

# Metamora Township High School

## 2016-17

### ARTICLE I. General Conditions

#### Sec. 1.1 Additional Education

A. Teachers will move across the salary schedule upon proof of completion of graduate or undergraduate Superintendent approved classes. The proof must be either a transcript or an official grade for the class. It is the teacher's responsibility to have the university forward an official transcript to the District.

B. The District will reimburse teachers for taking Superintendent approved graduate or undergraduate Superintendent approved classes using the following guidelines:

The District will reimburse at ISU graduate rates for administrator-approved classes for one class a year not in the teacher's teaching area, two classes a year if the teacher is working towards a master's degree in an administrator-approved program, and three classes a year if the teacher is working towards a master's degree in their teaching field. If a teacher has a master's degree, the District would pay up to two classes a year for approved graduate classes, or three classes a year for graduate work towards a doctorate in their teaching field. All course work to be reimbursed must be approved by the Superintendent in advance.

#### Sec. 1.2 Teacher Preparations

Class size and number of preparations per teacher is an administrative decision. When making decisions on class size and number of preparations, the Board will keep in mind the total educational program and financial constraints. The administration will discuss class size and teacher assignment with the department chairs.

#### Sec. 1.3 Copy of Agreement

The District shall provide each teacher with a copy of this agreement within 10 working days of the Board adoption. The District shall provide a tentative salary data sheet to each teacher within 10 working days of the Board adoption of this agreement.

#### Sec. 1.4 Student Contact Periods

If a teacher is assigned more than 12 semester contact periods for a year, the teacher shall be paid 1/12 of his/her step on the salary schedule for each semester contact period over 12. 12 semester student contact periods will be considered a normal load for a full time teacher. If the total number of periods in a day is reduced, the number of student contact

## Page 2 – SEA Agreement

periods will also be reduced at the rate of one semester for each period the day is reduced. For every period reduced, the student contact period will be reduced by one semester. For example, if we went to a 7 period day, the teacher would have 5 ½ student contact periods.

### Sec. 1.5 In-House Substitute Pay

The Board would agree to paying in-house sub pay \$20.00 per period.

### Sec. 1.6 Extra Duties

Extra duties shall be paid on a percent of the base. The percents are listed in Appendix B of this document. The Board of Education reserves the right to review the percentages paid for extra-curricular assignments. Any and all changes would be made based on formula acceptable to both the Board and the SEA. For example, a new coach or sponsor for speech team may spend less time than a previous sponsor in which case the percent may be lowered (based on formula). The Board retains the right to adjust the percentages for individual positions within the same category as long as the total percent does not increase or decrease (i.e. two cheerleader coaches change percents due to change in duties, coaches agree to split a percent, etc.). The Board reserves the right to add or drop a program.

## Sec. 2.1 Sick Leave/Personal Days

Sick leave includes personal illness, or as may be deemed necessary in other cases, quarantine at home, or serious illness, or death in the immediate family. The Superintendent and/or designee shall monitor the use of sick leave. For purposes of this Section, “immediate family” shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians as per the School Code of Illinois 105 ILCS 5/24-6. Employees are expected to use the Family and Medical Leave Act for any time, other than their own personal illness, past the three days per incident.

- A. Sick leave is granted for non-tenured personnel at the rate of 8 days per year and for tenured personnel at the rate of 13 days per year accumulative to 340 days. The accumulated 340 sick days are not available for use as sick days until the said 340 days are available for TRS purposes, ie. For those retiring in 2005 or thereafter.
- B. Any teacher who has accumulated 340 sick days shall be granted 30 sick days per year. Any unused sick days totaling in excess of 340 shall not be carried over the following year.
- C. Teachers enrolled in the TRS System after June 1, 2014 may accumulate up to 180 days due to new TRS legislation passed in 2014 that will not allow any unused sick time in their service credit totals.
- D. After 3 days of absence of personal illness the employee may be required to furnish a physician’s certificate of illness as a basis for pay. If such a certificate is required, the District shall pay reasonable expenses incurred in securing it.

## Page 3 – SEA Agreement

### E. Bereavement/Funeral Leave

Teachers may use sick leave in the event of a death in the immediate family. For this section “immediate family” shall include parents, spouse, children (including legal guardians), brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, aunts, uncles, nieces, and nephews. Teachers asked to participate in a funeral service (pallbearer, singer, musician, etc.) may use sick leave to do so if they are not already entitled to do so in the paragraph above. In such cases the teacher must get prior approval of the Superintendent.

