion of the investigation, the administration will provide the findings to the teacher, Association, and the Board of Education and take appropriate corrective or disciplinary action.

Article III-2: Teachers' Professional Judgement

The parties acknowledge that teachers should be permitted to utilize learning and other resources in a manner which they deem to be most productive and which are based upon their professional judgment and experience, recognizing their responsibility to intellectual integrity and scholarly objectivity, and to proceed according to program and policy objectives as established by the Board.

Article III-3: Parent Complaints

It is the intent of this section that teachers receive timely awareness of complaints. A complaint about a teacher from a parent, student, or other individual made to the Board or an administrator shall be made known to the teacher, including the nature of the complaint and name of the individual making the complaint. If the complaint is made in writing, a copy of the original complaint shall be given to the teacher. No final action shall be taken against the teacher without an investigation with appropriate due process for all parties. No party shall retaliate against any person making a complaint.

Based on the nature of the complaint, the supervisor or staff member may request to schedule a complainant-teacher meeting so that the individual making the complaint may meet directly with the teacher to address the issue.

If the issue is not resolved by a meeting between the complainant and teacher, the supervisor shall schedule a complainant-teacher-supervisor meeting to address the issue. The teacher may have an Association representative present for any meeting in which the supervisor is also in attendance. If requested by the teacher, the supervisor will provide the teacher with a written resolution of the complaint.

In the event a parent, student, or individual files a complaint against a teacher alleging the violation of Board policy, the district will follow the procedures and/or processes stated by policy.

Article III-4: Work Year

The work year shall consist of 180 teacher attendance days. These 180 days shall consist of 174 pupil attendance days, two (2) parent conference days, four (4) teacher institute days in accordance with the Illinois School Code and Illinois State Board of Education guidance. If emergency days are unused, they shall not become teacher workdays.

Annually the Calendar Committee will make recommendations to the Board of Education on the schedule of parent conference, teacher institute and emergency days. The Committee will be facilitated by a MEEA President and the Superintendent. Membership of the committee will include up to 18 members. From Washington, Mechanics Grove, and Carl Sandburg there may be two teachers, one parent, and one principal for each school. There may be one teacher from Lincoln. There may be up to three additional district office administrators. The committee or its spokesperson shall present its recommendations to the Board regarding the following year's calendar, no later than the first board meeting in March. When possible, the Committee shall develop calendar recommendations for at least two (2) years in advance to facilitate planning.

Article III-5: Representation

The building administrator will initially confer with the teacher in an expedient manner and then provide twenty four (24) hours advance written notice with reasons for the formal meeting. If the teacher is required to appear before an administrator for any matter, which may result in disciplinary action, the teacher shall be entitled to have an Association representative.

If a teacher is required to appear before the Board for any matter which may result in disciplinary action for criminal misconduct or a recommendation for termination of employment, the teacher shall be entitled to have an Association representative and/or attorney of his/her choice at his or her own expense who is readily available. The teacher will notify the Superintendent at least 24 hours in advance of the meeting of the intent to bring an attorney. The teacher will provide the name of the attorney, the name of the law firm and contact information.

Article III-6: Maintenance of Standards

The conditions and practices of the Board as they relate to the following items shall remain as the standard as indicated below:

(a) Use of Mailboxes

MEEA may use the District email, mail system and mailboxes for Association business and communications when buildings are generally available to teachers and to the extent that such usage does not interfere with the District's operation of the mail system.

(b) Access to Personnel Files

One personnel file for each employee shall be kept in the School District Office and except for confidential material, such as recommendations and evaluations of a personal nature by educational institutions and previous employers, will be available for inspection by the employee, appropriate personnel and the Board of Education.

Upon proper request the Superintendent or his designee will provide to the employee his/her personnel file. Any employee may inspect his or her file during normal District hours or by appointment with the Superintendent or his designee.

Each certificated employee shall have on file in the District Office, official transcripts of earned college and university credits, teaching certificates, and other records and documents required by the administration and the Board of Education. An employee may attach a signed memorandum to any item in his/her file, which, in his/her opinion, needs further clarification or explanation.

An employee who wishes to have an item removed from his/her file may do so by submitting such requests in writing to the Superintendent of Schools. The Superintendent will determine whether or not the item should be removed. If the employee is not satisfied with the Superintendent's decision, a written appeal may be made to the Board of Education.

(c) Teacher Evaluation Process

Teacher evaluations shall be completed according to the following timelines:

- Non-Tenure: March 15th
- Tenure: May 15th

These dates shall apply unless there are extenuating circumstances.

(d) Frequency of Dues Deduction

MEEA shall provide a list of teachers and amounts of money to be deducted for each member in the District Business Office by September 15th. Deductions shall be made over eighteen (18) pay periods beginning September 30th and the first paycheck in June. Employees not included on the aforementioned list who elect to become members, shall have the amount to be deducted divided evenly between the first pay period after membership documents are completed and the first paycheck in June. The District shall submit the deducted amounts and the computer printout of all deductions to the treasurer of MEEA on each payday.

Report Cards/Formal report cards concerning the students' progress will be provided to parents

based on the report card schedule approved by the Board of Education as part of the adoption of the annual school calendar. In addition to fall and spring conferences parents are encouraged to call the school and arrange for a conference concerning their child at any time during the school day.

With regard to formal conferences, the following guidelines are established for the Fall Conferences:

- (1) Where possible, all teachers are expected to make conscientious efforts to meet face-to-face in the fall with the parent(s)/guardian(s) of each of the students in their classroom.
- (2) The Calendar Committee will recommend district-wide evening conferences for the following year in accordance with the Illinois School Code (105 ILCS 5/18-8.05 and 105 ILCS 5/24-2).

Teachers will work their normal teacher day plus 5-8 p.m. each evening time. The fall evening conference plus the spring evening conference will count as one full day of the 180-day teacher work calendar.

(3) Teachers who hold face-to-face conferences beyond the above parameters will receive one half (½) day of compensation time for each three (3) hours of conferencing. Teachers will confer with their principal and receive prior approval before conducting the conferences.

(4) When there are more fall and winter parent conferences needed than there are time slots available, K-5 teachers will confer with their principals and receive prior approval for conducting the fall and winter parent conferences outside the teacher workday.

Such teachers will be paid the Extra Duty Special Education Staffing hourly rate on a pro rata basis for each 20-minute pre-approved fall or winter parent conference held outside the teacher workday.

(5) When there are more fall and winter parent conferences needed than there are time slots available, 6-8 teachers will confer with their principals and receive prior approval for conducting the fall and winter parent conferences outside the teacher workday. Such teachers will be paid the Extra Duty Special Education Staffing hourly rate on a pro rata basis for each 15 (MEEA) minute pre-approved fall or winter parent conference held outside the teacher workday.

(6) Conference schedules shall include mandatory break periods of all staff, which shall be scheduled by the staff members themselves. Breaks shall not be scheduled during the final hour of conference times.

- The duration of each required break period for full day conferences (12:00 PM to 8:00 PM) shall be equal to the length of:
 - One (1) conference appointment time slot (20 minutes for elementary)
 - Two (2) conference appointment time slots (12 minutes for middle school)And shall be free from assigned duties or conference obligations.
- A one (1) hour dinner break shall be designated during conferences held from full day conferences and shall be scheduled from 4:00 PM to 5:00 PM.

Staff members shall not be required to remain in the building between end of the normal workday and the start of the designated time for evening conferences.

(e) Teacher Work Day

The teacher's work day is seven (7) hours and fifteen (15) minutes. Within this work day is a thirty (30) minute duty-free lunch. In addition to the scheduled work day, teachers have a professional responsibility to attend designated open houses, curriculum nights, 8th grade graduation, parent-teacher conferences, and staff meetings that are scheduled beyond the work day. Accepted extra-duty assignments and supervisory activities are scheduled beyond the teacher work day. All services performed beyond the contractual teacher work day will be performed on a voluntary basis at the discretion of the teacher.

The student day:

Pre-K is five (5) hours- two (2) sessions of two (2) hours and thirty (30) minutes per session.

Elementary is six (6) hours and forty (40) minutes.

Middle school student day is six (6) hours and forty-five (45) minutes.

(1) Teacher Work Day: Staff Meetings

Mandatory staff meetings occur outside of the teacher work day and will not exceed twelve (12) meetings per year and shall not exceed sixty (60) minutes without the mutual agreement of the staff and administration. Meetings may be adjourned prior to the one (1) hour limit when the agenda has been completed or when it is otherwise appropriate to do so.

Mandatory staff meetings held on Institute Days, or meetings held on a voluntary basis, do not count against the twelve (12) staff meetings total. The principal will distribute a list of all scheduled mandatory staff meetings on or before the first staff meeting of the school year.

Any services performed beyond the defined teacher day, other than contractual, will be performed at the discretion of the individual teacher on a voluntary basis.

(2) Teacher Work Day: Early Release Days

Early Release Days are scheduled based on accumulated minutes of instruction beyond the minimum five (5) clock hours required by the Illinois School Code.

Early Release Days are scheduled for three (3) hours for the purpose of school improvement which may include professional development, data analysis, curriculum development or other activities which are designed to enhance the instructional program for students.

(3) Teacher Work Day: Planning/Preparation

For all buildings, an agenda for all meetings shall be shared with staff no fewer than forty-eight (48) hours prior to the scheduled meeting time.

a. Assignable Time:

i. Lincoln

1. Assigned teacher preparation time during the teacher work day will not exceed 170 minutes per week.
2. Assignable time occurs in the time period between the AM/PM sessions with students.

ii. Washington/Mechanics Grove

1. Assigned teacher preparation time occurs during the teacher work day unless otherwise scheduled by the teaching team. The schedule time varies by week and will not exceed 205 minutes in any given week. Teacher teams, in collaboration with their building principal, will create a schedule for when their assigned meeting times will occur at the beginning of the school year. Assigned meeting time is as follows:
 - a. Two (2) team meetings per month for up to thirty (30) minutes each.
 - b. Two (2) administrators facilitated learning team meetings per month for up to fifty (50) minutes each.
 - c. One (1) teacher facilitated learning team meeting per month for up to thirty-five (35) minutes.
 - d. Additional assigned time up to one hundred and

twenty-five (125) minutes per week for arrival and dismissal supervision.

iii. Carl Sandburg

1. Assigned teacher preparation time occurs during the teacher work day and can be flexibly shifted to allow an extended amount of time, not to exceed eight (8) hours on any given day. The schedule time varies by day and will not exceed 150 minutes in any given week. This time and schedule will be mutually agreed upon at the beginning of each school year.
2. Administration will avoid scheduling staff meetings on extended assignable time days.

b. Unassignable Time:

i. Any time that is not assigned is considered unassigned teacher preparation time.

1. The district and the MEEA recognize that emergency situations occur and should a meeting need to be scheduled during unassignable time, the MEEA will work with the administration to fulfill those needs.
2. Each non-classroom teacher will receive at least one (1) twenty (20) minute unassigned preparation time block each day.
3. Lincoln
 - a. Any unassigned teacher preparation time occurs during the teacher work day and will not exceed 355 minutes in any given week.
4. Washington/Mechanics Grove
 - a. Any unassigned teacher preparation time occurs during the student day. The scheduled time varies by week and will not exceed 350 minutes in any given week.
5. Carl Sandburg
 - a. Any unassigned teacher preparation time occurs during the student day and will not exceed 420 minutes in any given week.

(4) IEP/504/IPS Meetings

- a. All certified staff from Lincoln, Washington, Mechanics Grove, and Carl Sandburg Middle School, excluding related service providers, will attend up to ten (10) IEP/504/IPS meetings during unassigned time in one school year. Beginning on the eleventh (11) IEP/504/IPS meeting during unassignable time, compensation will be provided at the Tier B of the extra duty pay schedule. For each IEP/504/IPS meeting, only one classroom teacher shall be required to attend. Such teacher shall serve as a representative of the student's teaching team. Teachers shall participate on a rotating basis among team members or based on need/concern being addressed at the meeting.
- b. Administration will make every effort to find a substitute to cover meetings rather than schedule meetings during unassignable time.

(5) Report Cards

- a. No administrator-directed meetings shall be scheduled during the two (2) school days immediately preceding the due date for grade submissions.

(f) Part Time Teacher Status

All Part Time employees would have the appropriate number of Plan Minutes and Collaborative Minutes based on their Part Time Status (for example, a 0.5 employee would have 0.5 x plan minutes and 0.5 x collaborative minutes in their schedule). These minutes would be in addition to their number of teaching periods/minutes.

Part Time employees with a minimum of a 0.5 status will be required to attend all staff meetings.

