



**MUNDELEIN ELEMENTARY  
SCHOOL DISTRICT**



**2022-2026  
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 reason of race, religion, color, marital status, age, sex, sexual orientation, national origin, disability or genetic information.

## 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 certificated 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.

## 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

Any formal written complaint by a parent of a student given to the Board or any administrator directed toward a teacher shall be reported to the teacher and a copy of the original complaint shall be given to the teacher. No final action against the teacher shall be taken until a scheduled parent-teacher-administrator and/or a teacher-administrator-Board conference on the problem is held, unless the teacher chooses not to participate in the conference(s). The teacher may have an Association representative of their choice present at any of the above conference(s). Every effort will be made to resolve issues at the building level.

## 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.

One additional institute day may be added beginning with the 2015-2016 school year. Attendance is mandatory. The institute day shall not exceed the teacher workday of 7.25 hours. Teachers will be paid at an hourly rate based on their per diem rate (1/180) Formula (1/180/7.25 hours = hourly rate).

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.

(e) Teacher Work Day

The teacher workday is seven hours and 15 minutes. In addition to the scheduled teacher work day, teachers have a professional responsibility to attend designated open houses or curriculum nights, 8<sup>th</sup> grade promotion, parent conferences and staff meetings that are scheduled beyond the teacher workday. The teacher workday shall be exclusive to accepted extra duty assignments and supervisory activities that are scheduled beyond the teacher workday.

(1) Teacher Work Day: Staff Meetings

Staff meetings are limited to no more than 12 mandatory meetings per year. Staff meetings held on Institute Days within the teacher workday or held on a voluntary basis do not count against the total of 12 staff meetings. The length of the faculty meeting shall not exceed one hour without the mutual consent of the staff and administration. The principal will distribute a list of scheduled faculty meeting dates by the first faculty 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: Half Days

Half Days are scheduled based on accumulated minutes of instruction beyond the minimum five (5) clock hours required by the Illinois School Code. Half Days are scheduled for three 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: Definitions**

	<b>Teacher Work Day</b>	<b>Student Day</b>	<b>Preparation Time</b>	<b>Collaboration Time</b>
<b>Definition - Middle School</b>	Each school determines a teacher work day with teachers arriving before and leaving after the student day.	The length of time students are in school from the starting to the ending bell.	Time during the student day designated for teacher directed professional responsibilities such as preparation and planning.	Time before or after the student day within the teacher work day designated for teachers to work together on professional responsibilities and professional growth.
<b>Definition - Elementary Schools</b>			Time during the teacher work day designated for teacher directed professional responsibilities such as preparation and planning.	Time within the teacher work day designated for teachers to work together on professional responsibilities and professional growth.  Due to the developmental needs of elementary aged students - arrival and dismissal will be included in this category.
<b>Middle School</b>	435 Minutes (7 hours 15 minutes)	405 minutes per day	84 minutes per day  420 minutes per week	Up to 150 minutes per week
<b>Elementary Schools</b>	Within this work day is a minimum uninterrupted, 30 minute duty free lunch.	400 minutes per day	350 minutes per week	Up to 80 minutes per week of collaboration meetings  Up to 125 minutes per week of arrival/dismissal times
<b>Lincoln</b>	435 Minutes (7 hours 15 minutes)  Within this work day is a minimum uninterrupted, 30 minute duty free lunch.	300 minutes  (150 minutes per session)	75 minutes per day  345 minutes per week	Up to 80 minutes per week of collaboration meetings  Up to 100 minutes per week of dismissal times

- MEEA recognizes that emergencies occur and should a meeting be needed during preparation time on an emergency basis, MEEA will work with the administration to fulfill those needs.
- Administration shall make every effort to honor teacher preparation time.
- General education certified (K-8) staff will attend up to five (5) IEP/504 meetings during preparation time in one school year. Beginning on the sixth IEP/504 meeting during preparation time, compensation will be provided.
- Building Specific Caveats
  - Carl Sandburg Caveats:
    - Collaboration & Preparation time can be interchanged if given advanced notice but will be limited to one preparation time a week.
    - The morning collaboration time can be flexibly shifted to allow an extended amount of time. This will not exceed 150 minutes per week. This time and schedule will be mutually agreed upon and be a set schedule for one school year at a time. The teacher work day will not exceed 8 hours on any given day that collaboration time is shifted. Administration will avoid scheduling staff meetings on extended collaboration days.
  - Washington & Mechanics Grove Caveats:
    - Collaboration Time Breakdown: up to 205 minutes total
      - Department/team will meet at least once a week for 30 minutes. This time will be determined by the members of the team and shared with the building principal.
      - Admin directed collaboration time (One 50 minute meeting a week- Examples include ART, Literacy Consultants, PLTs, etc.)
      - Arrival and dismissal supervision could be up to 125 minutes per week.
    - Each non classroom teacher will receive at least one 20 minute preparation block each day.
    - Collaboration & Preparation time can be interchanged if given advanced notice but will be limited to one preparation time a week.
  - Lincoln Caveats:
    - Lincoln certified teachers will attend up to 12 IEP/504 meetings during preparation time in one school year but any meetings after will be compensated.
      - Admin will make every effort to find a substitute to cover IEP meetings at Lincoln rather than schedule IEP meetings during teacher's preparation time.
    - Collaboration time occurs in the time period between the AM/PM sessions with students

The Lincoln Team will meet once weekly and team meeting times will be determined by the members of the team and the time will be shared with the building principal.

(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.

## 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.

There will be a minimum of three (3) designated reserved parking spaces at each school, one of which will be for the nursing staff. The Principal will be consulted before implementation.

## 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 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 exceptions, should a certified vacancy occur between July 1 and the first day of school the District may hire al 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 = 0, Year 2 = 6, Years 3 and 4 = 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 annually at the end of June for all credits earned from May 16<sup>th</sup> of the previous school year through May 15<sup>th</sup> of the current school year. Teachers will be notified of the estimated pay-out amount by email by May 15th; 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 C.

- (a) The annual District Tuition Reimbursement Fund will be \$52,000. If on May 15, it is determined there are not sufficient funds to reimburse up to the N.I.U. graduate credit hour rate for the current school year, the fund for the following year will be calculated thus:

A percentage will be calculated by dividing the number of credit hours at the N.I.U. rate used to determine the fund, by the number of actual credit hours qualifying for reimbursement.

If there are insufficient funds to fully reimburse, the percentage calculated above (not to exceed 10%, not to be compounded) will be added to the Tuition Reimbursement Fund for the next school year.

- (b) Teachers with approved credits must submit, by April 1st of each school year, the number of credits earned between May 16<sup>th</sup> of the previous school year through May 15<sup>th</sup> of the current school year 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 15<sup>th</sup>. Actual payment will be made on the June 30<sup>th</sup> 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	H
BA+8	I-1
BA+16	K

Teachers who were placed on the salary schedule prior 2010-2011 are grandfathered and will be frozen on the following final steps above the second line on the salary schedule.

Lane	Step
BA	L
BA+8	N
BA+16	R-1

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-2: Longevity

For historical purposes, any teacher who advanced off the salary schedule prior to 2022-2023 received the following increases over their prior year's salary:

- a. 2018-2019: 2.00% of their prior year's salary
- b. 2019-2020: 2.00% of their prior year's salary
- c. 2020-2021: 1.75% of their prior year's salary
- d. 2021-2022: 1.75% of their prior year's salary

For 2022-2023 only, off-schedule teachers (who are not in the retirement pipeline) will be granted placement back on the salary schedule, if the maximum salary in their lane exceeds the off-schedule salary.