### Personal Days

- A. Personal days are granted at the rate of two per year. Staff members who have accumulated 180 sick days may use three sick days as personal business days so long as all three days or portions of three days are not used in consecutive order. No more than two full days may be used in consecutive order. Personal days do not accumulate as such but accumulate as sick days.
- B. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Principal three days before the request date.
- C. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless the Superintendent grants prior approval.
- D. Personal leave may not be used in increments of less than one-half day.
- E. Personal leave is subject to any necessary replacement’s availability.
- F. Personal leave may not be used on an in-service training day, unless the Superintendent grants prior approval.
- G. Personal leave may not be used when the employee’s absence would create an undue hardship.

### Professional Days

- A. All professional days must be approved by the Assistant Principal. Professional days may be granted within the area of their classroom assignment. In addition, one professional day, every other year, may be granted for the purpose of attending a clinic or conference related to his/her extra duty assignment.

### Sec. 2.2 Retirement

- A. The Board shall pay any faculty member who has reached the minimum age of 60 or the minimum age at which TRS will pay retirement benefits (age 55), and who has the equivalent of 35 years in the TRS system (intent is that the District will not have to pay a penalty to TRS), and who has offered his/her resignation between January 5 and March 1 of the year

## Page 4 – SEA Agreement

they plan to retire a retirement incentive paid as salary until a teacher's total salary increase over the previous year's salary reaches 6%. The remainder of the retirement will be paid as a one-time bonus (non-salary) after the last payment of the contract of the year they retire if TRS allows such a bonus. If the incentive is limited to two and the Board does not at their discretion agree to pay all eligible teachers the retirement incentive, the incentive will be split among all eligible retirees who meet the aforementioned deadline. If the early retirement option, as allowed by TRS and State law, is not extended this option will expire at the end of the 2015-16 school year.

The retirement incentive is 22.5% of the base pay (the salary of a beginning teacher with a bachelor's degree).

In the event that TRS rules change regarding this matter, this section of the contract becomes null and void.

- B.** The Board shall pay any faculty member who has a minimum of 20 years of service to the District, and who has reached the minimum age at which TRS will pay retirement benefits (age 55) and who has the equivalent of 35 years in the TRS system (intent is that the District will not have to pay a penalty to TRS), the following bonus:

One third (1/3) of the unused sick days (limited to 180 accumulated days – compensation for sixty (60) days maximum).

The dollars will be paid as salary (paid at substitute teacher pay rate) until that amount reaches 6% above prior year. Any additional dollars owed employee will be paid as a one time non-salaried stipend after the last payment of the contract of the year they retire.

In the event that TRS rules change regarding this matter, this section of the contract becomes null and void.

Should either Section A or B become null and void, the Board will meet with SEA to see if there is a legal way to pay retirement incentive.

- C.** The Board will honor the early retirement option, as allowed by law and TRS, to a maximum of two MTHS teachers over the remaining two years the law will exist.

### Sec. 2.3 Merit Pay

For tenured teachers at the bottom of the teacher's salary, or, in the MS plus 32 educational column, who receive a rating of Excellent or Proficient on the teacher evaluation, a once a year stipend of 2.5% of the base salary shall be paid in December of the year following the evaluation. This provision eliminates the satisfactory rating and the four categories are excellent, proficient, needs improvement, and unsatisfactory as mandated by state law. The merit pay shall continue each December until the next formal evaluation. Merit pay shall be doubled for those at both the MS plus 32 and 20 years experience level. Teachers are not eligible for merit pay the year they move either down or across on the salary schedule. Teachers on the MS plus 32 educational column are not eligible the year they move to the MS column.

## **Page 5 – SEA Agreement**

### **Sec. 2.41 Performance Improvement**

The Board of Education and the SEA agree to continue their efforts to improve reading, writing, and math scores on the ACT, the PSAE, and the PLAN tests. They also agree that the activities designed to improve the scores are the domain of every teacher. In addition, every teacher will teach the study skills necessary for students to be successful in their respective classes. Study skills are defined as the skills and knowledge that students need to know and be able to do in order to be successful in their class. These include but are not limited to the following: reading a textbook, writing an essay, taking notes, taking tests, answering questions at the end of a chapter, outlining a chapter, participating in class discussions, making speeches, writing reports, etc. etc.

