



Aurora Orozco <aorozco@d56.org>

Fwd: FOIA Request- Scholl District Principals and Teachers Contract

6 messages

Luis Correa <lcorrea@d56.org>

Mon, Sep 8, 2025 at 9:49 AM

To: Aurora Orozco <aorozco@d56.org>, Lori Rupsch <lrupsch@d56.org>

----- Forwarded message -----

From: <foia@lakecountygazette.com>

Date: Mon, Sep 8, 2025 at 9:16AM

Subject: FOIA Request- Scholl District Principals and Teachers Contract

To: <lcorrea@d56.org>

To whom it may concern,

I am a news reporter from Lake County Gazette, a media organization committed to providing comprehensive and accurate news coverage on local governmental affairs. I am requesting the following records under the Illinois Freedom of Information Act, 5 ILCS 140, preferably in electronic format:

Copies of the contracts for all school principals in the district who will start the upcoming school year.

Copies of all active teacher contracts/collective bargaining agreements.

As a member of the media, I am involved in gathering and reporting news to the public. Access to public records is essential for me to fulfill my professional responsibilities, which include holding public institutions accountable and providing transparency to the public. Given my role in disseminating information, I believe I am eligible for a fee waiver as a media professional.

Please let me know if you have any questions,

Owen Wang,

Lake County Gazette

Lori Rupsch <lrupsch@d56.org>

Mon, Sep 8, 2025 at 10:25 AM

To: Luis Correa <lcorrea@d56.org>, Aurora Orozco <aorozco@d56.org>

This is an Owen Wang FOIA. We have a standard response that we won't respond to his requests from our lawyers.

LORI RUPSCH

Administrative Assistant to the Superintendent
and Board of Education
Gurnee School District 56
Phone: 847-336-0800



@GurneeD56



@District56



@GurneeDistrict56



@D56StreamingVideo

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"At the end of the day, we can endure much more than we think we can." - Frida Kahlo

Aurora Orozco <aorozco@d56.org>
To: foia@lakecountygazette.com
Cc: Luis Correa <lcorrea@d56.org>

Tue, Sep 9, 2025 at 4:10 PM

Good afternoon Owen,

I am responding to your FOIA request submitted on behalf of the Lake County Gazette regarding principal contracts and teacher collective bargaining agreements.

Please find attached the following records, as requested:

- Copies of the contracts for all school principals in the district who will start the upcoming school year.
- Copies of teachers' collective bargaining agreements.

If you have any questions or need additional information, please don't hesitate to reach out.

Thank you,
Aurora Orozco

On Mon, Sep 8, 2025 at 9:50AM Luis Correa <lcorrea@d56.org> wrote:

[Quoted text hidden]

[Quoted text hidden]

5 attachments

 **School Principal 1 Contract.pdf**
570K

 **School Principal 2 Contract.pdf**
566K

 **School Principal 3 Contract.pdf**
566K

 **School Principal 4 Contract.pdf**
569K

 **Union_Contract.pdf**
3168K

GURNEE SCHOOL DISTRICT 56
ADMINISTRATOR'S CONTRACT

SCHOOL PRINCIPAL

July 1, 2025 through June 30, 2026

This Administrator's Contract ("the Contract") is made and entered into by and between the Board of Education of Gurnee School District 56, Lake County, Illinois ("the Board") and Dominique Geocaris, a legally-qualified teacher and administrator (hereinafter designated as "the Administrator").

1. Term of Employment. The Administrator is hereby employed, and she hereby agrees to serve the School District as School Principal, subject to the direction of the Superintendent of Schools and the Board, during the period commencing July 1, 2025, and terminating June 30, 2026.

2. Duties and Responsibilities. The duties and responsibilities of the Administrator shall be those duties prescribed by the laws and regulations of the State of Illinois, by the policies, regulations and directions of the Board, the job description for the School Principal and by the directions of the Superintendent, all of the foregoing as may be amended or modified from time to time, and as are reasonably incidental to the position of an administrator in the District.

3. Compensation. The Board agrees to pay the Administrator the annual base salary of one hundred twenty thousand dollars AND 00/100 cents (\$120,000) for the services rendered hereunder for the term of this Contract. Said compensation shall be paid in equal installments during the Contractual year in the same manner in which the salaries of administrators in the District are generally paid by the Board. There shall be deducted from each payment such deductions as are required by law. The Administrator shall not be entitled to any compensation for any period of time during which said Administrator is absent from duty while school is in session, except such compensation as may be allowable in accordance with the provisions of the *Illinois School Code* relating to sick leave, or as provided by this Contract.

4. Compliance with Law, Board Policy, Rules and Requirements. The Administrator shall conform to, comply with, and be subject to all lawful rules, regulations and orders adopted by the Board and as amended by the Board, including but not limited to those relating to professional growth, physical fitness, temporary incapacity, and to all other lawful rules, regulations and orders heretofore and hereafter adopted by the Board.

5. Insurance. The Board will provide and pay on behalf of the Administrator medical insurance coverage at the level of the Administrator's choice, as detailed in Appendix A. The Board will provide and pay 100% of dental insurance premium; 100% of a term life insurance policy valued at three (3) times the Administrator's salary; and shall provide long-term disability insurance. The Board will also contribute on behalf of

the Administrator up to \$1,050.00 over the term of this Contract to reimburse the Administrator for the cost of insurance deductibles, dental, eye, or physical exams, eyeglasses, premiums for other forms of insurance or other similar medical expenses not covered by an insurance plan in effect in the School District. Payment shall be made at reasonable intervals designated by the Board upon submission of appropriate documentation on the School District's claim form. There shall be no accumulation or carry-over of unexpended funds from one Contract year to another. The group health and dental insurance program in which the Administrator is permitted to participate under this paragraph shall be the programs generally provided to all staff and thus are subject to change from time to time with respect to such matters as carriers, premiums, coverages, and benefits.

However, in the event that the coverages or the Board's contribution towards the Administrator's participation in the group hospitalization and major medical insurance group plan under this Section subjects the Board to any excise tax, civil money penalty or civil action for noncompliance with the nondiscrimination provisions of the *Patient Protection and Affordable Care Act*, P.L. 111-148 and/or the *Health Care and Education Reconciliation Act*, P.L. 111-152, the Board shall immediately reduce the Administrator's coverage and the Board's contribution towards the Administrator's participation by the amount necessary to avoid the imposition of an excise tax, civil money penalty or civil action. Further, and in such event, the Board shall elect to convert the amount of the reduction to an alternative form of compensation or combination of compensation and benefit(s) to the extent necessary to avoid the imposition of an excise tax, civil money penalty or civil action; however, in no event shall such an alternative form of compensation or combination of compensation and benefit(s) subject the Board to an employer contribution for an increase in creditable earnings in excess of six percent (6%) if it is determined that the Administrator is eligible to retire in the next four years. In determining the alternative form of compensation or combination of compensation and benefit(s) the Board shall endeavor to avoid subjecting the Administrator to a conversion reduction by the Illinois Teachers' Retirement System. The Board's action to revise a benefit under this paragraph shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.

6. Teachers' Retirement System / T.H.I.S. Contribution. In addition to the gross salary paid to the Administrator by the Board as expressed in Section 3 herein, the Board shall pick up and pay, on the Administrator's behalf, the Administrator's entire contribution to the Teachers' Retirement System of the State of Illinois and to the Teachers' Health Insurance Security Fund (T.H.I.S.). It is the intention of the parties to qualify all such payments picked up and paid by the Board on the Administrator's behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The Administrator shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the Illinois Teachers' Retirement System. The Administrator shall indemnify the Board of Education, should the Board of Education become liable to the Internal Revenue Service for past tax withholdings.

7. Sick Leave and Personal Business Leave. During the term of this Contract, the Administrator shall receive and accumulate sick leave in the amount of fourteen (14) days and personal business leave days in the amount of four (4) days. Upon retirement, the Administrator may utilize any accumulated and unused sick leave days for retirement purposes as may be permitted by law. Personal leave days may carryover and accumulate up to six (6) total days. Any accrued but unused days over six (6) shall convert to sick leave days. The use of personal business leave days shall be subject to the approval of the Superintendent (or designee) at the Superintendent's (or designee's) sole discretion.

8. Coursework Reimbursement. Provided the coursework is approved in advance by the Superintendent in writing, the Board will reimburse the Administrator for coursework completed during the Contract year pursuant to the Tuition Reimbursement for Administrative Personnel Policy.

9. License. This Contract is contingent upon the Administrator securing and maintaining the required degree(s) and license and, where appropriate, any approvals or endorsements, which may be necessary for the assignment for which this Contract applies.

10. Continued Employment. The Administrator's basic employment in the School District is as a teacher subject to the Illinois School Code, including, but not limited to, the probationary and tenure provisions of Article 24 of the Code. The Administrator's assignment is strictly on a yearly basis for which no tenure may be acquired and for which entitlement to continued employment may not be claimed beyond the term of this Contract. Notwithstanding the provisions of this Contract, the Board may, at its option, and in accordance with 5/10-23.8b of the *Illinois School Code*, if applicable, terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Administrator or reclassify the Administrator to a teaching position with a concomitant reduction of salary and benefits as provided in the Collective Bargaining Agreement between the Board and the District's teachers.

11. Termination of Contract.

A. This Contract may be terminated prior to its expiration by:

- (1) Mutual agreement of the parties. If the parties agree to terminate this Contract, both parties agree that they will neither make nor issue any statement to the employees, public or media which would adversely affect the reputation and standing of the Administrator or the Board.
- (2) The Administrator's permanent disability or incapacity, at any time after the Administrator has exhausted his accumulated sick leave and either (a) presents to the Board a physician's statement certifying that he is permanently disabled or incapacitated, or (b) has been absent for a period

of ninety (90) calendar days in any 180 calendar day period. Such termination may occur, at the Board's discretion, upon thirty (30) days written notice to the Administrator and the opportunity for a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs therein involved. All obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity subject to a hearing before the Board if he so requests. The Board reserves the right to require the Administrator to submit to a medical examination, either physical or mental, whenever the Board deems the Administrator disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, which is selected and paid for by the Board.

- (3) Discharge for cause. "For cause" shall mean any conduct, act, or failure to act by the Administrator which is detrimental or damaging to the operations of the School District, including but not limited to, unprofessional conduct and those reasons set forth in Section 5/10-22.4 of the *Illinois School Code*. Reasons for discharge for cause shall be given in writing to the Administrator, who shall be entitled to notice and an appearance before the Board in closed session to discuss such cause. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs therein involved.

Nothing herein shall prohibit the Board from suspending the Administrator with or without pay pending completion of the requirements of this paragraph. After the effective date of dismissal, the Administrator shall not be entitled to compensation benefits of any kind under this Contract, except that the Administrator shall be entitled to any vested benefits payable under the terms and provisions of the Illinois Municipal Retirement System or by law.

- (4) Death of the Administrator.
- (5) Failure of the Administrator to comply with the terms and conditions of this Contract.

B. Nothing shall prohibit the Board from suspending the Administrator with or without pay pending completion of the requirements of this Section of this Contract. After the effective date of dismissal, the Administrator shall not be entitled to further payments of compensation of any kind under this Contract, except that the Administrator shall be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

12. Miscellaneous.

A. This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.

B. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Contract, the text shall control.

C. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

D. In executing this Contract, the parties rescind any and all prior Contracts. The parties agree that this Contract contains all terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

E. This Agreement shall be binding upon and inure to the benefit of the Administrator, his successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the Board, its successors and assigns.

IN WITNESS WHEREOF, the Board has caused this Contract to be executed by its President, and attested by its Secretary, and the Administrator has signed this Contract on the date(s) written below.

Administrator

Dominique Geocaris
Dominique Geocaris

Date: 06/03/2025

Board of Education of Gurnee School
District 56

Mark D. B.
President

Attest: Adie Gahl
Secretary

Date: 6-25-25

GURNEE SCHOOL DISTRICT 56
ADMINISTRATOR'S CONTRACT

SCHOOL PRINCIPAL

July 1, 2025 through June 30, 2026

This Administrator's Contract ("the Contract") is made and entered into by and between the Board of Education of Gurnee School District 56, Lake County, Illinois ("the Board") and Jennifer Glickley, a legally-qualified teacher and administrator (hereinafter designated as "the Administrator").

1. Term of Employment. The Administrator is hereby employed, and she hereby agrees to serve the School District as School Principal, subject to the direction of the Superintendent of Schools and the Board, during the period commencing July 1, 2025, and terminating June 30, 2026.

2. Duties and Responsibilities. The duties and responsibilities of the Administrator shall be those duties prescribed by the laws and regulations of the State of Illinois, by the policies, regulations and directions of the Board, the job description for the School Principal and by the directions of the Superintendent, all of the foregoing as may be amended or modified from time to time, and as are reasonably incidental to the position of an administrator in the District.

3. Compensation. The Board agrees to pay the Administrator the annual base salary of one hundred eighty-six thousand eight hundred seventy-two dollars AND 00/100 cents (\$186,872) for the services rendered hereunder for the term of this Contract. Said compensation shall be paid in equal installments during the Contractual year in the same manner in which the salaries of administrators in the District are generally paid by the Board. There shall be deducted from each payment such deductions as are required by law. The Administrator shall not be entitled to any compensation for any period of time during which said Administrator is absent from duty while school is in session, except such compensation as may be allowable in accordance with the provisions of the *Illinois School Code* relating to sick leave, or as provided by this Contract.