## 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 period unless an irrevocable request is filed with the Business Office for twenty (20) payments over a ten-month period. This irrevocable request must be filed at least thirty (30) days prior to the close of the school year to be in effect for the following school year (IRS 409A regulations.) Certified personnel officially employed after thirty (30) days prior to the end of the school year must file a request within ten (10) days of their acceptance of employment. Teachers shall be paid on the 15th and the last day of the month.

## 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

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 supervisions 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-8: Extra Duty Pay Schedules

### 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	2022-2026 Stipend Rates
Instructional Overload - approve by the BOE	<p>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.</p> <p>*For example: .165 FTE – 1 period overload at Sandburg = 16.5% of teacher’s contract salary</p>	Percentage of individual teacher’s contract salary equal to the FTE percent of assigned time*
Tier A - Student Supervision	<ul style="list-style-type: none"> <li>● Internal Substitute</li> <li>● Lunch Duty</li> <li>● Bus Supervision</li> <li>● General Supervision</li> </ul>	\$35 per hour
Tier B - Professional	<ul style="list-style-type: none"> <li>● Bilingual Parent Advisory Meetings</li> <li>● Camp Duncan Planning</li> <li>● Curriculum Development (school year or summer)</li> <li>● Participating in Training</li> <li>● Special Education Staffing</li> <li>● Lighthouse Coordinator</li> <li>● MEEA/Admin Team Meetings</li> </ul>	\$45 per hour
Tier C - Instructional	<ul style="list-style-type: none"> <li>● Translating</li> <li>● Homebound Instruction</li> <li>● Summer School/ESY Instruction</li> <li>● Professional Development Trainer</li> </ul>	\$50 per hour
Clubs, Intramurals, & Band Activities	<ul style="list-style-type: none"> <li>● Estimated at 30 hours</li> <li>● Includes patrol supervision</li> </ul>	\$1000 per club, activity, or intramural

Field Trips	<ul style="list-style-type: none"> <li>● Camp Duncan</li> <li>● Springfield</li> <li>● Other trips extended outside of the contractual workday</li> </ul> <p>*Limited overnight positions available. Must have prior administrative approval to qualify.</p>	\$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	2022-2026 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	<ul style="list-style-type: none"> <li>● Basketball</li> <li>● Wrestling</li> <li>● Volleyball</li> <li>● Soccer</li> <li>● Competitive Cheer</li> <li>● Competitive Poms</li> <li>● Robotics</li> </ul> *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	<ul style="list-style-type: none"> <li>● Track*</li> <li>● Cross Country*</li> <li>● Non-Competitive Poms</li> <li>● Non-Competitive Cheer</li> <li>● 5th &amp; 6th Band Assist. Coach</li> <li>● 7th &amp; 8th Band Head Coach</li> </ul> *If a team has students qualify for state, the coach will receive the Tier A stipend instead of Tier B.	\$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: Musical Pay Schedule**

Musical Title	Responsibilities	2023-2026 Stipend Rates		
		1 to 3 yrs	4 to 6 yrs	7+ yrs
Musical/Drama Director	Oversee all aspects of performance including choreography & costuming	\$3600 per year	\$3800 per year	\$4000 per year
Vocal Director & Assistant Musical/Drama Director	Oversee all vocal instruction	\$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	2022-2026 Stipend Rates
<p><b>Grade Level Team Leaders (Elementary)</b></p> <ul style="list-style-type: none"> <li>● 1 per grade level K-5</li> <li>● 1 MTSS/Intervention rep per building</li> <li>● 1 Student Services rep per building</li> <li>● 1 Related arts/ Specials /PE rep per building</li> <li>● 1 rep at Lincoln, overall</li> </ul> <p>*Position(s) applied for each year through Building Administration</p> <p>**Administration should make every effort to have representation from Multilingual, Dual, &amp; Monolingual</p>	<ul style="list-style-type: none"> <li>● Team Leader Meetings once per month with Admin (90 minutes per month before or after contractual hours)</li> <li>● Facilitates and documents Grade Level/Dept. team meetings at building, weekly</li> <li>● Models District and Building initiatives for team implementation</li> <li>● Communicates across team, grade levels, and administration</li> <li>● Building Leadership Team rep</li> </ul>	<p>\$2500 per year</p>
<p><b>Department Leader (Middle School)</b></p> <ul style="list-style-type: none"> <li>● 1 per content area               <ul style="list-style-type: none"> <li>○ 1 Math Leader</li> <li>○ 1 Language Arts Leader</li> <li>○ 1 Social Studies Leader</li> <li>○ 1 Science Leader</li> <li>○ 1 Student Services/Intervention Leader</li> <li>○ 1 Related/Fine/Performing Arts</li> <li>○ 1 PE Leader</li> <li>○ 1 Multilingual/Dual Language Leader</li> </ul> </li> </ul> <p>*Position(s) applied for each year through Building Administration</p> <p>**Administration should make every effort to have representation from every grade level</p>	<ul style="list-style-type: none"> <li>● Department Leader Meetings once per month with Admin (90 minutes per month before or after contractual hours)</li> <li>● Facilitates and documents Dept. and team meetings at building, weekly</li> <li>● Models District and Building initiatives for team implementation</li> <li>● Communicates across team, grade levels, and administration</li> <li>● Building Leadership Team rep</li> <li>● Facilities content meetings with T&amp;L Coordinator, as needed</li> </ul>	<p>\$2500 per year</p>
<p><b>Curriculum Review Leader</b></p> <ul style="list-style-type: none"> <li>● 1 per content, per building</li> <li>● English and Dual, if applicable</li> <li>● Utilized only in a year of content curriculum focus</li> </ul> <p>*Position(s) applied for, as needed, through Teaching &amp; Learning Administration</p>	<ul style="list-style-type: none"> <li>● Attend appropriate professional development and communicate out to teams</li> <li>● Facilitates content meetings with T&amp;L Coordinator, as needed</li> <li>● Models District and Building initiatives for Dept. implementation</li> <li>● Communicates across team, grade levels, and administration</li> </ul>	<p>\$1500 per year</p>



**Position(s) may or may not be filled annually		
<b>STEAM Leader</b> (type 75 required) *Position(s) applied for, as needed, through Teaching & Learning Administration **Position(s) may or may not be filled annually	<ul style="list-style-type: none"> <li>● Perform all duties associated with Saturday Steamers include pre-session roles: advertise, draft communications, coordinate the registrations, recruit individuals to teach/run classes</li> <li>● Attend all sessions to provide program oversight</li> <li>● Collaborates with STEAM foundation</li> <li>● Organizes STEAM related activities (such as 3D printing)</li> </ul>	\$3000 per year
<b>Summer School Coordinator</b> *Position(s) applied for each year through Teaching & Learning Administration **Position(s) may or may not be filled annually	<ul style="list-style-type: none"> <li>● Max of 1 Position</li> <li>● See Job Description</li> </ul>	\$3500 per year
<b>Summer School Site Leader</b> *Position(s) applied for each year through Teaching & Learning Administration **Position(s) may or may not be filled annually	<ul style="list-style-type: none"> <li>● Max of 1 Position</li> <li>● See Job Description</li> </ul>	\$2500 per year

**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 in force until August 31st of the following year. The last day of coverage for retiring teachers and teachers who are not renewed for performance will be the last day of the month of their last day of work. For teachers who are TRIP eligible during the calendar year of their retirement date, the Board shall continue the retiring teacher's insurance coverage until the teacher becomes covered by TRIP or by another insurance plan, whichever is earliest.