- A. All teachers will require their students to write. Every teacher will be prepared to show their department chair or administrator samples of student's writing from their classes.
- B. All teachers will require their students to read class appropriate subject matter. All teachers will be prepared to show their department chair or administrator sample reading passages or assignments and the pre, during, or post reading activities that they expect their student to do.
- C. All teachers will incorporate subject appropriate math skills and knowledge in their classes. Every teacher will be prepared to show their department chair or administrator examples of math related questions and assignments they have used in their class.
- D. All teachers will teach their students at least three study skills that the student must know and be able to do in order to be successful in their classes. The teachers must tell the students how to do the skills, show the students how to do the skills, and involve the students in doing the skills. Teachers are expected to include the learning of these skills as part of the grade for the class. The teacher must assess the students' performance on the skills, regularly review the students' skills, and remind the students of the importance of being able to do these skills. Every teacher will be prepared to show their department chair or administrator examples of how they have taught the three study skills for their class.

### **Sec. 2.5 Department Chairs**

Department chairs will be paid \$1,500.00 per year. Department chairs will have their pay increased \$150.00 every four years in that position to a maximum of five such increases.

### **Sec. 2.7 Insurance**

The District shall pay 80% and the Employee 20% of their health insurance premiums. Following are the current rates and payment schedule as of February 1, 2016. This payment schedule may be adjusted with the new rates in October 2016.

**Page 6 – SEA Agreement**

Coverage	Cost	Dist. Cost	Employee Cost	Amt. Per Check
Single	\$9,501.44	\$7,601.15	\$1,900.29	73.08
Employee/Spouse	\$18,058.20	\$14,446.56	\$3,611.64	\$138.90
Employee/Child	\$14,987.84	\$11,990.27	\$2,997.57	\$115.29
Family	\$21,839.20	\$17,471.36	\$4,367.84	\$167.99

The Board of Education agrees to use the amount saved based on removing spouses from the MTHS medical insurance plan in 2015, to pay down the \$144,365.56 debt incurred by the plan in the following manner. The Board of Education will reimburse the Health Account by \$5,000.00 per spouse that leaves the plan effective July 1, 2015 for the duration of this 2 year agreement or until the debt is paid off within the 2 year window.

**Sec. 2.8 Life**

The District will guarantee the designated beneficiary of the employee \$15,000.00 in case of the death of the employee. The District may purchase life insurance or self-insure the amount.

**Sec. 2.9 Flex**

The district will make available a “flex style” health insurance plan. The administration fee will be paid by the District. Teachers may choose to either participate or not. The District would choose the manager of the plan (Consociate-Dansig for instance), and the actual plan. A detailed explanation of the flex plan will be given to the employees.

**Sec. 2.10 – Extra Curricular Schedule**

The SEA Salary Committee will have input whenever a new position is added to the extra-curricular schedule. The input will be regarding the amount of stipend attached to the position, not the actual creation of the position. The Administration will consult with the Salary Committee, but the Administration will make the final recommendation to the Board of Education.

**Salary Schedule for 2015-16**

This agreement calls for a 1.7% increase for each step on the 2014-15 salary schedule.

**Salary Schedule for 2016-17**

This agreement calls for a .6% increase for each step on the 2015-16 salary schedule

**Salary Schedule for 2016-17**

This agreement calls for a salary increase not to exceed 2% and not to fall below .5% for each step on the salary schedule. Salary increase is calculated by averaging the Bureau of Labor Statistics figures on the Consumer Price Index, All Urban Consumers (CPI-U) 12 month average and the average from December of 2015 to December of 2016. For instance, if the cost of living is .25% each step would be increased by .5%. By the same token, if the cost of living is 3.5%, each step would be increased by 2%.



