

Metamora Township High School

2017-18, 2018-19, 2019-20

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

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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 agrees to pay in-house sub pay at the rate of \$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 10 days per year and for tenured personnel at the rate of 15 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, i.e., 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. 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.

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D. 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. Bereavement leave for situations not covered by the “immediate family” list above may also be allowed with advanced approval of the Superintendent. The superintendent reserves the right to cap the number of teachers using leave on any given day. 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. Sick leave is granted for non-tenured personnel at the rate of 10 days each year and for tenure personnel at the rate of 15 days per year accumulative to 180 days as stated above. Two sick days per year may be designated as personal days which will be counted against the teacher’s accumulated sick leave. Staff members who have accumulated 180 sick days may use three sick days as personal days so long as all three of the 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.

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Sec. 2.2 Retirement

- A. The Board shall pay a retirement incentive bonus to any faculty member who has attained the minimum retirement requirements set forth by TRS which allows for maximum retirement benefits. The member must be either over 60 years old with 34 years (including unpaid sick leave maximum of 340 days) or under 60 years old with 35 years in the TRS system. The intent is that the District will not have to pay a penalty to TRS. The member must also offer his/her resignation between January 5 and March 1 of the year he/she plans to retire to be eligible for the retirement incentive. The bonus will be 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 he/she retires if TRS allows such a bonus. The Board, at their discretion, may limit the incentive to two teachers. If 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.

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 (over 60 with 34 years including unpaid sick leave maximum of 340 days or under 60 with 35 years in the TRS system), the following bonus: One third (1/3) of the accumulated sick days at MTHS, limited to 180 accumulated days, compensation for sixty (60) days maximum. The dollars will be paid at substitute teacher pay rate as a one-time non-salaried stipend after the last payment of the contract of the year they retire.

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

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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 plus 32 column.

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 SAT test. 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. After four years of working for a given salary, the department head's stipend will increase by \$150.00. The maximum number of increases is 5.

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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 was adjusted in February 2019 per contract.

Coverage	Cost	Dist. Cost	Employee Cost	Amt. Per Check
Single	\$10,071.53	\$8,057.22	\$2,014.31	\$77.47
Employee/Spouse	\$19,141.69	\$15,313.35	\$3,828.34	\$147.23
Employee/Child	\$15,887.11	\$12,709.69	\$3,177.42	\$122.21
Family	\$23,149.55	\$18,519.64	\$4,629.91	\$178.07

The Board agrees to include representatives of the SEA in its semi-annual committee meeting held for the purpose of reviewing the health insurance plan. Such meeting will include, but not be limited to, a review of costs, benefits, rates, and premiums to be offered during the coming benefit year. In addition, in the event that the health insurance account balance falls to \$400,000 or falls precipitously over a short period of time so as to cause concern on the part of the superintendent or SEA representatives, an additional meeting of a committee of the Board, with representatives of the SEA present, shall be held to review health insurance costs, benefits, rates, and premiums. Changes to the plan may be made in either event, though it is not the Board’s intention to change the health plan benefits unless conditions necessitate a change.

As of July 1, 2017, the Health Insurance Account owes the District \$200,274.65. This amount shall be repaid in full to the District at the time the balance in the Account reaches \$700,000.00.

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 – Property Tax Freeze

If the State of Illinois implements a property tax freeze that affects the district during the course of this contract, the Board reserves the right to reopen the contract for the purpose of renegotiating the contract to better align district finances with new economic conditions. No changes will be made to Year 1 of the contract. Changes renegotiated on or before June 30, 2018 shall take effect July 1, 2018. Changes renegotiated between July 1, 2018 and June 30, 2019 shall take effect July 1, 2019.

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Sec. 2.11 – 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 2017-18

This agreement calls for a 2.5% increase for each step on the 2016-17 salary schedule.

Salary Schedule for 2018-19

This agreement calls for a 1% increase for each step on the 2017-18 salary schedule. In addition, each teacher shall receive a \$1,500 bonus to be paid either: in full in December 2018, or in equal installments each pay period over the year.

Salary Schedule for 2019-20

This agreement calls for a 1% increase for each step on the 2018-19 salary schedule. In addition, each teacher shall receive a \$1,500 bonus to be paid either: in full in December 2019, or in equal installments each pay period over the year.