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 (HAS) 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 hour 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 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 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 IX-1(b): Personal Leave

Each certified staff member will be provided four (4) 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 IX-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 IX-1(d): Jury Duty/District Litigation**

A certificated staff members 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 IX-1(e): Bereavement Leave**

Certificated staff members shall be entitled to up to three (3) days per school year for bereavement leave, with pay, to attend the visitation and/or services for any death in the immediate family. Immediate family shall include spouse, civil union partner, significant other, child, dependent, father, mother, other members of the family living in the same household with the employee, grandparents, grandchild, in-laws, sister or brother. Additional days may be granted for extenuating reasons by the Superintendent or designee.

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.

Bereavement leave shall not be accumulative from one year to the next.

### **Article IX-1(f): Association Leave**

The Association 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. The number of days any one individual can use Association leave each school year is limited to five (5). During the year a contract expires the MEEA President(s) will receive up to ten (10) association days with MEEA receiving 25 association days for that year. The Association shall provide the Superintendent with a list of tentative dates for Association activities by September 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 covered 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 IX-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 of 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 IX-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) Teacher 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 E 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.

2. 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.
3. Certified staff will be evaluated for professional practice within four (4) domains. Each domain is described in the PERA Handbook with accompanying rubric.
  - a. 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%
  - b. Overall Professional Practice Component
    - i. The professional practice rating will make up 70% of the overall Summative rating.

Rating	Definition	Value
Excellent	Average rating is 3.5 or higher AND no domain rated below proficient	4
Proficient	Average rating is 2.8 or higher AND no domain rated as needs improvement or unsatisfactory	3
Needs Improvement	Average rating below 2.8 AND no more than 1 component rated as unsatisfactory	2
Unsatisfactory	Average rating below 2.0 OR more than 1 component rated as unsatisfactory.	1

- c. Overall Student Growth Component
  - i. The student growth component will make up 30% of the overall Summative rating.

Districtwide Data SGP	Excellent	Proficient	Needs Improvement	Unsatisfactory
Proficiency Scale	99-71%	70-41%	40-21%	20-0%

- d. Overall Summative Rating
  - i. Professional Practice 70% and Student Growth 30% = Summative rating 100%
  - ii. 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.

Rating Formula		Professional Practice (Danielson) 70%			
		Excellent	Proficient	Needs Improvement	Unsatisfactory
Student Growth (30%)	Excellent (99-71%tile)	Excellent	Proficient	Proficient	Needs Improvement
	Proficient (70-41%tile)	Excellent	Proficient	Needs Improvement	Needs Improvement
	Needs Improvement (40-21%tile)	Proficient	Proficient	Needs Improvement	Unsatisfactory
	Unsatisfactory (20-0%tile)	Proficient	Needs Improvement	Needs Improvement	Unsatisfactory

- Any tenured certified staff receiving a Needs Improvement or Unsatisfactory rating must following the required steps as outlined in the PERA Handbook.

**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

**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**

*Ashley Buchman*

By: MEEA Co-President

Date: 05 / 12 / 2022

*Kevin Holly*

By: Board of Education President

Date: 05 / 17 / 2022

*Jaclyn Ewing*

By: MEEA Co-President

Date: 05 / 11 / 2022

*Kristie Fingerhut*

By: Board of Education President Secretary

Date: 05 / 11 / 2022

# Appendix A: Salary Schedule

## 2022/2023 Salary Schedule

Step	BA+0	BA+8	BA+16	BA+24	MA+0	MA+8	MA+16	MA+24	MA+33	
D	0	42,000	42,945	43,911	44,899	46,246	47,634	49,063	50,535	52,285
D-1	1	42,945	43,911	44,899	45,909	47,634	49,063	50,535	52,051	53,801
E	2	43,911	44,899	45,909	46,942	49,063	50,535	52,051	53,612	55,362
E-1	3	44,899	45,909	46,942	47,999	50,535	52,051	53,612	55,220	56,970
F	4	45,909	46,942	47,999	49,079	52,051	53,612	55,220	56,877	58,627
F-1	5	46,942	47,999	49,079	50,183	53,612	55,220	56,877	58,583	60,333
G	6	47,999	49,199	50,306	51,437	55,220	56,877	58,583	60,341	62,091
H	7	49,079	50,429	51,563	52,723	56,877	58,583	60,341	62,151	63,901
I	8	50,046	51,689	52,852	54,042	58,583	60,341	61,601	63,430	65,180
I-1	9	51,037	52,982	54,174	55,393	60,341	61,590	62,876	64,730	66,480
J	10	52,043	54,026	55,338	56,583	61,600	62,875	64,188	66,063	67,813
J-1	11	53,073	55,096	56,437	57,800	62,875	64,176	65,517	67,417	69,167
K	12	54,119	56,181	57,551	59,014	64,186	65,515	66,883	68,802	70,552
K-1	13	55,191	57,294	58,694	60,196					
L	14	56,279	58,423	59,853	61,403	65,526	66,882	68,279	70,219	71,969
L-1	15		59,580	61,041	62,634					
M	16		60,754	62,247	63,890	66,894	68,278	69,704	71,663	73,413
M-1	17		61,957	63,483	65,170					
N	18		63,178	64,737	67,478	69,290	70,702	72,159	74,139	75,889
N-1	19			66,022	68,810	70,704	72,145	73,632	75,638	77,388
P	20			67,327	70,171	72,158	73,631	75,148	77,174	78,924
P-1	21			68,663	71,557	73,631	75,134	76,683	78,736	80,486
Q	22			70,020	72,971	75,147	76,681	78,261	80,336	82,086
Q-1	23			71,409	74,414	76,682	78,247	79,860	81,962	83,712
R	24			72,821	75,887	78,262	79,859	81,507	83,628	85,378
R-1	25			74,267	77,388	79,861	81,491	83,173	85,322	87,072
S	26				78,919	81,505	83,172	84,888	87,057	88,807
S-1	27				80,481	83,172	84,873	86,625	88,821	90,571
T	28				82,075	84,886	86,623	88,412	90,628	92,378
U	29				84,508	87,403	89,192	91,034	93,317	95,067

\* Salaries include additional \$1,000 above the index.

\*\*\* New Steps Added

For 2022-2023 only, off-schedule teachers (who are not in the retirement pipeline) will be granted placement back on the salary schedule, if the maximum salary in their lane exceeds the off-schedule salary.

For the 2022-2023 to 2025-2026 contract only, teachers (who are neither off schedule nor are in the retirement pipeline) whose advancement between salary schedules results in a base salary which is less than the year prior, will maintain the higher rate of pay.