**APPENDIX B**  
**METAMORA TWP. HIGH SCHOOL**  
**Extra-Curricular Pay**  
**2016-2017**

Athletic Director	20.0	Girls Soccer – Head	12.5
		Girls Soccer – Asst.	9.0
Boys Basketball – Head	19.0	Girls Soccer – Asst.	8.0
Boys Basketball – Asst.	14.0		
Boys Basketball – Asst.	13.0	Volleyball – Head	12.0
Boys Basketball – Asst.	11.0	Volleyball – Asst.	9.0
		Volleyball – Asst.	8.0
Football – Head	17.0		
Football – Asst.	12.0	Boys Soccer – Head	11.0
Football – Asst.	12.0	Boys Soccer – Asst.	8.0
Football – Asst.	11.0	Boys Soccer – asst.	7.0
Football – Asst.	11.0		
Football – Asst.	10.0	Cross Country – Head	11.0
Football – Asst.	10.0	Cross Country – Asst.	8.0
Football – Asst.	8.0	Cross Country – Asst.	7.0
Girls Basketball – Head	17.0	Girls Tennis – Head	10.0
Girls Basketball – Asst.	13.0	Girls Tennis – Asst.	7.0
Girls Basketball – Asst.	11.0		
Girls Basketball – Asst.	9.0	Boys Golf – Head	8.5
Boys Track – Head	15.5	Girls Golf - Head	8.5
Boys Track – Asst.	12.0		
Boys Track – Asst.	11.0	Girls Swim	11.5
Girls Track – Head	14.5	Boys Swim	11.0
Girls Track – Asst.	11.0		
Girls Track – Asst.	10.0	Bass Fishing	3.0
Wrestling – Head	14.5		
Wrestling – Asst.	11.0		
Wrestling – Asst.	10.0		
Baseball – Head	14.0		
Baseball – Asst.	11.0		
Baseball – Asst.	9.0		
Baseball – Asst.	7.0		
Softball – Head	14.0		
Softball – Asst.	10.0		
Softball – Asst.	10.0		
Boys Tennis – Head	12.5		
Boys Tennis – Asst.	9.5		

Page 2 – Extra Curricular

Dance	7.0
Asst. Dance	3.5
Flags	7.0
Cheerleading – Head	13.0
Cheerleading – Asst.	8.0
School Year Marching	5.0
Summer Marching	7.5
Asst. School Year Marching	5.0
Asst. Summer Marching	2.5
Pep Band	2.5
Old Settlers Parade & Practice	1.5
Jazz Band	4.0
Steel Drum Band	4.0
Drill Writing	7.25
Music Arranging	2.5
Musical Director	12.0
Asst. Musical Director	5.0
Chamber Singers	2.0
Madrigal	10.0
Madrigal Brass	1.5
Fall Play	9.0
Lighting, Sound	5.0
Yearbook, Head	15.0
Yearbook, Asst.	6.0
Spring Play	3.0
Student Council	8.0
FFA	7.0
Writing Club	1.5
The Flock	2.0
Speech	9.0
Scholastic Bowl	5.0
Scholastic Bowl – Asst.	1.0

National Honor Society #1	1.0
National Honor Society #2	1.0
FCCLA	2.0
Spanish Club	2.0
Snowball	2.5
Snowball Asst.	2.0
German Dance	2.0
VICA #1	1.0
VICA #2	1.0
Robotics #1	8.0
Robotics #2	6.0
Math Club	2.0
M Club	1.0
Intramural (Each Sport)	3.0
Sr. Class Head	1.0
Sr. Class Asst.	.5
Jr. Class Head	2.0
Jr. Class Asst.	1.0
Soph. & Frosh. Head	1.0
Soph. & Frosh. Asst.	.5
Chess Club	4.0
WYSE	2.0
Key Club	4.0
The Flock	2.0
Car Club	2.0

**Table I**

**For activities with 5 or more percent**

<u>Years</u>	
<b>0-4</b>	<b>0%</b>
<b>5-8</b>	<b>1%</b>
<b>9-12</b>	<b>2%</b>
<b>13-16</b>	<b>3%</b>
<b>17-20</b>	<b>4%</b>
<b>21 &amp; Beyond</b>	<b>5%</b>

**Table II**

**For activities with under 5 percent**

<u>Years</u>	
<b>0-4</b>	<b>0%</b>
<b>5-8</b>	<b>.5%</b>
<b>9-12</b>	<b>1.0%</b>
<b>13-16</b>	<b>1.5%</b>
<b>17-20</b>	<b>2.0%</b>
<b>21 &amp; Beyond</b>	<b>2.5%</b>