4. Compliance with Law, Board Policy, Rules and Requirements. The Administrator shall conform to, comply with, and be subject to all lawful rules, regulations and orders adopted by the Board and as amended by the Board, including but not limited to those relating to professional growth, physical fitness, temporary incapacity, and to all other lawful rules, regulations and orders heretofore and hereafter adopted by the Board.

5. Insurance. The Board will provide and pay on behalf of the Administrator medical insurance coverage at the level of the Administrator's choice, as detailed in Appendix A. The Board will provide and pay 100% of dental insurance premium; 100% of a term life insurance policy valued at three (3) times the Administrator's salary; and shall provide long-term disability insurance. The Board will also contribute on behalf of

the Administrator up to \$1,050.00 over the term of this Contract to reimburse the Administrator for the cost of insurance deductibles, dental, eye, or physical exams, eyeglasses, premiums for other forms of insurance or other similar medical expenses not covered by an insurance plan in effect in the School District. Payment shall be made at reasonable intervals designated by the Board upon submission of appropriate documentation on the School District's claim form. There shall be no accumulation or carry-over of unexpended funds from one Contract year to another. The group health and dental insurance program in which the Administrator is permitted to participate under this paragraph shall be the programs generally provided to all staff and thus are subject to change from time to time with respect to such matters as carriers, premiums, coverages, and benefits.

However, in the event that the coverages or the Board's contribution towards the Administrator's participation in the group hospitalization and major medical insurance group plan under this Section subjects the Board to any excise tax, civil money penalty or civil action for noncompliance with the nondiscrimination provisions of the *Patient Protection and Affordable Care Act*, P.L. 111-148 and/or the *Health Care and Education Reconciliation Act*, P.L. 111-152, the Board shall immediately reduce the Administrator's coverage and the Board's contribution towards the Administrator's participation by the amount necessary to avoid the imposition of an excise tax, civil money penalty or civil action. Further, and in such event, the Board shall elect to convert the amount of the reduction to an alternative form of compensation or combination of compensation and benefit(s) to the extent necessary to avoid the imposition of an excise tax, civil money penalty or civil action; however, in no event shall such an alternative form of compensation or combination of compensation and benefit(s) subject the Board to an employer contribution for an increase in creditable earnings in excess of six percent (6%) if it is determined that the Administrator is eligible to retire in the next four years. In determining the alternative form of compensation or combination of compensation and benefit(s) the Board shall endeavor to avoid subjecting the Administrator to a conversion reduction by the Illinois Teachers' Retirement System. The Board's action to revise a benefit under this paragraph shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.

6. Teachers' Retirement System / T.H.I.S. Contribution. In addition to the gross salary paid to the Administrator by the Board as expressed in Section 3 herein, the Board shall pick up and pay, on the Administrator's behalf, the Administrator's entire contribution to the Teachers' Retirement System of the State of Illinois and to the Teachers' Health Insurance Security Fund (T.H.I.S.). It is the intention of the parties to qualify all such payments picked up and paid by the Board on the Administrator's behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The Administrator shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the Illinois Teachers' Retirement System. The Administrator shall indemnify the Board of Education, should the Board of Education become liable to the Internal Revenue Service for past tax withholdings.

7. Sick Leave and Personal Business Leave. During the term of this Contract, the Administrator shall receive and accumulate sick leave in the amount of fourteen (14) days and personal business leave days in the amount of four (4) days. Upon retirement, the Administrator may utilize any accumulated and unused sick leave days for retirement purposes as may be permitted by law. Personal leave days may carryover and accumulate up to six (6) total days. Any accrued but unused days over six (6) shall convert to sick leave days. The use of personal business leave days shall be subject to the approval of the Superintendent (or designee) at the Superintendent's (or designee's) sole discretion.

8. Coursework Reimbursement. Provided the coursework is approved in advance by the Superintendent in writing, the Board will reimburse the Administrator for coursework completed during the Contract year pursuant to the Tuition Reimbursement for Administrative Personnel Policy.

9. License. This Contract is contingent upon the Administrator securing and maintaining the required degree(s) and license and, where appropriate, any approvals or endorsements, which may be necessary for the assignment for which this Contract applies.

10. Continued Employment. The Administrator's basic employment in the School District is as a teacher subject to the Illinois School Code, including, but not limited to, the probationary and tenure provisions of Article 24 of the Code. The Administrator's assignment is strictly on a yearly basis for which no tenure may be acquired and for which entitlement to continued employment may not be claimed beyond the term of this Contract. Notwithstanding the provisions of this Contract, the Board may, at its option, and in accordance with 5/10-23.8b of the *Illinois School Code*, if applicable, terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Administrator or reclassify the Administrator to a teaching position with a concomitant reduction of salary and benefits as provided in the Collective Bargaining Agreement between the Board and the District's teachers.

11. Termination of Contract.

A. This Contract may be terminated prior to its expiration by:

- (1) Mutual agreement of the parties. If the parties agree to terminate this Contract, both parties agree that they will neither make nor issue any statement to the employees, public or media which would adversely affect the reputation and standing of the Administrator or the Board.
- (2) The Administrator's permanent disability or incapacity, at any time after the Administrator has exhausted his accumulated sick leave and either (a) presents to the Board a physician's statement certifying that he is permanently disabled or incapacitated, or (b) has been absent for a period

of ninety (90) calendar days in any 180 calendar day period. Such termination may occur, at the Board's discretion, upon thirty (30) days written notice to the Administrator and the opportunity for a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs therein involved. All obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity subject to a hearing before the Board if he so requests. The Board reserves the right to require the Administrator to submit to a medical examination, either physical or mental, whenever the Board deems the Administrator disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, which is selected and paid for by the Board.

- (3) Discharge for cause. "For cause" shall mean any conduct, act, or failure to act by the Administrator which is detrimental or damaging to the operations of the School District, including but not limited to, unprofessional conduct and those reasons set forth in Section 5/10-22.4 of the *Illinois School Code*. Reasons for discharge for cause shall be given in writing to the Administrator, who shall be entitled to notice and an appearance before the Board in closed session to discuss such cause. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs therein involved.

Nothing herein shall prohibit the Board from suspending the Administrator with or without pay pending completion of the requirements of this paragraph. After the effective date of dismissal, the Administrator shall not be entitled to compensation benefits of any kind under this Contract, except that the Administrator shall be entitled to any vested benefits payable under the terms and provisions of the Illinois Municipal Retirement System or by law.

- (4) Death of the Administrator.
- (5) Failure of the Administrator to comply with the terms and conditions of this Contract.

B. Nothing shall prohibit the Board from suspending the Administrator with or without pay pending completion of the requirements of this Section of this Contract. After the effective date of dismissal, the Administrator shall not be entitled to further payments of compensation of any kind under this Contract, except that the Administrator shall be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

12. Miscellaneous.

A. This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.

B. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Contract, the text shall control.


C. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

D. In executing this Contract, the parties rescind any and all prior Contracts. The parties agree that this Contract contains all terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

E. This Agreement shall be binding upon and inure to the benefit of the Administrator, his successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the Board, its successors and assigns.

IN WITNESS WHEREOF, the Board has caused this Contract to be executed by its President, and attested by its Secretary, and the Administrator has signed this Contract on the date(s) written below.

Administrator



Jennifer Glickley

Date: 6/17/25

Board of Education of Gurnee School
District 56



President

Attest: 

Secretary

Date: 6-25-25

GURNEE SCHOOL DISTRICT 56
ADMINISTRATOR'S CONTRACT

SCHOOL PRINCIPAL

July 1, 2025 through June 30, 2026

This Administrator's Contract ("the Contract") is made and entered into by and between the Board of Education of Gurnee School District 56, Lake County, Illinois ("the Board") and Allison Waller, a legally-qualified teacher and administrator (hereinafter designated as "the Administrator").

1. Term of Employment. The Administrator is hereby employed, and she hereby agrees to serve the School District as School Principal, subject to the direction of the Superintendent of Schools and the Board, during the period commencing July 1, 2025, and terminating June 30, 2026.

2. Duties and Responsibilities. The duties and responsibilities of the Administrator shall be those duties prescribed by the laws and regulations of the State of Illinois, by the policies, regulations and directions of the Board, the job description for the School Principal and by the directions of the Superintendent, all of the foregoing as may be amended or modified from time to time, and as are reasonably incidental to the position of an administrator in the District.

3. Compensation. The Board agrees to pay the Administrator the annual base salary of one hundred nineteen thousand six hundred dollars AND 00/100 cents (\$119,600) for the services rendered hereunder for the term of this Contract. Said compensation shall be paid in equal installments during the Contractual year in the same manner in which the salaries of administrators in the District are generally paid by the Board. There shall be deducted from each payment such deductions as are required by law. The Administrator shall not be entitled to any compensation for any period of time during which said Administrator is absent from duty while school is in session, except such compensation as may be allowable in accordance with the provisions of the *Illinois School Code* relating to sick leave, or as provided by this Contract.

4. Compliance with Law, Board Policy, Rules and Requirements. The Administrator shall conform to, comply with, and be subject to all lawful rules, regulations and orders adopted by the Board and as amended by the Board, including but not limited to those relating to professional growth, physical fitness, temporary incapacity, and to all other lawful rules, regulations and orders heretofore and hereafter adopted by the Board.

5. Insurance. The Board will provide and pay on behalf of the Administrator medical insurance coverage at the level of the Administrator's choice, as detailed in Appendix A. The Board will provide and pay 100% of dental insurance premium; 100% of a term life insurance policy valued at three (3) times the Administrator's salary; and shall provide long-term disability insurance. The Board will also contribute on behalf of

the Administrator up to \$1,050.00 over the term of this Contract to reimburse the Administrator for the cost of insurance deductibles, dental, eye, or physical exams, eyeglasses, premiums for other forms of insurance or other similar medical expenses not covered by an insurance plan in effect in the School District. Payment shall be made at reasonable intervals designated by the Board upon submission of appropriate documentation on the School District's claim form. There shall be no accumulation or carry-over of unexpended funds from one Contract year to another. The group health and dental insurance program in which the Administrator is permitted to participate under this paragraph shall be the programs generally provided to all staff and thus are subject to change from time to time with respect to such matters as carriers, premiums, coverages, and benefits.

However, in the event that the coverages or the Board's contribution towards the Administrator's participation in the group hospitalization and major medical insurance group plan under this Section subjects the Board to any excise tax, civil money penalty or civil action for noncompliance with the nondiscrimination provisions of the *Patient Protection and Affordable Care Act*, P.L. 111-148 and/or the *Health Care and Education Reconciliation Act*, P.L. 111-152, the Board shall immediately reduce the Administrator's coverage and the Board's contribution towards the Administrator's participation by the amount necessary to avoid the imposition of an excise tax, civil money penalty or civil action. Further, and in such event, the Board shall elect to convert the amount of the reduction to an alternative form of compensation or combination of compensation and benefit(s) to the extent necessary to avoid the imposition of an excise tax, civil money penalty or civil action; however, in no event shall such an alternative form of compensation or combination of compensation and benefit(s) subject the Board to an employer contribution for an increase in creditable earnings in excess of six percent (6%) if it is determined that the Administrator is eligible to retire in the next four years. In determining the alternative form of compensation or combination of compensation and benefit(s) the Board shall endeavor to avoid subjecting the Administrator to a conversion reduction by the Illinois Teachers' Retirement System. The Board's action to revise a benefit under this paragraph shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.

6. Teachers' Retirement System / T.H.I.S. Contribution. In addition to the gross salary paid to the Administrator by the Board as expressed in Section 3 herein, the Board shall pick up and pay, on the Administrator's behalf, the Administrator's entire contribution to the Teachers' Retirement System of the State of Illinois and to the Teachers' Health Insurance Security Fund (T.H.I.S.). It is the intention of the parties to qualify all such payments picked up and paid by the Board on the Administrator's behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The Administrator shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the Illinois Teachers' Retirement System. The Administrator shall indemnify the Board of Education, should the Board of Education become liable to the Internal Revenue Service for past tax withholdings.

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9. License. This Contract is contingent upon the Administrator securing and maintaining the required degree(s) and license and, where appropriate, any approvals or endorsements, which may be necessary for the assignment for which this Contract applies.

10. Continued Employment. The Administrator's basic employment in the School District is as a teacher subject to the Illinois School Code, including, but not limited to, the probationary and tenure provisions of Article 24 of the Code. The Administrator's assignment is strictly on a yearly basis for which no tenure may be acquired and for which entitlement to continued employment may not be claimed beyond the term of this Contract. Notwithstanding the provisions of this Contract, the Board may, at its option, and in accordance with 5/10-23.8b of the *Illinois School Code*, if applicable, terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Administrator or reclassify the Administrator to a teaching position with a concomitant reduction of salary and benefits as provided in the Collective Bargaining Agreement between the Board and the District's teachers.

