

# *Official Contract*

*by and between the*

***Beecher Education  
Association***

*and the*

***Beecher 200U  
Board of Education***

**August 22, 2020 - August 22, 2022**

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## **PART I - APPLIES TO ALL BARGAINING UNIT MEMBERS**

### **RECOGNITION**

1. The Beecher Community Unit School District 200-U, Beecher, Will County, Illinois, the Board of Education of the same (hereinafter referred to as the "District," "Employer," or "Board"), hereby recognizes the Beecher Education Association/IEA-NEA (hereinafter referred to as the "Association"), as the exclusive bargaining representative for all regularly employed certified employees, and all regularly employed teaching assistants/aides, secretaries/administrative assistants, technology staff and librarians/library assistants, but specifically exclude the Superintendent, Principals, and Director of Special Education Services and all supervisory and managerial, confidential and short-term employees as defined by the IELRA.
2. For the regular school year calendar, no agreement, understanding, consideration, or interpretation which alters, varies, waives, or modifies any of the terms of conditions contained herein shall be made with any Employee or group of Employees by the Employer or any of the Employer's agents or representatives unless it has been made, ratified, and agreed to in writing by the Employer and the Association. Any such agreement shall not constitute a precedent in the future enforcement of any of the terms contained herein.

### **EFFECT OF AGREEMENT**

1. This Agreement constitutes Board policy for the term of said agreement, and the Board and Association shall carry out the commitments contained herein and give them full force as Board policy.
2. The parties agree that their undertakings in this Agreement are mutual. Any previously adopted policy, rule, or regulation of the parties which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.

### **MAINTENANCE OF STANDARDS**

1. All conditions of employment shall be maintained at the average standards in effect in the District at the time this Agreement is signed, unless such conditions shall be improved for the benefit of Bargaining Unit Members or are required by the express provisions of this Agreement, or unless the financial conditions of the District are significantly diminished. If some services must be cut, the items will be listed by priorities and presented to the Association for its review and comment. This Agreement shall not be interpreted or applied to deprive Bargaining Unit Members of advantages heretofore enjoyed unless expressly stated herein.
2. The duties of any Bargaining Unit Member or the responsibilities of any position in the Bargaining Unit will not be substantially altered, increased, or transferred to a person not a member of the Association without prior negotiation with the Association.

### **GENERAL ASSOCIATION RIGHTS**

1. The Association President and each Building Representative may pick up, at the high school office, the packets for regular and adjourned Board meetings on the Friday before the Monday meeting. An officer of the Association shall be notified of any special meeting.

2. At its request, the Association will be placed on the agenda to consult with and to make recommendations to the Board prior to adoption of motions concerning any changes in fiscal, budgetary, or tax programs, construction programs, considered or proposed annexation, consolidation or revision of educational policies or procedures, or reduction in force.
3. The Board agrees to attempt to furnish to the Association all available information concerning the financial resources of the District and other such information and will reasonably assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of Bargaining Unit Members and their clients, together with information which may be necessary to the Association to process any grievance or complaint.
4. Within thirty (30) days of ratification of the Agreement, the Board shall post online the Agreement for access and distribution for each Bargaining Unit Member in the District.
5. The Association and its representatives shall have the right to use school buildings and facilities with approval of the building principal.
6. Duly authorized representatives of the Association and up to five (5) members of respective affiliates shall be permitted to transact official Association business on school property during lunch time or after school hours. Such meetings shall not interfere with the building schedule.
7. The Association representative shall be granted release time without loss of pay or benefits. Such release time shall not exceed three (3) days per school year, and the Association will pay for the substitute.

## **BOARD RIGHTS**

It is understood and agreed that the Board possesses and retains the sole right and authority conferred upon and invested in it by the statutes and Constitutions of the State of Illinois and the United States to operate and direct the affairs of the District. Input from the Association before Board decisions are made will be welcomed and considered.

These rights include:

1. To determine its goals, functions, policies, and all standards of service.
2. To plan, direct, control, and determine the operations or services to be conducted by the District.
3. To determine the methods, means, organizational structure, and personnel to be employed at any time in carrying out the District's goals.
4. To hire and dismiss all Employees subject to the provisions of the law.
5. To assign, transfer, or promote Employees to various positions within the District.
6. To establish programs and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, as deemed necessary or advisable to the Board.
7. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of all Employees, including extra-curricular assignments.
8. To direct the working forces and maintain executive, management, and administrative control of the School District.
9. To change equipment or facilities.
10. Any subcontracting relationships formed by the Board shall not be interpreted to invest in such subcontractors or their Employees the status of assignees of the rights of this Agreement; nor shall

the same be deemed to invest in such subcontracting agencies the status of co-employer with the Board. No subcontracting can be done during the regular school day without mutual consent of the Board and the Association.

### **EMPLOYEE ASSIGNMENT**

1. No changes in the Employee's assignments may be made later than the last day of the school year unless it is by Employee request or such a change is necessitated by the Employee or student need. In the case of an involuntary change after the last day of the school year, the Association and any Employee affected shall be notified in writing within ten (10) calendar days of knowledge of such a change and no later than thirty (30) days before the beginning of the new teaching year, and, upon request of the Employee/Association, the change shall be promptly reviewed between the superintendent and his/her representative and the Employee affected and a representative of the Association.

Upon request, any Employee affected by an involuntary transfer shall either be released from his/her contract or be granted a leave of absence not to exceed one (1) year, if a replacement can be secured.

2. Employees shall not be assigned outside the scope of their teaching certificate(s) without Board and Association agreement.
3. Employees who are assigned to more than one school, if at all possible, shall have their schedules arranged so that travel time does not infringe upon the traveling Employee's lunch period or preparation period.

### **FACULTY MEETINGS**

The Principal or Superintendent may schedule a meeting once per month. Meeting notification will be presented in writing and distributed through Employees' District provided mailboxes or via email. It will be expected that all Employees attend such meetings. If an Employee is unable to attend a meeting, the Employee shall give advance written or email notification of his/her building Administrator.

Meetings are not to exceed one (1) hour.

### **PLACEMENT OF MATERIALS IN FILE**

1. The Board believes in the tenets of progressive discipline and therefore will not discipline an Employee without having just cause and will use a progressive discipline procedure. Such procedure shall include verbal and written warnings. This procedure shall not prevent the Board from taking immediate action for unusual or severe circumstances.
2. Should any material derogatory to an Employee's conduct, service, character, or personality be placed in his/her personnel file, the Employee shall receive a copy of the materials within five (5) school days and acknowledge that he/she has read such material by affixing his/her signature to the actual copy to be filed. The signing of the material signifies that the Employee has been shown the material but does not necessarily indicate agreement with the material's content. No material which has not been reduced to writing within thirty (30) calendar days following the event or occurrence may be added to the Employee's file.
3. After five years, a Letter of Reprimand shall be removed from file if there are no other incidents.

## VACANCIES AND VOLUNTARY TRANSFERS

### Teaching and Certified Support Staff

1. All anticipated vacancies shall be posted electronically to all employees (via Staff News). All vacancy notices shall contain the qualifications of the position, its duties, and rate of compensation. Employees interested in such positions should apply in writing to the Superintendent. Decisions in filling these vacancies shall be based upon experience, education, certifications, qualifications, merit and ability, evaluations, and needs of the District.
2. Qualified District personnel could be in competition for a position with qualified people from outside the District. Seniority shall not be considered as a factor unless all other factors are determined by the District to be equal. The decision to select a particular candidate to fill a vacancy is not subject to grievance or arbitration unless the posting provisions of this paragraph are violated.
3. When the regular school is not in session (summer, winter break, spring break), vacancies which occur will, in addition to articles one and two, follow the procedures listed below:
  - a. The Superintendent, or designated staff member, will provide notification of a vacancy to all members of the bargaining unit via the Power Announcement and/or email.
  - b. Interested Employees shall have the responsibility of contacting the Administration, indicating interest in said position within three (3) working days after the Administration's contact with the Association.

## PAID LEAVE

1. Full-time Employees shall receive the following days of paid sick leave, which may accumulate up to 340 days:

1-4 years of service	10 days
5-19 years of service	14 days
20+ years of service	16 days

Full-time secretaries with less than five (5) years of service shall receive no less than 12 days of sick leave for the duration of this contract.

Full-time Employees hired during the year shall be entitled to a pro-rata share of such paid sick leave based on the portion of the year for which they are employed.

2. Part-time Employees who work the equivalent of at least one-half day each day of the week throughout the school year shall be entitled to a pro-rata share of such paid sick leave based on the portion of a full day's equivalency for which they are employed. Part-time Employees hired during the year shall be entitled to a pro-rata share of this proportionate paid sick leave based on the portion of the year for which they are Employees.
3. Accumulated paid sick leave may be used in case of parental leave, personal illness, quarantine at home, or serious illness or death of any residing in the Employee's household or family, birth, adoption, or placement for adoption. Employee's will be required to submit a written physician's excuse if Employee is absent more than three (3) consecutive days. Immediate family shall be defined as spouse, children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, grandparents-in-law, step-children, step-parents, step-brothers, step-sisters, or legal guardian.