## 2023/2024 Salary Schedule

Step		BA+0	BA+8	BA+16	BA+24	MA+0	MA+8	MA+16	MA+24	MA+33
D	0	41,300	42,229	43,179	44,151	45,475	46,840	48,245	49,692	51,442
D-1	1	42,229	43,179	44,151	45,144	46,840	48,245	49,692	51,183	52,933
E	2	43,179	44,151	45,144	46,160	48,245	49,692	51,183	52,719	54,469
E-1	3	44,151	45,144	46,160	47,199	49,692	51,183	52,719	54,300	56,050
F	4	45,144	46,160	47,199	48,261	51,183	52,719	54,300	55,929	57,679
F-1	5	46,160	47,199	48,261	49,347	52,719	54,300	55,929	57,607	59,357
G	6	47,199	48,379	49,467	50,580	54,300	55,929	57,607	59,335	61,085
H	7	48,261	49,588	50,704	51,845	55,929	57,607	59,335	61,115	62,865
I	8	49,212	50,828	51,971	53,141	57,607	59,335	60,574	62,372	64,122
I-1	9	50,186	52,099	53,271	54,469	59,335	60,563	61,828	63,651	65,401
J	10	51,175	53,126	54,416	55,640	60,574	61,827	63,118	64,962	66,712
J-1	11	52,189	54,178	55,496	56,837	61,827	63,107	64,425	66,293	68,043
K	12	53,217	55,245	56,592	58,030	63,116	64,423	65,768	67,656	69,406
K-1	13	54,271	56,339	57,716	59,193					
L	14	55,341	57,449	58,856	60,380	64,434	65,767	67,141	69,049	70,799
L-1	15		58,587	60,024	61,590					
M	16		59,742	61,210	62,825	65,779	67,140	68,543	70,469	72,219
M-1	17		60,925	62,425	64,084					
N	18		62,125	63,658	66,370	68,152	69,541	70,973	72,920	74,670
N-1	19			64,922	67,680	69,542	70,959	72,422	74,394	76,144
P	20			66,205	69,018	70,972	72,420	73,912	75,905	77,655
P-1	21			67,519	70,381	72,421	73,899	75,421	77,440	79,190
Q	22			68,853	71,772	73,911	75,419	76,973	79,013	80,763
Q-1	23			70,219	73,190	75,421	76,960	78,546	80,613	82,363
R	24			71,608	74,639	76,974	78,544	80,165	82,251	84,001
R-1	25			73,029	76,115	78,546	80,149	81,804	83,917	85,667
S	26				77,621	80,163	81,802	83,490	85,622	87,372
S-1	27				79,156	81,802	83,475	85,197	87,357	89,107
T	28				80,724	83,488	85,196	86,955	89,134	90,884
U	29				83,116	85,963	87,722	89,533	91,778	93,528
V	30				85,579	88,512	90,323	92,189	94,502	96,252

\* Salaries include additional \$1,000 above the index.

\*\*\* New Steps Added

**2024-2025 SALARY SCHEDULE CLAUSE: Consumer Price Index (CPI) and Evidence-Based Funding (EBF)**

The 2024-2025 salary schedule will be paid, as presented, subject to the following limitations:

For the 2024-2025 school year, should the Consumer Price Index All Urban Consumers (CPI-U) exceed 2.25%, the base salary (BA+0 Step 0) for the 2024-2025 school year will be increased by lessor of 5% minus 2.25% or CPI-U minus 2.25%, for the 2024-2025 school year. The dollar value increase (if any) resulting from this calculation will also increase BA+0 Step 0 for the 2025-2026 salary schedule.

Should the Consumer Price Index All Urban Consumers (CPI-U) fall below 2.25% but Evidence-Based Funding (EBF) increases more than 2.25% from 2023-2024 to 2024-2025 then a one-time stipend will be paid to those certified staff members employed as of November 30th in the amount of \$1,000. This one-time stipend will be paid on the December 15th payroll and will be pro-rated, based upon FTE.

The Definition of Consumer Price Index All Urban Consumers (CPI-U): For the 2024-2025 school year, the percentage attributable to the corresponding fiscal year in accordance with the Property Tax Extension Limitation Law (PTELL), commonly referred to as the "tax cap." 35 ILCS 200/18-185, et seq. More specifically, the percentage used for calculations will be equal to (but not to exceed 5%) the increase in the Consumer Price Index for All Urban Consumers in the U.S. (CPI-U), as published by the U.S. Department of Labor's Bureau of Labor Statistics, two calendar years prior to the year in which taxes are actually extended (collected). Therefore, Consumer Price Index All Urban Consumers (CPI-U) used to calculate the PTELL (Property Tax Extension Limitation Law or "Tax Cap" for the 2024-2025 school year will be released in January, 2023.

Any base increase to the 2024-2025 salary schedule will also be added to the 2025-2026 salary schedule.

## CPI at or below 2.25% 2024/2025 Salary Schedule

Step	BA+0	BA+8	BA+16	BA+24	MA+0	MA+8	MA+16	MA+24	MA+33
D 0	40,600	41,514	42,448	43,403	44,705	46,046	47,427	48,850	50,600
D-1 1	41,514	42,448	43,403	44,379	46,046	47,427	48,850	50,316	52,066
E 2	42,448	43,403	44,379	45,378	47,427	48,850	50,316	51,825	53,575
E-1 3	43,403	44,379	45,378	46,399	48,850	50,316	51,825	53,380	55,130
F 4	44,379	45,378	46,399	47,443	50,316	51,825	53,380	54,981	56,731
F-1 5	45,378	46,399	47,443	48,510	51,825	53,380	54,981	56,631	58,381
G 6	46,399	47,500	48,510	49,723	53,380	54,981	56,631	58,330	60,080
H 7	47,443	48,748	49,723	50,966	54,981	56,631	58,330	60,079	61,829
I 8	48,378	49,966	50,966	52,240	56,631	58,330	59,547	61,315	63,065
I-1 9	49,336	51,216	51,216	53,546	58,330	60,079	60,780	62,572	64,322
J 10	50,308	52,225	52,225	54,697	59,547	60,780	62,049	63,861	65,611
J-1 11	51,304	53,260	53,260	56,773	60,780	62,049	63,333	65,170	66,920
K 12	52,315	54,309	54,309	58,861	62,049	63,333	64,653	66,509	68,259
K-1 13	53,351	55,384	55,384	60,966	63,333	64,653	66,003	67,878	69,259
L 14	54,403	56,476	56,476	63,097	64,653	66,003	66,003	67,878	69,628
L-1 15		57,594	59,006	63,097	66,003	67,381	67,381	69,275	71,025
M 16		58,729	60,172	64,240	67,381	68,787	68,787	69,275	71,025
M-1 17		59,892	61,367	66,415	68,787	70,210	70,210	71,701	73,451
N 18		61,072	62,579	68,622	70,210	71,685	71,685	71,701	73,451
N-1 19			63,822	70,861	71,685	73,188	73,188	73,150	74,900
P 20			65,087	73,131	73,188	74,720	74,720	74,635	76,385
P-1 21			66,375	75,435	74,720	76,283	76,283	76,145	77,895
Q 22			67,687	77,772	76,283	77,878	77,878	77,691	79,441
Q-1 23			69,022	80,147	77,878	79,508	79,508	79,263	81,013
R 24			70,381	82,559	79,508	81,178	81,178	80,874	82,624
R-1 25			71,762	84,999	81,178	82,888	82,888	82,511	84,261
S 26			73,175	87,468	82,888	84,638	84,638	84,188	85,938
S-1 27			74,610	89,966	84,638	86,428	86,428	85,893	87,643
T 28			76,067	92,493	86,428	88,258	88,258	87,641	90,000
U 29			77,548	95,048	88,258	90,128	90,128	90,240	91,990
V 30			79,053	97,631	90,128	92,048	92,048	92,917	94,667
W 31			80,582	100,242	92,048	94,008	94,008	95,675	97,425

\* Salaries include additional \$1,000 above the index.

\*\* Salaries include additional \$609 above the index.

\*\*\* New Steps Added

\*CPI from January, 2023 will be used to determine any increase to base for FY25. It will be calculated by subtracting 2.25% from CPI (CPI cannot be greater than 5%). If the remaining percentage is greater than 0%, that corresponding % increase will be added to BA Step 0. For example, if CPI is 8.0%, BA Step 0 would be adjusted to: \$40,600 x (5.0%-2.25%) = \$1,117. The new base for FY25 would be \$41,717.