At Carl Sandburg -

Number of Teaching Periods	Part Time Status
1 Period	$\frac{1}{6} = 0.167$
2 Periods	$\frac{2}{6} = \frac{1}{3} = 0.333$
3 Periods	$\frac{3}{6} = \frac{1}{2} = 0.5$
4 Periods	$\frac{4}{6} = \frac{2}{3} = 0.667$
5 Periods	$\frac{5}{6} = 0.833$
6 Periods	Full Time

Elementary Schools -

Number of Teaching Minutes	Part Time Status
The number of student contact minutes should be used to determine the part time status. The following formula should be used to determine the part time status.	(Number of student contact minutes for the Part Time Teacher) divided by (Number of student contact minutes as defined in contract) *Rounded to the nearest thousandth
Example: Part Time staff member has 250 minutes of student contact minutes.	$250/400 = 0.625$

(g) Replacement of Teachers

The Board shall make every effort not to replace presently employed teachers with teacher assistants.

(h) Freedom Of Information Act (FOIA) Notification

A teacher shall be given a copy of all FOIA requests that seek the release of information from his/her personnel file. The Board will only release information from the personnel file as permitted by law.

(i) Class Size

The Board and the Association recognize the importance of class size and its direct relationship to effective instruction.

The Administration shall make an effort to maintain reasonable class sizes so that effective instruction can be provided to students. The Administration shall consider, among other factors, the grade level or subject being taught, the physical limitations of the classroom and building, the overall budget and staffing plans, and any applicable health, safety, and legal considerations.

- (a) During the school year, the Association may schedule a meeting with the Administration to review concerns relating to class size. During the meeting, the parties may discuss and arrange additional available supports that can be provided to a teacher.
- (b) District class sizes will be reviewed in a regularly scheduled meeting of the Superintendent and MEEA leadership by May 1 of each school year. The purpose of the meeting will be to share, discuss, and seek input about anticipated class size after the presentation of the staffing plan for the upcoming school year to the Board.
- (c)

Article III-7: Agenda

A copy of the Board agenda and appropriate non-confidential agenda related materials will be made available to the Association president or a designated Association representative prior to Board meetings.

Article III-8: Use of Buildings for MEEA Meetings

The Association may hold MEEA meetings prior to and after the teacher day. The District will reserve Tuesdays after the Teacher Work Day for MEEA meetings.

For building MEEA meetings, verbal notification will be given to the building principal. In case of district wide MEEA meetings, notification will be given to the Superintendent.

- (a) Additional meeting days may be requested two (2) days before meeting date, provided that such meetings do not interfere with the instructional program or school district calendar.
- (b) Teachers may meet with MEEA representative(s) during the normal school day in the school building in a manner and in an area that will not interfere with the instructional program.

Article III-9: Bulletin Boards

The Association shall be provided with bulletin board space in each school.

Article III-10: Traveling Teachers

The District will make every effort to provide traveling teachers with a minimum of fifteen (15) minutes travel time between classes at different campuses. Teachers traveling between District 75 schools and schools in other districts will be provided a minimum of twenty (20) minutes travel each way. If necessary, other agreements may be made between affected teachers and the administration.

Article III-11: Special Education

(a) The District 75 Board of Education and MEEA acknowledge that the Least Restrictive Environment (LRE) is federally mandated. They also recognize the extent to which any individual student with disabilities should participate in regular education programs must be appropriate to that student's unique needs as determined by the Eligibility Review Team and/or the Individualized Educational Plan (IEP).

(b) Regular education teachers are included in the placement process for special education students. During the placement, whenever there is a concern about the details of the IEP, a regular or special education teacher working directly with the special education student may request a collaboration meeting to review the IEP and provide pertinent information about the impact of special education placement on classroom learning, the safety of students and staff, and the appropriateness of curriculum modifications.

(c) IEP required special education teaching assistants may not be reassigned to substitute teach unless the special education student under his/her responsibility is absent from school.

Article III-12: Student Classroom Reassignment

Program Reassignments

- a. A student may be reassigned when the District determines that the reassignment is needed.
- b. Prior to the student's placement in the receiving classroom, the District shall conduct a conference that includes:
 - i. Building administration;
 - ii. The receiving teacher; and
 - iii. The student's previous teacher, when deemed relevant by administration or requested by either teacher.
- c. No student shall be placed in the receiving classroom until the required conference has occurred. For the purposes of IEP reassignment, the IEP meeting will serve as the required conference.

Notice and Documentation

- a. Except in the case of an emergency, to maintain student or staff safety, or as may be required by law, the receiving teacher shall be provided written notice of the reassignment at least two (2) full school days prior, including any relevant information, and the effective date.
- b. Documentation related to safety-based reassignments shall be maintained by the District and made available to the Association upon request, consistent with applicable confidentiality laws.

Article IV: Assignments, Vacancies and Transfers

1. All teachers shall be given written notice of their anticipated assignments if different from their existing assignment as contemplated for the forthcoming school year by May 15th, if reasonably feasible, in order to facilitate the acquiring of materials. If changes in a teacher's assignments are made after such notice is given, the teacher shall be promptly notified by their (work or personal) email filed with the District. At the teacher's request, a meeting will be held within ten (10) working days of such notification to discuss the reasons for the change with the Superintendent or designee. The teacher may be accompanied by an Association representative. If the reassignment is not acceptable to the teacher, he/she may resign or be granted an unpaid leave of absence not to exceed one year.

2. The Board shall have posted online applications of all vacancies. Openings after the start of the school year shall be treated as temporary positions for the remainder of the school year in which they occur.

If an opening due to retirement or resignation is to be offered for the following school year, then it shall be designated a vacancy at any time after January 1st. There will be a fifteen (15) day posting period before filling the vacancy with the exception of occurrence of a vacancy less than fifteen (15) calendar days prior to commencement of the school year or during the current school year.

3. No certified staff members shall be denied an interview for a certified vacancy in which they are minimally qualified provided they complete an application within the first five (5) days of posting. With one exception, should a certified vacancy occur between July 1 and the first day of school the District may hire at will without interviewing all minimally qualified applicants.

Certified staff members will be notified via email of vacancies that occur after the end of the school year

(a) Should an employee wish to be transferred, such desire shall be communicated to the Superintendent or designee in writing. If a teacher has requested a transfer to another position or building, his/her request shall be considered along with any other candidate(s) for the opening(s). If two or more tenured teachers apply for the same opening, the certifications, qualifications, merit and ability including evaluations, relevant experience and if all else is equal, seniority shall be given consideration in filling such openings. The selection of the candidate for the vacancy is not subject to the grievance procedure. Voluntary transfers will not be honored during the school year unless such transfer is determined by the administration to be in the best interest of the students. If a teacher is denied a voluntary transfer request to an open position, he or she shall be given the reason(s) for the decision upon submitting a written request therefore.

(b) Before involuntary transfers become necessary due to overall reduction of teachers in a particular building, the Board shall first seek volunteer(s) to accept such transfer(s) provided such volunteer(s) are certified and qualified to fill the position to which they seek a transfer.

The needs of the involuntary transfer will consider the impact of certifications, qualifications, merit and ability including evaluations, certification and relevant experience and seniority, if other factors are equal. If the teacher is dissatisfied with the involuntary transfer, the teacher may resign or if tenured, be granted an unpaid leave of absence not to exceed one year, provided that after the one year leave of absence the teacher may reapply pursuant to ARTICLE XII.

Article V: No Strike - No Lock-Out

1. During the term of this Agreement, neither the Association nor any individual teacher shall, in an effort to effect a settlement of a disagreement with the Board, engage in a strike or disruptive picketing of the school buildings, stop or suspend assigned duties or in any way refuse to work during the time between the start and end of the teacher workday and the student day or during the time teachers are scheduled to provide services to the school district.
2. The Association will inform any teacher who violates the above of the consequences of his/her actions.
3. The Board shall not prevent the teachers from entering the building to perform assigned duties during the term of this Agreement.

Article VI: Tuition Reimbursement

Article VI-1: Course Approval

Tuition reimbursement courses must be pre-approved annually by the superintendent or designee and earned at an accredited college. Tuition reimbursement will be for full-time certified staff. Non-tenure teachers will be reimbursed up to the following credits: Year 1 = Bilingual/ESL endorsement required coursework up to six (6) credit hours, Year 2 = 6, Year 3 = 9. There will be no credit limit for tenure teachers. Reimbursement will be approved provided that:

- (a) The teacher was employed for either a full school year or a full calendar year (Example: November 1st through October 31st) before the first class session of the college course; and
- (b) Reimbursements will be paid for courses directly related to a teacher's current assignment, to a teacher's professional development or improvement plan, to acquire an additional endorsement on the teacher's license or to obtain an advanced education related degree.

Participation in professional development workshops aligned to specific district initiatives may be approved for reimbursement from the tuition reimbursement fund, subject to the availability of funds, by the Superintendent. These workshops may count toward the Professional Development Credits discussed in Article VIII, section 4 (c).

Courses at the undergraduate level may be approved by the Superintendent or designee for reimbursement when they are taken for the purpose of obtaining additional endorsements on the teacher's license such as ESL or other content areas; or if they

are taken for the purpose of meeting the qualifications of another job description., or to enhance a teacher's instructional practice as it relates to district initiatives and student needs.

(c) Written application for approval must be received at the District Office at least fourteen (14) days before beginning the course for which approval is being sought; and

(d) A grade of "B" or better is obtained in the course, or the grade of "Pass" in the event the course is offered on a pass-fail basis; and

(e) Evidence of completion of the course is submitted to the Superintendent or his/her designee, in the form of an official transcript of credits before June 1st; and

(f) Evidence of tuition payment is submitted in the form of a paid receipt or cancelled check which identifies the amount of tuition paid; and

(g) The tuition reimbursement payment will be charged against the allowable maximum reimbursement amount of the fiscal year in which the course ends; and

(h) Tuition reimbursement will be paid bi-annually and

(i) Any teacher who obtains National Certification will receive tuition reimbursement for five (5) credits, which will be paid in the year of approval.

(j) Teachers meeting the requirements for tuition reimbursement under this paragraph will be required to sign an agreement affirming intent to maintain employment with the District for two (2) years after such reimbursement. The agreement will further provide that teachers who terminate employment within two years of a reimbursement will repay such reimbursement to the District. (See Appendix D)

Amounts repaid to the District will be made available for tuition reimbursement for other eligible teachers. Tuition reimbursements collected will be added to the total amount available in the pool for the next payout period.

Nothing herein is intended to restrict the District's ability from making reduction-in-force, non-renewal, and/or termination for cause decisions concerning a teacher in accordance with the School Code.

In the case of involuntary termination of employment, the employee is NOT responsible for reimbursement. In circumstances beyond the control of the employee, teachers may appeal the required reimbursement by making a request in writing to the Superintendent. The Superintendent will tender the request to an appeal board consisting of the Superintendent, the MEEA President or Co-Presidents and an additional MEEA representative appointed by the MEEA Executive Board. The decision of the appeal board is final and will be given to the teacher in writing.

Article VI-2: Tuition Reimbursement Fund

See examples as set forth in Appendix B and C.

(a) The annual District Tuition Reimbursement Fund will be \$63,000. Reimbursement, up to the Northern Illinois University graduate credit hour rate for the current school

year, will be distributed on a first come-first served basis determined by the date of course preapproval by the district.

(b) Teachers with approved credits must submit, by April 1st of each school year, the number of credits earned between January 1st and May 31st, or June 1st and December 31st and proof of the cost paid per credit hour to the District Superintendent or designee. (Any exceptions should also be addressed to the Superintendent by April 1st.)

(c) A team consisting of representatives of the MEEA Executive Board and the Superintendent or his/her designee will meet if there are insufficient funds to pay the full amount for all credits taken, up to the prevailing Northern Illinois University graduate credit rate. The team will determine the percentage of the cost per credit hour that can be paid based on the balance in the fund and the total cost for all credits taken.

(d) A written estimate of the reimbursement amount and percentage applied will be emailed by May 15th. Actual payment will be made on the January 30th and June 30th pay date. Questions or deadline logistics concerning the reimbursement amount must be submitted to the MEEA Vice-President by June 1st for consideration.

(e) Through this disbursement process, an individual may not receive reimbursement for any credit, which would be greater than the established Northern Illinois University graduate tuition credit rate. No one will be reimbursed more than the actual cost paid per credit.

(f) Any teacher who is not an employee on the first required day of teacher attendance due to reduction in-force by the District shall receive any tuition reimbursement to which s/he is previously entitled.

Article VII: Tax Freeze Reopener

If, with at least two years left in the agreement, legislation is enacted that reduces District 75's maximum property tax levy extension amount from the previous year by more than \$100,000, the Board shall be entitled to reopen this agreement in its entirety.

When reopening the contract for the express purpose described above is deemed necessary, the Board and the Association will convene a negotiating committee to make recommendations. This negotiating committee's recommendations(s) will be made to the entire Board and Association no later than 90 days following the first meeting of the negotiating committee.