4. Bereavement days

- a. Each employee shall annually receive three bereavement days for the school year. Documentations will be required for absence such as a funeral notice.
- b. There shall be no accumulation of bereavement leave from one school year to the next school year.
- c. The three (3) days shall not be deducted from the accumulated days of sick leave or personal leave.
- d. Days used for bereavement shall not roll over into sick days or personal days at the end of the school year.
- e. If bereavement leave extends past three (3) days, the extra days shall be deducted from the Employee's accumulated sick days.

5. An employee may donate a maximum of two (2) sick days in a given school year to any employee, who in the case of *extended* personal illness, quarantine at home, or serious illness or death of anyone residing in the Employee's immediate family and/or household, birth, adoption, or placement for adoption, have depleted their own accumulated sick and personal leave.

If an employee wishes to request an additional sick day or days, they may do so according to the following guidelines:

- a. Requests for additional sick days must be presented in writing to the building Principal and Superintendent. The Employee must provide rationale, which explains their request for additional days. The District may request relevant documentation to verify the legitimacy of the Employee's request.
- b. Upon approval, the District shall make the Bargaining Unit aware of the Employee's request for additional sick days.

If an employee wishes to donate a sick day or days to another employee, they may do so according to the following guidelines:

- c. Employees must sign-up to donate sick days in the District Office. The chronological order of the sign-up sheet will indicate which Employees' days will be transferred to the recipient, and which Employees' days will not be transferred should the requested number of sick days be met.
- d. The District will provide Employees with written confirmation of transferred sick days.
- e. Any contributed sick day or days shall remain in the possession of the receiving Employee until the end of the current school year provided said days are only used for reasons directly related to the original request. Current school is defined in the school year (August to June) in which request is made.
- f. Any day or days that have been contributed to but not used by the receiving employee shall be returned to the contributing employee at the end of the current school year in which the request was made.

6. Personal days are defined as a period of time during the contracted school day used for personal business or illness. Two (2) personal days shall be granted to teachers, teaching assistants, and librarians/library assistants annually. Three (3) personal days shall be granted to secretaries/administrative assistants and tech staff annually. Employees attending high school graduation shall be granted an additional .5 or one-half personal day. Employees may roll over unused personal days for a maximum total of four per year. Thereafter, unused personal days will

be rolled into sick days at the end of each school year. Once personal days have been depleted, sick days may not be used as personal days or a daily pay deduction will result. Personal days are defined as a period of time during the contracted school day used for personal business not including illness. A maximum amount of personal days used by teachers per building per day will not exceed three (3) for the elementary, two (2) for the junior high, and three (3) for the high school. A maximum amount of personal days used by support staff shall not exceed one (1) per building.

To request a personal leave, the Employee must complete and submit a request form that shall be made available by the District. Request for personal leave shall be submitted at least forty-eight (48) hours in advance to the respective building principal. Emergency situations that require personal leave will be addressed confidentially should they arise.

7. Absence due to injury or illness incurred in the course of the Bargaining Unit Member's employment shall not be charged against the Bargaining Unit Member's sick leave days, provided that the Employee shall pay to the Employer the salary insurance received under the Illinois Worker's Compensation Act for the duration of such absence.
8. All employees covered by this Agreement shall be notified of unused sick days. Notifications will appear on their pay advice each payroll.

## **UNPAID LEAVE**

### **1. Temporary Disability Leave**

- a. All Employees who are unable to perform their duties due to a temporary illness or incapacity shall first be required to exhaust all paid leave benefits provided by the Family and Medical Leave Act to which they are entitled before they apply for an unpaid Temporary Disability Leave.

A temporary illness or capacity is defined as any physical or mental condition which prevents the performance of an Employee's duties for a period of not more than twelve (12) months following the last day for which said Employee was entitled to receive pay.

- b. A notification for such leave shall be made in writing to the Board and shall be accompanied by a certificate from the applicant's attending physician verifying that he/she is unable to perform his/her assigned duties due to a temporary illness or incapacity as herein defined.

An Employee who makes application in accordance with this section shall be entitled to unpaid Temporary Disability Leave for a maximum duration of twelve (12) months following the last day for which he/she was entitled to receive pay.

- c. If an Employee is unable to return to the full performance of his/her duties following the expiration of a Temporary Disability Leave, he/she shall be deemed permanently disabled, and his/her employment and tenure with the District shall be terminated.

### **2. Parental Leave**

- a. A tenured Employee who is pregnant shall be entitled to unpaid Parental Leave after use of benefits provided by the Family and Medical Leave Act. Except in cases of emergency, such an Employee who seeks a Parental Leave shall so notify the superintendent in writing at least sixty (60) days prior to the date on which she requests such leave begin.
- b. A male tenured Employee shall be entitled to an unpaid Parental Leave after use of benefits provided by the Family and Medical Leave Act. Except in cases of emergencies, such an

Employee shall notify the superintendent of his desire to take such leave at least sixty (60) days prior to the date on which he requests his leave to begin.

- c. A tenured Employee adopting a child shall be entitled to an unpaid Parental Leave after the use of benefits provided by the Family and Medical Leave Act. Said Employee shall notify the Superintendent in writing of his/her desire to take such leave and, except in cases of emergency, shall give such notice at least sixty (60) days prior to the date on which his/her leave is to begin.
- d. Parental Leave shall extend to the last school day of the school year during which the leave commenced. If such leave amounts to less than three (3) months, such an Employee shall be entitled to Parental Leave for an additional school year if requested. Additional Parental Leave for less than a full school year may be granted in special cases.
- e. An Employee on Parental Leave shall notify the Board in writing of his/her intention of whether or not to return to work no later than sixty (60) days before the close of school in the year the leave expires. Failure to so notify the Board shall constitute a resignation from the District.

### 3. Unpaid Leave for Professional Growth

- a. A leave of absence of up to one (1) year shall be granted to any Employee for the purpose of participating in exchange teaching programs in other school districts, states, territories, or countries; foreign or military teaching programs; the Peace Corps, Teacher Corps, or Job Corps as a work program related to his/her professional responsibilities. Upon return from such a leave, an Employee shall be placed at the same position on the salary schedule as he/she would have been had he/she worked in the District during such period.
- b. A leave of absence of up to one (1) year shall be granted to any Employee for the purpose of engaging in study at an accredited college or university reasonably related to his/her professional responsibilities. Upon return from such a leave, an Employee may or may not be placed at the same position on the salary schedule as he/she would have been had he/she worked in the District during such period.
- c. Only one Employee, each year, shall be granted such a leave. A written application shall be made one semester before the anticipated leave, and the Employee must agree in writing to return to the District for at least one year after the leave. A promissory note of \$500.00 shall be deposited by the individual to cover such an agreement.

### 4. Effect of Unpaid Leave

Unless specifically provided otherwise in the preceding sections, the effects of taking Unpaid Leave shall be as follows:

- a. An Employee's tenure (if any) and accumulated sick leave (if any) shall not be lost as a result of taking an approved Unpaid Leave. Service credit shall accumulate for purposes of advancement on the salary schedule and determining seniority within the District based upon the percentage of days worked.
- b. Except as provided for by the Family Medical Leave Act, Employees on Unpaid Leave may continue, at their own expense, to be enrolled in the District's health insurance program providing that there is agreement upon the part of the Board approved insurance company and provided that a pre-dated check for premium costs is in the business office thirty (30) days prior to the premium due date. Failure to meet these deadlines will result in cancellation of this privilege.

- c. Employees on Unpaid Leave may not expect to return to service prior to the expiration of the leave granted, unless by mutual consent.
- d. Employees on Unpaid Leave shall be subject to honorable dismissal from the District to the same extent as are active Employees.
- e. Upon the expiration of his/her Unpaid Leave, an Employee who has not resigned or otherwise been terminated shall be assigned to his/her previous position if at all possible and if not disruptive to the educational process. Reassignment would be supported by written reasons.
- f. An eligible teacher shall make every possible effort to schedule planned medical treatment so as not to disrupt unduly the operations of the District, subject to the approval of the health care provider.
- g. If an eligible teacher begins leave:
  - i. more than five (5) weeks prior to the end of an academic term, the superintendent may require the leave to extend to the end of the academic term if the leave is of at least three (3) weeks and the return to employment would occur during the three (3) weeks before the end of the academic term;
  - ii. less than five (5) weeks prior to the end of the academic term, the superintendent may require the leave to extend to the end of the academic term if the leave is greater than two (2) weeks and the return to employment would occur during the two (2) week period before the end of the academic term; and
  - iii. less than three (3) weeks prior to the end of the academic term, the superintendent may require the leave to extend to the end of the academic term if it is greater than five (5) working days.
- h. In the event the Family and Medical Leave Act is repealed in whole or in part, then this section of this article shall, as of the date of the repeal, no longer be in force and effect.

### **JURY DUTY**

Any Employee called for jury duty, subpoenaed to testify, or requested to attend any judicial or administrative matter shall suffer no loss of contractual benefits. Teachers that receive stipends for jury duty during the course of the regular contracted day will submit the stipend to the District Office.