SEE EXHIBIT A

## CPI at or above 5% 2024/2025 Salary Schedule

Step		BA+0	BA+8	BA+16	BA+24	MA+0	MA+8	MA+16	MA+24	MA+33
D	0	41,717	42,656	43,615	44,597	45,935	47,313	48,732	50,194	51,944
D-1	1	42,656	43,615	44,597	45,600	47,313	48,732	50,194	51,700	53,450
E	2	43,615	44,597	45,600	46,626	48,732	50,194	51,700	53,251	55,001
E-1	3	44,597	45,600	46,626	47,675	50,194	51,700	53,251	54,848	56,598
F	4	45,600	46,626	47,675	48,748	51,700	53,251	54,848	56,494	58,244
F-1	5	46,626	47,675	48,748	49,845	53,251	54,848	56,494	58,189	59,939
G	6	47,675	48,748	49,845	51,091	54,848	56,494	58,189	59,934	61,684
H	7	48,748	50,000	51,267	52,368	56,494	58,189	59,934	61,732	63,482
I	8	49,709	51,341	52,973	53,677	58,189	60,000	61,186	63,002	64,752
I-1	9	50,693	52,625	54,557	55,019	59,934	62,000	62,452	64,294	66,044
J	10	51,692	53,662	55,642	56,202	61,185	63,000	63,756	65,617	67,367
J-1	11	52,716	54,725	56,824	57,411	62,452	64,294	65,075	66,963	68,713
K	12	53,755	55,803	57,931	58,616	63,756	65,473	66,432	68,339	70,089
K-1	13	54,819	56,908	58,295	59,026	65,000	66,732	67,631	69,566	71,466
L	14	55,900	58,029	59,450	60,267	66,251	68,000	67,819	69,746	71,496
L-1	15		59,178	60,630	61,487	67,500	69,251	69,235	71,180	72,930
M	16		60,345	61,828	62,745	68,750	70,500	69,235	71,180	72,930
M-1	17		61,540	63,055	64,016	69,934	71,732	70,500	71,180	72,930
N	18		62,753	64,301	65,316	71,185	73,000	71,680	73,646	75,396
N-1	19			65,578	66,543	72,452	74,294	71,666	73,143	75,135
P	20			66,873	67,919	73,756	75,648	73,141	74,648	76,661
P-1	21			68,200	69,336	75,185	77,000	74,635	76,173	78,212
Q	22			69,527	70,748	76,635	78,471	76,173	77,740	79,801
Q-1	23			70,854	72,199	78,116	79,937	77,740	79,329	81,417
R	24			72,181	73,682	79,635	81,427	79,329	80,964	83,071
R-1	25			73,508	75,199	81,185	82,977	80,964	82,619	84,754
S	26			74,835	76,748	82,934	84,563	82,619	84,323	86,477
S-1	27			76,162	78,329	84,732	86,185	84,323	85,048	88,229
T	28			77,489	79,945	86,577	87,845	86,185	86,773	89,979
T-1	29			78,816	81,597	88,466	89,537	87,845	88,500	91,729
U	29			80,143	83,284	90,239	91,267	89,537	90,224	93,479
U-1	30			81,470	84,997	92,000	93,037	91,267	92,000	95,229
V	30			82,797	86,745	93,777	94,845	93,037	93,777	97,000
V-1	31			84,124	88,527	95,600	96,694	94,845	95,600	98,777
W	31			85,451	90,343	97,366	98,583	96,694	98,279	100,029

\* Salaries include additional \$1,000 above the index.

\*\*\* New Steps Added

\*CPI from January, 2023 will be used to determine any increase to base for FY25. It will be calculated by subtracting 2.25% from CPI (CPI cannot be greater than 5%). If the remaining percentage is greater than 0%, that corresponding % increase will be added to BA Step 0. For example, if CPI is 8.0%, BA Step 0 would be adjusted to: \$40,600 x (5.0%-2.25%) = \$1,117. The new base for FY25 would be \$41,717.

SEE EXHIBIT A

# Exhibit A

## FY25 Salary Schedule

Step	BA+0	BA+8	BA+16	BA+24	MA+0	MA+8	MA+16	MA+24	MA+33	
D	0	41,717	42,656	43,615	44,597	45,935	47,313	48,732	50,194	51,944
D-1	1	42,656	43,615	44,597	45,600	47,313	48,732	50,194	51,700	53,450
E	2	43,615	44,597	45,600	46,626	48,732	50,194	51,700	53,251	55,001
E-1	3	44,597	45,600	46,626	47,675	50,194	51,700	53,251	54,848	56,598
F	4	45,600	46,626	47,675	48,748	51,700	53,251	54,848	56,494	58,244
F-1	5	46,626	47,675	48,748	49,845	53,251	54,848	56,494	58,189	59,939
G	6	47,675	48,867	49,967	51,091	54,848	56,494	58,189	59,934	61,684
H	7	48,748	50,089	51,216	52,368	56,494	58,189	59,934	61,732	63,482
I	8	49,709	51,341	52,496	53,677	58,189	59,934	61,186	63,002	64,752
I-1	9	50,693	52,625	53,809	55,019	59,934	61,175	62,452	64,294	66,044
J	10	51,692	53,662	54,966	56,202	61,185	62,451	63,756	65,617	67,367
J-1	11	52,716	54,725	56,057	57,411	62,452	63,744	65,075	66,963	68,713
K	12	53,755	55,803	57,164	58,616	63,754	65,073	66,432	68,339	70,089
K-1	13	54,819	56,908	58,298	59,791					
L	14	55,900	58,029	59,450	60,990	65,085	66,431	67,819	69,746	71,496
L-1	15		59,178	60,630	62,212					
M	16		60,345	61,828	63,459	66,443	67,818	69,235	71,180	72,930
M-1	17		61,540	63,055	64,731					
N	18		62,753	64,301	67,030	68,830	70,233	71,680	73,646	75,396
N-1	19			65,578	68,353	70,234	71,666	73,143	75,135	76,885
P	20			66,873	69,704	71,679	73,141	74,648	76,661	78,411
P-1	21			68,201	71,081	73,142	74,635	76,173	78,212	79,962
Q	22			69,548	72,486	74,648	76,171	77,740	79,801	81,551
Q-1	23			70,928	73,919	76,172	77,727	79,329	81,417	83,167
R	24			72,331	75,382	77,741	79,327	80,964	83,071	84,821
R-1	25			73,766	76,873	79,329	80,949	82,619	84,754	86,504
S	26				78,394	80,963	82,618	84,323	86,477	88,227
S-1	27				79,945	82,618	84,307	86,048	88,229	89,979
T	28				81,529	84,321	86,046	87,823	90,024	91,774
U	29				83,945	86,821	88,597	90,427	92,695	94,445
V	30				86,433	89,395	91,225	93,110	95,446	97,196
W	31				88,996	92,047	93,932	95,873	98,279	100,029

\* Salaries include additional \$1,000 above the index.

\*\*\* New Steps Added

*Ashley Kuker 3/10/23*

*Sandra Schrank 3/10/23*

*[Signature] 03/10/2023*



**2025-2026 SALARY SCHEDULE CLAUSE: Consumer Price Index (CPI) and Evidence-Based Funding (EBF)**

The 2025-2026 salary schedule will be paid, as presented, subject to the following limitations:

For the 2025-2026 school year, should the Consumer Price Index All Urban Consumers (CPI-U) exceed 2.25%, the base salary (BA+0 Step 0) for the 2025-2026 school year will be increased by lessor of 5% or CPI-U minus 2.25%, for the 2025-2026 school year.