Both parties will agree on the method for conducting the reopener negotiations, with interest-based bargaining to be considered as the preferred option. In the unlikely event that the negotiating committee is unable to reach an agreement, the Board and the Association each reserve their procedural and substantive right under the Illinois Educational Labor Relations Act to reach a settlement.

Article VIII: Salaries and Teachers' Retirement System of the State of Illinois

Article VIII-1: Salaries

Compensation of teachers for the 2022-2026 school years are as set forth in Appendix B.

All salary amounts include contributions to TRS.

Teacher salaries will be frozen on the final step above the line on the salary schedule:

Lane	Step
BA	8
BA+8	10
BA+16	13

Lane BA+24 Steps 16 - 33, Lane MA+0 Steps 25 - 33, Lane MA+8 Steps 28 - 33, and Lane MA+16 Steps 31 - 33 which are shaded in purple on the salary schedule will sunset at the conclusion of this contract.

Teachers receiving an unsatisfactory evaluation will not advance a step on the salary schedule if the remediation plan extends into the next school year. The teacher will receive the increase on the base salary only.

All salary payments will be made by direct deposit to the financial institution of the employee's choice.

Article VIII-3: Credit for Previous Experience

Incoming teachers will be credited for up to ten steps for experience.

If credit for previous non-teaching experience is to be granted in no case shall the credit be greater than up to five (5) steps.

For initial placement, specialists with Masters Degrees requiring an excess of 30 hours will receive salary schedule credit for courses beyond the 30 hours required for a Master's Degree. (Example: Social Workers, counselors, speech/language teachers, etc.)

Military service shall be credited on the basis of one (1) step of teaching experience for each year of military service, up to and including three (3) steps (not to apply to those retired from the military service with full pension) subject to the placement limitations set forth in this paragraph.

Credit of one (1) step of experience will be given for a full-time teacher having taught at least one hundred twenty (120) workdays in the initial year of employment.

Article VIII-4: Part-time Teachers Placement and Movement on Salary Schedule

- (a) Part-time teachers will be placed on the salary schedule scale initially in the same manner as all other teachers.
- (b) Part-time teachers must be under the district contract for no less than one-half of the teaching contract year to receive a service credit.
- (c) Service credit for all part-time teachers will accrue in full year increments.
- (d) Vertical salary step movement will occur in full step increments only.
- (e) In the event a part-time teaching position is involuntarily assigned to a teacher who has tenure and there is no interruption in the teacher's continuous service, such agreement by the tenured teacher shall not cause that teacher to lose tenure. A tenured part-time teacher shall accrue seniority in proportion to the time worked.

Article VIII-5: Horizontal Lane Adjustment and Professional Development

- (a) All courses for salary schedule lane adjustments must be completed prior to September 1st. Evidence of course completion must be submitted by October 1st. Salary adjustments will be made by the October 30th pay period with the exception of the Master's degree.

Teachers expecting a lane change must submit a request for verification of lane change form no later than the last day of school for the next school year.

Document	Due Date
Verification of Lane Change form	Last day of school prior year
Course completion	September 1st
Transcripts	October 1st

- (b) Individuals receiving a Master's degree at mid-year may move horizontally. A salary adjustment will be made upon receipt of transcripts verifying the completed degree.

Document	Due Date
Verification of Lane Change form	Last day of school prior year
Course completion	December 31st
Transcripts	When received

- (c) Undergraduate courses for the ESL endorsement will count for movement on the salary schedule upon receipt of the ESL endorsement on the teacher's certificate.

Article VIII-6: Salary Payment Option

Teachers shall be paid twenty-four (24) payments over a twelve-month beginning August 31 of each year. Teachers shall be paid on the 15th and the last day of the month.

A certified employee may elect to receive their five (5) summer paychecks on May 31. If they choose to do so, the certified employee will notify the business office by May 1 of their desire to receive their June 15, June 30, July 15, July 31, and August 15 paychecks at the same time they receive their May 31 paycheck. The May 31 and summer paychecks will be different and separate paychecks.

Article VIII-7: Payments to Teachers' Retirement System of the State of Illinois ("TRS")

For the school year, the Board shall remit for each teacher a portion of such teacher's stated and total compensation, under the terms of this Agreement, to TRS to be applied for the retirement account of such teacher. That portion of the teacher's compensation deducted from the total compensation and so remitted to TRS shall be the sum equal to the required pension contribution percentage of the total compensation. It is the intent of the parties by this Agreement to qualify these payments as employer payments under Section 414 (h) of the Internal Revenue Code.

The teacher shall have no right or claim to the fund so remitted except as it may subsequently become available upon retirement or resignation from TRS. No teacher shall have the option of choosing to receive the amount contributed by the Board directly, and the assumption and the payment of the teachers' required contribution to TRS is a condition of employment.

Article VIII-8: Salary Reduction

The balance of the total amount due to each teacher shall be payable to the teacher as salary in installments as agreed upon between the teacher and the Business Office, provided the Board shall deduct all monies as required by law or as authorized by the teacher pursuant to this Agreement, or as otherwise submitted by the Board. Such withholding shall include any and all additional amounts required to be paid to TRS for the account of such teacher.

Article VIII-9: Withholding

The Board will cease to withhold federal and state income taxes on that portion of the teacher's income which has been excluded from his/her gross income and will issue for the tax year W-2 forms which do not include such amount in the teacher's gross earnings.

Article VIII-10: Indemnification

The Association and each teacher will defend, indemnify and hold harmless the Board of Education, its members, its agents and its employees, from any complaints, suits or other liability by reasons of a faithful payment of contributions to TRS pursuant to the provisions of this Section. No such claim, demand, action or suit may be settled or compromised by the Board of Education if such claim, demand, action or suit adversely affects the Board of Education, its members, its agents and/or its employees.

Article VIII-11: Conformance with the Law

The parties agree that, should the Internal Revenue Service or any court of competent jurisdiction declare failure to withhold Federal or Illinois income taxes on amounts paid by the Board to TRS in accordance with this section contrary to law, the Board reserves the right to bring its practices into conformance with law, the above language notwithstanding.

Article VIII-12: Salary and Fringe

If the teacher work year is extended beyond 180 days, a teacher will be compensated at the rate of 1/180th of their annual salary for each additional day worked.

Article VIII-13: Mileage

Teachers who travel on behalf of the district shall be reimbursed at the maximum allowable rate authorized by the Internal Revenue Service.

Article IX: Extra Duty Activities

Article IX-1: Extra Duty

"Extra duty" is defined as additional work not included as part of the regular job assignment. Some extra duty may be earned within the teacher workday or earned outside the teacher workday as noted in the Extra Duty Schedule. This compensation is paid in addition to the contractual salary on a timesheet or stipend basis with administrative pre-approval as indicated and included within the adopted budget or pre-approved by Board action.

The following areas of teacher participation shall be considered as "Extra Duty" with the rate of pay as indicated (general duties, time schedule, etc. to be set by the Superintendent.) The following list shall not be considered an all exclusive or inclusive listing, and the Board reserves the right to add, delete or modify this listing during the term of the Agreement in the best interest of the School District. However, when there are changes, the Board will bargain the pay with the Association. All payments shall be made at the completion of the activity.

The extra duty roster listed below will be posted in each building so that all staff members may be aware of such openings and may apply for them through designated channels. If an acceptable applicant cannot be found, extra duty assignments will be designated by the administration, the Superintendent or designee, on a rotating basis.

Article IX-2: Clubs

Clubs will be chosen at the discretion of the building principal, in consultation with the building staff. There will be an understanding that the minimum expectation of time to be expended by the staff member supervising the club will be thirty (30) hours per year.

Article IX-3: Supervision Responsibility

Each teacher shall volunteer to perform two (2) supervisions per year from a list of after school activities provided by the administration periodically.

Each supervision shall be paid at the rate listed in the Extra Duty Pay Schedule of this contract. All additional supervisions shall be paid at the corresponding rate and shall be entirely voluntary.

Supervision is defined as teachers directly supervising students, not merely attending an event. Supervision activities may include, but are not limited to, the following: Middle School athletic events, band concerts and music programs.

Subsequent to the first list during any one school year, no teacher will be required to perform a supervision with less than fourteen (14) calendar days notice.

Substitutions by another Mundelein elementary teacher for a paid duty are permitted. A substitution fulfills the requirement for the second supervisor duty of the teacher replaced.

While any teacher may volunteer for programs at other buildings, no teacher may be required to do supervisions at other buildings.

Article IX-4: Method of Payment

All payments shall be included in a regular payroll distribution. All payments shall be made in a single lump sum payment at the conclusion of the activity except when the rate of pay for an individual extra duty assignment is \$1,000 or more. The teacher accepting such an assignment shall have the option of receiving the pay distributed equally over the period from the commencement of the activity to the end of the contract year. The teacher must notify the District Business Office in writing of the desire to exercise this option no later than one pay period prior to the commencement of the activity.

Article IX-5: Benefit Payments

The Board shall deduct the teacher's required contribution to TRS on the extra duty pay.

Article IX-6: Procedure for Additions to the Extra Duty Pay Schedule

- a) The teacher shall present a written proposal to the Building Principal for a new club or activity.
- b) If it is agreed that the club would benefit the students, the Principal shall send a recommendation to the Superintendent, who in turn shall review the proposal and make a recommendation to the Board of Education.
- c) The stipend for the approved activity shall be set by the Superintendent and Association subject to approval by the Board.

Article IX-7: Leadership Development Program

The Board of Education, Administration and MEEA agree that providing teacher leadership opportunities and leadership roles with mentoring support is key to our District's success and growth.

In order to ensure opportunities for all teachers, leadership positions will be applied for on an annual basis at the Building or District level. Stipends will be determined by the role and time investment as outlined in the Leadership Development Pay Schedule.

Article IX-8A: Extra Duty Pay Schedule

Extra Duty Pay - Teachers with prior written approval of an administrator will be paid for duties performed any time before, during, or after the teacher workday as is shown in this extra duty pay schedule.

Extra Duty Pay Schedule	Explanation	Time Sheet Rates
Instructional Overload - approved by the BOE	Direct instruction daily classroom course assignment in addition to the normal teaching course load. Generally during a plan period but may be scheduled as a zero hour or 10th period at Carl Sandburg Middle School. *For example: .165 FTE – 1 period overload at Sandburg = 16.5% of teacher's contract salary	Percentage of individual teacher's contract salary equal to the FTE percent of assigned time*
Tier A - Student Supervision	• Internal Substitute • Lunch Duty • Bus Supervision • General Supervision • Certified staff member acting as ParaPro during ESY	\$35 per hour
Tier B - Professional	• Bilingual Parent Advisory Meetings • 5th Grade Outdoor Education Planning (up to 6 hours) • Curriculum Development (school year or summer) • Participating in Training • Special Education Staffing • Lighthouse Coordinator	\$45 per hour
Tier C - Instructional	• Translating • Homebound Instruction • Summer School/ESY Instruction • Professional Development Trainer	\$50 per hour
Clubs, Intramurals, & Band Activities	• Estimated at 30 hours • Includes patrol supervision	\$1000 per club, activity, or intramural
Field Trips	Planned field trips scheduled to extend outside of the contractual workday *Limited overnight positions available. Must have prior administrative approval to qualify.	\$400 per trip – add \$200 for overnight*
Involuntary Room Changes	Staff members given an involuntary room change will be given the following stipend for the time used to pack and unpack their classroom.	\$215

Bus Supervisor	Schedule, supervise and coordinate bus supervisors daily for arrival and dismissal.	\$1600 per year
Mentors	Tier 1 - Mentors for teachers new to the profession or returning to the profession (5 or more years removed). This will be a formal program run by the Teaching and Learning Department. Mentors will be given the meeting dates and program requirements when asked to mentor.	\$1000 per year
	Tier 2 - Mentors for 2nd year teachers or teachers new to D75.	\$520 per year
	Tier 3 - Assist a Long-Term Sub with planning.	\$160 per LT Sub assignment

Article IX-8B: Athletics & Extra Curricular Activity Pay Schedule

Athletics Schedule	Explanation	Stipend Rates		
		1 to 3 yrs.	4 to 6 yrs	7+ yrs
Activities Director	Activities Director for Interscholastic and Intramural Programs	\$5700 per year		
Head Coach Tier A	• Basketball • Wrestling • Volleyball • Soccer • Track • Cross Country • Competitive Cheer • Competitive Poms • Robotics *Competitive Poms would be going to at least 2 meets above and beyond the home basketball games.	\$2900 per season	\$3100 per season	\$3300 per season
Assistant Coach Tier A		\$2100 per season	\$2300 per season	\$2500 per Season
Head Coach Tier B	• Non-Competitive Poms • Non-Competitive Cheer * Competitive and non competitive sports must have separate seasons.	\$2300 per season	\$2500 per season	\$2700 per season
Assistant Coach Tier B		\$1700 per season	\$1900 per season	\$2100 per season

Article IX-8C: Performing Arts Pay Schedule

Title	Responsibilities	Stipend Rates		
		1 to 3 yrs	4 to 6 yrs	7+ yrs
5/6 Band Director 7/8 Band Director Choir Director	Performing Arts activities occurring outside the regular teacher work day, including rehearsals, performances, competitions, supervision, and related responsibilities. At least one performance per trimester.	\$3600 per year	\$3800 per year	\$4000 per year
5th Grade Instructional Band	Morning Band at Mechanics Grove Up to two (2) staff members	\$1000 per year	\$1500 per year	\$2000 per year

Musical/Drama - Each director may only receive one of the following stipends.