### **NO STRIKE**

During the term of this Agreement, the Association shall not engage in a strike against the District, and, in turn, the Board shall not engage in a lockout against the Employees.

### **SEPARABILITY**

- 1. If any provisions of this Agreement or any application of this Agreement to any Bargaining Unit Member is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

2. It is further agreed that within ten (10) days of receipt of notification of such findings by any court of competent jurisdiction, negotiations shall commence for the purpose of reaching agreement on the affected matter.
3. If within twenty (20) days after negotiations have begun, and no agreement has been reached, the matter shall be referred to binding arbitration under the rules and regulations of the Federal Mediation and Conciliation Services. The salary schedule and monetary fringe benefits will not go to binding arbitration unless by mutual consent of the Association and the Board.
4. All understandings, awards/agreements reached and ratified under this procedure shall be reduced in writing, signed by each party, and made a part of the collective bargaining agreement.

#### **ADDITIONAL EMPLOYEE BENEFITS**

1. Employee salaries will be based upon the salary schedule included in this document and any extra-curricular stipends. The salary schedules include teacher's retirement.
2. Requests for extended contracts will be presented by the Association. Extended contracts will be prorated according to the salary schedule.
3. Experience will be considered for placement on the salary schedule for new hires to the District, not to exceed the actual number of years as a full time instructor.
4. All Employee shall be paid by direct deposit. Payroll is distributed electronically on the 15<sup>th</sup> and last day of the month. (No physical paper checks are issued.)
5. Insurance
  - a. The Board shall provide all employees covered by this Agreement with one hundred (100%) percent single insurance coverage, with a maximum benefit of the highest HMO single insurance premium, inclusive of any and all premium increases, for the duration of this contract. New employees and employees who previously waived health insurance coverage but wish to enroll at a later date shall be offered insurance through any of the District's health insurance options, however should an employee elect PPO the employee is responsible for the difference between the highest HMO single insurance premium and the PPO single insurance premium. (Employees enrolled in PPO prior to this contract are grandfathered in and do not have to pay the difference.)
  - b. The plan shall be through the Lincolnway Area Affiliation. The deductible for PPO participants is \$500.00 per calendar year. The RX card for the PPO plan is \$10/\$25/\$40. The RX card for either of the HMO options is \$10/\$25/\$35. The HMO Plan 2 options include a \$25.00 co-pay and \$100.00 emergency room co-pay. The HMO Plan 4 options include a \$35.00 co-pay and \$1,000.00 emergency room co-pay.
    - i. The effective date for insurance will be the first contractual day working for the District.
    - ii. Any employee opting out of insurance due to Open Enrollment or termination of employment, insurance coverage will be extended through August 31 unless the employee agrees to withdraw from District-sponsored insurance prior thereto.
  - c. The Board and Association shall establish a joint Insurance Committee to monitor costs, investigate trends/options, and if necessary, make recommendations for changes. The committee shall be comprised of two (2) persons appointed by the Association and two (2) persons appointed by the Board. Recommended changes may be implemented upon the approval and agreement of both the Association and the Board.

- d. The Board will continue to offer a flex plan per Section 125 of the Internal Revenue Service Code at the maximum IRS limit, with respect to insurance premiums, dependent care, and medical costs. If at any such time Section 125 or related Regulations are amended, the Insurance Committee shall promptly revise the plan to comply with the amendment.
- e. Any and all employee premiums will be deducted on a pretax basis through payroll deduction.
- f. The Board shall provide all employees covered by this Agreement and who work 20 hours or more per week with a \$20,000 life insurance benefit.

6. Committees

A committee is defined as a group of bargaining unit members employed to meet and complete a specific task. Committees that receive release time will not receive a stipend. Committee pay must be for work completed outside of the regular contractual/work day.

Other Duty Assignment Pay (Outside of regular school/work day)

Chaperoning Dances	\$ 25.00	per event night
Driver's Education Summer School	\$ 1,800.00	for session
Driver's Education Behind the Wheel	\$ 30.00	per hour
Elementary/JH Summer School	\$ 1,800.00	for session
Fan Bus Supervision	\$ 30.00	per hour (max. \$200.00)
Game Supervision	\$ 60.00	per event night
Game Workers	\$ 25.00	per single game
	\$ 50.00	multiple games
Homebound Tutor	\$ 30.00	per hour
JH/HS Detentions	\$ 45.00	per hour, prorated
JH/HS Math/Scholastic Contest Grader	\$ 40.00	per event night
JH/HS Math/Scholastic Contest Proctor	\$ 25.00	per event night
Mentors	\$ 400.00	per year
Peer Mediation	\$ 200.00	per year
Scholastic Bowl Reader	\$ 20.00	per event night
School Improvement Committee	\$ 450.00	per year
Summer Instructional work	\$ 23.00	per hour
Summer Supervisory Work/other assigned work	\$ 15.00	per hour

Other Duty Assignment Pay (Compensation for loss of non-duty lunch time)

Lunch Supervisor	\$ 1,500.00	per year
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7. Tuition Reimbursement

The Board of Education shall provide a pool of money equal to \$10,000.00 per year for tuition reimbursement for teachers and a pool of money equal to \$4,000 per year for non-certified employees. (Should the caps be exceeded; all reimbursements will be made on a pro-rated basis. For example, total submissions of \$20,000 would result in a 50% pro-ration.)

Reimbursement will be granted with a grade of "B" or better, or "Pass" or "Credit" if it is incorporated in a master's program.

The Board of Education shall reimburse full time Employees in the following manner:

- a. Courses at the masters' level or above will be reimbursed at a rate of \$150.00/credit hour, not to exceed the actual per credit hour cost.

- b. Courses at the bachelors' level shall be reimbursed at a rate of \$75.00/credit hour, not to exceed the actual per credit hour cost.
- c. The maximum amount for any individual shall not exceed \$1,350.00 in any year.

Reimbursement for tuition shall be received only if the credits are in the current specific teaching field, a teaching field requested by the District, or required credits in a master's program, certification endorsement, Certificate of Advanced Study (CAS), and/or doctorate (Ed.D./Ph.D) and if prior approval (Pre-Approval form) of the Superintendent or his/her designee has been granted.

Employees in year one (1) with the District are eligible for up to three (3) credit hours of reimbursement. Employees in year two (2) with the District are eligible for up to six (6) credit hours of reimbursement. Employees in year three (3) or more with the District are eligible for up to nine (9) hours of reimbursement.

Evidence of completion and request for payment will be submitted to the District Office not later than August 31<sup>st</sup> or the Friday prior if the 31<sup>st</sup> falls on a weekend for classes ending June 30<sup>th</sup> or earlier of the preceding year. Classes ending after July 1<sup>st</sup> will be a part of the following year's Reimbursement Pool. Payment shall be made on or before September 30<sup>th</sup> of the school year following the successful completion of the course submitted.

If the Employee leaves the District prior to August 31<sup>st</sup> of the given year they will not be eligible to receive tuition reimbursement.

Any unused money will revert back to the District.

#### 8. Mileage Reimbursement

Employees shall be reimbursed for gas/mileage when using their own vehicle for school business at the then current IRS guideline only when preapproved in writing by the Superintendent. Employees shall be reimbursed for any other school business expenses only upon preapproval in writing by the Superintendent and submittal of a receipt verifying the amount of the reimbursement to the Superintendent.

- a. Mileage between the Elementary and Junior High School will be calculated at 1.7 miles
- b. Mileage between the High School and the Junior High School will be calculated at 1.4 miles
- c. Mileage between the Elementary and the High School will be calculated at 0.3 miles.

#### 9. 403(b)

Employees will have the opportunity to participate in 403(b) annuity plans.

### **EXTRA DUTY**

A copy of the Extra Duty Evaluation Plan shall be included in the contract.

Compensation for additional or newly created Extra-Duty positions will be negotiated through the Association.

Coaching experience will be considered for placement on the salary schedule for new hires to the District, not to exceed the actual number of years as a full time coach.

Advancement on the Extra-Duty salary schedule will proceed with additional years of District experience.

## GRIEVANCE PROCEDURE

### 1. Definitions

- a. A grievance shall be any claim by the Association or any Employees that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement.
- b. All time limits consist of school days, except when a grievance is submitted fewer than ten (10) days before the close of the current school term. Then the time limits shall consist of all weekdays.