11. Termination of Contract.

A. This Contract may be terminated prior to its expiration by:

- (1) Mutual agreement of the parties. If the parties agree to terminate this Contract, both parties agree that they will neither make nor issue any statement to the employees, public or media which would adversely affect the reputation and standing of the Administrator or the Board.
- (2) The Administrator's permanent disability or incapacity, at any time after the Administrator has exhausted his accumulated sick leave and either (a) presents to the Board a physician's statement certifying that he is permanently disabled or incapacitated, or (b) has been absent for a period

of ninety (90) calendar days in any 180 calendar day period. Such termination may occur, at the Board's discretion, upon thirty (30) days written notice to the Administrator and the opportunity for a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs therein involved. All obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity subject to a hearing before the Board if he so requests. The Board reserves the right to require the Administrator to submit to a medical examination, either physical or mental, whenever the Board deems the Administrator disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, which is selected and paid for by the Board.

- (3) Discharge for cause. "For cause" shall mean any conduct, act, or failure to act by the Administrator which is detrimental or damaging to the operations of the School District, including but not limited to, unprofessional conduct and those reasons set forth in Section 5/10-22.4 of the *Illinois School Code*. Reasons for discharge for cause shall be given in writing to the Administrator, who shall be entitled to notice and an appearance before the Board in closed session to discuss such cause. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs therein involved.

Nothing herein shall prohibit the Board from suspending the Administrator with or without pay pending completion of the requirements of this paragraph. After the effective date of dismissal, the Administrator shall not be entitled to compensation benefits of any kind under this Contract, except that the Administrator shall be entitled to any vested benefits payable under the terms and provisions of the Illinois Municipal Retirement System or by law.

- (4) Death of the Administrator.
- (5) Failure of the Administrator to comply with the terms and conditions of this Contract.

B. Nothing shall prohibit the Board from suspending the Administrator with or without pay pending completion of the requirements of this Section of this Contract. After the effective date of dismissal, the Administrator shall not be entitled to further payments of compensation of any kind under this Contract, except that the Administrator shall be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

12. Miscellaneous.

A. This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.

B. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Contract, the text shall control.

C. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

D. In executing this Contract, the parties rescind any and all prior Contracts. The parties agree that this Contract contains all terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

E. This Agreement shall be binding upon and inure to the benefit of the Administrator, his successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the Board, its successors and assigns.

IN WITNESS WHEREOF, the Board has caused this Contract to be executed by its President, and attested by its Secretary, and the Administrator has signed this Contract on the date(s) written below.

Administrator

Allison Waller
Allison Waller

Date: 6/9/25

Board of Education of Gurnee School
District 56

Mark JB
President

Attest: Odette Zahle
Secretary

Date: 6-25-25

GURNEE SCHOOL DISTRICT 56
ADMINISTRATOR'S CONTRACT

SCHOOL PRINCIPAL

July 1, 2025 through June 30, 2026

This Administrator's Contract ("the Contract") is made and entered into by and between the Board of Education of Gurnee School District 56, Lake County, Illinois ("the Board") and Sara Rosheger, a legally-qualified teacher and administrator (hereinafter designated as "the Administrator").

1. Term of Employment. The Administrator is hereby employed, and she hereby agrees to serve the School District as School Principal, subject to the direction of the Superintendent of Schools and the Board, during the period commencing July 1, 2025, and terminating June 30, 2026.

2. Duties and Responsibilities. The duties and responsibilities of the Administrator shall be those duties prescribed by the laws and regulations of the State of Illinois, by the policies, regulations and directions of the Board, the job description for the School Principal and by the directions of the Superintendent, all of the foregoing as may be amended or modified from time to time, and as are reasonably incidental to the position of an administrator in the District.

3. Compensation. The Board agrees to pay the Administrator the annual base salary of one hundred nineteen thousand six hundred dollars AND 00/100 cents (\$119,600) for the services rendered hereunder for the term of this Contract. Said compensation shall be paid in equal installments during the Contractual year in the same manner in which the salaries of administrators in the District are generally paid by the Board. There shall be deducted from each payment such deductions as are required by law. The Administrator shall not be entitled to any compensation for any period of time during which said Administrator is absent from duty while school is in session, except such compensation as may be allowable in accordance with the provisions of the *Illinois School Code* relating to sick leave, or as provided by this Contract.

4. Compliance with Law, Board Policy, Rules and Requirements. The Administrator shall conform to, comply with, and be subject to all lawful rules, regulations and orders adopted by the Board and as amended by the Board, including but not limited to those relating to professional growth, physical fitness, temporary incapacity, and to all other lawful rules, regulations and orders heretofore and hereafter adopted by the Board.

5. Insurance. The Board will provide and pay on behalf of the Administrator medical insurance coverage at the level of the Administrator's choice, as detailed in Appendix A. The Board will provide and pay 100% of dental insurance premium; 100% of a term life insurance policy valued at three (3) times the Administrator's salary; and shall provide long-term disability insurance. The Board will also contribute on behalf of

the Administrator up to \$1,050.00 over the term of this Contract to reimburse the Administrator for the cost of insurance deductibles, dental, eye, or physical exams, eyeglasses, premiums for other forms of insurance or other similar medical expenses not covered by an insurance plan in effect in the School District. Payment shall be made at reasonable intervals designated by the Board upon submission of appropriate documentation on the School District's claim form. There shall be no accumulation or carry-over of unexpended funds from one Contract year to another. The group health and dental insurance program in which the Administrator is permitted to participate under this paragraph shall be the programs generally provided to all staff and thus are subject to change from time to time with respect to such matters as carriers, premiums, coverages, and benefits.

However, in the event that the coverages or the Board's contribution towards the Administrator's participation in the group hospitalization and major medical insurance group plan under this Section subjects the Board to any excise tax, civil money penalty or civil action for noncompliance with the nondiscrimination provisions of the *Patient Protection and Affordable Care Act*, P.L. 111-148 and/or the *Health Care and Education Reconciliation Act*, P.L. 111-152, the Board shall immediately reduce the Administrator's coverage and the Board's contribution towards the Administrator's participation by the amount necessary to avoid the imposition of an excise tax, civil money penalty or civil action. Further, and in such event, the Board shall elect to convert the amount of the reduction to an alternative form of compensation or combination of compensation and benefit(s) to the extent necessary to avoid the imposition of an excise tax, civil money penalty or civil action; however, in no event shall such an alternative form of compensation or combination of compensation and benefit(s) subject the Board to an employer contribution for an increase in creditable earnings in excess of six percent (6%) if it is determined that the Administrator is eligible to retire in the next four years. In determining the alternative form of compensation or combination of compensation and benefit(s) the Board shall endeavor to avoid subjecting the Administrator to a conversion reduction by the Illinois Teachers' Retirement System. The Board's action to revise a benefit under this paragraph shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.

6. **Teachers' Retirement System / T.H.I.S. Contribution.** In addition to the gross salary paid to the Administrator by the Board as expressed in Section 3 herein, the Board shall pick up and pay, on the Administrator's behalf, the Administrator's entire contribution to the Teachers' Retirement System of the State of Illinois and to the Teachers' Health Insurance Security Fund (T.H.I.S.). It is the intention of the parties to qualify all such payments picked up and paid by the Board on the Administrator's behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The Administrator shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the Illinois Teachers' Retirement System. The Administrator shall indemnify the Board of Education, should the Board of Education become liable to the Internal Revenue Service for past tax withholdings.

7. Sick Leave and Personal Business Leave. During the term of this Contract, the Administrator shall receive and accumulate sick leave in the amount of fourteen (14) days and personal business leave days in the amount of four (4) days. Upon retirement, the Administrator may utilize any accumulated and unused sick leave days for retirement purposes as may be permitted by law. Personal leave days may carryover and accumulate up to six (6) total days. Any accrued but unused days over six (6) shall convert to sick leave days. The use of personal business leave days shall be subject to the approval of the Superintendent (or designee) at the Superintendent's (or designee's) sole discretion.

8. Coursework Reimbursement. Provided the coursework is approved in advance by the Superintendent in writing, the Board will reimburse the Administrator for coursework completed during the Contract year pursuant to the Tuition Reimbursement for Administrative Personnel Policy.

9. License. This Contract is contingent upon the Administrator securing and maintaining the required degree(s) and license and, where appropriate, any approvals or endorsements, which may be necessary for the assignment for which this Contract applies.

10. Continued Employment. The Administrator's basic employment in the School District is as a teacher subject to the Illinois School Code, including, but not limited to, the probationary and tenure provisions of Article 24 of the Code. The Administrator's assignment is strictly on a yearly basis for which no tenure may be acquired and for which entitlement to continued employment may not be claimed beyond the term of this Contract. Notwithstanding the provisions of this Contract, the Board may, at its option, and in accordance with 5/10-23.8b of the *Illinois School Code*, if applicable, terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Administrator or reclassify the Administrator to a teaching position with a concomitant reduction of salary and benefits as provided in the Collective Bargaining Agreement between the Board and the District's teachers.

11. Termination of Contract.

A. This Contract may be terminated prior to its expiration by:

- (1) Mutual agreement of the parties. If the parties agree to terminate this Contract, both parties agree that they will neither make nor issue any statement to the employees, public or media which would adversely affect the reputation and standing of the Administrator or the Board.
- (2) The Administrator's permanent disability or incapacity, at any time after the Administrator has exhausted his accumulated sick leave and either (a) presents to the Board a physician's statement certifying that he is permanently disabled or incapacitated, or (b) has been absent for a period

of ninety (90) calendar days in any 180 calendar day period. Such termination may occur, at the Board's discretion, upon thirty (30) days written notice to the Administrator and the opportunity for a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs therein involved. All obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity subject to a hearing before the Board if he so requests. The Board reserves the right to require the Administrator to submit to a medical examination, either physical or mental, whenever the Board deems the Administrator disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, which is selected and paid for by the Board.

- (3) Discharge for cause. "For cause" shall mean any conduct, act, or failure to act by the Administrator which is detrimental or damaging to the operations of the School District, including but not limited to, unprofessional conduct and those reasons set forth in Section 5/10-22.4 of the *Illinois School Code*. Reasons for discharge for cause shall be given in writing to the Administrator, who shall be entitled to notice and an appearance before the Board in closed session to discuss such cause. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs therein involved.

Nothing herein shall prohibit the Board from suspending the Administrator with or without pay pending completion of the requirements of this paragraph. After the effective date of dismissal, the Administrator shall not be entitled to compensation benefits of any kind under this Contract, except that the Administrator shall be entitled to any vested benefits payable under the terms and provisions of the Illinois Municipal Retirement System or by law.

- (4) Death of the Administrator.
- (5) Failure of the Administrator to comply with the terms and conditions of this Contract.

B. Nothing shall prohibit the Board from suspending the Administrator with or without pay pending completion of the requirements of this Section of this Contract. After the effective date of dismissal, the Administrator shall not be entitled to further payments of compensation of any kind under this Contract, except that the Administrator shall be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

12. Miscellaneous.

A. This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.

B. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Contract, the text shall control.

C. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

D. In executing this Contract, the parties rescind any and all prior Contracts. The parties agree that this Contract contains all terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

E. This Agreement shall be binding upon and inure to the benefit of the Administrator, his successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the Board, its successors and assigns.


IN WITNESS WHEREOF, the Board has caused this Contract to be executed by its President, and attested by its Secretary, and the Administrator has signed this Contract on the date(s) written below.

Administrator


Sara Rosheger

Date: 06/06/2025

Board of Education of Gurnee School
District 56


President

Attest: 
Secretary

Date: 6-25-25

AGREEMENT

BETWEEN THE



**BOARD OF EDUCATION
GURNEE SCHOOL DISTRICT #56
LAKE COUNTY, ILLINOIS**

AND THE



**GURNEE FEDERATION OF TEACHERS
A COUNCIL OF THE
LAKE COUNTY FEDERATION OF TEACHERS
LOCAL 504, IFT-AFT/AFL-CIO**

FOR THE SCHOOL YEARS

**2024 – 2025
2025 – 2026
2026 – 2027
2027 – 2028
2028 – 2029**

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ARTICLE I

RECOGNITION OF THE UNION

1.1 Recognition

- A. The Board of Education of District 56, Lake County, Illinois, hereinafter referred to as the "Board," hereby recognizes the Gurnee Federation of Teachers, a Council of the Lake County Federation of Teachers, Local 504, IFT-AFT/AFL-CIO, hereinafter referred to as the "Union" as the sole and exclusive negotiating agent for all regularly employed full-time certificated teaching personnel, certified nurses, social workers, and all regular full and part-time psychologists. The intent shall be to exclude from the bargaining unit: Administrators (including Superintendent, the Superintendent's staff and assistants, principals, and all other administrators) counselors, teacher aides, clerks, any employee who spends more than fifty percent (50%) of his/her time supervising other teachers, and all other non-teaching staff.
- B. Teachers regularly employed on a part-time basis shall be recognized as members of the bargaining unit, but benefits extended to such teachers shall be apportioned fractionally consistent with their part-time status where possible. Substitute teachers shall not be included in this group and shall be excluded from the bargaining unit.
- C. The term "teacher" when used hereinafter in this Agreement shall refer to members of the bargaining unit as defined above. The term "certified staff" when used hereafter in this agreement shall refer to any staff member that must have a license specific to their current position in order to hold that position. This includes, but is not limited to, teachers, social workers, psychologists, and administrators.
- D. The Board agrees not to negotiate with any teacher's organization other than the Union during the life of this Agreement. The Board further agrees not to negotiate with any individual teacher on matters covered in the four corners of this Agreement during the life of this Agreement.
- E. Individual teacher contracts shall conform to the provisions of this Agreement.