Lead Director	Oversee all aspects of performance including choreography, costuming, & supervision.	\$3600 per year	\$3800 per year	\$4000 per year
Vocal Director & Assistant Musical/Drama Director	Oversee all vocal instruction and supporting all aspects of performance including choreography, costuming, and supervision.	\$3100 per year	\$3300 per year	\$3500 per year
Stage Crew and Set Design Director	Oversee props, set design and construction, as well as monitoring Stage Crew Students	\$2500 per year	\$2800 per year	\$3000 per year

Article IX-8D: Leadership Development Pay Schedule

Leadership Role	Leadership Responsibilities	Stipend Rates
Grade Level Team Leaders (Elementary) 1 per grade level K-5 1 MTSS/Intervention rep per building 1 Student Services rep per building 1 Related arts/ Specials /PE rep per building 1 rep at Lincoln, overall *Position(s) applied for each year through Building Administration **Administration should make every effort to have representation from Multilingual, Dual, & Monolingual	- Team Leader Meetings once per month with Admin (90 minutes per month before or after contractual hours) - Facilitates and documents Grade Level/Dept. team meetings at building, weekly - Models District and Building initiatives for team implementation - Communicates across team, grade levels, and administration - Building Leadership Team rep	\$2500 per year

Department Leader (Middle School) ● 1 per content area ○ 1 Math Leader ○ 1 Language Arts Leader ○ 1 Social Studies Leader ○ 1 Science Leader ○ 1 Student Services/Intervention Leader ○ 1 Related/Fine/Performing Arts ○ 1 PE Leader ○ 1 Multilingual/Dual Language Leader *Position(s) applied for each year through Building Administration **Administration should make every effort to have representation from every grade level	● Department Leader Meetings once per month with Admin (90 minutes per month before or after contractual hours) ● Facilitates and documents Dept. and team meetings at building, weekly ● Models District and Building initiatives for team implementation ● Communicates across team, grade levels, and administration ● Building Leadership Team rep ● Facilitates content meetings with T&L Coordinator, as needed	\$2500 per year
Curriculum Review Leader ● 1 per content, per building ● English and Dual, if applicable ● Utilized only in a year of content curriculum focus *Position(s) applied for, as needed, through Teaching & Learning Administration **Position(s) may or may not be filled annually	● Attend appropriate professional development and communicate out to teams ● Facilitates content meetings with T&L Coordinator, as needed ● Models District and Building initiatives for Dept. implementation ● Communicates across team, grade levels, and administration	\$1500 per year
STEAM Leader (type 75 required) *Position(s) applied for, as needed, through Teaching & Learning Administration **Position(s) may or may not be filled annually	● Perform all duties associated with Saturday Steamers include pre-session roles: advertise, draft communications, coordinate the registrations, recruit individuals to teach/run classes ● Attend all sessions to provide program oversight ● Collaborates with STEAM foundation ● Organizes STEAM related activities (such as 3D printing)	\$3000 per year
Summer School Coordinator *Position(s) applied for each year through Teaching & Learning Administration **Position(s) may or may not be filled annually	● Max of 1 Position ● See Job Description	\$3500 per year

Summer School Site Leader *Position(s) applied for each year through Teaching & Learning Administration **Position(s) may or may not be filled annually	• Max of 1 Position • See Job Description	\$2500 per year
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Timeframe of Payments

- Salaries for Instructional Overloads must be approved by the BOE and once approved, will be paid along with the certified staff member's regular payroll schedule. If the overload is approved and in place before the start of the school year, the pay will be divided over 24 pay periods or 20 pay periods according to how the teacher currently gets paid. If the overload is approved or starts midway through the school year, the number of pay periods will be determined and shared with the teacher by Human Resources once the assignment has been approved by the board.
- Hourly/timesheet activities will be paid two times per month. This includes but is not limited to Tier A - Student Supervision, Tier B - Professional, Tier C - Instructional, Field Trips, and Involuntary Room Changes.
- Coaching, Intramurals, and the Musical stipends will be paid in full on the first paycheck after the season has concluded. The pay period will be recorded on the signed contract submitted at the beginning of the season.
- Full year stipends will be paid 50% on the December 15th paycheck and 50% on the May 15th paycheck. This includes - clubs, bus supervisor, mentors, grade level team leaders, department leaders, curriculum review leaders, STEAM leaders, and other full year stipends.

Summer Camps - Athletic

- (a) Athletic camps will run for a minimum of 5 days and not exceed 10 days.
- (b) Each session will run for a minimum of 90 minutes but not exceed three hours per session with no more than 2 sessions per day.
- (c) The camp will be supervised by a qualified certified District 75 teacher. Any camp with more than 50 participants must have at least one additional certified staff member to maintain a supervision ratio of 1 to 25. Qualifications include, but are not limited to: certification, coaching experience, first aid/CPR/AED training, and college or pro-level experience.
- (d) Any qualified District 75 certified teacher may fill out a camp request form and submit it to the Building Administrator to begin the approval process. All summer camp proposals will be approved by the Board of Education upon the recommendation of the Superintendent. See the summer camp proposal form in Appendix F.
- (e) Fees will be paid to District 75. All camp expenses will be deducted from the fees and the balance paid to the supervising certified staff members through the District payroll.

(f) District 75 will provide the appropriate space (if available) and provide insurance coverage. The supervising certified staff member will abide by all district policies in the operation of the camp.

Article X: Insurance

Article X-1: Coverage in Force

Insurance coverage for teachers of District 75 begins on the first teacher attendance day and continues as follows:

Retirement:

For retiring teachers who are eligible for the Teacher Retirement System Insurance Program (TRIP) - through the Teacher's Retirement System during the calendar year of their retirement date, the Board shall continue the retiring teacher's coverage until June 30.

Non-Renewal:

The last day of coverage for teachers who are not renewed will be the last day of the month of their last day of work. (Example: If the last day of school is May 15, insurance coverage will extend to May 31.)

Resignation:

The last day of coverage for teachers who voluntarily resign during the school year will be the last day of the month of their last day of work.

The last day of coverage for teachers who voluntarily resign effective the final day of the school year will be August 31.

Reduction In Force:

The last day of coverage for a teacher who is subject to a reduction in force effective the final day of the school year will be August 31.

The district insurance committee will research alternatives to the present carrier as needed. This committee, with representation from each school and the MEEA NIHIP Representative, shall meet on a quarterly basis with the business manager.

The business manager and if possible, one committee representative, will attend NIHIP general meetings. Information of insurance coverage will be transmitted to the committee in a timely fashion. There will be an informational meeting for teachers each year in conjunction with open enrollment to update the staff on current insurance coverage.

Article X-2: Health Insurance

For full-time staff, the Board will contribute ninety percent (90%) toward the single insurance premium for medical insurance except for the PPO 1200 or the High Deductible Health Plans as defined by the Affordable Care Act for which the Board will pay 100% of the premiums. The Board will also continue to contribute 38% of family premium for all plans. The Board will contribute 68% of single + spouse or single + child(ren) premiums for all plans. The employee is responsible for any premium due above the Board's contribution.

The Board will contribute \$500 annually to a health reimbursement account (HRA) or a health savings account (HSA). for each full time teacher who enrolls in a qualified high deductible health plan offered by the District.

The Board will contribute \$250 annually for single and \$500 annually for single + spouse, single + children, and family to a health reimbursement account (HRA) for each full time teacher who enrolls in the new PPO600A plan offered by the District.

MEEA agrees that nothing in the contract shall subject the Board to the "Cadillac Tax" of the Affordable Care Act. If the Board determines that it is at risk for assessment of the "Cadillac Tax", and if no other options are mutually agreed to, then the Board and MEEA will reopen this Article X to select one of the two options:

- (1) the District will not offer any medical insurance plan or plans that will be subject to the "Cadillac Tax" in the Affordable Care Act, or
- (2) The Board will charge individual teachers with an amount equal to the portion of the "Cadillac Tax" arising from their enrollment in an insurance plan offered by the Board, and teachers will pay this charge in full within 14 days of being notified of it.

Article X-3: Life Insurance

The Board will contribute one hundred percent (100%) of the premium each year per full-time teacher for term life insurance of \$25,000.

Article X-4: Short Term Disability Insurance

The Board will provide short term disability insurance. This benefit has a duration up to a maximum of 13 weeks (91 days) and will commence 7 calendar days after the first day of absence. The coverage pays for 67% of salary up to \$1,000 per week. Benefits begin at the end of the seven (7) calendar day waiting period. Teachers may use up to 7 days of sick or personal leave; however, sick days do not need to be used to satisfy the waiting period.

A teacher may elect to receive short term disability insurance for the period of disability and may elect to receive up to 1/3 sick day pay for each day that she receives short term disability compensation. The teacher must notify the Business Office when applying for short-term disability compensation. No teacher shall receive both short term disability compensation and full compensation for the same day of absence/disability. In the event the teacher received both, the teacher shall notify the Business Office and reimburse the district for 2/3 of the compensation received from the District. During summer months when school is not in session, the same rules apply. Short-term disability insurance applies only to regularly scheduled workdays and not to days when teachers are not required to work such as winter break, summer break, holidays or non-attendance days. Teachers are not required to take 1/3 of a day of sick leave. Eligibility for coverage is determined by the provider.

(a) Family Medical Leave Act (FMLA) leave (up to twelve (12) weeks) runs concurrently with sick leave, short-term disability leave and long-term disability leave.

(b) All accumulated sick leave or personal leave shall be payable in accordance with -Article XI. Section 1.c. Sick Leave / Personal days.

Article X-5: Liability Insurance

The Board carries liability insurance for all employees and will continue to do so.

Article X-6: Voluntary Long Term Disability Program

Teachers may enroll in the District's Voluntary Long Term Disability Program via payroll deductions.

Article X-7: Co-op

Teachers shall mail all claims directly to the health/major medical claims administrator designated by the insurance cooperative of which the Board is a member. The Board shall seek the adoption of procedures by such cooperative which will facilitate the prompt processing of claims and resolutions of payment questions. The Board shall promptly investigate any claim by a teacher that his/her claims has not been promptly or equitably processed.

(a) The Association President or designee shall receive timely reports from the co-op of all public reports including, but not limited to, minutes of meetings, monthly treasurer's reports, proposed plans and premium changes. These will be distributed no later than five (5) working days after the general board meeting. Other public reports shall be provided upon request from the Association President or designee.

(b) The Association shall be notified of the general board meetings of the co-op board of trustees, at least five (5) working days prior to such meetings. If meetings are during regular working hours, and if attendance at such meetings by non-board of trustee members is permitted, a representative chosen by the Association may attend the meeting without loss of pay benefits up to a maximum of ten (10) meetings per year.

Article X-8: Dental Insurance

The Board will contribute ninety-seven percent (97%) of the premium for individual coverage each year and thirty percent (30%) of the additional premium each year per full time teacher electing to take dependent insurance, which includes as a minimum:

- Preventative - 100% coverage, no deductible
- Restorative - 80/20% coverage
- Major Restorative - 50/50% coverage
- \$50 deductible per individual (maximum of \$150 per family)
- Orthodontia - Lifetime maximum - \$1,000
- Calendar Year Maximum - \$1,500, excluding orthodontics

In the event the carrier is changed during the term of this Agreement, no teacher will suffer a loss due to pre-existing conditions.

Article X-9: Benefits for Part-time Teachers

Part-time teachers who work more than 20 hours per week (.55 FTE), but do not work full-time as defined by the Affordable Care Act may purchase health, life and dental insurance with the district contribution to the premium made on a pro-rated basis.

Employees who are enrolled in one or more of the insurance programs and have their time reduced to less than .5 FTE by the District will be eligible for insurance premium contribution from the District on a pro-rated basis as a .5 employee. Part-time employee participation in the insurance program shall be an option of the employee.

All part-time employees, employed prior to January 1, 1991, shall be eligible for health, life and dental insurance on a pro-rated basis.