### 2. Procedures

The parties hereto acknowledge that it is usually most desirable for an Employee and the Employee's immediately involved supervisor to resolve problems through free and informal communications. When requested by the Employee, an Association representative may accompany the Employee to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the Employee or the Association, a grievance may be processed as follows:

- a. STEP I - The Employee or the Association may present the grievance in writing to the building Principal, who will arrange for a meeting to take place within five (5) days after receipt of the grievance. The Association's representative, and the building Principal shall be present for the meeting (Note #5). Within five (5) days of the meeting, the grievant and the Association shall be provided with the Principal's written response including the reasons for the decision.
- b. STEP II - If the grievance is not resolved at Step I, then the Association may refer the grievance to the Superintendent or the Superintendent's designee within fifteen (15) days after receipt of the Step I answer. Class grievances or grievances above the building level may be initially filed by the Association at Step II. The Superintendent shall arrange with the Association representative for a meeting to take place within five (5) days of the Superintendent's receipt of the appeal or filing. Each party shall have the right to include in its representation such witnesses and counselors, as it deems necessary. Within ten (10) days of the meeting, the Association shall be provided with the Superintendent's written response, including the reasons for his decisions.
- c. STEP III - If the Association is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration through the Federal Mediation and Conciliation Services, which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) of the day for the STEP II answer, then the grievance shall be deemed withdrawn.
  - ii. Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator, which were not previously disclosed to the other party.
  - iii. The arbitrator shall have no power to alter the terms of this Agreement.
  - iiii. Bypass to Arbitration - If the Superintendent and the Association agree, a grievance may be submitted directly to arbitration.
  - ivi. Association Participation - Employee Represented - The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any level, and no Employee shall be required to discuss any grievance if the Association's representative is not present.
  - vi. Association Participation - Employee Not Represented - When an Employee is not a member of the Association, the Association shall reserve the right to have its

representative present, beginning at STEP II, to state its views at the remaining stages of the grievance procedure.

- vii. Board Administrative cooperation - The Board, Administration, and Association shall reasonably cooperate in the investigation of any grievance.
- viii. No Reprisals Clause - No reprisals shall be taken by the Board or the Administration against any Employee because of the Employee's participation in a grievance.
- viii. Release Time - Should the investigation or processing of any grievance require that an Employee or an Association representative be released from his/her regular assignment, the Employee or Association representative shall be released without loss of pay or benefits. However, Employees or Association representatives will not be excused without loss of pay or benefits from instructional and planning periods unless mutually agreed to by both parties. Any meetings scheduled outside the District will result in no loss of pay or benefits to the Employee or Association representative.
- ix. Filing of Materials - All records related to a grievance shall be filed separately from the personnel files of the Employees.
- xi. Grievance Withdrawal - A grievance may be withdrawn at any level without establishing precedent.
- xii. No Written Response - If no written response has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step.
- xiii. AAA Rules - At the request of either party, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.
- xiii. The fees and the expense of the arbitrator shall be shared equally by the parties. Each party will be responsible for its own additional expenses.

## **PART II - CERTIFIED EMPLOYEES**

### **TEACHER WORKING CONDITIONS**

1. Regular Work Day
  - a. The regular workday shall commence 20 minutes prior to the start of the school day and end 25 minutes at the conclusion of the school day. Teachers will be expected to have student/parent conferences outside the regular school hours if no other times can be arranged. The time will be mutually agreed upon by the teacher and parent.
2. Employees will receive not less than a 30-minute, duty-free lunchtime or an amount of time equal to that of their students.
3. Any class assignment scheduled outside of the normal school day (7:50 a.m. – 3:25 p.m.) must be approved both by the building principal and the superintendent. The selected staff member will be compensated based on their placement on the salary schedule. A class period is defined as a period of instruction equivalent to the class period in the regular school day. Compensation will be calculated based at a rate of 1/6 of the staff member's placement on the salary schedule.

- a. Modification of a staff member's instructional day must be approved by the teacher, Association, Administration and the Board Education. Example-Teaching a zero (0) hour prior to 7:50 am and ending the day one class period early.
4. Teachers will be compensated for period subbing, staffings, or other meetings which cause the teacher to lose planning time. Compensation will be at the rate of:
  - a. 5 - 30 minutes at a rate of \$15.00
  - b. 31 - 60 minutes at a rate of \$30.00
5. Special Education teachers shall be granted one (1) paperwork day to compile, review and analyze student data, develop and access student goals, and otherwise prepare, revise, and complete paperwork associated with IEPs for the purpose of Annual Reviews, Re-evaluations, Manifestation Determinations, Transition meetings, and other Special Education-related staffings. The date for the release day shall be determined by mutual agreement between the Special Education teacher and their immediate supervisor.
6. New teachers to the District who are required to attend a "new teacher orientation" in addition to the 181 contract days, shall receive a \$50.00 stipend.
7. If a classroom teacher is asked by the Administration to move to a new location, the teacher shall be responsible to pack his/her personal belongings. The District will provide packing materials and will be responsible to physically pack and move District owned materials and contents to the new location. Once District materials have reached the new location, the Employee will be responsible for the unpacking and organizing of both personal and District belongings.
8. The teacher must file requests for salary adjustments for degree(s) earned and course(s) taken with the Superintendent by September 30<sup>th</sup>. Requests for salary adjustments for teachers who complete a graduate level degree at mid-point during the school year must be filed with the Superintendent by January 31<sup>st</sup>. The request must be supported by an official transcript. Complete requests filed by September 30<sup>th</sup> shall receive the full horizontal step increment beginning October 31<sup>st</sup>. Complete requests filed by January 31<sup>st</sup> shall receive one-half (1/2) the horizontal step increment beginning February 28<sup>th</sup>.

To be considered for advancement, teachers must submit a District provided notification form to the Superintendent, giving notice of their enrollment in a graduate course prior to the beginning of the class. Teachers must enroll in classes that are in the field of education and must earn the letter grade of "B" or higher to be eligible for advancement.

9. Teachers who receive a monetary stipend for student teaching may retain any stipend. However, if a teacher receives credit for the classes at the University/College, the teacher will retain the credit.
10. Administration of Medicine at School

Medication may be given to a child in an emergency, or for the critical health and wellbeing of the student if it is required for the child to remain in daily attendance or as a necessity. Under no circumstances shall employees, other than certified school nurses/registered nurses, be required to administer medication to students.

## **SCHOOL CALENDAR**

1. The school calendar shall consist of 186 days, of which 176 will be student attendance days, four (4) will be institute days, one (1) will be a Parent-Teacher Conference Day, and five (5) will be

emergency days. Unused emergency days will be subtracted from the calendar and shall not become workdays for teachers.

2. The Association shall appoint three (3) representatives to meet with the Superintendent to formulate the school calendar. If the Superintendent and Association cannot agree on such joint recommendation, the Association representatives may submit their own recommendation to the Board concurrently with that of the Superintendent.

## **JOB SECURITY**

### **1. District Seniority**

- a. Seniority shall be defined as the length of a Bargaining Unit Member's continuous, service within the District. Such service shall be computed from the first day of current, uninterrupted employment within the District. The "first day" shall be defined as the day upon which duties are first performed.
- b. Employees who are promoted or transferred out of the Bargaining Unit and subsequently return to the Bargaining Unit without a break in service shall have their seniority computed from their first day of original employment.
- c. In the event District seniority is equal between members of the Bargaining Unit, the following procedures are to be utilized as a tie breaker:
  - i. Previous experience credit inside and outside the District which is allowed for credit on the salary schedule.
  - ii. Education beyond the Bachelor's degree which is allowed as credit on the salary schedule.
  - iii. Number of credit hours in the field.
  - iv. Establishment of a split position with the consent of both parties.
  - v. Drawing of lots.

### **2. Reduction in Force**

- a. If the number of positions must be reduced, dismissal will be in accordance with Section 24-12 of the Illinois School Code (105 ILCS 5/24-12).
- b. In the event multiple teachers share the same amount of District seniority, the procedures in "Job Security", section 1(c) will be followed.
- c. Less than full-time consecutive years of employment shall be counted as continuous service on a pro-rata basis (percentage of days worked).
- d. Approved paid and unpaid leaves of absence shall not terminate prior District seniority.
- e. Teachers reduced to part-time involuntarily shall maintain tenure and shall accrue seniority based on a pro-rata basis (percentage of days worked).
- f. RIF Joint Committee must be established and meet on an annual basis, with the first meeting required to be held on later than December 1 of each school year. The RIF Joint Committee must be established and meet every year but only to address the limited number of topics over which the Joint Committee has authority as defined by Senate Bill 7.

## **FULL-TIME EMPLOYEES**

1. Full-time Employees, if reduced, will retain their tenure.
2. Seniority shall be accrued in proportion to the number of hours taught during the working day.
3. Fringe benefits shall be paid in proportion to the Employee's contracted hours. Full-time Employees who are reduced will retain their previous hospitalization compensation.
4. Full-time teaching positions:
  - a. A full-time position at the junior high and high school shall consist of six (6) classes, one (1) plan per day, and one (1) supervision/duty for an eight (8) period day.
    - i. Supervision/duty is defined as a non-instructional class that does not require planning and/or grading.
  - b. A full-time position at the elementary school shall consist of six (6) teaching hours and one (1) plan per day.
  - c. Traveling teachers shall work with the administration to set an appropriate schedule that provides adequate plan time for the number of classes the traveling teacher has to prepare for.

## **PART-TIME EMPLOYEES**

1. With the approval of their principal, part-time Employees may elect to attend institutes or to remain in their buildings on their regular schedules.
2. Salary and seniority shall be accrued in proportion to the number of hours taught during the working day.

## **TEACHER EVALUATION**

Each teacher shall be formally evaluated in accordance with the requirements of the Illinois School Code using "The Beecher 200U Teacher Performance Plan."