1.2 Freedom to Join the Union

The Board shall not discriminate against any teacher by reason of his membership in the Union. Neither shall the Union discriminate against any teacher by reason of his non-membership in the Union.

1.3 Resolution of Questions

The Superintendent or his/her designee shall meet at least once a month with the President of the Union or his/her designee, for the purpose of discussing questions. Such meetings shall be at a mutually agreeable time and place.

The Union President or designee shall be given the opportunity during a regular Board meeting to address the Board briefly, provided such remarks shall exclude any references to grievances or negotiations then in process, and provided further that the Superintendent be advised in writing of the substance of such remarks at least four (4) calendar days in advance of the meeting. It is understood that where discussions covered under Paragraph 1 are forwarded to the Board by the Superintendent and Union, said discussions shall be excluded under Paragraph 2 of this Section.

1.4 Educational Issues Committee

A joint Educational Issues Committee shall be established consisting of four (4) teachers appointed by the Union President or designee and the Superintendent or designee. The EIC shall meet within ten (10) working days of a written request for such meeting, provided such request shall be accompanied by the proposed agenda which shall be discussed during the meeting and that, except by mutual consent, there shall be no obligation to meet more frequently than once each two (2) calendar months. The agenda shall not include individual personnel items, any pending grievance, or any pending item being negotiated. The agenda shall include items related to concerns that have not been resolved by the building principal. The District shall provide to the Union President a written response to concerns raised by the Union during the EIC meeting within ten (10) school days of such meeting unless otherwise agreed upon between the District and the Union.

ARTICLE II

PAYROLL DEDUCTIONS

2.1 Dues Deduction

- A. The Board shall honor employees' individually authorized deduction forms and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations are processed by the Union. In the event that an employee revokes his/her dues in accordance with the terms under which he/she authorized the dues deduction, the Union will notify the employer. Termination of employment for any reason shall constitute revocation of authorization for dues deduction.
- B. The Board shall deduct monthly dues beginning in October and continuing through June when assignment cards have been received, providing that the Board has no responsibility for collecting past or overdue dues. It shall be the responsibility of the Union to collect directly from the teachers:
 - 1. Dues owed after cancellation of a deduction authorization.
 - 2. Dues owed before the time the deduction authorization became effective.
 - 3. Dues missed because of insufficient earnings.
- C. The Board shall remit monthly to the Treasurer of the Union the total amount of money deducted for that period. The first such payment shall be made by October 28 of any school year and by the 28th of each month thereafter. Such remittance shall be accompanied by a listing of the names of teachers from whose salary the dues were deducted.

2.2 COPE Deduction

The Board agrees to honor contribution deduction authorization from its teachers in the following form (or reasonable likeness):

'I hereby authorize the Board of Education to deduct from my salary, during the last pay period in October only, the sum of \$_____ and to forward that amount to the Lake County Federation of Teachers, Committee on Political Education (COPE). This authorization shall continue in effect from year to year unless revoked by me in writing prior to October 1 of any school year, or upon termination of my employment. This authorization is voluntarily made on the specific understanding that the signing of this authorization and the making of payment to the COPE are not conditions of membership in the Union or of employment with the District.'

2.3 Other Deductions

The Board shall without charge, and upon written request, deduct from the respective employee salary such payments as directed for selected annuity programs, investment funds, and group insurance programs.

New teachers not covered by annuity programs, investment funds, or group insurance programs may participate either in existing programs or in new programs. New programs must comply with District 56 requirements for approved programs.

In the event the Union becomes liable for any claims, demands, suits, or other forms of action because of its compliance with this provision, the Board agrees to immediately increase the

maximum number of programs and decrease the total number of teachers needed to start a new program in order to meet the substance of said action.

2.4 Hold Harmless

The Union agrees to indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the Board for the purpose of complying with any of the provisions of this Article or in reliance of any assignment furnished under the provisions of this Article.

ARTICLE III

UNION TEACHER RIGHTS

3.1 Union Announcements

The Union shall be permitted to communicate through the intra-district mail system if such system exists. The Union also shall be permitted to communicate through use of teacher mailboxes for legal Union business. A bulletin board reserved for Legal Union Activity announcements shall be provided in each school.

3.2 Use of Facilities

The Board and/or the Superintendent shall grant the Union use of school facilities for Union meetings, at reasonable times and providing no other scheduled events conflict, subject to the following conditions:

- A. Request for use of facilities shall be made to the Superintendent at least twenty-four (24) hours in advance of proposed use.
- B. Nothing herein shall prevent the Board from charging reasonable fees for use of school facilities where costs are incurred.
- C. It is understood by the parties that no more than one (1) meeting per month should be necessary.

3.3 Dissemination of Information

The Board shall furnish the Union President, in response to reasonable requests, readily available public information.

3.4 Student Discipline

The Board recognizes the inherent responsibility of the instructional staff to establish and maintain student discipline and supervision in accordance with Board Policy 7:190. Certified staff and administrators will implement the classroom management framework set in place by the District Behavior Advisory Committee per IL School Code 105 5/10-20.14. This committee is required to meet at least but not limited to once per trimester and share out to the union president and superintendent. The Board and administration shall support the teacher in the specific implementation of Board policy.

3.5 Student Grades

Grades shall be final as reported by the teacher unless disputed by a parent or guardian. Disputed grades may be changed by the Administration. Teachers shall have the right and opportunity to attach comments to any grade change made by the Administration.

3.6 Complaints Against Teachers

A complaint related to a specific teacher that might lead to disciplinary action shall be made known to the teacher promptly. The principal (if requested by either the teacher and/or parent) shall attempt to arrange a parent-teacher or parent-teacher-principal conference.

If the complaint is to become a matter of record, said complaint must be reduced to writing and the teacher shall be provided with a copy and may attach a response to the official records at the time the complaint is reduced to writing.

When students are to be questioned about a complaint or incident, a reasonable effort shall be made to have another adult present at the time of the questioning. The teacher against

whom a complaint is alleged may request who the second adult will be. During questioning, the sole purpose of the presence of the second adult is to observe and listen to the questioning process. A reasonable attempt shall be made to keep students involved in an incident separated until each has been questioned.

3.7 Teacher Personnel File

The Board shall maintain in the District a personnel file on each teacher. A teacher shall have the right to inspect this file during regular business hours provided such inspection shall not interfere with the teacher's regularly assigned duties. Such inspection shall take place only in the presence of an administrator or administrative designee. Individual copies of any non-confidential material shall be given the teacher on request.

3.8 Teacher Privacy

The right of teachers to receive mail and/or correspondence with a specifically named addressee shall not be infringed upon by any Board member, supervisor, administrator, or other representative of the Board.

3.9 Classroom Interruptions

Administration shall attempt to keep classroom interruptions to a minimum.

3.10 Duty-Free Lunch

Teachers shall have a duty-free lunch period consistent with the provisions of The School Code of Illinois, Section 24-9.

3.11 Right of Privacy

Without a teacher's permission, no portions of a teacher's file shall be disclosed to third parties except as required by law or as shall be necessary in the performance of the Board's or Administration's responsibility.

3.12 Teacher Recertification Issues

The District shall serve as liaison between all teachers and the Regional Office of Education (ROE)/Illinois State Board of Education (ISBE) regarding all certification and recertification issues.

3.13 Union Leaves

The President of the Union shall be released from classroom duties for a cumulative of 13 days over the course of the school term to address union business, as agreed upon by the Superintendent. This leave shall be no less than one-half day per month, providing 5-day notice to the Superintendent and the appropriate building administrator.

ARTICLE IV

EMPLOYEE EVALUATION

4.1 Evaluation of Classroom Performance

Teachers will be formally evaluated in writing. Evaluations will be conducted by administrators as designated by the Superintendent and will be based on formal and informal observations conducted by an administrator who will make himself/herself available for questions regarding procedures and the teacher evaluation framework. On or before September 15th of a school year in which a teacher is to receive a Performance Evaluation Rating, the teacher will be supplied with the evaluation materials.

The Behavior Facilitator position will not be an evaluator within the district.

Certified Teacher Evaluations shall be conducted by an administrator required to work under a valid and active administrative certificate with current approval as a teacher evaluator. Staff working in a position that does not require an administrative certificate will not evaluate certified teaching staff.

Any teacher moving to a new FTE 1.0 Position teaching a new content role within the district (to include change in building, change in teacher role, but not to include change in grade level unless it is a change in building) will begin their evaluation cycle at the start of the new school year where the change has taken place.

The procedural aspects related to the evaluation will be aligned with Illinois State Statutes, and along with the teacher evaluation framework used to assess performance, will be cooperatively developed, and agreed upon by representatives from the Board of Education and the Union. A committee of representatives from both parties will be convened on an as needed basis to review and reach agreement on any procedural changes to improve the teacher evaluation framework.

Tenured Teachers (A through L)

- A. Teachers in contractual continued service will receive an evaluation at least once in the course of every three (3) years. However, any teacher in contractual continued service whose performance is rated as either "Needs Improvement" or "Unsatisfactory" will be evaluated at least once in the year following the receipt of such rating. On off years teachers will meet at least once to create a professional growth goal aligned to the district strategic plan
- B. Each formal observation for teachers in contractual continued service will consist of a pre-observation conference, a formal observation, and a post-observation conference. An evaluation will consist of informal observations, a formal observation, and a performance rating. Each informal observation for teachers in contractual continued service will consist of the observation to be a minimum of 15 minutes and an offer of a post-observation conference in which written documentation from the observation will be presented.
- C. Pre-observation and post-observation conferences will be done in-person, with the evaluating administrator and the teacher both present. Both the teacher and the evaluating administrator will initial all forms to verify that the meetings have taken place.
- D. A post-observation conference between the evaluator and the teacher will be held no later than ten (10) school days after the formal observation has been completed. During the post-conference, ratings may be changed due to input from the teacher.

- E. The evaluator will provide the teacher with constructive assistance and a written statement of deficiencies (where deficiencies are noted). Suggestions for improving deficiencies or instruction will be offered by the evaluator in writing, recognizing that the responsibility for improvement rests with the teacher. Teachers will be provided with a summary of formal observation within 10 days of the formal observation.
- F. Teachers shall be permitted to attach a written response including their self-evaluation within thirty (30) calendar days of the teacher's receipt of the evaluation and any such written response shall be attached to the file copy of the evaluation in question.
- G. Unsatisfactory rating review committee.
 - 1. Evaluators planning on giving a teacher an unsatisfactory rating must provide the summative evaluation, minus the growth component, to the teacher between the dates of March 15th and April 5th.
 - 2. A teacher receiving an unsatisfactory summative rating shall be eligible to use the appeals process by filing a notice of intent to appeal with the Appeals Committee within five school days of receipt of the rating. The teacher must submit the notice to appeal (Appendix B) to the Building Principal and the Director of Instruction and Innovation.

Note: District #56 is still required by law to create a Remediation Plan which must commence no later than 30 school days after the summative evaluation is given.

- 3. The Appeals Committee shall consist of at least (4) qualified evaluators from Gurnee School District #56. Equal members of the committee representative of the administration (2) and the buildings (2) shall be chosen by the Superintendent or designee and the Union President or designee from the list below. All must be qualified teacher evaluators according to ISBE guidelines.
- 4. The members of the committee shall not have been involved in the teacher's evaluation process or be from the same building.
- 5. Following the notice to appeal, the teacher and the evaluator have five school days to gather and submit materials to the Appeals Committee.
 - a. Both the teacher and evaluator are responsible for ensuring that the appeal contains all pertinent information.
 - b. The teacher and evaluator must submit documents from the evaluation process including Pre-Observation documents, Post-Observation documents, Informal Observation documents, and the Process for Documenting Growth documents. Other written communications and any other supporting documents may also be submitted by either party.
- 6. Within ten school days from receiving the materials regarding the appeal from the teacher and the evaluator, the Appeals Committee shall complete the following tasks: schedule a meeting, examine the information, and make a determination at the conclusion of the meeting.
 - a. The teacher may present all pertinent information regarding the unsatisfactory rating to the Appeals Committee and answer any questions.
 - b. The evaluator may present all pertinent information regarding the unsatisfactory rating to the Appeals Committee and answer any questions.
 - c. The Appeals Committee has the discretion to request additional time to make a decision by giving notice to the Superintendent or designee and the Union President or designee. The Appeals Committee may also conduct informal or formal observations of the teacher to assist their decision making.

- d. The Appeals Committee has the authority to uphold the original summative rating or change the summative rating to Needs Improvement. In an extraordinary circumstance, the Appeals Committee may recommend a Proficient or Excellent summative rating to the Superintendent or designee. The decision of the Appeals Committee shall be determined by a majority vote of that body.

Note: If the summative rating is changed to "Needs Improvement", a Professional Development Plan (PDP) is implemented following Illinois statutory guidelines.