Article X-10: Flexible Benefit Plan Provisions

Flexible benefit plan provisions:

(a) The Board shall maintain a Flexible Benefit Plan, which meets the requirements of Section 125 of the Internal Revenue Code. If, at any time, such Section 125 or related regulations are amended, the parties shall promptly revise the plan to comply with the amendment.

(b) A teacher may contribute any amount to the plan with the contribution being deducted from the teacher's base salary after payment of TRS contributions. Prior to the beginning day of the plan year, each teacher shall, in writing, designate the dollar amount(s) elected for that year for each of the following benefits:

(1) Premiums for group medical insurance, single or dependent coverage.

(2) Premiums for group dental insurance, single or dependent coverage, to the extent such premiums are not paid by the Board.

(3) Medical Reimbursement Account for out of pocket medical/dental expenses to the maximum allowed by the Internal Revenue Service regulations effective on July 1st each fiscal year.

(4) Dependent Care Account for eligible day care expenses to a maximum of \$5,000.

(c) The amounts designated may not be changed during the plan year except if there is a change in family status or other circumstances provided in the Regulations issued by the Internal Revenue Service. Any amounts designated for which valid reimbursement claims are not made on a timely basis and will be forfeited and not otherwise paid to the teacher during that year or carried over to a succeeding plan year.

(d) The dollar total or designated fringe benefits elected pursuant to the plan will be deducted in equal amounts from the teacher's salary payments during the plan year unless otherwise specified.

Article XI: Leave Days - Absences

Article XI-1(a): Sick Leave

The rate of sick day accrual will be ten (10) days per year for the first two years of employment and fifteen (15) days per year thereafter. The number of paid personal leave days will be three (3) per year. Unused personal days will be converted to sick leave.

Sick leave will accumulate up to a maximum of three hundred forty (340) days.

Sick leave shall be interpreted to mean personal illness, diagnostic procedures, quarantine at home, or serious illness or death in the immediate family or household or birth, adoption, or placement for adoption of a child. This shall include parents, spouse, civil union partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brother-in-law, sister-in-law, legal guardians, dependents and significant others.

Article XI-1(b): Personal Leave

Each certified staff member will be provided five (5) personal paid leave days per year. Personal days will be granted without explanation. These days are not to be deducted from sick leave.

Personal days may not be taken on Teacher Institute Days or Parent Conference Days, the first work day before or after a holiday, the first week of school, or the last week of school without prior approval of the Principal. All teachers are expected to be in attendance on these days.

Teachers who do not use all their available personal days will have the remaining personal day(s) added to accumulated sick leave.

Article XI-1(c): Compensatory Days

Certificated staff members on the retirement track may earn up to three (3) compensatory days at the rate of 6.5 hours per day with the permission of the building administrator where the duty is performed.

Article XI-1(d): Jury Duty/District Litigation

A certificated staff member called for jury duty or subpoenaed to appear in a legal proceeding/deposed as a witness before a legislative panel as a result of their employment with the school district, shall be permitted paid leave unless the certificated employee has initiated the litigation against the District. A copy of the jury notice, subpoena, or notice of deposition shall be provided to the District.

Teachers seeking paid leave shall promptly remit to the Board any witness or juror's per diem exclusive of any separate mileage reimbursement. The teacher is not required to remit any per diem reimbursement, which exceeds his/her daily rate of pay.

Article XI-1(e): Bereavement Leave

Certified staff members shall be entitled to up to three days per school year for bereavement leave, with pay, to attend the visitation and/or services for any death in the immediate family. For purposes of this Article, "immediate family" shall include spouse, domestic partner, civil union partner, parent, stepparent, legal guardian, child, stepchild, foster child, sibling, stepsibling, grandparent, grandchild, parent in law, sibling in law, child in law, aunt, uncle, niece, nephew, or any person who resides in the employee's household or for whom the employee has had primary caregiving or legal responsibility.

An additional two (2) days of applicable, available leave time may be granted for travel and/or arrangement of services upon application to and approval by the Assistant Superintendent of Human Resources; such approval or denial shall be non-precedential.

Bereavement leave may be used on non-consecutive days when necessary to attend services, fulfill family obligations, or manage related matters arising from the death.

Each employee may use personal days to attend the visitation and/or services for the death of a close friend or relative not in the immediate family. If annual personal leave has been exhausted, sick leave may be utilized for such purposes.

Bereavement leave shall not be accumulative from one year to the next, nor shall it be deducted from accumulated sick leave or personal leave.

Article XI-1(f): Association Leave

The Association as a whole shall be permitted fifteen (15) school days of Association leave per year for the purpose of sending representatives to IEA/NEA sponsored conferences, conventions, workshops or other Association business, and two (2) school days for the sole purpose of attending insurance co-op meetings.

During the year a contract expires the MEEA President(s) will receive up to an additional ten (10) association days, thereby increasing the total number of days to MEEA receiving 25 association days for that year, with each member using one (1) day. The Association shall provide the Superintendent with a list of tentative dates for Association activities by October 1st each year. Teachers authorized by the Association to take such leave shall be released from duties without loss of pay subject to the following:

- The Association shall give the Superintendent written notice of the name of the teacher authorized to take such leave at least five (5) days in advance of the day such teacher shall be absent unless notification of insurance co-op meetings were not received within this time period. The teacher authorized to take such leave shall submit a Leave Request Form to the MEEA President at least ten (10) days in advance of the day such teacher shall be absent unless notification of insurance co-op meetings were not received within this time period. If the teacher requesting Association leave is authorized, the MEEA President will sign the Leave Request Form and send it to the Superintendent at least five (5) days in advance of the day such teacher shall be absent.
- The Association shall reimburse the District in an amount equal to the existing substitute rate of pay for each day a substitute is employed.
- Leave days shall be taken in no less than one-half (1/2) day increments unless preapproved by the Superintendent.
- Pre-arranged leave when school is closed shall be re-credited to the individual's allowances. Article IX-1(g): Leave Pursuant to the Family Medical Leave Act (FMLA)
- The District will grant certificated staff members unpaid job-protected family and medical leaves of absence under the terms and conditions of the Family Medical Leave

Act (FMLA). Eligible certificated employees may take up to twelve (12) work weeks of family and medical leave in a twelve-month period. Leave may be continuous or intermittent. Employees have the option of using earned sick time concurrently while on FMLA leave.

An employee on family or medical leave will continue to be covered under the District's life, health and dental insurance plans and will receive any other insurance benefits under the same terms as if the employee had been continuously working during the leave period. The continuation of benefits pursuant to this policy ends on the effective date of the notification to the district of their intent not to return to work, when the employee fails to return to work on the scheduled date unless an emergency exists preventing such a return, or if the employee exhausts their family medical leave rights.

For the purposes of this leave section a twelve-month leave period shall be defined as July 1 to June 30.

During a family or medical leave, an employee will not accrue seniority. Upon the conclusion of the leave, the employee will be restored to his or her former position with any general pay increases or benefit enhancements granted during the leave if the leave starts and ends within the same school year, or an equivalent position with equivalent benefits, pay and other terms and conditions of employment, if the leave ends beyond the end of the school year in which it started. If any employee seeks an intermittent or reduced schedule medical leave, the district may temporarily transfer the employee to an available alternative position for which the employee is qualified with no reduction in pay or benefits if the transfer better accommodates the requested recurring periods of leave.

A certified employee requesting family or medical leave must provide notice to the Department of Human Resources as soon as practicable. In requesting a leave, an employee will provide sufficient information to demonstrate the circumstances qualify for family or medical leave.

Qualifying reasons for leave under the Family Medical Leave Act are:

- The employee has a serious health condition that makes the employee unable to perform the essential functions of their job;
- The employee must provide care for the employee's spouse, partner, child (biological, adoptive, or step-child), parent or in-law with a serious health condition;
- The birth, recovery, and/or care and bonding with the newborn child. Mothers and fathers have the same right to take FMLA leave to care and bond with a newborn child. A mother can also take FMLA leave for prenatal care, incapacity related to pregnancy, and for her own serious health condition following the birth of a child. A father can also use FMLA leave to care for his spouse who is incapacitated due to pregnancy or child birth;
- Placement of a child for adoption or foster care with the employee;
- Because of a qualifying exigency arising out of the fact that the employee's spouse, partner, child (biological, adoptive, or step-child), parent, or in-law is a military member on covered active duty (or has been notified of an impending call or order to cover active duty status); or -
The employee may take up to 26 weeks of leave to care for a covered servicemember with a serious injury or illness if the employee is the spouse, partner, child (biological, adoptive, or step-child), parent, or in-law, or next-of-kin of the covered servicemember.

For the purposes of family or medical leave, a serious health condition is an illness, injury, impairment or physical or mental condition that involves:

- A period of incapacity or treatment in connection with in-patient care in a hospital, hospice, or residential medical facility;
- A period of incapacity requiring absence from work, school, or other regular daily activities for more than three (3) calendar days and involving continuing treatment by a health care provider; or
- Continuing treatment by a health care provider for a chronic or long-term condition that is incurable or so serious that, if not treated would likely result in a period of incapacity of more than three (3) days or for prenatal care.

Article XI-1(h): Extended Medical Leave

Serious illness that requires extended medical leave is defined as a life threatening circumstance or medical emergency for the employee or immediate family. Sick leave shall not be utilized for purposes of elective surgery (except as such shall be reasonably incident to some other illness or disability) and/or for any matter, which may be reasonably postponed to a recess or vacation period. The Board reserves the right to require any teacher who is on extended medical leave for more than 5 school days, a physician's verification of serious illness, the estimated return date, and a physician's release to return to work listing any precautions.

Article XI-1(i): Sick Leave Following Birth of a Child or Adoption of a Child/Placement of a Child for Adoption/Acceptance of a Child in Foster Care

Following the birth of a child or the adoption of a child/placement of a child for adoption/acceptance of a child in foster care, a certificated employee may use up to 30 working school days of paid sick leave over the course of one (1) calendar year. Leave may be continuous or intermittent.

For paid sick leave for adoption, placement for adoption, or acceptance of a child in foster care, the Board may require that the certificated employee provide evidence that the formal adoption process or formal foster care process is underway.

Article XII: Unpaid Leave of Absence

Article XII-1: Required Notice

Full-Time Tenured Teachers may be granted a leave of absence without pay for causes deemed appropriate by the Board. A request for leave of absence for a school year shall be in writing, and must be made ninety (90) days prior to the end of the preceding school year. Board will approve or disapprove no later than thirty (30) days prior to the end of school.

Article XII-2: Unforeseen Requests

A request for a leave of absence, which cannot be reasonably predicted within the foregoing time framework, will be considered on an individual basis by the Board.

Article XII-3: Tenured Teachers

A full-time, tenure teacher granted a leave shall retain tenure and sick leave days accumulated prior to the leave of absence. A tenure teacher, on leave, who requests less than a full-time position upon return from leave, shall submit a written request and a waiver of tenure. A tenured teacher on leave who is assigned less than a full-time position upon returning from leave will retain tenure.

Article XII-4: Insurance Coverage

A teacher on leave who chooses to continue insurance coverage may do so at his/her own expense. A teacher on leave who continues insurance coverage must return the enrollment cards to the District Office when requested. Premiums may be paid quarterly beginning September 1st of the year in which the leave is taken.

Article XII-5: Failure to Notify

Failure of a teacher on leave to notify the Board of his/her intention to return at least ninety (90) days before the end of the school year prior to resuming duties will be considered as a resignation from continued contractual service, thereby removing the Board's obligation to re-employ.

Article XII-6: Extensions

Requests for extension of leaves will be considered as in ARTICLE XII, Paragraph 1.

Article XII-7: Unemployment Claims

As a condition precedent to any unpaid leave of absence, the teacher shall agree to waive any claim to unemployment compensation during the period of such leave of absence or any recess or vacation period immediately preceding or succeeding such leave.

Article XII-8: Approval/Disapproval

Leave requests will be discussed by the Board in confidence with the Association representative before final approval or disapproval by the Board, if the teacher seeking the leave approves of such discussion in the original letter of request. Board will approve or disapprove no later than thirty (30) days prior to the end of school. If not approved, the teacher will be given written reason for the denial.

Article XII-9: Terms and Conditions for Leave of Absence

A teacher who has entered upon contractual continued service shall be eligible for a leave of absence without pay or other benefits subject to the following conditions:

(a) Planning for a Leave of Absence: After consultation with the teacher, the Superintendent or designee shall prepare a plan for the commencement and termination of such leave, taking into consideration maintenance of continuity of

instruction and medical factors to the maximum possible degree, and the pertinent time factors related thereto. The leave shall not exceed the balance of the work year in which it commences and one (1) additional work year. Every effort shall be made to have such leave terminate immediately prior to the start of the new school term.