"The Beecher 200U Teacher Performance Plan" was developed collaboratively and adopted by the Association, the Administration, and the Board of Education in compliance with the Performance Evaluation Reform Act of 2010.

The evaluation program is reviewed annually by the Joint Committee, consisting of the BEA instructional staff, building principals and the superintendent. The Joint Committee may recommend revisions to the evaluation program annually and present those recommendations to the Board for adoption.

## **TEACHER BENEFITS**

1. Approval of Graduate Hours
  - a. No more than nine (9) credit hours earned in any calendar year may be applied toward advancement on the salary schedule, except when the credit hours are earned in either an accredited master's program or in a course of study approved by the superintendent.
  - b. Advancement on the salary schedule shall be awarded only for credits earned with a grade of B or better. A grade of "pass" or "credit" shall be accepted if it is incorporated in a masters' program.

- c. Credit hours for advancement on the salary schedule shall be earned from an accredited institution, including online institutions. Hours must be approved by the Superintendent prior to the start of any classes/programs.

Master's degree programs or a second master's degree will be approved if in a content area, certified area; courses aligned to state education initiatives, District determined priorities, or by an approved master's program, offered by an accredited institution.

## 2. Job Sharing

On or before March 1<sup>st</sup> of the preceding year, two teachers may formally submit written request to their building principal to share a single teaching position. Once the request is submitted, the principal will meet with the teachers to evaluate the request and make a recommendation to the Superintendent.

If the request is granted, the Board of Education will re-classify the teachers as part-time teachers. As part-time staff members, the job-sharing teachers will be granted a pro-rated share of sick and personal days but the full share of health and life insurance benefits. Both teachers will be expected to attend the first day of Teacher Institute, first day of student attendance, and all formal parent-teacher events. Should an instance arise (workshops, evaluations, etc.) where one teacher is out of the classroom on their normal workday, the partnering teacher may act as the classroom substitute at the normal sub rate.

Each request will be individually evaluated and the approval of any job sharing situation does not set a precedent for future requests. Once a job-sharing arrangement is approved, it will be re-evaluated on an annual basis. Should the administration move to disband a job-sharing team, notification will be provided prior to March 1<sup>st</sup>.

3. Children or stepchildren of Certified Employees who reside outside of the District boundaries may attend school in District tuition-free as part of the faculty fringe benefit program.

## **RETIREMENT INCENTIVE**

### 1. Retirement Benefits

For teachers who qualify under this retirement benefits plan and provide three (3) years advance notice, the Board shall grant the teacher increases in the teacher's TRS creditable earnings (including any extracurricular pay or monetary stipends) of the maximum increase without TRS penalty per year for each of the teacher's final three (3) school years prior to retirement. If the teacher provides two (2) years advance notice, the Board shall, for the last two (2) years of service immediately preceding retirement, increase the teacher's TRS creditable earnings by the maximum increase without TRS penalty per year for each of the teacher's final two (2) school years. If the teacher provides one (1) year advance notice, the Board shall, for the last one (1) year of service immediately preceding retirement, increase the teacher's TRS creditable earnings by the maximum increase without TRS penalty for the teacher's final one (1) school year. The annual retirement benefits increases shall be calculated based upon the teacher's annual salary in the teacher's school year of retirement notification, inclusive of any extracurricular pay or monetary stipends paid to the teacher. These annual retirement benefits increases shall be prorated over the teacher's regular pay periods.

### 2. Qualifications and Limitations

To be eligible for the retirement benefit described in section A above, a teacher must comply with all of the following requirements and limitations:

- a. The teacher must be eligible for retirement under the Illinois Teacher's Retirement System and apply for and receive retirement benefits commencing at the end of the final school year of employment pending completion of all Illinois Teacher's Retirement System requirements.
  - b. The teacher must have a minimum of fifteen (15) years of regular full-time or part-time service with Beecher 200U.
  - c. To participate in this retirement plan, and receive benefits hereunder, the teacher must submit a letter of retirement by August 15<sup>th</sup> of the 3<sup>rd</sup>, 2<sup>nd</sup>, or last school year preceding the teacher's final year of employment.
  - d. Teachers who are otherwise eligible for participation in this retirement incentive plan shall be able to participate, provided that their retirement occurs within 24 months of the date in which they can retire in the TRS system at no penalty. Any employee who does not retire within 24 months of the date in which they can at no penalty is not eligible for this retirement incentive.
  - e. Participation in this program makes a letter of retirement irrevocable.
  - f. Any teacher who submits their letter of retirement and is approved for retirement under this Section will continue to accept and perform any coaching or extra-duty activity position assignments they previously held during their school year of retirement notification. Any stipends or compensation paid to the teacher for such extra-duty activity shall be included in the teacher's base creditable earnings for purposes of calculation of the maximum increase without TRS penalty annual creditable earnings increases for the teacher's pre-retirement school years. Any teacher qualifying for the Retirement Incentive may choose to have the Board grant them up to 90 sick days in exchange for taking one less year in this Retirement Incentive program.
3. Participating Employees shall be entitled to forty (\$40.00) dollars per unused sick day beyond 170 accumulated days or days used for retirement, with a maximum of 100 days of reimbursement, or a maximum of \$4,000.00. Payment shall be made to the Employee on the first pay period following the final paycheck of the Employee's final year of employment.

The Board of Education will authorize that four (4) Employees may receive the retirement package(s) each year based on seniority. The Board of Education and the retiring Employee shall enter into a written agreement outlining the dollar amount and projected pay date of retirement incentive payments and compensation for unused sick days. Said agreements must be approved by the Executive Board of the BEA/IEA/NEA and the Board of Education within ninety (90) days of the Employees' declaration of retirement.

### **TEACHERS RETIREMENT SYSTEM (TRS)**

Employee creditable earnings include (but are not limited to) the following compensation items for active TRS members:

Salary for regular contractual teaching duties, period subbing compensation, extra-duty compensation (must be related to teaching or an academic program, require certification, or involve the supervisor of students), earnings for summer school, contributions to qualified plans eligible for tax-deferral, and contributions to flex benefit plans.

To report creditable earnings to TRS, Beecher Community School District 200U uses the "salary reduction method." Under this method, creditable earnings are equal to the indicated salary schedule/extra-duty schedule/stipend amount.

The District shall withhold the current percent member contribution from the member's total combined salary and remit the contribution to TRS.

Taxable earnings are the creditable earnings less the retirement contribution.

*Example:*

Salary schedule amount	\$	10,000.00
Extra-duty pay	+	500.00
Creditable earnings	\$	10,500.00
9.4 percent contribution	x	.094
Contribution to be remitted	\$	987.00

Creditable earnings	\$	10,500.00
Less 9.4 percent contribution	-	987.00
Taxable earnings	\$	9,513.0

### **PART III - NON-CERTIFIED EMPLOYEES**

#### **WORKING CONDITIONS**

##### **1. Regular Work Day**

- a. The regular workday for teaching assistants and librarians/library assistants shall be 7.5 hours each day. Beginning and ending times will be determined by administration.
- b. The regular workday for secretaries/administrative assistants and tech staff shall be eight (8) hours each day. Beginning and ending times will be determined by administration or the direct supervisor.

2. Employees will receive not less than a 30-minute, duty-free lunchtime or an amount of time equal to that of their students.

3. The Board will grant each full-time non-certified employee (2) 15-minute rest periods each day, one rest period to be observed in each half of each shift.

##### **4. Overtime**

Any full-time non-certified employee who works in excess of forty (40) hours a week shall be paid at the rate of one and one-half times his/her normal hourly rate of pay or may request compensatory time at the rate of one and one-half times the amount of time worked. Paid holidays, vacation time and personal leave time will count toward the overtime or compensatory time. Overtime will not be allowed without prior authorization from the Employee's immediate supervisor. If an Employee is working overtime and the Employee has worked his/her regular work day, that Employee may take one (1) additional fifteen (15) minute break for each two (2) hours worked over his/her work day. If an Employee is working overtime and does not work over their regular work day that day, the Employee shall be entitled to take one (1) fifteen (15) minute break for each four (4) hours of work that day.

##### **5. Recess Duty**

Supervision of students in K-2 shall be no more than forty (40) students per one employee . Supervision of students in grades 3-5 shall not exceed fifty (50) students per one employee.

**6. Administration of Medicine at School**

Medication may be given to a child in an emergency, or for the critical health and wellbeing of the student if it is required for the child to remain in daily attendance or as a necessity. Under no circumstances shall employees, other than certified school nurses/registered nurses, be required to administer medication to students.

**SCHOOL CALENDAR**

For Teaching Assistants/aides and librarians/library assistants, the school calendar shall consist of 180 days, of which 176 will be student attendance days, four (4) will be institute days.

Secretaries/administrative assistants shall work an eleven (11) month calendar as determined by their immediate supervisor. Technology staff shall work a twelve (12) month calendar.