- e. The Appeals Committee's decision shall be made in writing to the Teacher, Evaluator, Building Principal, Director of Instruction and Innovation, and Union President.
7. If/when the unsatisfactory summative rating is changed, a new evaluator shall be assigned to the appealing teacher for the next evaluation cycle.
8. In the event the Union President or Executive Board requests additional teacher qualified evaluators, the Board will pay for the training for the requested qualified evaluators.
- H. In the year following the receipt of a performance rating of "Needs Improvement", a tenured teacher will be formally observed and will receive a performance rating no later than seventy-five (75) days prior to the last day of school. If the performance rating is at least "Proficient", the joint committee will meet prior to February 1st to determine, for the purpose of an honorable dismissal, whether the teacher will be moved from Group 2 to Group 3. If the joint committee does not meet prior to February 1st, the tenured teacher will be moved from Group 2 to Group 3 for the purpose of honorable dismissals.
- I. Teachers will sign the evaluation form to indicate they have received and have read the comments contained therein. Their signature denotes receipt, though not necessarily acceptance of the comments contained therein.
- J. Tenured teachers will be placed on an alternating evaluation cycle, but this does not restrict administrators from conducting formal and informal observations during the "off years", though a Performance Evaluation Rating will only be given in an "on-cycle" year.
- K. Tenured teachers will receive their Performance Evaluation Rating after April 5th if the previous two ratings were "Proficient" or "Excellent".
- L. If a tenured teacher receives a performance rating of "Needs Improvement", a Professional Development Plan (PDP) will be developed by the evaluator, in consultation with the teacher, within thirty (30) school days of such a rating. The PDP will last at least ninety (90) school days.

Non-Tenured Teachers (M through V)

- M. Each formal observation for teachers not in contractual continued service will consist of a pre-observation conference, a formal observation, and a post-observation conference. An evaluation will consist of informal observations, a formal observation, and a performance rating. Each informal observation for teachers not in contractual continued service will consist of the observation to be a minimum of 15 minutes and an offer of a post-observation conference in which written documentation from the observation will be presented.
- N. During the teacher's first year in the District, the evaluation will include a minimum of three (3) formal observations, informal observations, and a performance rating. The first formal observation must be completed by November 1; the second by January 25; the third and

the performance rating by March.

- O. During the teacher's second year, the evaluation will include a minimum of two (2) formal observations, informal observations, and a performance rating. The first formal observation must be completed by November 1; and the second and the performance rating by March 15.
- P. During the teacher's third and fourth years, the evaluation will include a minimum of one (1) formal observation, informal observations, and a performance rating each year. The teacher will receive a performance rating by March 15.
- Q. Pre-observation and post-observation conferences will be done in-person, with the evaluating administrator and the teacher both present. Both the teacher and the evaluating administrator will initial all forms to verify that the meetings have taken place. The teacher will complete the observation reflection and submit it to their evaluator 24 hours prior to post-observation conference. The teacher will complete the observation reflection and submit it to their evaluator 24 hours prior to post-observation conference.
- R. A post-observation conference between the evaluator and the teacher will be held no later than ten (10) school days after the formal observation has been completed. During the post-conference, ratings may be changed due to input from the teacher.
- S. The evaluator will provide the teacher with constructive assistance and a written statement of deficiencies (where deficiencies are noted). Suggestions for improving deficiencies or instruction will be offered by the evaluator in writing, recognizing that the responsibility for improvement rests with the teacher. Teachers will be provided a copy of the completed written documentation at the time of the post-observation conference unless the teacher agrees to an alternate time.
- T. Teachers shall be permitted to attach a written response including their self-evaluation within thirty (30) calendar days of the teacher's receipt of the evaluation and any such written response shall be attached to the file copy of the evaluation in question.
- U. Teachers will sign the evaluation form to indicate they have received and have read the comments contained therein. Their signature denotes receipt, though not necessarily acceptance of the comments contained therein.
- V. For the purpose of determining seniority, a current teacher's hire date shall be the contract signing date. For all hires after April 1, 2012, seniority will be determined by the time and date of job acceptance.

4.2 Consulting Teacher

In compliance with the Illinois School Code, a teacher may be appointed as a consulting teacher if he/she has at least five (5) years of teaching experience and otherwise complies with the requirements of such an appointment. No teacher shall be required to serve as a consulting teacher if unwilling to do so. Consulting teachers shall be compensated by stipend and/or release time appropriate to the anticipated extent and nature of such consultation. The amount and nature of such compensation shall be as agreed between the Board, the Union, and the consulting teacher.

4.3 Informal Evaluation

Nothing contained herein shall limit the right of management to utilize informal observations and other firsthand evaluative criteria for considering competency of any teacher. These informal evaluations shall be reduced to writing and submitted to the teacher as in 4.1, E., before they have any impact regarding the teacher's personnel file.

"Informal" shall be defined as an evaluation conducted during the teacher workday which may not result in a written document, but which may result in a discussion between the teacher and principal. Where deficiencies are observed, suggestions for improving deficiencies shall be offered by the evaluator in writing, recognizing that the responsibility for improvement rests with the teacher.

4.4 Grievability

Any grievance filed relative to this Article shall be limited to violations of the specific procedures as outlined in the Professional Growth Plan and in 4.1, A., through 4.1, H., in this Article.

ARTICLE V

WORKING CONDITIONS

5.1 School Year

The school year shall consist of not more than one hundred eighty-five (185) days, of which one hundred eighty (180) shall be scheduled by the Board as pupil attendance days. No fewer than five (5) of the one hundred eighty-five (185) days shall be declared by the Superintendent and the Board as special holidays or non-school days, provided that no emergencies make it necessary to use them as school days.

5.2 Stipulated Workday

All certified personnel shall be required to be in the building seven and one-half (7.5) hours including a 30-minute duty-free lunch. Additionally, all school SIP Teams will make every effort to provide teachers at least one plan period of 30 continuous minutes. Teachers shall be required to remain as assigned for extra duties, parent conferences, open houses, and faculty/committee meetings (see job description). Other regularly scheduled activities as determined by the administration and school improvement teams including professional development meetings, for which teachers are required to remain outside the school day shall be reasonable in both number and duration (one hour maximum). Teachers shall be given reasonable notice of any such additional activities requiring their attendance. The Superintendent and Union President will reserve the right to discuss frequency and content of these meetings assigned by the administration.

The first student day of school and the final three student days of school shall be shortened pupil attendance days (five instructional hours). The balance of those student attendance days shall be utilized as teacher records completion days.

The teacher shall not be required to take leave time until such time when the total amount of minutes used for said appointments adds up to one-half (1/2) day, in which case one-half (1/2) day of sick leave shall be deducted during the then current school year.

Where on a rare occasion a teacher has a prior commitment, he/she may have permission to be excused immediately after student dismissal provided said teacher is not required to be in attendance at a previously scheduled meeting and/or school function.

Any changes in the weekly amount of plan time shall occur with the consensus of the School Improvement Team.

5.3 E Learning Days

The most current Board of Education approved E Learning Day Plan will be shared with teaching staff by October 1st, annually.

5.4 Posting of Vacancies

The Board shall mail teaching and administrative vacancies as they occur and newly created positions for a period of five (5) working days in each building prior to permanently filling said vacancy. During summer months vacancies shall be posted in the administrative office and emailed to staff.

5.5 Transfers

Any teachers wishing to be considered for a building, subject or grade level transfer of position must notify, in writing, their current building administration and superintendent of the reasons

for the transfer request. The superintendent will then forward the request to the potential receiving administration. The potential receiving administration will contact the teacher for an interview if an appropriate vacancy exists.

Involuntary Transfers

Factors to be considered for an involuntary transfer are teacher competency, certification, instruction requirements and written recommendations of the principals and the Superintendent. Where the foregoing factors are substantially equal, the teacher with the most seniority within the affected building, grade level or subject matter, which is deemed applicable by the Superintendent, in collaboration with the Union President, shall be considered last for involuntary transfer, provided the educational needs of the District are met and the transfer is not a result of that teacher's pedagogical practices or professional interactions. Any teacher affected by an involuntary transfer shall be released from their contract if they desire. To the extent permitted by Section 5/24-1.5 of the Illinois School Code, any teacher transferred involuntarily shall receive first consideration in any requested transfer for future vacancies, unless the involuntary transfer was for pedagogical reasons or as a result of documented difficulties concerning interaction with other professional staff. Teachers who have been transferred involuntarily will not be transferred in two consecutive years, unless it is a condition of the position held, as noted in the most current job description. All considerations shall be reasonable.

5.6 School Calendar

The Superintendent or designee shall consult with the Union President or designee and shall make a reasonable effort to agree upon the school calendar prior to submission of recommendations to the Board.

5.7 Lunchroom/Recess Duty

Lunchroom monitors shall continue to supervise student lunch and recess activity at all facilities. Teachers who perform lunch and/or recess supervision on a voluntary basis shall be compensated according to Article 8, Section 5, Paragraph 2.

5.8 Assault / Battery of an Employee

In accordance with Board Policy 7:190 and Administrative Procedure 7:190, in the event that while at work an educator is the victim of an assault or battery by a student, parent, staff member or community member, the first priority is the well-being of the educator. The Administration will assist the educator in securing needed medical attention.

The educator will be expected to file a written incident report in a reasonable amount of time. Any witnesses to the event will be asked to report what they witnessed. The Administration will assist the educator with reporting the incident to local law enforcement and other relevant authorities. If a student is the perpetrator of the event, the educator will be generally informed of any action taken by the Administration in accordance with the behavior management plan. Prior to the student's return to school, the relevant educators will be consulted in the development of the safety plan, if any, and informed in writing of the conditions for such return. A suitable period of time should be offered to the educator to recover from a safety-related incident as needed.

5.9 School Improvement Process (herein to referred to as SIP) Teams

The goal of the School Improvement Process (SIP) Team is to create a focused plan to raise student achievement at your school. Your SIP should outline the work you will do on an annual basis to meet your goals while supporting the district's five-year Strategic Plan and Portrait of a Graduate. The SIP needs to include priority areas and a well-rounded approach

when it comes to academics, social-emotional learning, equity, and inclusion.

The goal of this section is to ensure that fairness and equitability are being conducted within each school building. The SIP Team has (and should have) a major role in the culture and climate of each school.

SIP Teams should consist of members from each sector of the school building. Each grade level, specials group and support staff members should have at least (but not limited to) one member representing them on the team. In addition, each member should serve a 2–3 year term and rotate to provide valuable opinions from all members of the building staff.

Shared ownership of the SIP is an essential component of the process. School Improvement Teams should consist of members from each sector of the school building. Each grade level, specials group and support staff members should have at least (but not limited to) one member representing them on this team committee. Members of the SIP Team may include:

- Principal and Assistant Principal
- Support staff representative (Psych or SW)
- Special Education representative
- Specials representative
- Bilingual/EL Teacher
- Representatives from each grade level
 - VK - 1 from 6th, 1 from 7th, and 1 from 8th
 - SPL - 1 from Pre-K and K, 1 from 1st, and 1 from 2nd
 - PT - 1 from 3rd, 1 from 4th, 1 from 5th
 - RT - 1 from K-2, 1 from 3-5, 1 from 6-8

At the end of each school year, SIP Team members who have been on for two consecutive years will be rotated off and replaced by a representative from their team. The building principal will begin the process of finding a replacement for the outgoing team members by sending out a form to the respective team. In selecting a new SIP member, they will consider the needs of the team, participation in other building and district committees, and prior involvement in SIP for anyone interested in joining. If an administrator struggles to find a replacement representative, the administrator would contact the Union President to discuss possible replacements or adaptations to the plan.

This method will provide an opportunity for ALL staff members to participate and contribute to the school improvement process.

5.10 Committee Participation

All staff members are encouraged to get involved in committees that are created to meet the needs of the building as they arise. Committees may vary in meeting times, demands, and commitments.

Building administration will maintain information on active committees and staff membership. Committee information will include a summary of the purpose, frequency of meetings, and length of commitment. This information will be shared with all staff (in their respective buildings) no later than September 1st.

Committee membership will consist of a diverse and varied rotation of individuals. Opportunities for committee participation will be provided as determined by the committee's purpose and duration and communicated to staff as needed. Review of committee participation or questions about rotations will be performed annually by the SIP Team.

5.11 Related Services (Social Workers, School Counselors, SPED teachers, Psychologists, Speech, Behavior Facilitators, Certified School Nurses) and Preschool Teachers

Any educator that falls within Related Services (Social Workers, SPED teachers, Psychologists, Speech, Behavior Facilitators, Certified School Nurses) and Preschool Teachers will be entitled to three optional "records" days (can be taken in half-day increments). A records day will not include requirements to perform daily assigned duties. Records days are for completing position-related paperwork and not to be considered collaboration for work/projects. Each day requested will need to be approved in advance by the building principal.

ARTICLE VI

GRIEVANCE PROCEDURE

6.1 Definitions

- A. Any claim by a teacher, or the Union if said claim is of a class action nature or pertains to administrative staff beyond the building level, that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement shall constitute a grievance.
- B. All time limits consist of school days, except that when a grievance is submitted fewer than ten (10) days before the close of the current school term, time limits shall consist of all weekdays.

6.2 Statement of Basic Principles

- A. Every full-time teaching employee covered by this Agreement shall have the right to present grievances in accordance with these procedures, with or without representation as defined in formal steps beyond the building level. Nothing contained in this Article or elsewhere in this Agreement shall be construed to prevent any individual teacher from discussing a problem with the Administration and having it adjusted without intervention or representation by organization representatives.
- B. A teacher who participates in these grievance procedures shall not be discriminated against or be subjected to discipline or reprisal by organization representatives.
- C. The failure of a grievant or the Union to act on any grievance within the prescribed time limits shall act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step.
- D. The Union shall be notified of the final disposition of grievance within ten (10) days which disposition shall not be in conflict with any of the terms or conditions of this Agreement.
- E. Conferences under this procedure shall be conducted at a time and place which shall afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend and shall be held, insofar as possible, after regular school hours or during non-teaching time of personnel involved. When such hearings and conferences are held at the option of the Superintendent, during school hours, all employees whose presence is required shall be excused with pay for that purpose.
- F. It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher or teacher organization representatives shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the teaching staff.