Should the Consumer Price Index All Urban Consumers (CPI-U) fall below 2.25% but Evidence-Based Funding (EBF) increases more than 2.25% from 2024-2025 to 2025-2026 then a one-time stipend will be paid to those certified staff members employed as of November 30th in the amount of \$1,000. This one-time stipend will be paid on the December 15th payroll and will be pro-rated, based upon FTE.

The Definition of Consumer Price Index All Urban Consumers (CPI-U): For the 2025-2026 school year, the percentage attributable to the corresponding fiscal year in accordance with the Property Tax Extension Limitation Law (PTELL), commonly referred to as the "tax cap." 35 ILCS 200/18-185, et seq. More specifically, the percentage used for calculations will be equal to (but not to exceed 5%) the increase in the Consumer Price Index for All Urban Consumers in the U.S. (CPI-U), as published by the U.S. Department of Labor's Bureau of Labor Statistics, two calendar years prior to the year in which taxes are actually extended (collected). Therefore, Consumer Price Index All Urban Consumers (CPI-U) used to calculate the PTELL (Property Tax Extension Limitation Law or "Tax Cap" for the 2025-2026 school year will be released in January, 2024.

## CPI at or below 2.25% 2025/2026 Salary Schedule

Step	BA+0	BA+8	BA+16	BA+24	MA+0	MA+8	MA+16	MA+24	MA+33
D 0	40,000	40,900	41,820	42,761	44,044	45,365	46,726	48,128	49,878
D-1 1	40,900	41,820	42,761	43,723	45,365	46,726	48,128	49,572	51,322
E 2	41,820	42,761	43,723	44,707	46,726	48,128	49,572	51,059	52,809
E-1 3	42,761	43,723	44,707	45,713	48,128	49,572	51,059	52,591	54,341
F 4	43,723	44,707	45,713	46,742	49,572	51,059	52,591	54,169	55,919
F-1 5	44,707	45,713	46,742	47,793	51,059	52,591	54,169	55,794	57,544
G 6	45,713	46,742	47,793	48,988	52,591	54,169	55,794	57,467	59,217
H 7	46,742	48,128	49,572	50,213	54,169	55,794	57,467	59,192	60,942
I 8	47,663	49,221	50,213	51,468	55,794	57,467	59,192	60,409	62,159
I-1 9	48,607	50,459	51,468	52,755	57,467	59,192	60,409	61,647	63,397
J 10	49,565	51,454	52,755	53,889	58,667	60,409	61,647	62,917	64,667
J-1 11	50,546	52,472	53,889	55,048	59,881	61,647	62,917	64,207	65,957
K 12	51,542	53,506	55,048	56,204	61,145	62,917	63,698	65,526	67,276
K-1 13	52,563	54,566	55,793	57,000	62,917	64,207	65,028	66,875	68,251
L 14	53,599	55,641	57,000	58,134	64,207	65,028	66,875	68,251	70,001
L-1 15		56,743	58,134	59,283	65,028	66,385	68,251	70,001	71,834
M 16		57,861	59,283	60,460	66,385	68,251	70,001	71,834	73,744
M-1 17		59,007	60,460	61,655	67,833	69,771	71,617	73,547	75,529
N 18		60,170	61,655	62,878	69,381	71,321	73,167	75,034	76,984
N-1 19			62,878	64,121	70,929	72,913	74,582	76,558	78,308
P 20			64,121	65,394	72,467	74,582	76,558	78,308	80,144
P-1 21			65,394	66,688	74,005	76,105	78,107	79,857	81,784
Q 22			66,688	68,011	75,543	77,669	79,694	81,444	83,529
Q-1 23			68,011	69,364	77,081	79,260	81,307	83,057	85,279
R 24			69,364	70,745	78,619	80,893	82,959	84,709	86,984
R-1 25			70,745	72,156	80,157	82,547	84,639	86,389	88,709
S 26			72,156	73,597	81,705	84,207	86,360	88,128	90,000
S-1 27			73,597	75,069	83,253	85,879	88,021	90,000	91,919
T 28			75,069	76,572	84,801	87,563	89,747	91,559	93,309
U 29			76,572	78,105	86,349	89,259	91,307	93,144	94,824
V 30			78,105	79,669	87,897	90,913	92,917	94,776	96,389
W 31			79,669	81,264	89,445	92,577	94,521	96,409	98,000
X 32			81,264	82,891	91,093	94,241	96,185	98,074	99,624

\* Salaries include additional \$1,000 above the index.

\*\* Salaries include additional \$1,890 above the index.

\*\*\* New Steps Added

\*CPI from January, 2024 will be used to determine any increase to base for FY26. It will be calculated by subtracting 2.25% from CPI (CPI cannot be greater than 5%). If the remaining percentage is greater than 0%, that corresponding % increase will be added to BA Step 0. For example, if CPI is 8.0%, BA Step 0 would be adjusted to: \$40,000 x (5.0%-2.25%) = \$700. The new base for FY26 would be \$40,700.

**SEE EXHIBIT B & C**


# Exhibit B

## FY26 Minimum Salary Schedule

Step		BA+0	BA+8	BA+16	BA+24	MA+0	MA+8	MA+16	MA+24	MA+33
D	0	41,117	42,042	42,988	43,955	45,274	46,632	48,031	49,472	51,222
D-1	1	42,042	42,988	43,955	44,944	46,632	48,031	49,472	50,956	52,706
E	2	42,988	43,955	44,944	45,956	48,031	49,472	50,956	52,485	54,235
E-1	3	43,955	44,944	45,956	46,990	49,472	50,956	52,485	54,059	55,809
F	4	44,944	45,956	46,990	48,047	50,956	52,485	54,059	55,681	57,431
F-1	5	45,956	46,990	48,047	49,128	52,485	54,059	55,681	57,352	59,102
G	6	46,990	48,164	49,248	50,356	54,059	55,681	57,352	59,072	60,822
H	7	48,047	49,368	50,479	51,615	55,681	57,352	59,072	60,844	62,594
I	8	48,994	50,603	51,741	52,905	57,352	59,072	60,306	62,096	63,846
I-1	9	49,964	51,868	53,035	54,228	59,072	60,295	61,554	63,369	65,119
J	10	50,949	52,891	54,175	55,394	60,305	61,553	62,839	64,674	66,424
J-1	11	51,957	53,938	55,250	56,585	61,553	62,827	64,139	66,000	67,750
K	12	52,982	55,000	56,342	57,773	62,837	64,138	65,477	67,356	69,106
K-1	13	54,031	56,089	57,460	58,931					
L	14	55,096	57,195	58,595	60,112	64,149	65,475	66,844	68,743	70,493
L-1	15		58,327	59,758	61,317					
M	16		59,477	60,939	62,547	65,488	66,843	68,239	70,157	71,907
M-1	17		60,655	62,148	63,800					
N	18		61,850	63,376	66,080	67,854	69,237	70,663	72,601	74,351
N-1	19			64,634	67,385	69,238	70,649	72,105	74,069	75,819
P	20			65,911	68,716	70,662	72,104	73,589	75,573	77,323
P-1	21			67,220	70,073	72,104	73,576	75,092	77,102	78,852
Q	22			68,547	71,458	73,588	75,089	76,636	78,668	80,418
Q-1	23			69,908	72,870	75,091	76,623	78,202	80,260	82,010
R	24			71,290	74,313	76,637	78,201	79,814	81,891	83,641
R-1	25			72,705	75,782	78,203	79,799	81,446	83,549	85,299
S	26				77,281	79,813	81,444	83,124	85,247	86,997
S-1	27				78,810	81,444	83,109	84,824	86,975	88,725
T	28				80,371	83,123	84,823	86,574	88,744	90,494
U	29				82,752	85,587	87,337	89,141	91,376	93,126
V	30				85,204	88,124	89,928	91,785	94,087	95,837
W	31				87,731	90,738	92,595	94,509	96,880	98,630
X	32				90,333	93,430	95,343	97,314	99,757	101,507

\* Salaries include additional \$1,000 above the index.