**VACATION TIME**

Staff with 1-10 years of service shall have 10 days of vacation; 11-19 years of service shall have 15 days of vacation; 20-29 years of service shall have 17.5 days of vacation; 30+ years of service shall have 20 days of vacation

**PAID HOLIDAYS**

The following days will be paid holidays for all full-time non-certified employees:

- |  |                 |
|--|-----------------|
| Fourth of July                                 | Christmas Day   |
| Labor Day                                      | New Year's Day  |
| Columbus Day                                   | MLK Day         |
| Veteran's Day                                  | President's Day |
| Thanksgiving Day                               | Good Friday     |
| Thanksgiving Friday                            | Memorial Day    |
| Easter Monday (if students are not in session) |                 |

**JOB SECURITY**

Seniority shall be defined as the length of full-time continuous service within the Employee's position of employment for the district. Position of employment shall be defined as the Employee's job classification as listed below. Accumulation of seniority shall begin from the first working day.

In the event that more than one Employee has the same starting date of work, position on the seniority list shall be determined after readjusting continuous service by the actual number of workdays missed for any unpaid leave of absence, reduction-in-force, or disciplinary suspension.

Failure to return to work at the expiration of an approved leave of absence, except for a child care leave under Part I, Article 6.02.1 and a Family and Medical Leave Act leave, or failure to return following recall to work after a reduction-in-force when a notice of twenty (20) or more calendar days has been delivered to the Employee by certified or registered mail at the last address filed by the Employee with the Employer.

Loss of Seniority/Continuous Service shall be broken by any of the Following:

1. Resignation
2. Dismissal
3. Retirement
4. Employment in a position excluded from the bargaining unit

Full-Time Classifications within the Bargaining Unit

1. Teaching Assistant/Aide
2. Secretary/ Administrative Assistant
3. Technology Staff
4. Librarians/Library Assistants

**EVALUATION**

1. Frequency
  - a. Teaching assistants, secretaries, library assistants and tech staff who have worked one (1) year or more shall be evaluated at least once in the course of every two (2) years. Teaching assistants, secretaries, library assistants and tech staff who have worked less than one (1) year shall be evaluated within the first sixty (60) days and at least one (1) other time during the first year.
2. Procedure
  - a. Written evaluations of teaching assistants, secretaries/administrative assistants, librarians/library assistants and tech staff will utilize the agreed upon evaluation instrument adopted by the Board.
  - b. An evaluation conference will be held with the employee prior to submitting the evaluation forms to the District Office. Signatures of the employee and the supervisor are required. Whenever an employee receives an overall "Unsatisfactory" rating, a follow-up conference will be held no later than four (4) weeks after the evaluation to detail the employee's progress in correcting deficiencies noted on the written evaluation. A written progress report of the conference shall be made with copies distributed to the employee, supervisor and District Office.
  - c. The employee shall be given a copy of the evaluation.
  - d. In the event that the employee feels his/her formal written evaluation/progress report was incomplete, inaccurate, or unjust, (s)he may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file. The signatures of the employee and the supervisor shall appear on all written objections, prior to being placed in the employee's personnel file.
  - e. Any employee receiving an "Unsatisfactory" or "Needs Improvement" evaluation shall be placed on an improvement plan. The improvement plan will specify deficiencies in performance and will give the employee specific and measurable objectives for improvement.

## **RETIREMENT**

Full time Employees with at least fifteen (15) years of service as an employee of Beecher 200U and who meet the other eligibility criteria enumerated below, may be eligible for a salary enhancement toward retirement. For Employees who qualify, the Board shall increase the employee's salary over the previous year's salary by 6% for the first year, 6% for the second year, and 6% for the third year.

In order to qualify for salary enhancement, the Employee is subject to the following criteria and limitation:

1. The Employee must be eligible to retire on the date of retirement under the Illinois Municipal Retirement Fund and receive an immediate retirement benefit.
2. The Employee must have fifteen (15) years of service with Beecher 200U upon commencement of the salary increase provisions.
3. To participate in the benefit, the Employee must submit an irrevocable retirement letter by June 1st of the school year preceding the final three (3) years, two (2) years or final one (1) year prior to the effective retirement date.
4. No Employee may participate in this program unless he/she has sufficient service credit and/or credit under the Illinois Municipal Retirement Fund to exempt the employer from the payment of any penalty or other additional amount to the Municipal Retirement System.

## **BENEFITS**

The technology assistant/systems administrator salary schedule will be used as a base salary. Salary increases shall be given based on approval of certifications by administration, per the Board approved "Certification Incentives" list. See Appendix "A" attached hereto and incorporated herein.

## **DURATION OF AGREEMENT**

This Agreement shall be effective as of August 19, 2020, and shall expire August 22, 2022, unless extended for a specific period or periods by mutual agreement of the parties or is replaced by a Successor Agreement.

## **PROCEDURES**

The Board agrees to begin negotiations with the Association no later than May 1, 2022. During negotiation, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. Each party shall promptly make available to the other, upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Either party may call upon professional and lay representatives to assist in the negotiations.

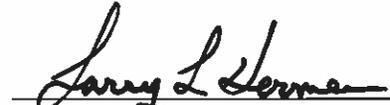
Each party shall select its own representatives. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals and consider proposals, and make concessions in the course of negotiations.

There shall be two (2) signed copies of any final Agreement. One (1) copy shall be retained by the Board and one (1) by the Association.

Within thirty (30) days after the Agreement is signed, copies of this Agreement shall be copied at the expense of the Board and presented to each Employee now employed, hereafter employed or considered for employment. In addition, the Board shall provide the Association five (5) copies of the Agreement.

**APPROVED Board of Education meeting**  
**12/14/2020**

  
\_\_\_\_\_  
President, Beecher Education Association

  
\_\_\_\_\_  
Board President, District 200-U

### **Technology/Systems Administrator Certifications:**

- Certiport - Never Expire 1% for MOS Master and 1% for MOS, 3% for any 5/9 MTA
  - 3% **MOS Certification in Word, Excel, PowerPoint** \$100/per, \$300 total no retake (or free with our partnership) Must pass all 3 to become "MOS certified"
  - 3% **MOS Certification: Master Level** \$100/per, \$400 total no retake (or free with our partnership) Must take all 4 to become "master certified"
    - 3% **MTA - Microsoft Technology Associate** \$160 w/retake (or free with our partnership) Need 5 to get 3%
      - Security Fundamentals
      - Networking Fundamentals
      - Windows Operating System Fundamentals
      - Server Administration Fundamentals
      - Azure Fundamentals
      - Microsoft 365 Fundamentals
      - Introduction to Programming using HTML and CSS
      - Cloud Fundamentals
      - Mobility and Device Fundamentals
  - OR-----  - 3% **TestOut** - Never Expire \$895/12 month for all tests or \$79/month Unlimited access 3% if you have all 5
    - PC Pro
    - Network Pro
    - Security Pro
    - Server Pro
    - Install and Configure Pro
- **MCSA** - \$165 Each Exam, yearly requirement renew one elective to stay current
  - 5% Installation, Storage, and Compute 2016 (740)
  - 5% Networking with Windows Server 2016 (741)
  - 5% Identity with Windows Server 2016 (742)
  - Elective (complete a specific one to achieve MCSE)
    - 5% MCSE - Core Infrastructure
    - 5% MCSE - Productivity
- **CompTIA** - good for 3 years 5%
  - A+ \$220/each
    - 5% A+ Hardware Core 1
    - 5% A+ Software Core 2
  - 5% Network+ \$319
  - 5% Security+ \$339
- **Google**
  - 1% Google Certified Educator Level 1 - \$10
  - 1% Google Certified Level 2 - \$25
  - 1% G Suite Certification/Google Administrator Certification - \$75
- **Vmware** \$125
  - 1% VMware Certified Associate (VCA)

#### Degrees:

- Associate's Degree -OR-
- Bachelor's Degree

### **APPENDIX "A"**

Year 2 - Beecher School District 200U 2020-2021 Salary Schedule										
Increase Factor		102.50%								
Year	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32	2MA
1	42,429	47,749	48,876	49,627	53,819	54,758	55,885	56,825	57,765	58,719
2	43,244	48,689	49,814	50,567	54,758	55,697	56,825	57,765	58,704	59,662
3	44,126	49,627	50,755	51,508	55,697	56,637	57,765	58,704	59,643	60,598
4	44,974	50,567	51,695	52,447	56,637	57,576	58,704	59,643	60,584	61,540
5	45,992	51,695	52,821	53,573	57,765	58,704	59,801	60,771	61,711	62,667
6	46,840	52,635	53,762	54,513	58,704	59,643	60,771	61,711	62,650	63,602
7	47,689	53,573	54,701	55,454	59,643	60,584	61,711	62,650	63,590	64,543
8	48,537	54,513	55,641	56,392	60,584	61,522	62,650	63,590	64,529	65,484
9	49,554	55,641	57,896	58,647	62,839	63,777	64,904	65,845	66,785	67,740
10	56,543	57,294	59,361	60,113	64,302	65,243	66,371	67,310	68,250	69,206
11	57,670	58,422	60,489	61,052	65,243	66,183	67,310	68,250	70,506	72,831
12	58,798	59,549	61,616	61,993	67,497	68,437	69,566	70,506	71,443	73,086
13	-	60,677	62,743	63,120	68,437	69,378	70,506	71,443	72,384	73,332
14	-	-	63,872	64,248	69,566	70,317	71,443	73,700	74,639	75,588
15	-	-	-	65,375	70,880	71,443	72,384	74,639	76,894	79,215
16	-	-	-	66,526	72,196	72,760	73,512	75,578	77,833	80,153
17	-	-	-	-	73,539	74,075	74,826	76,706	78,774	80,901
18	-	-	-	-	-	75,416	76,142	78,021	79,911	81,826
19	-	-	-	-	-	-	-	79,337	81,215	83,140
20	-	-	-	-	-	-	-	-	82,531	84,487