6.3 Procedures

A. First Step

An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her immediate superior. The teacher may bypass this First Step if he/she chooses.

B. Second Step

If the grievance cannot be resolved informally, the aggrieved teacher shall file the grievance in writing, and at a mutually agreeable time discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the

clause or clauses of the Agreement allegedly violated, and shall state the remedy requested. The filing of the grievance at the Second Step must be within twenty (20) days from the date of the occurrence of the event-giving rise to the grievance or when the teacher should reasonably have been aware of the occurrence. The principal or other administrator who has authority to make a decision on the grievance shall make such decision and communicate it in writing to the teacher and the Superintendent within ten (10) days.

C. Third Step

In the event a grievance has not been satisfactorily resolved at the Second Step, the aggrieved teacher shall file, within five (5) school days of the principal's written decision or answer at the Second Step, a copy of the grievance with the Superintendent. The aggrieved teacher shall send a copy of such grievance to the Union President. Within ten (10) days after such written grievance is filed, the aggrieved, a representative of the aggrieved, as desired, the principal, and the Superintendent, or his/her designee, shall meet to resolve the grievance. The Superintendent, or his/her designee, shall file an answer within ten (10) days of the Third Step grievance meeting and communicate it in writing to the teacher, the principal, and the Union President. The teacher, upon request to the Union, may have a Union representative present.

D. Fourth Step

If the Union is not satisfied with the disposition of the grievance at Step Three or the time limits expire without the issuance of the Superintendent's written reply, the Union may submit the grievance to binding arbitration. The parties shall select a mutually acceptable arbitrator or, in the absence of agreement on the selection of an arbitrator, may submit the grievance under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA), which shall act as the administrator of the proceedings. If the demand for arbitration is not filed within thirty (30) days of the date for the Step Three answer, then the grievance shall be deemed withdrawn.

1. Neither the Board nor the Union shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party.
2. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the School Board and the Union, and his/her decision must be based solely upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.
3. Each party shall bear the full cost for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the Board and the Union.
4. If either party requests a transcript of the proceedings, that party shall bear the full cost of that transcript. If both parties order a transcript, the cost of the two (2) transcripts shall be divided equally between the Board and the Union.

E. Bypass to Superintendent

If the Union and the Superintendent agree, Step Two of the grievance procedure may be bypassed, and the grievance brought directly to Step Three.

F. Bypass to Binding Arbitration

If the Superintendent and the Union agree, a grievance may be submitted directly to binding arbitration.

G. Class Grievance

Class grievance involving one (1) or more teachers or one (1) or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Union at Step Three.

H. Union Participation – Teacher Not Represented

When a teacher is not represented by the Union, the Union reserves the right to have a representative present at Step Three proceedings.

I. Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

ARTICLE VII

LEAVES

7.1 Sick Leave

Each teacher shall be granted fourteen (14) sick leave days per school year. Any unused sick leave days shall accumulate without limit.

Sick leave shall be interpreted to mean personal illness, quarantine or serious illness in the immediate family or household (immediate family shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians). Absence due to pregnancy-related disability shall be treated as sick leave. Absences lasting longer than three consecutive workdays shall require a letter from a health care professional.

Members shall not request unpaid time off. If an exception is to be considered, a meeting with the Superintendent will be required for possible approval.

7.2 Personal Business Leave

- A. Each teacher shall be given two (2) days personal leave at full pay per school year to be used for personal business, which cannot be conducted except during regular school hours. No reason for such leave need be given. Such leave shall accumulate to a maximum of four (4), so that no more than six (6) days are available the following year (that is, if a teacher uses no personal business leave days for two consecutive years, the teacher will have four accumulated days plus two days for the following year). Except in cases of an emergency, written advance notice of the necessity for personal leave shall be submitted three (3) school days prior to date of leave to the Superintendent or his/her designee. In the case of an emergency, the teacher must provide reason for the leave as soon as possible and in any event, no later than the day he/she returns to duty. Personal leave shall not be customarily honored immediately prior to or after vacation periods or holidays except by specific approval of the Superintendent; personal leave shall customarily be approved on these days in the case of an emergency, or when the scheduling of the reason-giving rise to the request is beyond the control of the teacher. For a personal leave day immediately prior to or after vacation periods or holidays, written documentation of the event must be provided at the time of the request. The Superintendent may grant, at his/her discretion and without precedential effect, teachers personal leave. General practice is no teacher may use personal business leave on more than two consecutive workdays.
- B. Any unused personal leave over four in number remaining at the end of a school year shall be added to the teacher's accumulated sick leave.
- C. Alternatively, to B above, all remaining unused personal business leave at the end of the teacher's last year of employment in the District shall be added to the teacher's accumulated sick leave.
- D. Teachers required to attend court hearings other than jury duty shall be able to use not more than five (5) sick days after exhaustion of personal leave for said purpose during the school year. The District may require evidence of required obligations.
- E. In addition to the above, upon written application to the Superintendent, at least five (5) days in advance, the Board shall grant an employee a leave of absence without loss of pay for two (2) workdays during each school year for the purpose of observing a recognized religious holiday of the employee's faith. This leave shall not be applicable to any religious observance which does not compel absence from employment.

7.3 Professional Leave

Administration may grant leave to attend and/or prepare for a professional conference or presentation. A request for said leave must be in writing. Authority to grant or not to grant professional leave shall rest solely with the Administration. Such leave shall be at full pay and shall not be charged to annual sick or personal leave.

7.4 Jury Duty

The Board shall pay the regular salary to teachers called for jury duty.

7.5 Report of Leave

At the beginning of each school year, each teacher shall receive through the employee portahis/her accumulated leave time.

7.6 Fractional Leave

Any teacher on leave for a fractional portion of a school day shall have his/her accumulated leave charged with said fractional value on a half-day basis.

7.7 Sabbatical Leave

Upon application in writing, teachers may be granted sabbatical leave.

7.8 Military Leave

Certified personnel who are called for emergency, short-term military service while under full-time contract to the District shall be granted leave without pay. Such leave shall not be charged to annual sick or personal leave.

7.9 Foreign Exchange Leave

The Board may grant any tenured teacher a leave of absence for a period of one (1) year to teach in a foreign country.

7.10 Leaves of Absence Without Pay

- A. Leaves of absence may be granted without pay to tenured teachers who have rendered satisfactory service to the District and who desire to return to employment in a similar capacity at a time, as defined below, consistent with the needs of the District.
- B. Leaves of absence without pay for not more than one (1) year may be granted to tenured teachers according to the following conditions:
 - 1. Written requests for leaves of absence without pay should be made at least three (3) months before the leave is desired, subject to approval by the Board.
 - 2. Dates of departure, return and notification of intent to return shall be determined by the teacher and the Superintendent prior to initiating the request to the Board.
 - 3. Leaves may, unless stipulated to the contrary in this Agreement be granted for:
 - a. Advanced study leading to a degree in an approved university.
 - b. Educationally related travel if the applicant provides an itinerary and an explanation of how such travel shall improve the educational program.
 - c. Military service.

- d. Parental leave.
 - e. Other reasons acceptable to the Board, which shall improve the educational program in the District.
- 4. With the consent of the carrier, the teacher may maintain insurance benefits by making timely payments of all premiums, which may be due to the District's Business Office or elsewhere pursuant to its direction.
 - 5. Any teacher who has been employed ninety-three (93) or more days of the school term in which such leave commences shall be entitled to such advancement on the salary schedule as the teacher would have had if the leave had not been granted. If the leave exceeds the school term in which it commences, the second school term shall not be considered for step advancement on the salary schedule.
 - 6. If a teacher is granted an unpaid leave of eight (8) calendar months or more, as a condition thereof, the teacher shall advise the Superintendent or designee in writing no later than January 15 prior to the termination of such leave that he/she intends to return to employment, provided that the Superintendent or designee has first mailed a reminder of this condition to the teacher no later than January 1. Failure to timely advise the Superintendent or designee of intent to return as required above shall be treated as a voluntary election not to return to employment and as a resignation from the District. Failure of the Superintendent or designee to timely send the letter of reminder shall waive the teacher from all obligations hereunder.

7.11 Maternity/Child Rearing Leave

A teacher who has entered upon contractual continued service shall be granted maternity/child rearing leave without pay or other benefits subject to the following conditions: (As used herein, "teacher" means a tenured teacher, except in Section E, which is applicable only to non-tenured teachers.)

- A. The teacher shall advise the Superintendent or designee of her pregnancy no later than the fourth month of pregnancy or upon ascertainment of such condition, whichever shall be the later. At such time, she shall provide a written statement from her obstetrician or physician indicating the expected date of delivery. Application for maternity/child rearing leave shall be made in writing to the Superintendent or designee at least one hundred twenty (120) calendar days prior to the anticipated birth of the child.
- B.1. In consultation with the teacher, the Superintendent or designee shall prepare a plan for the commencement and termination of such leave, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree, and the pertinent time factors related thereto. The leave shall not exceed the balance of the school term in which it commences and one (1) additional school term. Every effort shall be made to have such leave terminate immediately prior to the start of a new school term. Such leave shall commence upon the date agreed upon by the Superintendent or designee and the teacher. Such leaves, which commence during the summer recess, shall begin no later than July 1. The Superintendent or designee may waive any of the provisions of this Section in his/her sole discretion, and any such waiver shall not be precedential in any respect.
- B.2. The District will provide seven (7) additional paid days available to be added at the beginning of a maternity/paternity leave, provided the teacher plans to exhaust all accumulated sick leave. These District provided days are unavailable if the teacher is only using a portion of their available sick leave. A teacher who opts, at the beginning of the maternity/paternity leave, to not receive the District provided paid days, may not opt later to participate.

These seven (7) additional paid days will be available to parents completing an adoption

or fostering a child requiring a leave of absence. All requirements for using accumulated sick leave apply, as noted above.

- C. A teacher shall be allowed the use of sick leave following the birth of a child up to forty-five (45) work days.

Any teacher who has medical reason with written explanation from a physician for continued sick leave beyond the preceding allocation of days shall be allowed to utilize additional sick leave days for the specified period. Any other alteration or extension of the preceding allocation of days is left to the discretion of the Superintendent or designee, and such decision shall be without precedential effect. Following this period of time, sick leave shall not be applicable during the period of the maternity/child rearing leave. Any accumulated sick leave available at the commencement of the unpaid leave shall be available to the teacher upon return to employment in the District.

- D. Any teacher desiring adoption leave as a result of becoming an adoptive parent shall notify the Superintendent or designee, in writing, upon the initiation of such adoption proceedings. Leave shall be granted, as in Section B. above, upon satisfactory written notification to the Superintendent or designee of the date the child is expected to be received. It shall be the responsibility of the applying teacher to keep the Superintendent or designee informed on the status of the proceedings, and as soon as known, the expected date of the delivery of the child.
- E. It is understood that a non-tenured teacher may be approved for an unpaid leave under the same terms and conditions applicable to a tenured teacher. However, for a school term to count toward the attainment of tenure, the non-tenured teacher must work at least one hundred twenty (120) full time employment days. A school term that is not counted toward attainment of tenure shall not be considered a break in service for purposes of determining whether the non-tenured teacher has been employed for the period of time necessary to attain tenure, provided that the non-tenured teacher actually teaches or is otherwise present and participating in the District's educational program in the following school term.
- F. A teacher who has been granted a maternity/child rearing leave of absence shall not become eligible for a subsequent maternity/child rearing leave unless and until such teacher has returned to full-time service for at least one (1) complete school term provided under exceptional circumstances the Board may grant such a leave in its sole and absolute discretion. The granting or withholding of such leave shall be without precedential effect.
- G. Nothing in this policy shall be construed as requiring any teacher to apply for a maternity/child rearing leave. A teacher not eligible for or not desiring maternity leave may utilize accumulated sick leave during any period of disability related to her pregnancy and/or to the delivery of the child. If such teacher shall have exhausted accumulated sick leave, she shall be granted a leave of absence without pay or other benefits during such period of disability. Such teacher shall return to employment immediately following the termination of actual disability.
- H. A non-birthing partner teacher who has entered upon contractual continued service shall be entitled to a child rearing leave of absence, provided the teacher complies with all of the applicable notice and other requirements of this Section. Eligibility for such leave shall arise upon the anticipated birth of a child, or upon the planned adoption of a child.
- I. If a teacher brings into his or her home a newly adopted child, such teacher shall be allowed to utilize up to forty-five (45) consecutive sick leave days and/or personal leave days with pay upon imminent arrival of the child into the home.

Any alteration or extension of the forty-five (45) school days is left to the discretion of the

Superintendent or designee, and such decision shall be without precedential effect. The intent of this leave is to allow the teacher time to prepare for the arrival of a child new to the teacher, and to grant a period of time for the parent and the child to form a relationship with each other.

- J. A teacher will not receive their new school year allocation of sick or personal leave days until the completion of their full maternity/child rearing leave.