Such leave shall commence upon the date agreed upon by the Superintendent or designee and the teacher or the actual date of delivery.

(b) Teacher's Own Serious Illness: If the teacher is required to leave or cease employment because he or she is unable to perform his/her duties, as indicated by written statement from his/her physician, the teacher may elect to alternatively use sick leave until such leave is exhausted. The Superintendent or designee may waive any of the provisions in this section in his/her sole discretion, and any such waiver shall not set precedent in any respect.

(c) Insurance Benefits: No benefits shall accrue to the teacher during the period of leave, provided that the teacher may maintain all insurance benefits during such period of leave at the teacher's own expense by making timely payment of premiums due to the District Business Office or elsewhere pursuant to its direction.

(d) Subsequent Leaves: Anything in this article to the contrary notwithstanding, a teacher who has been granted a leave of absence shall not become eligible for a subsequent leave of absence unless and until such teacher has returned to full-time service for at least one (1) work year, provided under exceptional circumstances the Board may grant such a leave in its sole and absolute discretion. The granting or withholding of such leave shall not set precedent for future leaves.

(e) Nothing in this article shall be construed as requiring any teacher to apply for a leave of absence.

(f) Unemployment Compensation: A teacher granted a leave of absence hereunder shall as a condition precedent to such leave waive any claim to unemployment compensation.

(g) Teaching Assignment: Upon return from the leave, the Board may assign the teacher to any available and open position in the District for which the teacher is legally qualified and certificated under the Rules and Regulations of the State Code of Illinois.

(h) Notice to Return: A teacher returning from leave shall comply with Leave of Absence notification of intention to return, Paragraph 5 of this article.

(i) The Board and MEEA encourage teachers on an approved leave of absence (not FMLA) to participate in professional development and early release days as determined by the Superintendent. Since teachers on leave are not placed on the salary schedule for the leave period, teachers shall be paid at the 'Participation in training' rate for training beyond the school day in the Extra Duty Pay Schedule.

Article XIII: Retirement

Article XIII-1:

Employees who are eligible to retire under TRS and have at least ten (10) years of service in District 75 must choose one of the following methods of retiring from the District. Participating teachers who elect to retire under the provisions of this retirement program will receive only the benefits of this program, and will not be entitled to receive any benefits under any retirement program negotiated in a successor bargaining agreement.

If legislation increasing the District's responsibility to fund teachers' pensions is enacted during the life of this Agreement that will result in the District financial responsibility to fund pensions by more than \$100,000 over the amount it paid in FY2014 ("Pension Cost Shift Legislation"), then:

- 1) The District will determine the cost of the Pension Cost Shift Legislation to the District through review of written communications of amount owed and payment schedule from TRS.
- 2) At any point after the State of Illinois enacts the Pension Cost Shift Legislation, the District, with 30 days written notice to the Association, may deem this Agreement expired.
- 3) Only teachers that have submitted an irrevocable notice of retirement prior to the date on which this Agreement expires will retire pursuant to this Article XIII;

Article XIII-2: District Retirement Plan

(a) A certified employee is first eligible to retire at the age of 55 with a discounted annuity or at age 60 without a discounted annuity as required in TRS regulations.

(b) A certified employee who submits an irrevocable letter of resignation to the Superintendent by January 15th prior to the last year of service will receive a total increase of 3% over the salary schedule increase including step or the Longevity increase not to exceed 6% total increase in creditable earnings on the base salary. Total creditable earnings may not exceed TRS total creditable earnings cap of 6% over the prior year.

(c) The irrevocable letter may be submitted up to a maximum of four years in advance of retirement, including the year of notice.

(d) The Board shall approve the request and notify the teacher within 30 days of the receipt of the notice of intention to retire.

(e) Certified employees with 35 years of service that have more than 170 days of unused accumulated sick leave with District 75 may elect to receive fifty dollars (\$50) per day for the first fifteen (15) days and twenty five dollars (\$25) for each day up to a maximum of twenty (20) additional days. This post-retirement payment is not intended by the parties to be creditable earnings under TRS rules.

(f) Teachers receiving a 'needs improvement' or an 'unsatisfactory' on their summative evaluation will not receive the retirement benefit in Section 1B, Article XIII for the next year.

Article XIV: Mutual Concerns

Article XIV-1: Mutual Concerns Committee

(a) Composition of the Committee

The committee shall consist of at least ten members, five selected by the Admin/Board and five by the Mundelein Elementary Education Association.

Among these for the Admin/Board shall be the Superintendent and one Board members, and three other appropriate administrators or designees. For the Association, the Vice-President or designee shall be a member. The remaining members shall be chosen representing each school in the district. When practical, at least one member from each side shall have been a part of the most recent contract negotiations.

(b) Scope and Purpose of the Committee:

(1) The items for committee business shall include, but not be limited to the following subjects: grievances, class sizes, proposals for contract modifications, points of contract interpretation, deployment of District programs not covered by contractual provisions, and such items considered necessary to a smooth regulation of matters affecting salaries, stipends and all conditions of employment.

(2) The purpose is to mediate any perceived difficulties of certified employees in the District and, if possible, to expedite solutions enforceable with the mutual concurrence of the Admin/Board and the Mundelein Elementary Education Association. Each side retains its rights to determine ratification, if any, of decisions and recommendations developed by the Mutual Concerns Committee.

By mutual agreement, these decisions may become binding and reflected in memoranda of understanding attached to the contract, provided such have majority acceptance by each board. Each side shall determine in committee the need for wider ratification of decisions reached except under item (3).

(3) Impact Bargaining: Items that the Association deems of sufficient import to be usually needing impact bargaining shall be so indicated in a meeting of the Mutual Concerns Committee called by the Association or agreed to by the two constituencies. Impact bargaining items decided upon need ratification by the Admin/Board and at least, the full executive committee of the Mundelein Elementary Education Association.

(4) Either the Mundelein Elementary Education Association Executive Board or the Admin/Board may call a Mutual Concerns Committee meeting. No later than five (5) school days after the call has been issued, each party shall provide the other party with a descriptive agenda, which reviews the items to be discussed at the meeting. A meeting shall follow no later than fifteen(15) school days following the call for a meeting.

(5) Grievances: Without any compromise to the grievance procedure, the Mutual Concerns Committee may attempt to mediate grievances brought before it by a teacher or group of teachers. When using the venue of the Mutual Concerns

Committee, the usual time-frames of the grievance procedure shall be held in abeyance, providing the initiation of the appeal to the Mutual Concerns Committee has been made in a timely manner and in writing, according to contract specifications relative to the event, or when the grievant(s) reasonably had knowledge of such event alleged as cause of any grievance.

If mediation of a grievance fails, the issue shall automatically be taken to arbitration, if both sides choose to do so, or else said grievance will move to Step IV (Board level) of the grievance procedure. No settlement offers of mediated grievances shall be admissible at any arbitration, but both parties are free to stipulate to any other facts or positions taken at the arbitration.

(c) Process of the Committee

The committee shall be free to choose the best appropriate process for dealing with business, the level(s) of formality and so forth, mindful of various models available.

Article XIV-2: Building Communications Vehicle

In each building, the Principal and the Association Building Representative shall periodically, but not less than once each month during the school term, meet to discuss matters, which in the opinion of either party, impact on the smooth operation of the building. Advisory resources may be used at meetings, as each party deems necessary.

The purpose of the meeting(s) is to discuss mutual interests and/or to develop solutions or resolutions within a reasonable specified amount of time of any problems or concerns that are brought to the meeting by either party. If a solution or resolution of a problem or concern cannot be achieved, then either party may refer the problem or concern to the Mutual Concerns Committee. The solution or resolution or any problem or concern shall be reported to the Association President and the District Superintendent.

A joint report signed by both parties, of the solution or resolution of a problem shall be distributed to the Association President, the District Superintendent, and affected teacher(s) within five (5) working days after the meeting. (See Appendix D for the form.)

Article XV: Teacher Evaluation

The parties agree that the teacher evaluation process will be set forth in the District's PERA Handbook which will be established and maintained in accordance with the Illinois School Code as amended by the "Performance Evaluation Reform Act (PERA) of 2010."

There is a PERA committee that will meet annually to review the evaluation tool and make any necessary changes based on the previous year. The PERA committee will be made up of equal representation of MEEA and Administrators and will work in collaboration to create the evaluation process based on current school code. (Minimum number - 8 total minimum)

The District will uphold all parts of the PERA handbook as it is written for teacher evaluations and will make sure to maintain consistency with the information below:

1. Certified staff evaluations shall be completed according to the following timelines:
 - a. Non-tenured teachers will be assessed on all Danielson domain components

each year. There will be one (1) informal and two (2) formal observations. Summative evaluations must be completed by March 15th.

b. Tenured certified staff who have received a Proficient or Excellent rating will be assessed on all Danielson domain components during their formal observation within a three (3) year evaluation cycle. There will be two (2) informal and one (1) formal observation. Summative evaluations must be completed by May 15th of the summative rating year.

i. A certified staff member may request a 2nd formal observation. All requests made by March 15th will be honored by the evaluator.

c. Tenured certified staff who have received a Needs Improvement or Unsatisfactory rating will be assessed on all Danielson domain components in accordance with their Professional Development Plan or Remediation Plan and will not be placed on a three (3) year evaluation cycle until receiving a rating of Proficient or Excellent.

d. For anyone completing two or more formal observations - formal observations will be weighted in determining the final summative weighting. Each observation will be weighted equally. The average of the weighted ratings will determine the summative rating.

e. Certified staff will be evaluated for professional practice within four (4) domains. Each domain is described in the PERA Handbook with accompanying rubric.

1. Domain Values within the Evaluation Tool

i. Domain 1 - Planning and Preparation: 25%

ii. Domain 2 - Environment: 25%

iii. Domain 3 - Instruction/Delivery of Service: 25%

iv. Domain 4 - Professional Responsibilities: 25%

f. The professional practice rating will determine the summative rating. Refer to the PERA handbook for percentage breakdown.

Scheduling Observations

The administrator will notify teachers at least one week prior to any planned formal observation unless there is mutual agreement between the teacher and administrator to do otherwise. For formal observations, teachers may invite administrators to observe a lesson of their choice during the evaluation period.

Step 1: Pre-Observation Conference (at least 1 day prior to the scheduled observation and if rescheduled, is agreed upon by both evaluator and evaluatee in writing)

Step 2: Observation

Step 3: Post-Observation Conference (within 10 school days of the observation)

Step 4: Repeat steps 1-3, if non-tenured

Step 5: Summative evaluation Conference

Step 6: The performance report will culminate with a summative conference. The summative report provided at the conference will be signed by the teacher acknowledging receipt of the document. The certified staff member may submit comments to be filed with the summative report.

Article XVI: Grievance Procedures

Article XVI-1: Introduction to Grievance Procedure

The purpose of the following procedure is to establish a step-by-step method that may be used in an attempt to resolve a problem or complaint as defined under "Grievance" to the satisfaction of all parties concerned. This procedure is available to any teacher of the District. No teacher is required to use this procedure. A grievance may be withdrawn at any time. It is recognized that in a particular situation, the strict adherence to the school day intervals identified in the processing of a grievance may not be desirable or possible to insure the consideration of all related facts in support of or opposition to a particular grievance. By mutual agreement, in writing, between the claimant and the primary party involved at the particular level, the specified interval may be extended.

Article XVI-2: Requirements

The written information included in the initial grievance shall include:

- a) A description of the specific grievance, including information necessary for an understanding of the grievance.
- b) A listing of the specific provisions of the contract that are alleged to have been violated, misinterpreted and/or misapplied.
- c) A listing of the remedies which the grievance seeks to achieve.

Article XVI-3: Time Limits

A grievance must be filed within sixty (60) calendar days.

Article XVI-4: Definitions

'Grievance' Any Claim by the Association, a teacher, or group of teachers that there has been a violation, misinterpretation or misapplication of any of the provisions of this Agreement.

Article XVI-5: Informal Procedure - Level I

A claimant must, in the first instance, make an effort to settle differences in a personal interview with the person involved. In the event the claim is not satisfactorily resolved, it must be discussed with the Building Principal with the object of concluding the matter informally. The claimant shall request the discussion with the Building Principal as soon as practicable after the occurrence of the alleged grievance. A grievance shall not be based upon an occurrence from a previous school year except if the occurrence was within the last ten (10) school days of

a school year. The claimant may request this initial discussion with the Building Principal within the first five pupil attendance days of the next school year.

Article XVI-6: Submission to Building Principal - Level II

- (a) The claimant shall prepare and submit to the Building Principal the written grievance including a statement of position and demand for settlement.
- (b) Within five (5) school days after the submission of the written grievance, a conference shall be held by the Building Principal, and any other administrative or supervisory personnel selected by the Building Principal and the claimant/Association.
- (c) Within seven (7) calendar days after the conference, the Building Principal shall communicate his/her decision and reasons in support, in writing, to the claimant/Association.