Year 3 - Beecher School District 200U 2021-2022 Salary Schedule										
Increase Factor	102.00%									
Year	BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32	2MA
1	43,278	48,704	49,853	50,620	54,895	55,853	57,003	57,961	58,920	59,893
2	44,109	49,662	50,811	51,578	55,853	56,811	57,961	58,920	59,878	60,855
3	45,009	50,620	51,770	52,538	56,811	57,769	58,920	59,878	60,836	61,810
4	45,874	51,578	52,729	53,496	57,769	58,728	59,878	60,836	61,795	62,771
5	46,912	52,729	53,877	54,645	58,920	59,878	60,997	61,986	62,945	63,920
6	47,777	53,687	54,837	55,603	59,878	60,836	61,986	62,945	63,903	64,874
7	48,642	54,645	55,795	56,563	60,836	61,795	62,945	63,903	64,862	65,834
8	49,508	55,603	56,754	57,520	61,795	62,753	63,903	64,862	65,819	66,794
9	50,545	56,754	59,054	59,820	64,096	65,053	66,202	67,162	68,121	69,095
10	57,674	58,440	60,548	61,316	65,588	66,548	67,699	68,656	69,615	70,590
11	58,823	59,591	61,699	62,273	66,548	67,507	68,656	69,615	71,916	74,288
12	59,974	60,740	62,848	63,233	68,847	69,806	70,957	71,916	72,872	74,548
13	-	61,891	63,998	64,382	69,806	70,765	71,916	72,872	73,832	74,798
14	-	-	65,150	65,533	70,957	71,724	72,872	75,173	76,132	77,100
15	-	-	-	66,682	72,298	72,872	73,832	76,132	78,432	80,799
16	-	-	-	67,857	73,640	74,215	74,982	77,089	79,390	81,756
17	-	-	-	-	75,010	75,557	76,323	78,240	80,349	82,519
18	-	-	-	-	-	76,924	77,665	79,582	81,509	83,462
19	-	-	-	-	-	-	-	80,923	82,839	84,803
20	-	-	-	-	-	-	-	-	84,182	86,176

<b>TA+Librarian/Assistants No Bachelors</b>									
<b>Years</b>	<b>0-3</b>	<b>4-7</b>	<b>8-11</b>	<b>12-15</b>	<b>16-18</b>	<b>19-22</b>	<b>23-26</b>	<b>27+</b>	
20-21	13.50	14.15	14.81	15.45	16.10	16.78	17.46	18.17	
21-22	14.21	14.89	15.59	16.26	16.95	17.66	18.38	19.12	5.25% from previous
<b>TA+Librarian/Assistants Bachelors</b>									
<b>Years</b>	<b>0-3</b>	<b>4-7</b>	<b>8-11</b>	<b>12-15</b>	<b>16-18</b>	<b>19-22</b>	<b>23-26</b>	<b>27+</b>	
20-21	14.20	14.88	15.57	16.24	16.93	17.64	18.36	19.10	
21-22	14.95	15.66	16.39	17.09	17.82	18.57	19.32	20.10	5.25% from previous
<b>Administrative Assistant</b>									
<b>Years</b>	<b>0-3</b>	<b>4-7</b>	<b>8-11</b>	<b>12-15</b>	<b>16-18</b>	<b>19-22</b>	<b>23-26</b>	<b>27+</b>	
20-21	13.20	13.85	14.50	15.15	15.80	16.48	17.16	17.87	
21-22	13.89	14.58	15.26	15.95	16.63	17.35	18.06	18.81	5.25% from previous
<b>Technology Assistant</b>									
<b>Years</b>	<b>0-3</b>	<b>4-7</b>	<b>8-11</b>	<b>12-15</b>	<b>16-18</b>	<b>19-22</b>	<b>23-26</b>	<b>27+</b>	
20-21	14.20	14.88	15.57	16.24	16.93	17.64	18.36	19.10	
21-22	14.48	15.18	15.88	16.56	17.27	17.99	18.73	19.48	2% from previous
<b>Systems Administrator</b>									
<b>Years</b>	<b>0-3</b>	<b>4-7</b>	<b>8-11</b>	<b>12-15</b>	<b>16-18</b>	<b>19-22</b>	<b>23-26</b>	<b>27+</b>	
20-21	16.50	17.20	17.90	18.60	19.30	20.00	20.70	21.40	
21-22	17.37	18.10	18.84	19.58	20.31	21.05	21.79	22.52	5.25% from previous

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**BEECHER COMMUNITY UNIT SCHOOL DISTRICT 200U  
2020-2021 SPONSOR & ATHLETIC EXTRA DUTY SCHEDULE**

BASE 2020-2021 42429

**SPONSOR EXTRA DUTY SCHEDULE**

Schedule A	PERCENTAGE	STIPEND
Freshman Class Sponsor	3	1273
Sophomore Class Sponsor	3	1273
Junior Class Sponsor	4.5	1909
Senior Class Sponsor	3.5	1485
National Honor Society	3.5	1485
Intramurals Sponsor	3.5	1485
HS Student Council	4	1697
JH Student Council	3	1273
JH Science Fair	3	1273
JH Social Studies Fair	2.25	955
Nature Club (reinstated 11/13)	3	1273
JH Spelling Team	2.6	1103
Bobcat Pride	1.5	636
HS Spanish Club	3	1273
HS Art Club	3	1273
ES Chess Club	3	1273

Schedule B	PERCENTAGES					STEPS				
	1-2	3-4	5-6	7-8	9+	1-2	3-4	5-6	7-8	9+
JH Academic Bowl	4	5	6	7	8	1697	2121	2546	2970	3394
JH Math Team	4	5	6	7	8	1697	2121	2546	2970	3394
Music Director 1	5	6	7	8	9	2121	2546	2970	3394	3819
Music Director 2	5	6	7	8	9	2121	2546	2970	3394	3819
High School Marching Band	7	8	9	10	11	2970	3394	3819	4243	4667
HS Drama Club	7	8	9	10	11	2970	3394	3819	4243	4667
HS Scholastic Bowl	5	6	7	8	9	2121	2546	2970	3394	3819
HS Math Team	5	6	7	8	9	2121	2546	2970	3394	3819
HS Math Team Asst	3	4	5	6	7	1273	1697	2121	2546	2970
JH Speech Team	2	3	4	5	6	849	1273	1697	2121	2546
JH Speech Team Asst	1.2	2.01	2.84	3.75	5	509	653	1205	1591	2121

**FY21 ATHLETIC EXTRA DUTY SCHEDULE**

HIGH SCHOOL	PERCENTAGES					STEPS				
	1-2	3-4	5-6	7-8	9+	1-2	3-4	5-6	7-8	9+
District Athletic Director	15	16	17	18	19	6364	6789	7213	7637	8062
Boys Varsity Basketball	12	13	14	15	16	5091	5516	5940	6364	6789
Girls Varsity Basketball	12	13	14	15	16	5091	5516	5940	6364	6789
Varsity Volleyball	9	10	11	12	13	3819	4243	4667	5091	5516
Boys Assistant Varsity Basketball	9	10	11	12	13	3819	4243	4667	5091	5516
Girls Assistant Varsity Basketball	9	10	11	12	13	3819	4243	4667	5091	5516
Varsity Baseball	8	9	10	11	12	3394	3819	4243	4667	5091
Varsity Softball	8	9	10	11	12	3394	3819	4243	4667	5091
High School Boys Golf (renamed 5/15)	9	10	11	12	13	3819	4243	4667	5091	5516
High School Girls Golf (renamed 5/15)	9	10	11	12	13	3819	4243	4667	5091	5516
Boys Varsity Soccer	9	10	11	12	13	3819	4243	4667	5091	5516
Girls Varsity Soccer	9	10	11	12	13	3819	4243	4667	5091	5516
High School Boys XCountry	9	10	11	12	13	3819	4243	4667	5091	5516
High School Girls XCountry	9	10	11	12	13	3819	4243	4667	5091	5516
High School Boys Track	9	10	11	12	13	3819	4243	4667	5091	5516
High School Girls Track	9	10	11	12	13	3819	4243	4667	5091	5516
High School Cheerleading	9	10	11	12	13	3819	4243	4667	5091	5516
High School Bowling	8	9	10	11	12	3394	3819	4243	4667	5091
Assistant Varsity Volleyball	7	8	9	10	11	2970	3394	3819	4243	4667
Assistant Varsity Baseball	6	7	8	9	10	2546	2970	3394	3819	4243
Assistant Varsity Softball	6	7	8	9	10	2546	2970	3394	3819	4243
Boys Assistant Varsity Soccer	6	7	8	9	10	2546	2970	3394	3819	4243
Girls Assistant Varsity Soccer	6	7	8	9	10	2546	2970	3394	3819	4243
Asst. Volleyball	5	6	7	8	9	2121	2546	2970	3394	3819
Asst. Boys Basketball	5	6	7	8	9	2121	2546	2970	3394	3819
Asst. Girls Basketball	5	6	7	8	9	2121	2546	2970	3394	3819
Asst. Golf	6	7	8	9	10	2546	2970	3394	3819	4243