7.12 Bereavement Leave

Bereavement leave of a maximum of five (5) days shall be granted for each death in the immediate family, as defined elsewhere herein, and grandparents of the spouse. Bereavement leave of one (1) day shall be granted for each death of a niece, nephew, aunt, or uncle. An additional day of bereavement leave may be granted for each death resulting in travel of over 250 miles. The use of sick days and personal days to extend bereavement leave would be approved by the Superintendent at his/her discretion and without precedential effect.

7.13 Family and Medical Leave

The District shall abide by the terms of the Family Medical Leave Act. Please see Gurnee School Board Policy 5.185. https://www.boardpolicyonline.com/?b=gurnee_56&s=278459

7.14 District Emergency Sick Leave Bank

A. Establishing the Sick Leave Bank

Each eligible District 56 employee may voluntarily donate one (1) sick leave day to establish and become a member (hereinafter referred to as "Member Employee") of an Emergency Sick Leave Bank. The maximum number of days held in the District Emergency Sick Leave Bank will not exceed one hundred eighty (180) days. A new employee who wishes to become a member of the District Emergency Sick Leave Bank will be asked to volunteer one (1) sick day. To enroll, the Emergency Sick Leave Bank Enrollment Form must be submitted to the Business Office by 4:00 p.m., September 15 of any given year. Upon request of the Union President, the Superintendent shall provide to the Union President in writing an updated balance for the Sick Leave Bank inclusive of days donated by each member no later than June 30 each year.

The Superintendent or designee will implement procedures for this program. If a concern arises, the Superintendent will discuss the concern with the Union President. If no mutually agreeable resolution can be reached, the decision of the Superintendent is grievable according to the Grievance Procedure in the Collective Bargaining Agreement.

B. General Conditions

If the Emergency Sick Leave Bank falls below twenty (20) days, each Member Employee will again volunteer at least one (1) day in order to maintain membership in the Emergency Sick Leave Bank. Any sick day donated will be non-refundable.

Upon depletion of his/her sick leave and personal leave days, a Member Employee may make application to use the Emergency Sick Leave Bank days. Emergency Sick Leave Bank days will only be approved for catastrophic illness, accident, prolonged illness, or other circumstances as determined by the Superintendent that may affect the employee or any member of his/her immediate family (as defined in the current Collective Bargaining Agreement).

The maximum number of days drawn by any participating Member Employee shall be twelve (12) days per incident in any one (1) year.

C. Procedure for Use of Emergency Sick Leave Bank

Any participating Member Employee will be entitled to draw from the Emergency Sick Leave Bank provided the following three (3) conditions are met:

1. The participating Member Employee has used all his/her personal accumulated sick days and personal days.
2. The participating Member Employee shall produce a Licensed Medical Doctor's certificate as proof of need.
3. The participating Member Employee has been absent more than five (5) consecutive work days in connection with the same illness and/or incident. Exceptions such as chemotherapy treatment, renal dialysis, etc., will be approved at the discretion of the Superintendent.

Any participating Member Employee who has used the maximum number of Emergency Sick Leave Bank days will again be eligible to use the Emergency Sick Leave Bank after conditions 1-3. above are met for a second illness. However, the five (5) day waiting period referenced in C.3. will be waived.

If an illness carries into the next school year, conditions 1-3 must be met again before the individual is eligible to use the Emergency Sick Leave Bank again.

ARTICLE VIII

FRINGE BENEFITS/SUPPLEMENTAL COMPENSATION

8.1 Extra Duty Pay Periods

Teachers shall be paid Section 8.2 Extra Duty Schedule compensation on separate checks apart from regular compensation. Extra Duty stipends will be paid on the first pay periods in December and May and will be prorated on the number of meetings and/or practices supervised that are in compliance with the contractual guidelines, i.e., minimum number of students are in attendance and minimum number of meetings or practices are conducted. If meetings are not held, or the minimum number of students is not in attendance, the sponsor will receive a reduced stipend and/or the activity will be canceled. Meetings that are canceled by the sponsor or coach must be rescheduled in order for full compensation to be awarded.

8.2 Extra Duty Schedule

Stipend Pay will be as listed and will continue at that price point through the continuation of this contract. Written contracts shall be issued for each position.

A teacher will earn 100% of their extra duty pay beginning with their first year in that position. If a teacher switches positions within an extra duty sport or activity (i.e., from asst. coach to head coach or from girls' basketball coach to boys' basketball coach) or takes a leave of absence of two (2) years or less, there will be no diminishment in the percentage paid to the teacher.

It is the understanding of both parties that members of the bargaining unit should have the first opportunity to fill extra duty positions. Extra duty positions would include those positions listed in the extra duty schedule. If no member of the bargaining unit elects to fill the vacancy, and it is assigned to an individual not in the bargaining unit but employed by the Board of Education in another capacity, that individual shall not be bumped from the position by a bargaining unit member. When that individual vacates the position, the vacancy would be offered to bargaining unit members first. All extra duty positions filled by individuals not in the bargaining unit and not employed by the Board of Education will be posted the following year. When a member moves from the bargaining unit to an administrative position, it is the expectation of both parties that the individual would vacate all of his extra duty assignments.

A district stipend committee will comprise of teachers (minimum of one per building) from each building across the district, as well as, a designee from Administration as determined by the Superintendent. The responsibilities of this committee will be to approve or deny newly suggested clubs (in Tiers B and C), as well as, current clubs' continuation; and determine the placement in the appropriate tier for compensation based on student attendance, prep time and teacher responsibilities. Current clubs will have first rights to claim the spots for each tier, as long as student attendance necessitates club, as well as, the club sponsor/advisor is meeting the contracted responsibilities.

An Extra Duty Proposal Form will be used and filled out by teachers requesting to continue a club and/or create a new club. The district stipend committee will be responsible for reviewing and approving or denying proposals, assigning tier level and stipend amount (based on contract). The proposal form will then be used as the contract for the club/extra-duty and will need to be reviewed and renewed each year. Only the allotted amount of clubs per tier will be allocated stipend pay. Please see Tier Schedule (appendix C) for number of clubs allotted per tier.

In an effort to create more opportunity for all Union Membership, club sponsors and stipend pay will be limited to a maximum of 2 stipends per staff member for Tiers A-D. **If a position

remains unfilled and the funds are available to use, the decision to have a teacher be involved in more than 2 extra duty stipends would be determined by the Superintendent and Union President. However, that role/duty/pay would be added back into the rotation for the following year.

The compensation and responsibilities for extracurricular duties are to be determined by information given to the District Stipend Committee. The extra duty compensation is based on the level of responsibilities, contact time with students and prep work required. Staff members do not have the liberty to increase hours for increased pay, however, if the responsibilities have not been fulfilled (hours, number of students, number of meetings, etc.), the stipend may be pro-rated. Job descriptions, which include responsibilities and projected time commitments, are readily available. Contracted extra-duty staff will be required to sign a letter of understanding acknowledging their commitment to the position. Stipends will be paid as follows: 1/2 of the stipend will be paid with the 1st paycheck in December and the remaining 1/2 will be paid in the 2nd paycheck in May.

8.2a Athletics Extra Duty Stipends

	24-25	25-26	26-27	27-28	28-29
Athletic Director	\$5,673	\$5,787	\$5,902	\$6,020	\$6,141
BBB 7th	\$3,634	\$3,707	\$3,781	\$3,857	\$3,934
GBB 7th	\$3,634	\$3,707	\$3,781	\$3,857	\$3,934
BBB 8th	\$3,634	\$3,707	\$3,781	\$3,857	\$3,934
GBB 8th	\$3,634	\$3,707	\$3,781	\$3,857	\$3,934
Cheer	\$3,335	\$3,402	\$3,470	\$3,540	\$3,610
X County	\$2,682	\$2,735	\$2,790	\$2,846	\$2,903
X Country Asst	\$1,876	\$1,913	\$1,952	\$1,991	\$2,030
Poms	\$3,335	\$3,402	\$3,470	\$3,540	\$3,610
Scholastic	\$1,940	\$1,979	\$2,018	\$2,059	\$2,100
Soccer Boys	\$2,682	\$2,735	\$2,790	\$2,846	\$2,903
Soccer Girls	\$2,682	\$2,735	\$2,790	\$2,846	\$2,903
Softball Girls	\$2,629	\$2,681	\$2,735	\$2,789	\$2,845
Softball Girls Asst	\$1,839	\$1,876	\$1,913	\$1,952	\$1,991
Track Boys	\$3,335	\$3,402	\$3,470	\$3,540	\$3,610
Track Girls	\$3,335	\$3,402	\$3,470	\$3,540	\$3,610
Track Boys Asst	\$2,335	\$2,381	\$2,429	\$2,478	\$2,527
Track Girls Asst	\$2,335	\$2,381	\$2,429	\$2,478	\$2,527
VBB 7th	\$3,634	\$3,707	\$3,781	\$3,857	\$3,934
VBG 7th	\$3,634	\$3,707	\$3,781	\$3,857	\$3,934
VBB 8th	\$3,634	\$3,707	\$3,781	\$3,857	\$3,934
VBG 8th	\$3,634	\$3,707	\$3,781	\$3,857	\$3,934
Wrestling head coach	\$4,587	\$4,679	\$4,772	\$4,868	\$4,965
Wrestling Asst	\$3,213	\$3,277	\$3,343	\$3,410	\$3,478

8.2b Club Sponsors and Other Extra Duty Stipends

Tier A consists of Intramural sports/clubs that will run seasonally for 8-week sessions, minimum of thirty (30) minute sessions.

	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Tier A	\$564	\$575	\$587	\$599	\$611

3 sessions X 4 building

12 positions

1- Intramural Fall

2- Intramural Winter

3- Intramural Spring

Tier B consists of after school clubs that meet for a total of 24 sessions (one hour each in length). These sessions may be split into two groups of 12, as needed to accommodate the needs of the students. Clubs should consist of a minimum of 5 students, maximum of 20. Clubs in Tier B require minimum planning or prep time by the club sponsor (i.e., Fitness Club, Board Game Club, Social Studies Club).

	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Tier B	\$1,149	\$1,171	\$1,195	\$1,219	\$1,243

3 clubs X 4 buildings

12 positions

Club 1

Club 2

Club 3

Tier C consists of after school clubs that meet for a total of 24 sessions (one hour each in length). These sessions may be split into two groups of 12, as needed, to accommodate the needs of the students. Clubs should consist of a minimum of 5 students, maximum of 20. Clubs in Tier C require planning and prep time by the club sponsor, as well as take down/clean up. This Tier requires more active participation by the club sponsor during club sessions (i.e., Science Club, Art Club).

	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Tier C	\$1,358	\$1,385	\$1,412	\$1,441	\$1,470

4 clubs X 4 buildings

16 positions

Club 1

Club 2

Club 3

Club 4

Tier D clubs should meet weekly throughout the year for 30-minute sessions (at minimum) with students. There will be one team lead sponsor per grade level, per building. Sponsors should also meet outside of student time to create lesson plans to support SEL. Team Lead, Team Lead Jr. and Kindness Club are examples of clubs in this tier. Clubs in this category can only be adapted upon the approval of the Superintendent and the Union President. The focus of this club is to mentor, support and engage students in all aspects of social-emotional learning to encourage a positive learning environment for all.

	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Tier D	\$1,584	\$1,616	\$1,648	\$1,681	\$1,715

3 "team lead" positions (per sponsor X 4 buildings)

12 positions

Team Lead/Jr./Kindness Club 1

Team Lead/Jr./Kindness Club 2
Team Lead Jr./Kindness Club 3

Tier E clubs are clubs that will not be eligible for a "rotating" system. These are clubs that are fixtures of District 56 and help to support each building respectively. Clubs in Tier E can only be adapted upon the approval of the Superintendent and the Union President.

Tier F are non-club stipends. This Tier may only be adjusted with approval from the Superintendent and Union President.

	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Peer Jury VK	\$1,149	\$1,171	\$1,195	\$1,219	\$1,243
Pub Rel	\$1,357	\$1,384	\$1,411	\$1,440	\$1,468
Yearbook VK & RT (Sponsor & Asst)	\$3,398	\$3,466	\$3,535	\$3,606	\$3,678
Yearbook PT	\$2,086	\$2,128	\$2,170	\$2,214	\$2,258
SSC - VK	\$2,682	\$2,735	\$2,790	\$2,846	\$2,903
NJHS - VK & RT	\$1,358	\$1,385	\$1,412	\$1,441	\$1,470
Channel 56	\$2,142	\$2,185	\$2,229	\$2,273	\$2,319
SSC K-5 - RT	\$2,212	\$2,257	\$2,302	\$2,348	\$2,395
SSC 6-8 - RT	\$2,629	\$2,681	\$2,735	\$2,789	\$2,845
Singer Club - PT	\$1,668	\$1,701	\$1,735	\$1,770	\$1,805
Great Americans - PT	\$1,836	\$1,873	\$1,910	\$1,948	\$1,987
DI - PT	\$1,787	\$1,823	\$1,859	\$1,896	\$1,934
SSC - PT	\$938	\$957	\$976	\$996	\$1,016
SSC Asst - PT	\$469	\$479	\$488	\$498	\$508
Gurnee Days Art	\$782	\$798	\$814	\$830	\$847
Gurnee Days Band	\$1,564	\$1,595	\$1,627	\$1,659	\$1,693
Spelling Bee	\$159	\$162	\$166	\$169	\$172
Band Director - 4-5	\$4,764	\$4,860	\$4,957	\$5,056	\$5,157
Band Director - 6	\$4,764	\$4,860	\$4,957	\$5,056	\$5,157
Band Director - 7-8	\$4,764	\$4,860	\$4,957	\$5,056	\$5,157
Chorus Director - 6-8	\$3,004	\$3,064	\$3,125	\$3,188	\$3,252
Musical Production	\$4,077	\$4,158	\$4,242	\$4,326	\$4,413
Drama Director	\$4,590	\$4,682	\$4,775	\$4,871	\$4,968
Musical Director	\$2,294	\$2,340	\$2,387	\$2,434	\$2,483
Tech Productions Director	\$1,149	\$1,171	\$1,195	\$1,219	\$1,243
Pit Band Director	\$1,149	\$1,171	\$1,195	\$1,219	\$1,243
Dinner Teater	\$1,149	\$1,171	\$1,195	\$1,219	\$1,243
Choreographer Musical	\$1,490	\$1,520	\$1,550	\$1,581	\$1,613
Drama Club - 5th	\$2,397	\$2,445	\$2,494	\$2,544	\$2,595
Drama Club Musical - 5th	\$2,397	\$2,445	\$2,494	\$2,544	\$2,595
Chorus RT	\$1,668	\$1,701	\$1,735	\$1,770	\$1,805

8.3 Internal Substitution

The Board shall compensate teachers at the rate of \$40.00 per hour for the 2024-2025 school year with a 2% increase each contractual year for classes teachers are required to teach in excess of their regularly assigned teaching load.