\*\*\* New Steps Added

*Ashley Bahr* 3/10/23  
 03-10-2023

*Jandra Schrank* 3/10/23

# Exhibit C

## FY26 Maximum Salary Schedule

Step	BA+0	BA+8	BA+16	BA+24	MA+0	MA+8	MA+16	MA+24	MA+33
D 0	42,217	43,167	44,138	45,131	46,485	47,880	49,316	50,796	52,546
D-1 1	43,167	44,138	45,131	46,147	47,880	49,316	50,796	52,319	54,069
E 2	44,138	45,131	46,147	47,185	49,316	50,796	52,319	53,889	55,639
E-1 3	45,131	46,147	47,185	48,247	50,796	52,319	53,889	55,506	57,256
F 4	46,147	47,185	48,247	49,332	52,319	53,889	55,506	57,171	58,921
F-1 5	47,185	48,247	49,332	50,442	53,889	55,506	57,171	58,886	60,636
G 6	48,247	49,453	50,566	51,703	55,506	57,171	58,886	60,653	62,403
H 7	49,332	50,689	51,830	52,996	57,171	58,886	60,653	62,472	64,222
I 8	50,305	51,956	53,125	54,321	58,886	60,653	61,919	63,757	65,507
I-1 9	51,301	53,255	54,454	55,679	60,653	61,908	63,201	65,064	66,814
J 10	52,312	54,305	55,624	56,876	61,918	63,200	64,520	66,404	68,154
J-1 11	53,347	55,381	56,728	58,099	63,200	64,508	65,855	67,765	69,515
K 12	54,399	56,472	57,849	59,319	64,518	65,853	67,228	69,158	70,908
K-1 13	55,476	57,590	58,997	60,507					
L 14	56,569	58,725	60,162	61,721	65,865	67,227	68,632	70,582	72,332
L-1 15		59,888	61,357	62,958					
M 16		61,068	62,569	64,220	67,240	68,631	70,064	72,034	73,784
M-1 17		62,277	63,811	65,507					
N 18		63,505	65,072	67,821	69,643	71,062	72,527	74,517	76,267
N-1 19			66,363	69,161	71,064	72,513	74,007	76,024	77,774
P 20			67,675	70,528	72,526	74,006	75,531	77,568	79,318
P-1 21			69,018	71,921	74,007	75,517	77,074	79,138	80,888
Q 22			70,381	73,343	75,530	77,072	78,660	80,746	82,496
Q-1 23			71,778	74,793	77,073	78,646	80,267	82,380	84,130
R 24			73,197	76,274	78,661	80,266	81,923	84,055	85,805
R-1 25			74,650	77,782	80,268	81,907	83,598	85,758	87,508
S 26				79,322	81,921	83,596	85,321	87,501	89,251
S-1 27				80,892	83,596	85,306	87,067	89,275	91,025
T 28				82,494	85,320	87,065	88,863	91,091	92,841
U 29				84,939	87,849	89,647	91,499	93,794	95,544
V 30				87,457	90,455	92,307	94,214	96,578	98,328
W 31				90,051	93,139	95,046	97,010	99,445	101,195
X 32				92,722	95,903	97,867	99,891	102,398	104,148

\* Salaries include additional \$1,000 above the index.

\*\*\* New Steps Added

*Ashley Baker* 3/10/23  
*[Signature]* 03-10-2023

*Sandra Schrank* 3/10/23

## Appendix B: Tuition Reimbursement Calculations

### Example for Tuition Reimbursement Calculation of Reimbursement Fund and Teacher Reimbursements

Reimbursement fund amount: \$52,000

Determine reimbursement to teachers per credit:

- a) Determining reimbursement when there are sufficient funds to reimburse at the allowable level:

Example, if paid:	<u># Credits</u>	x	<u>Hourly Rate</u>	=	
NIU Rate or higher	120	x	\$349	=	\$41,880
	30	x	\$150	=	\$4,500
	20	x	\$125	=	\$2,500
			Total	=	\$48,880

Since the amount needed to cover teacher reimbursement (\$48,880) is less than the amount in the fund (\$55,840) the teachers will be reimbursed at the maximum allowable level.

Determining the potential total reimbursement when there are not sufficient funds to reimburse at the maximum allowable level:

Example, if paid:	<u># Credits</u>	x	<u>Hourly Rate</u>	=	
NIU Limit	140		\$349	=	\$48,860
Other	30	x	\$150	=	\$4,500
	20	x	\$125	=	\$2,500
			Total	=	\$55,860

Since the amount needed to cover teacher reimbursement (\$55,860) is more than the amount in the fund (\$52,000) the teacher's reimbursement will be determined by the formula explained in #3.

Determining the reimbursement percentage per credit hour if the tuition reimbursement request amount exceeds the fund amount:

Fund = \$52,000  
 Requested Amount = \$55,860  
 Difference = \$3,860

$\$55,860 / \$52,000 = 1.0742$  (7.42% more than the amount in the fund. Everyone's reimbursement will be reduced by this percentage amount.)

	<u>Hourly Rate</u>		<u>Percentage</u>		<u>New Hourly Rate</u>
NIU Rate or	\$349	x	92.58%	=	\$323.10
Higher Other	\$150	x	92.58%	=	\$138.87
Rate(s)	\$125	x	92.58%	=	\$115.73

Reimbursement using new rates:

Credits		New Hourly Rate		
140	x	\$323.10	=	\$45,234.00
30	x	\$138.87	=	\$ 4,116.10
20	x	\$115.73	=	<u>\$ 2314.60</u>
				\$ 51,714.70

1) Since the reimbursement requests exceeded the amount in the reimbursement fund, next year the reimbursement fund will be increased (increase not to exceed 10%) using the following formula:

a)  $\$55,860$  (amount needed to fully reimburse) /  $\$52,000$  (amount in the fund) = 1.0742  
(7.42%, amount the fund was deficient)

b) Since 7.42% is below the 10% limit,  $\$3858.44$  (7.42%) will be added to the next year's fund:

$$\text{New Fund: } \$52,000 + \$3,858.40 = 55,858.40$$

The next year, any amount (up to 10%) above the new base amount would be added to the base when the fund, the previous year, was insufficient to reimburse the teachers at the maximum allowable level.

## APPENDIX C: Tuition Reimbursement Agreement

### AGREEMENT

**AGREEMENT** made and entered into this \_\_\_\_\_ day of June, 20\_\_\_\_, by and between Mundelein Elementary District 75 (the “District”) and \_\_\_\_\_ hereinafter referred to as (“Teacher”).

This Agreement is to facilitate the District’s tuition reimbursement program as provided by Article VIII, Section of the 2015 – 2017 Contractual Agreement between the Mundelein Elementary Education Association and the Board of Education. This Agreement constitutes a binding contract between the District and the Teacher.