JR. HIGH SCHOOL	PERCENTAGES					STEPS				
	1-2	3-4	5-6	7-8	9+	1-2	3-4	5-6	7-8	9+
JH Athletic Director	13	14	15	16	17	5516	5940	6364	6789	7213
Boys Varsity Basketball	6	7	8	9	10	2546	2970	3394	3819	4243
Girls Varsity Basketball	6	7	8	9	10	2546	2970	3394	3819	4243
Jr. High Baseball	6	7	8	9	10	2546	2970	3394	3819	4243
Jr. High Softball	6	7	8	9	10	2546	2970	3394	3819	4243
Jr. High Volleyball	6	7	8	9	10	2546	2970	3394	3819	4243
Jr. High Boys Cross Country	6	7	8	9	10	2546	2970	3394	3819	4243
Jr. High Girls Cross Country	6	7	8	9	10	2546	2970	3394	3819	4243
Jr. High Track	6	6.75	7.5	8.25	8.999	2546	2864	3182	3500	3818
Jr. High Track Assistant	3	3.75	4.5	5.25	5.999	1273	1591	1909	2228	2545
Boys Assistant Varsity Basketball	4	5	6	7	8	1697	2121	2546	2970	3394
Girls Assistant Varsity Basketball	4	5	6	7	8	1697	2121	2546	2970	3394
Jr. High Baseball Assistant	4	5	6	7	8	1697	2121	2546	2970	3394
Jr. High Softball Assistant	4	5	6	7	8	1697	2121	2546	2970	3394
Jr. High Volleyball Assistant	4	5	6	7	8	1697	2121	2546	2970	3394
Jr. High Cheerleading	4	5	6	7	8	1697	2121	2546	2970	3394
Jr. High Soccer	6	7	8	9	10	2546	2970	3394	3819	4243

**BEECHER COMMUNITY UNIT SCHOOL DISTRICT 200U  
2021-2022 SPONSOR & ATHLETIC EXTRA DUTY SCHEDULE**

BASE 2021-2022 43278

**SPONSOR EXTRA DUTY SCHEDULE**

Schedule A	PERCENTAGE	STIPEND
Freshman Class Sponsor	3	1298
Sophomore Class Sponsor	3	1298
Junior Class Sponsor	4.5	1948
Senior Class Sponsor	3.5	1515
National Honor Society	3.5	1515
Intramurals Sponsor	3.5	1515
HS Student Council	4	1731
JH Student Council	3	1298
JH Science Fair	3	1298
JH Social Studies Fair	2.25	974
Nature Club (reinstated 11/13)	3	1298
JH Spelling Team	2.6	1125
Bobcat Pride	1.5	649
HS Spanish Club	3	1298
HS Art Club	3	1298
ES Chess Club	3	1298

Schedule B	PERCENTAGES					STEPS				
	1-2	3-4	5-6	7-8	9+	1-2	3-4	5-6	7-8	9+
JH Academic Bowl	4	5	6	7	8	1731	2164	2597	3029	3462
JH Math Team	4	5	6	7	8	1731	2164	2597	3029	3462
Music Director 1	5	6	7	8	9	2164	2597	3029	3462	3895
Music Director 2	5	6	7	8	9	2164	2597	3029	3462	3895
High School Marching Band	7	8	9	10	11	3029	3462	3895	4328	4761
HS Drama Club	7	8	9	10	11	3029	3462	3895	4328	4761
HS Scholastic Bowl	5	6	7	8	9	2164	2597	3029	3462	3895
HS Math Team	5	6	7	8	9	2164	2597	3029	3462	3895
HS Math Team Asst	3	4	5	6	7	1298	1731	2164	2597	3029
JH Speech Team	2	3	4	5	6	866	1298	1731	2164	2597
JH Speech Team Asst	1.2	2.01	2.84	3.75	5	519	870	1229	1623	2164

**FY22 ATHLETIC EXTRA DUTY SCHEDULE**

HIGH SCHOOL	PERCENTAGES					STEPS				
	1-2	3-4	5-6	7-8	9+	1-2	3-4	5-6	7-8	9+
District Athletic Director	15	16	17	18	19	6492	6924	7357	7790	8223
Boys Varsity Basketball	12	13	14	15	16	5193	5626	6059	6492	6924
Girls Varsity Basketball	12	13	14	15	16	5193	5626	6059	6492	6924
Varsity Volleyball	9	10	11	12	13	3895	4328	4761	5193	5626
Boys Assistant Varsity Basketball	9	10	11	12	13	3895	4328	4761	5193	5626
Girls Assistant Varsity Basketball	9	10	11	12	13	3895	4328	4761	5193	5626
Varsity Baseball	8	9	10	11	12	3462	3895	4328	4761	5193
Varsity Softball	8	9	10	11	12	3462	3895	4328	4761	5193
High School Boys Golf (renamed 5/15)	9	10	11	12	13	3895	4328	4761	5193	5626
High School Girls Golf (renamed 5/15)	9	10	11	12	13	3895	4328	4761	5193	5626
Boys Varsity Soccer	9	10	11	12	13	3895	4328	4761	5193	5626
Girls Varsity Soccer	9	10	11	12	13	3895	4328	4761	5193	5626
High School Boys XCountry	9	10	11	12	13	3895	4328	4761	5193	5626
High School Girls XCountry	9	10	11	12	13	3895	4328	4761	5193	5626
High School Boys Track	9	10	11	12	13	3895	4328	4761	5193	5626
High School Girls Track	9	10	11	12	13	3895	4328	4761	5193	5626
High School Cheerleading	9	10	11	12	13	3895	4328	4761	5193	5626
High School Bowling	8	9	10	11	12	3462	3895	4328	4761	5193
Assistant Varsity Volleyball	7	8	9	10	11	3029	3462	3895	4328	4761
Assistant Varsity Baseball	6	7	8	9	10	2597	3029	3462	3895	4328
Assistant Varsity Softball	6	7	8	9	10	2597	3029	3462	3895	4328
Boys Assistant Varsity Soccer	6	7	8	9	10	2597	3029	3462	3895	4328
Girls Assistant Varsity Soccer	6	7	8	9	10	2597	3029	3462	3895	4328
Asst. Volleyball	5	6	7	8	9	2164	2597	3029	3462	3895
Asst. Boys Basketball	5	6	7	8	9	2164	2597	3029	3462	3895
Asst. Girls Basketball	5	6	7	8	9	2164	2597	3029	3462	3895
Asst. Golf	6	7	8	9	10	2597	3029	3462	3895	4328

JR. HIGH SCHOOL	PERCENTAGES					STEPS				
	1-2	3-4	5-6	7-8	9+	1-2	3-4	5-6	7-8	9+
JH Athletic Director	13	14	15	16	17	5626	6059	6492	6924	7357
Boys Varsity Basketball	6	7	8	9	10	2597	3029	3462	3895	4328
Girls Varsity Basketball	6	7	8	9	10	2597	3029	3462	3895	4328
Jr. High Baseball	6	7	8	9	10	2597	3029	3462	3895	4328
Jr. High Softball	6	7	8	9	10	2597	3029	3462	3895	4328
Jr. High Volleyball	6	7	8	9	10	2597	3029	3462	3895	4328
Jr. High Boys Cross Country	6	7	8	9	10	2597	3029	3462	3895	4328
Jr. High Girls Cross Country	6	7	8	9	10	2597	3029	3462	3895	4328
Jr. High Track	6	6.75	7.5	8.25	8.999	2597	2921	3246	3570	3895
Jr. High Track Assistant	3	3.75	4.5	5.25	5.999	1298	1623	1948	2272	2596
Boys Assistant Varsity Basketball	4	5	6	7	8	1731	2164	2597	3029	3462
Girls Assistant Varsity Basketball	4	5	6	7	8	1731	2164	2597	3029	3462
Jr. High Baseball Assistant	4	5	6	7	8	1731	2164	2597	3029	3462
Jr. High Softball Assistant	4	5	6	7	8	1580	2164	2597	3029	3462
Jr. High Volleyball Assistant	4	5	6	7	8	1580	2164	2597	3029	3462
Jr. High Cheerleading	4	5	6	7	8	1731	2164	2597	3029	3462
Jr. High Soccer	6	7	8	9	10	2597	3029	3462	3895	4328