Article XVI-7: Submission to the Superintendent - Level III

- (a) If the decision of the Building Principal is not satisfactory to the claimant/Association, then the decision may be appealed to the Superintendent within five (5) school days following receipt of the decision. A copy of the original grievance and the decision of the Building Principal shall be submitted to the Superintendent.
- (b) Within ten (10) school days after submission of the appeal, a conference shall be held on the appeal with the Superintendent or the central office designee, any other administrative or supervisory personnel selected by the Superintendent, and the claimant/Association representative. Additional claimants may be allowed by mutual agreement of all parties.
- (c) Within seven (7) calendar days after the appeal conference, the Superintendent shall communicate the decision and reasons in support thereof, in writing, to the claimant/Association.

Article XVI-8: Appeal to Board - Level IV

- (a) If the decision of the Superintendent is not satisfactory to the claimant/Association, then the decision may be appealed to the Board within five (5) school days following the receipt of the decision. The appeal shall be in writing and shall be accompanied by a copy of prior written material submitted to the Building Principal and Superintendent and copies of the decisions of the Building Principal and Superintendent. The appeal shall be submitted by filing with the Superintendent.
- (b) Within fourteen (14) calendar days after submission of the appeal to the Board or the next scheduled Board of Education meeting, whichever is later, a conference shall be held on the appeal between the Board and the claimant/Association.
- (c) Within twenty-eight (28) calendar days after the conference, the Board shall communicate its decision and reasons in support of it, in writing, to the claimant/Association.

Article XVI-9: Binding Arbitration - Level V

- (a) If a satisfactory disposition of the grievance is not made as a result of the preceding procedure, the grievance may be submitted by the Association to either the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association who will act as administrator of the proceedings. Such submission must be made within twenty (20) school days from the date of the receipt of the Level IV decision.
- (b) The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any terms of this Agreement.
- (c) The arbitrator shall have no power to change any practice, policy or rule of the Board. His/her powers shall be limited to deciding whether there has been a violation, misinterpretation or misapplication of the Articles of this Agreement which are at issue.
- (d) The decision of the arbitrator shall be binding upon the parties of this Agreement.
- (e) The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them. Neither party shall be responsible for the expense of witnesses called by the other.

Article XVI-10: Bypassing Steps

- (a) If the claimant/Association and the Superintendent agree, any level of the grievance procedure may be bypassed and the grievance brought directly to Level IV.
- (b) A grievance filed on behalf of teachers in multiple sites may be filed at the superintendent level.

Article XVII: Modification

Both parties recognize that this Agreement can be modified only through voluntary, mutual consent of the parties in an amendment in writing duly executed by both parties.

Article XVIII: Suspension Without Pay - Just Cause

No teacher shall be suspended without pay except for just cause. Such disciplinary action shall not be decided without the teacher being first offered an opportunity to meet with an appropriate administrator and to be accompanied at such meeting by an Association representative of the teacher's choice.

Teachers subject to a recommended Notice of Dismissal by the Superintendent shall be placed on Unpaid Suspension pending official Board Action. The imposition of such suspension without pay shall be by the Board following the opportunity provided the teacher for a meeting with the Board in Closed Session, at which the teacher may have a representative of his/her choosing. Any such meeting with the Board and/or Administration shall not prevent the teacher or the Association from challenging any suspension without pay through the Grievance Procedure, ARTICLE XVI, of this Agreement.

Article XIX: Signatures

Mundelein Elementary Educational Association Board of Education
Mundelein Elementary School District 75
Lake County, Illinois

By MEEA Co-President:


Sarah Duncan

8/13/26
Date

By MEEA Co-President:


Tina Sheedy

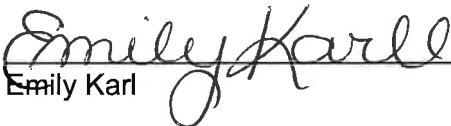
8-13-26
Date

By Board of Education President:


Kristie Fingerhut

8/13/2026
Date

By Board Secretary Pro-Tem:


Emily Karl

8/13/26
Date

2026-27 Salary Schedule

Base: \$ 46,500

Step	BA+0	BA+8	BA+16	BA+24	MA+0	MA+8	MA+16	MA+24	MA+33
1	\$ 46,500	\$ 47,430	\$ 48,379	\$ 49,347	\$ 50,334	\$ 51,341	\$ 52,368	\$ 53,415	\$ 54,483
2	\$ 47,430	\$ 48,379	\$ 49,347	\$ 50,334	\$ 51,341	\$ 52,368	\$ 53,415	\$ 54,483	\$ 55,573
3	\$ 48,379	\$ 49,347	\$ 50,334	\$ 51,341	\$ 52,368	\$ 53,415	\$ 54,483	\$ 55,573	\$ 56,684
4	\$ 49,347	\$ 50,334	\$ 51,341	\$ 52,368	\$ 53,415	\$ 54,483	\$ 55,573	\$ 56,684	\$ 57,818
5	\$ 50,334	\$ 51,341	\$ 52,368	\$ 53,415	\$ 54,483	\$ 55,573	\$ 56,684	\$ 57,818	\$ 58,974
6	\$ 51,341	\$ 52,368	\$ 53,415	\$ 54,483	\$ 55,573	\$ 56,684	\$ 57,818	\$ 58,974	\$ 60,153
7	\$ 52,368	\$ 53,415	\$ 54,483	\$ 55,573	\$ 56,684	\$ 57,818	\$ 58,974	\$ 60,153	\$ 61,356
8	\$ 53,415	\$ 54,483	\$ 55,573	\$ 56,684	\$ 57,818	\$ 58,974	\$ 60,153	\$ 61,356	\$ 62,583
9		\$ 55,573	\$ 56,684	\$ 57,818	\$ 58,974	\$ 60,153	\$ 61,356	\$ 62,583	\$ 63,835
10		\$ 56,684	\$ 57,818	\$ 58,974	\$ 60,153	\$ 61,356	\$ 62,583	\$ 63,835	\$ 65,112
11			\$ 58,974	\$ 60,153	\$ 61,356	\$ 62,583	\$ 63,835	\$ 65,112	\$ 66,414
12			\$ 60,153	\$ 61,356	\$ 62,583	\$ 63,835	\$ 65,112	\$ 66,414	\$ 67,742
13			\$ 61,356	\$ 62,583	\$ 63,835	\$ 65,112	\$ 66,414	\$ 67,742	\$ 69,097
14				\$ 63,835	\$ 65,112	\$ 66,414	\$ 67,742	\$ 69,097	\$ 70,479
15				\$ 65,112	\$ 66,414	\$ 67,742	\$ 69,097	\$ 70,479	\$ 71,889
16				\$ 66,414	\$ 67,742	\$ 69,097	\$ 70,479	\$ 71,889	\$ 73,327
17				\$ 67,742	\$ 69,097	\$ 70,479	\$ 71,889	\$ 73,327	\$ 74,794
18				\$ 69,097	\$ 70,479	\$ 71,889	\$ 73,327	\$ 74,794	\$ 76,290
19				\$ 70,479	\$ 71,889	\$ 73,327	\$ 74,794	\$ 76,290	\$ 77,816
20				\$ 71,889	\$ 73,327	\$ 74,794	\$ 76,290	\$ 77,816	\$ 79,372
21				\$ 73,327	\$ 74,794	\$ 76,290	\$ 77,816	\$ 79,372	\$ 80,959
22				\$ 74,794	\$ 76,290	\$ 77,816	\$ 79,372	\$ 80,959	\$ 82,578
23				\$ 76,290	\$ 77,816	\$ 79,372	\$ 80,959	\$ 82,578	\$ 84,230
24				\$ 77,816	\$ 79,372	\$ 80,959	\$ 82,578	\$ 84,230	\$ 85,915
25				\$ 79,372	\$ 80,959	\$ 82,578	\$ 84,230	\$ 85,915	\$ 87,633
26				\$ 80,959	\$ 82,578	\$ 84,230	\$ 85,915	\$ 87,633	\$ 89,386
27				\$ 82,578	\$ 84,230	\$ 85,915	\$ 87,633	\$ 89,386	\$ 91,174
28				\$ 84,230	\$ 85,915	\$ 87,633	\$ 89,386	\$ 91,174	\$ 92,997
29				\$ 85,915	\$ 87,633	\$ 89,386	\$ 91,174	\$ 92,997	\$ 94,857
30				\$ 87,633	\$ 89,386	\$ 91,174	\$ 92,997	\$ 94,857	\$ 96,754
31				\$ 89,386	\$ 91,174	\$ 92,997	\$ 94,857	\$ 96,754	\$ 98,689
32				\$ 91,174	\$ 92,997	\$ 94,857	\$ 96,754	\$ 98,689	\$ 100,663
33				\$ 92,997	\$ 94,857	\$ 96,754	\$ 98,689	\$ 100,663	\$ 102,676

2027-28 Salary Schedule for New Staff

Base: \$ 47,500

Base Increase: 2.15%

Step	BA+0	BA+8	BA+16	BA+24	MA+0	MA+8	MA+16	MA+24	MA+33
1	\$ 47,500	\$ 48,450	\$ 49,419	\$ 50,407	\$ 51,415	\$ 52,443	\$ 53,492	\$ 54,562	\$ 55,653
2	\$ 48,450	\$ 49,419	\$ 50,407	\$ 51,415	\$ 52,443	\$ 53,492	\$ 54,562	\$ 55,653	\$ 56,766
3	\$ 49,419	\$ 50,407	\$ 51,415	\$ 52,443	\$ 53,492	\$ 54,562	\$ 55,653	\$ 56,766	\$ 57,901
4	\$ 50,407	\$ 51,415	\$ 52,443	\$ 53,492	\$ 54,562	\$ 55,653	\$ 56,766	\$ 57,901	\$ 59,059
5	\$ 51,415	\$ 52,443	\$ 53,492	\$ 54,562	\$ 55,653	\$ 56,766	\$ 57,901	\$ 59,059	\$ 60,240
6	\$ 52,443	\$ 53,492	\$ 54,562	\$ 55,653	\$ 56,766	\$ 57,901	\$ 59,059	\$ 60,240	\$ 61,445
7	\$ 53,492	\$ 54,562	\$ 55,653	\$ 56,766	\$ 57,901	\$ 59,059	\$ 60,240	\$ 61,445	\$ 62,674
8	\$ 54,562	\$ 55,653	\$ 56,766	\$ 57,901	\$ 59,059	\$ 60,240	\$ 61,445	\$ 62,674	\$ 63,927
9		\$ 56,766	\$ 57,901	\$ 59,059	\$ 60,240	\$ 61,445	\$ 62,674	\$ 63,927	\$ 65,206
10		\$ 57,901	\$ 59,059	\$ 60,240	\$ 61,445	\$ 62,674	\$ 63,927	\$ 65,206	\$ 66,510
11			\$ 60,240	\$ 61,445	\$ 62,674	\$ 63,927	\$ 65,206	\$ 66,510	\$ 67,840
12			\$ 61,445	\$ 62,674	\$ 63,927	\$ 65,206	\$ 66,510	\$ 67,840	\$ 69,197
13			\$ 62,674	\$ 63,927	\$ 65,206	\$ 66,510	\$ 67,840	\$ 69,197	\$ 70,581
14				\$ 65,206	\$ 66,510	\$ 67,840	\$ 69,197	\$ 70,581	\$ 71,993
15				\$ 66,510	\$ 67,840	\$ 69,197	\$ 70,581	\$ 71,993	\$ 73,433
16				\$ 67,840	\$ 69,197	\$ 70,581	\$ 71,993	\$ 73,433	\$ 74,902
17				\$ 69,197	\$ 70,581	\$ 71,993	\$ 73,433	\$ 74,902	\$ 76,400
18				\$ 70,581	\$ 71,993	\$ 73,433	\$ 74,902	\$ 76,400	\$ 77,928
19				\$ 71,993	\$ 73,433	\$ 74,902	\$ 76,400	\$ 77,928	\$ 79,487
20				\$ 73,433	\$ 74,902	\$ 76,400	\$ 77,928	\$ 79,487	\$ 81,077
21				\$ 74,902	\$ 76,400	\$ 77,928	\$ 79,487	\$ 81,077	\$ 82,699
22				\$ 76,400	\$ 77,928	\$ 79,487	\$ 81,077	\$ 82,699	\$ 84,353
23				\$ 77,928	\$ 79,487	\$ 81,077	\$ 82,699	\$ 84,353	\$ 86,040
24				\$ 79,487	\$ 81,077	\$ 82,699	\$ 84,353	\$ 86,040	\$ 87,761
25				\$ 81,077	\$ 82,699	\$ 84,353	\$ 86,040	\$ 87,761	\$ 89,516
26				\$ 82,699	\$ 84,353	\$ 86,040	\$ 87,761	\$ 89,516	\$ 91,306
27				\$ 84,353	\$ 86,040	\$ 87,761	\$ 89,516	\$ 91,306	\$ 93,132
28				\$ 86,040	\$ 87,761	\$ 89,516	\$ 91,306	\$ 93,132	\$ 94,995
29				\$ 87,761	\$ 89,516	\$ 91,306	\$ 93,132	\$ 94,995	\$ 96,895
30				\$ 89,516	\$ 91,306	\$ 93,132	\$ 94,995	\$ 96,895	\$ 98,833
31				\$ 91,306	\$ 93,132	\$ 94,995	\$ 96,895	\$ 98,833	\$ 100,810
32				\$ 93,132	\$ 94,995	\$ 96,895	\$ 98,833	\$ 100,810	\$ 102,826
33				\$ 94,995	\$ 96,895	\$ 98,833	\$ 100,810	\$ 102,826	\$ 104,883