To be certain this Agreement accurately reflects the Teacher’s understanding of the District’s tuition reimbursement program, the Teacher will review the items below and indicate his/her understanding and agreement by signing on the signature line below.

- A. The District has approved the Teacher’s request for tuition reimbursement. The District will reimburse the Teacher’s tuition up to the amount of the Northern Illinois University single graduate credit hour rate for the fall semester, which shall be payable on June 30, 20\_\_, provided that there are sufficient funds in the District’s Tuition Reimbursement Fund. The Teacher understands and agrees that he/she may not receive full tuition reimbursement if there are insufficient funds in the District’s Tuition Reimbursement Fund. The Teacher further understands and agrees that if there are insufficient funds, a team consisting of representatives of the MEEA Executive Board and the Superintendent will determine the percentage of the cost per credit hour that can be paid based on the balance in the Funds and the total cost for all credits taken.
- B. In exchange for receiving this tuition reimbursement from the District, the Teacher understands and agrees to maintain employment with the District for two (2) years following the reimbursement, June 30, 20\_\_.
- C. The Teacher understands and agrees that if he/she voluntarily terminates employment with the District on or before June 30, 20\_\_, the Teacher will repay the entire amount of the tuition reimbursement to the District within thirty (30) days of his/her voluntary termination.
- D. The Teacher understands and agrees that if the Teacher’s voluntary termination of employment is for circumstances beyond his/her control, the Teacher may appeal the required repayment of the tuition reimbursement by making a request in writing to the Superintendent. The Teacher further understands that the Superintendent will tender the request to an appeal board consisting of the Superintendent, the MEEA President or Co-President and an additional MEEA representative appointed by the MEEA Executive Board, and that the decision of the appeal board is final and will be provided to the Teacher in writing.

- E. The Teacher understands that if his/her employment is involuntarily terminated by the District for reduction-in-force reasons, non-renewal or termination for cause, the Teacher will not be required to repay the amount of the tuition reimbursement.

The Parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**MUNDELEIN ELEMENTARY  
SCHOOL DISTRICT 75**

\_\_\_\_\_  
**Teacher's Signature**

By: \_\_\_\_\_  
**Superintendent**

\_\_\_\_\_  
**Print Teacher's Name**



**Request Form For PRE-APPROVAL OF UNIVERSITY CREDIT**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Position:** \_\_\_\_\_

This form must be submitted at least 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 16 of the previous year and May 15th of the current year.

**Timeline**

- April 30 Evidence of tuition payment and agreement must be received by the district office.
- May 15 All coursework must be completed.
- May 15 A reimbursement amount statement will be emailed.
- June 1 All transcripts must be received by the district office. Questions regarding reimbursement amount submitted to MEEA Vice-President.
- June 30 Tuition reimbursement included with paycheck.

1. Number of credits documented towards a salary schedule lane change. Number: \_\_\_\_\_

2. Completion of this course(s) will result in a lane change.  Yes  No

3. Are you completing your master's degree program?  Yes  No Date: \_\_\_\_\_

4. Will this course allow you to be placed in an additional eligible position on the Sequence of Dismissal (SOD) list? If yes, what job description: \_\_\_\_\_

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

Course Name	Hours	University	Start Date	Completion Date	Cost Per Credit	Transcript Received

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Pre-Approval Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TUITION REIMBURSEMENT CREDITS**

YEARS NON-TENURE	CREDITS ALLOWED	YEARS NON-TENURE	CREDITS ALLOWED
Year 1	0	Year 3	9
Year 2	6	Year 4	9
		<b>Tenure</b>	No limit on credits

# APPENDIX D: Building Mutual Concerns Process

MEEA  
 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 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), MEEA Vice President
- \_\_\_\_\_ Date MEEA Vice President 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

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Date: \_\_\_\_\_

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: \_\_\_\_\_

# Signature Certificate

Reference number: QFKPT-C6MF2-W3BZJ-MR22E

Signer	Timestamp	Signature
<b>Jaclyn Ewing</b> Email: jewing@d75.org  Sent: 11 May 2022 17:09:00 UTC Viewed: 12 May 2022 02:47:13 UTC Signed: 12 May 2022 02:47:55 UTC  <b>Recipient Verification:</b> ✓ Email verified 12 May 2022 02:47:13 UTC		  IP address: 71.201.10.123 Location: Libertyville, United States
<b>Kristie Fingerhut</b> Email: kfingerhut@d75.org  Sent: 11 May 2022 17:09:00 UTC Viewed: 12 May 2022 03:00:09 UTC Signed: 12 May 2022 03:00:39 UTC  <b>Recipient Verification:</b> ✓ Email verified 12 May 2022 03:00:09 UTC		  IP address: 174.192.132.178 Location: Milwaukee, United States
<b>Ashley Buchman</b> Email: abuchman@d75.org  Sent: 11 May 2022 17:09:00 UTC Viewed: 13 May 2022 02:03:58 UTC Signed: 13 May 2022 02:04:48 UTC  <b>Recipient Verification:</b> ✓ Email verified 13 May 2022 02:03:58 UTC		  IP address: 73.9.20.99 Location: Mundelein, United States
<b>Kevin Holly</b> Email: kholly@d75.org  Sent: 11 May 2022 17:09:00 UTC Viewed: 17 May 2022 14:48:19 UTC Signed: 17 May 2022 14:57:53 UTC  <b>Recipient Verification:</b> ✓ Email verified 17 May 2022 14:48:19 UTC		  IP address: 216.125.24.202 Location: Libertyville, United States

Document completed by all parties on:  
17 May 2022 14:57:53 UTC

Page 1 of 1



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**Memorandum of Understanding  
Summer School Coordinator and Summer School Site Leader**

**MEMORANDUM OF UNDERSTANDING  
between the Mundelein Elementary Education Association (“MEEA”)  
and the Mundelein School District 75 Board of Education  
FOR  
Article IX-8D: Leadership Development Pay Schedule  
(Summer School Coordinator and Summer School Site Leader)**

1. The parties are subject to a 2022-2026 Contractual Agreement which was entered into on May 17, 2022 (the “Agreement”).
2. The Summer School Leader and Coordinator roles were calculated based on the previous CBA rate and agree to address the increased stipend for the remainder of the CBA ending in 2026 in alignment with the current rate within 2022-2026 Agreement.
  - a. Summer School Coordinator
  - b. Summer School Site Leader

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Leadership Role	Leadership Responsibilities	Stipend
<b>Summer School Coordinator</b>  *Position(s) applied for each year through Teaching & Learning Administration  **Position(s) may or may not be filled annually	<ul style="list-style-type: none"> <li>● Max of 1 Position</li> <li>● See Job Description</li> </ul>	\$5400 per year
<b>Summer School Site Leader</b>  *Position(s) applied for each year through Teaching & Learning Administration  **Position(s) may or may not be filled annually	<ul style="list-style-type: none"> <li>● Max of 1 Position</li> <li>● See Job Description</li> </ul>	\$4400 per year

3. The terms set for in this Memorandum of Understanding represent the entire understanding between the parties regarding this new stipend including that this is non-precedential in nature.

This Memorandum of Understanding was mutually agreed upon on January 24, 2023.

  
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 D75 Board President Kevin Holly

  
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 MEEA Co-President Ashley Buchman

  
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 D75 Board Secretary Kristie Fingerhut

  
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 MEEA Co-President Sandy Schrank