2028-29 Salary Schedule for New Staff

Base: \$ 48,569

Base Increase: 2.25%

Step	BA+0	BA+8	BA+16	BA+24	MA+0	MA+8	MA+16	MA+24	MA+33
1	\$ 48,569	\$ 49,540	\$ 50,531	\$ 51,542	\$ 52,573	\$ 53,624	\$ 54,696	\$ 55,790	\$ 56,906
2	\$ 49,540	\$ 50,531	\$ 51,542	\$ 52,573	\$ 53,624	\$ 54,696	\$ 55,790	\$ 56,906	\$ 58,044
3	\$ 50,531	\$ 51,542	\$ 52,573	\$ 53,624	\$ 54,696	\$ 55,790	\$ 56,906	\$ 58,044	\$ 59,205
4	\$ 51,542	\$ 52,573	\$ 53,624	\$ 54,696	\$ 55,790	\$ 56,906	\$ 58,044	\$ 59,205	\$ 60,389
5	\$ 52,573	\$ 53,624	\$ 54,696	\$ 55,790	\$ 56,906	\$ 58,044	\$ 59,205	\$ 60,389	\$ 61,597
6	\$ 53,624	\$ 54,696	\$ 55,790	\$ 56,906	\$ 58,044	\$ 59,205	\$ 60,389	\$ 61,597	\$ 62,829
7	\$ 54,696	\$ 55,790	\$ 56,906	\$ 58,044	\$ 59,205	\$ 60,389	\$ 61,597	\$ 62,829	\$ 64,086
8	\$ 55,790	\$ 56,906	\$ 58,044	\$ 59,205	\$ 60,389	\$ 61,597	\$ 62,829	\$ 64,086	\$ 65,368
9		\$ 58,044	\$ 59,205	\$ 60,389	\$ 61,597	\$ 62,829	\$ 64,086	\$ 65,368	\$ 66,675
10		\$ 59,205	\$ 60,389	\$ 61,597	\$ 62,829	\$ 64,086	\$ 65,368	\$ 66,675	\$ 68,009
11			\$ 61,597	\$ 62,829	\$ 64,086	\$ 65,368	\$ 66,675	\$ 68,009	\$ 69,369
12			\$ 62,829	\$ 64,086	\$ 65,368	\$ 66,675	\$ 68,009	\$ 69,369	\$ 70,756
13			\$ 64,086	\$ 65,368	\$ 66,675	\$ 68,009	\$ 69,369	\$ 70,756	\$ 72,171
14				\$ 66,675	\$ 68,009	\$ 69,369	\$ 70,756	\$ 72,171	\$ 73,614
15				\$ 68,009	\$ 69,369	\$ 70,756	\$ 72,171	\$ 73,614	\$ 75,086
16				\$ 69,369	\$ 70,756	\$ 72,171	\$ 73,614	\$ 75,086	\$ 76,588
17				\$ 70,756	\$ 72,171	\$ 73,614	\$ 75,086	\$ 76,588	\$ 78,120
18				\$ 72,171	\$ 73,614	\$ 75,086	\$ 76,588	\$ 78,120	\$ 79,682
19				\$ 73,614	\$ 75,086	\$ 76,588	\$ 78,120	\$ 79,682	\$ 81,276
20				\$ 75,086	\$ 76,588	\$ 78,120	\$ 79,682	\$ 81,276	\$ 82,902
21				\$ 76,588	\$ 78,120	\$ 79,682	\$ 81,276	\$ 82,902	\$ 84,560
22				\$ 78,120	\$ 79,682	\$ 81,276	\$ 82,902	\$ 84,560	\$ 86,251
23				\$ 79,682	\$ 81,276	\$ 82,902	\$ 84,560	\$ 86,251	\$ 87,976
24				\$ 81,276	\$ 82,902	\$ 84,560	\$ 86,251	\$ 87,976	\$ 89,736
25				\$ 82,902	\$ 84,560	\$ 86,251	\$ 87,976	\$ 89,736	\$ 91,531
26				\$ 84,560	\$ 86,251	\$ 87,976	\$ 89,736	\$ 91,531	\$ 93,362
27				\$ 86,251	\$ 87,976	\$ 89,736	\$ 91,531	\$ 93,362	\$ 95,229
8				\$ 87,976	\$ 89,736	\$ 91,531	\$ 93,362	\$ 95,229	\$ 97,134
29				\$ 89,736	\$ 91,531	\$ 93,362	\$ 95,229	\$ 97,134	\$ 99,077
30				\$ 91,531	\$ 93,362	\$ 95,229	\$ 97,134	\$ 99,077	\$ 101,059
31				\$ 93,362	\$ 95,229	\$ 97,134	\$ 99,077	\$ 101,059	\$ 103,080
32				\$ 95,229	\$ 97,134	\$ 99,077	\$ 101,059	\$ 103,080	\$ 105,142
33				\$ 97,134	\$ 99,077	\$ 101,059	\$ 103,080	\$ 105,142	\$ 107,245

REQUEST FOR PRE-APPROVAL OF UNIVERSITY CREDIT

Name	Date
School	Position

This form must be submitted at least fourteen (14) days prior to the course starting date each year even if you are in a continuing master's program. Tuition reimbursement applies to any coursework taken between May 16th of the previous school year and May 15th of the current school year.

TIMELINES FOR SUBMISSION

Coursework Taken Between May 16 and December 15	Coursework Taken Between January 1 and May 15
December 15 - Evidence of tuition payment and agreement must be received by Human Resources.	April 30 - Evidence of tuition payment and agreement must be received by Human Resources.
December 20 - All coursework must be completed.	June 1 - All coursework must be completed.
January 15 - All transcripts must be received by Human Resources.	June 15 - All transcripts must be received by Human Resources.
January 30 - Tuition reimbursement included in paycheck.	June 30 - Tuition reimbursement included in paycheck.

TUITION REIMBURSEMENT CREDITS

Non-Tenured Teacher	Credits Allowed
Year 1	Up to 6 only for Bilingual / ESL Endorsement
Year 2	Up to 6
Year 3	Up to 9
 Tenured Teacher	 Credits Allowed
Year 4+	No Limit

The District's Teacher Reimbursement Program is governed by Article VI of the collective bargaining agreement between the Mundelein Elementary Education Association (MEEA) and the Board of Education. Tuition reimbursement is issued on a first-come, first-served basis determined by the date in which transcripts are received by Human Resources.

COURSE DETAIL

I am requesting pre-approval to take the following courses:

Course Name	Hours	College or University	Start Date	Anticipated Completion Date	Cost Per Course	Transcript Received Y / N

Employee Signature: _____

Date: _____

The course or courses listed above (circle one): HAVE HAVE NOT been pre-approved.

Administrator Signature : _____

Date: _____

APPENDIX C

TUITION REIMBURSEMENT PROGRAM AGREEMENT

This Tuition Reimbursement Program Agreement ("Agreement") is entered into on DATE, of MONTH, YEAR, by and between Mundelein Elementary School District 75 ("District") and NAME ("Teacher").

PURPOSE

This Agreement governs the Teacher's participation in the District's Tuition Reimbursement Program under Article VI of the 2026–2029 collective bargaining agreement between the Board of Education and the Mundelein Elementary Education Association ("Collective Bargaining Agreement"). This Agreement is binding upon the District and the Teacher.

REIMBURSEMENT

The District has approved the Teacher's tuition reimbursement request. In accordance with Article VI of the Collective Bargaining Agreement, the District will reimburse the Teacher for eligible tuition costs, up to the Northern Illinois University single graduate-credit-hour tuition rate for the applicable fall semester.

CONTINUED EMPLOYMENT

In consideration for receiving tuition reimbursement, the Teacher agrees to remain employed by the District for two (2) calendar years following the date the reimbursement is paid.

REPAYMENT UPON VOLUNTARY SEPARATION

If the Teacher voluntarily resigns or otherwise voluntarily terminates employment before completing the two-year employment commitment, the Teacher must repay the District the full amount of the tuition reimbursement within 30 calendar days after the effective date of separation.

EXCEPTIONS TO REPAYMENT

The Teacher will not be required to repay the tuition reimbursement if the District involuntarily terminates the Teacher's employment because of a reduction in force, nonrenewal, or termination for cause.

APPEAL BASED ON CIRCUMSTANCES BEYOND THE TEACHER'S CONTROL

If the Teacher voluntarily separates from employment because of circumstances beyond the Teacher's control, the Teacher may submit a written request to the Superintendent seeking a waiver of the repayment obligation.

The request will be considered by an Appeal Board consisting of:

1. The Superintendent;
2. One MEEA Co-President; and
3. One MEEA representative appointed by the MEEA Executive Board.

The Appeal Board will provide its decision to the Teacher in writing. The Appeal Board's decision is final.

ACKNOWLEDGEMENT

By signing below, the Teacher acknowledges that they have read, understand, and agree to the terms of this Agreement.

Signature of the Teacher *Date*

Signature of the Administrator *Date*

APPENDIX D

Building Mutual Concerns Process

Mundelein Elementary Education Association Procedures and Routing of a Building Mutual Concern

1. A building concern form, with evidence of efforts to resolve concern is filled out by MEEA members.
2. Member(s) submit a form to Building Association Representatives.
3. Building Association Representatives schedule a meeting with the Principal as soon as possible. It is not necessary, nor acceptable, to wait as long as a month.
4. At the meeting, the participants will mutually agree upon a specified amount of time for the Principal to respond to the concern.
5. The Principal will give the response/resolution to the Building Association Representatives. Within 5 days, this will be distributed to the concerned members, the MEEA President(s), and the MEEA Vice President.
6. The MEEA Vice President will present a copy of concern and response/resolution to the Superintendent.
7. If the response is acceptable to both parties, no further action is necessary. If the response is unacceptable to either party involved, a District Mutual Concern meeting will be scheduled.

Date: _____

Building: _____

Member(s) submitting concern: *(will be kept in confidence)*

_____ Date concern received by Association Representatives

_____ Date Association Reps met with Principal

_____ Date on which Principal agrees to respond

_____ Date Principal response received

_____ Date Response distributed to concerned members, MEEA President(s), and VP

_____ Date MEEA VP sends Superintendent a copy of concern and principal response

_____ Date Superintendent responds to MEEA Vice President

_____ Date this concern is resolved by both parties. No further action will be taken.

_____ Date this concern is considered unresolved by one or both parties and will proceed to the District

Mutual Concern Committee
Building Association Representatives

Principal

Signature

Date

Signature

Date

CONCERN:

1. Please state your concern in full. If possible, indicate the page(s) in the MEEA contract that apply to your issue.

2. List the steps you have taken to resolve your concern. Include written and verbal communications, dates they occurred and any other relevant information. Failure to complete this step may delay processing the concern. You may attach copies of communications or other information to this form.

APPENDIX E: Summer Camp Proposal Form

Camp Facilitator: _____ Phone # _____

Camp Name: _____ Location _____

Camp Dates: _____

Camp Session Times: _____

Grade level of Participants: _____ Maximum # of Participants: _____

Proposed Fee Per Participant: _____ Minimum # of Participants: _____

Income	Estimated	Actual
a. Fees to be collected		
Expenses	Estimated	Actual
b. T-Shirts		
c. Supplies		
d. Equipment (\$500-\$1,000)		
e. Equipment (>\$1,000)		
f. Sub-total Supplies and Equipment (items B through E)		
Available Balance for Camp Stipends (A minus F):		
g. Camp Facilitator Stipend:		
h. Camp Supervisor Stipend:		
i. Camp Assistant Stipend:		
Total Camp Stipends (G through I added together):		

Camp Facilitator qualifications: _____

Principal Approval: _____

Date: _____

Superintendent Approval: _____

Date: _____

Board Approval: _____

Date: _____