In the event adequate guest teaching personnel are not available, the building administration will employ an agreed upon rotation of all certified staff to address unfilled positions daily. The internal substitution rotation plan, developed by the building administration and the members of the SIP team, will be followed according to the attached guidelines. This plan will be developed between building administrators and the School Improvement Team. Each proposed rotation plan must be approved by the superintendent and the union president.

Class splits will only be used when deemed absolutely necessary by the building administrator in collaboration with the superintendent. If that is the case, teachers will be compensated at a rate of \$40.00 per hour for the 2024-2025 school year with a 2% increase each contractual year for classes teachers are required to teach in excess of their regularly assigned teaching load.

8.4 Student Event Supervision

When it is necessary for a building administrator to make any duty assignments outside the basic classroom function of instruction as an extra assignment, it shall be first offered to the teaching staff on a voluntary basis. If the Administration is unable to fill said assignment on a volunteer basis, involuntary assignments shall be rotated on a fair and equitable basis within the staff.

The Board shall compensate teachers at the following rates for after school activities:

Student Event Supervision	6%	4%	4%	3%	3%
	24-25	25-26	26-27	27-28	28-29
Athletic Supervision	\$45.11	\$46.92	\$48.79	\$50.26	\$51.77
Athletic Scorekeeper	\$55.71	\$57.94	\$60.26	\$62.07	\$63.93
Athletic Timekeeper	\$55.71	\$57.94	\$60.26	\$62.07	\$63.93
Student Chaperone	\$45.11	\$46.92	\$48.79	\$50.26	\$51.77
Student Chaperone (NA)	\$50.41	\$52.43	\$54.53	\$56.16	\$57.85

Teachers in a supervisory role would qualify for compensation at one (1) personal leave day for each overnight spent with students. This would be awarded the school year following the activity.

8.5 Student Supervision

Student Supervision is needed when students are in a non-academic setting and require adult monitoring. While this time period does not require instruction and is often unstructured, students are still expected to meet the District protocols as determined by the building and District Behavior Advisory Committee. Supervisors are responsible to work with students to meet these expectations.

Prior to the start of a calendar school year, the District will allot a set number of student supervision units to each school. The calculation of units for each school will be determined by reviewing existing supervision needs as well as considering any new proposals for supervision. A supervision unit = 1 staff supervisor for 20 minutes. A duty unit may be

completed in two segments of a school day, for the same duty. Each building, through collaboration with the administration and School Improvement Team, will determine how to assign each available unit, to address their unique configuration and needs. Each unit is valued at fifteen dollars and ninety cents (\$15.90) for the 24-25 school year, with the rate increasing at the same percentage rate that matches the base salary increase.

\$15.90	24-25
\$16.54	25-26
\$17.20	26-27
\$17.71	27-28
\$18.24	28-29

Detentions will be held after school, pre-planned and authorized by the administration with predetermined Student Supervision units allocated for such an activity. Detentions cannot be held during or in place of recess, per the Illinois School Code.

In order to receive student supervision unit compensation, certified staff members who perform student supervision within their stipulated workday (i.e., bus duty) will extend their workday by the same number of units or will not be compensated. Certified staff members who do not meet this obligation may be docked the amount equal to compensation received.

Student Supervision includes, but is not limited to the following activities:

Morning Recess Duty

Bus Duty

Lunch/Lunch Recess Duty

After School Transition Time

Breakfast Duty

Detention Duty

Any other activities must be approved by the Superintendent.

8.6 Retirement Incentive

Eligibility

A teacher who, at the date of retirement, (a) has a minimum of ten (10) years of creditable teaching experience with the District, (b) is eligible to retire under TRS; (c) has provided four years notice to the district and (d) can demonstrate, before participation, that the District will incur no TRS penalties or one-time refundable contributions; and meets the participation deadlines set forth below, will be eligible to participate in the District's retirement incentive plan as set forth below. If a teacher decides to retire before the intended retirement date, the Retirement Track Incentive Plan will not be adjusted retroactively from the date of the original retirement notice.

Retirement Track Incentive Plan

Eligible teachers applying for this incentive must submit a written notice to the Superintendent on or before the last day of the school term prior to the first year in which the teacher expects a 6.0% base increase in the Retirement Track Incentive Plan. Staff who notify the board of their intent to retire prior to the start of their fourth year will be given an additional one hundred (100) sick days.

8.7 Retirement Benefits

- A. Upon retirement, the District shall pay one-half (1/2) the current substitute teacher pay for each accumulated sick day beyond the one hundred seventieth (170th) day earned in District #56, provided the days are not used for service credit under Teachers' Retirement

System. The payment will be made as a post-retirement lump sum payment. To receive this payment the retiree must:

1. Wait until his/her first TRS retirement payment is received;
 2. Contact TRS and request a Claim Audit Report (report that details sick days used by TRS for retirement benefits); and
 3. After receiving the Claim Audit Report, bring the original to the District within six (6) months of your initial retirement payment. The District will review the submitted Claim Audit Report, determine the retirement bonus payment due, if applicable, and then pay the lump sum amount owing to the retiree.
- B. The Board shall also make an annual contribution for a three (3) year period on behalf of each teacher who retires and who is enrolled in the Teacher Retirement System's health insurance plan in an amount of three thousand two hundred fifty dollars (\$3,250) for the payment of single/dependent coverage.
- C. Any teacher considering exercising 8.7 Retirement Incentive and has in excess of seventy-five (75) sick days accumulated, can request an appointment with the Superintendent more than five years prior to the then teacher's eligible retirement date to discuss early retirement options and the possible matching of accumulated sick days, up to a maximum of an additional two hundred (200) days. If these additional matching sick days are granted, they must be granted more than four years before the actual retirement date. The number of sick days added through matching will not be eligible for a service recognition payment (8.8 Retirement Benefits). The Superintendent's granting of matching sick days is at his/her discretion and without precedential effect.

8.8 Committee and Leadership Work Outside the Contract Day

Any committee meeting time or leadership work as requested by the district office (curriculum planning/ review, D56 U instructor, kindergarten screening, etc.) performed for the District outside the normal school day shall be voluntary. Members shall be compensated at the hourly rate of:

\$35.51	24-25	6%
\$36.93	25-26	4%
\$38.41	26-27	4%
\$39.56	27-28	3%
\$40.75	28-29	3%

Compensatory time may be granted pursuant to section 8.11. If there is to be any compensation it will be determined prior to the activity or meeting. To allow leadership opportunities, a spreadsheet will be shared at each building to provide clarity regarding what committees are open and who is serving on them.

8.9 Tuition Reimbursement

When a teacher has completed one (1) year of employment in the District and has been rehired for the succeeding school year, the teacher shall be eligible for tuition reimbursement of up to two-hundred and twenty-five dollars (\$225.00) per graduate credit hour.

The following are the maximum caps:

Reimbursement for tuition reimbursement courses shall not exceed \$25,000 per fiscal year accessed on a first come first served basis.

Non-Tenure Teachers (except as noted below). A maximum allowance of six (6) times the above noted rate per school year.

Tenured teachers, non-tenured, part-time teachers who have completed at least two (2) years of employment in the District, a maximum of nine (9) times the above noted rate per school year. The school year runs from July 1st through June 30th.

Such courses must be pre-approved and provided directly from an accredited institution of higher learning. IFT ER&D Courses taken from the Lake County Federation of Teachers Local 504 will be included in pre-approved courses for reimbursement and lane movement. No other professional development courses will be approved for reimbursement or lane movement.

This section shall not be applicable to any teacher who has given notice of an intention to terminate employment in the District or to any teacher who has not returned to employment in the District. Any teacher who resigns during the school term without concurrence of the Board, except for reasons of illness or disability, shall repay any tuition reimbursement provided to the teacher in the past two (2) school years.

Reimbursement shall be provided:

- A. The teacher was employed for either a full school year (August through June) of a full calendar year (Example: November 1 through October 31) before the first-class session of the college course; and
- B. The course(s) are graduate course(s) in an area which, in the judgment of the Superintendent or designee, shall be of professional benefit to both the teacher and District (undergraduate courses may be approved if directly related to a teacher's current teacher assignment); and
- C. It is strongly encouraged that written applications for approval be received at the District Office two (2) calendar weeks before the first class. If it is not possible to submit the applications within that time frame, written applications shall be submitted as soon as is practicable thereafter; and
- D. A grade of B or above is obtained in the course, or the grade of "Pass" in the event the course is offered on a pass-fail basis, and
- E. Evidence of completion of the course is submitted to the Superintendent or designee, in the form of an official transcript of credits or grade card, within sixty (60) days following completion of the course if such is available within this timeline; and
- F. Evidence of tuition payment is submitted in the form of a paid receipt or canceled check which identifies the amount of tuition paid, and is submitted to the District Office on or before the tenth of the month in which the School Board shall authorize payment; and
- G. Tuition Reimbursement shall be paid within ten (10) calendar days following the first regularly scheduled School Board meeting held after the required evidence has been submitted; and
- H. In order for a teacher who leaves the District between school terms to receive payment, the class must be completed no later than June 30 immediately following that teacher's last school term with the District.

8.10 HARD TO FILL POSITIONS: Psychologists, Social Workers, EL Resource Teachers/Bilingual Teachers, Speech and Language Pathologists

For tenure certified staff ONLY:

- A. The district will pay for a graduate program (to be approved by the Superintendent) for a hard to fill position if the staff member remains employed with the district for 5 years after

completion of the program.

- B. If the staff member leaves prior to completing 5 years of service after completion of the program, they are required to reimburse the district prorated at 20% reduction per year of the cost of the program.
- C. If the staff member does not complete the program, they are required to reimburse the district for 100% accrued costs.
- D. If the program requires a practicum/internship for completion, the district will pay the staff member during that practicum/internship at the rate of BA1.
- E. The practicum/internship time will be treated as a leave of absence and the employee is guaranteed their current position back.
- F. A contract between the school district and the staff member will be signed to formalize these arrangements

8.11 Compensatory Release Time

The Superintendent, with the concurrence of the Council President, may offer the option of compensatory release time in lieu of hourly payment. Acceptance of compensatory release time in lieu of hourly payment is voluntary. The compensatory release time may be taken on any date during the school year in which it is earned with the date being mutually agreed upon between the teacher and the principal. A single compensatory release time day may be used immediately prior or following a school vacation or holiday. The use of consecutive compensatory release time day(s) or personal business day(s) or a combination thereof prior to or immediately following school vacations or holidays is generally not appropriate, but the Superintendent may review requests related to this subject on a case-by-case basis. The Superintendent's granting of compensatory release time shall be without precedential effect.

8.12 District Mentor Program Facilitator

The District Mentor Program Facilitator will be compensated with an annual stipend of two thousand dollars (\$2,000).

8.13 Attendance Incentives

Everyone still has fourteen (14) sick days + two (2) personal days (per year-stays the same). If an employee uses 5 or less personal/sick days per school year, they will receive an incentive of \$500 (last payroll in June).

ARTICLE IX

COMPENSATION

9.1 Pay Periods

Teachers shall be paid regular compensation in twenty-six (26) pro-rata bi-weekly installments. The first paycheck of a pay cycle will be issued within two weeks of the first day of teacher attendance and the receipt of the last check in the prior pay cycle. Payday shall be every other Friday.

9.2 Base Salary

- A. Years of work experience shall be calculated by adding the number of continuous years of work experience since the last hire date and any years of work experience from other school districts accepted by Gurnee District 56 to be used to calculate his/her salary at the time of the hire.
- B. Teachers with one year of teaching experience through 20 years of teaching experience.
- C. Longevity - Any teacher accumulating more than 20 years of teaching experience.
- D. BASE SALARY - The salary paid to teachers including increases for educational advancement (formerly lane changes) but not including any additional compensation added to the salary for extra duty pay.

9.3 Salary

- A. Base salary for a BA0 will be \$46,003 for the 2024-2025 school year.
- B. Base Salary will be increased by the following percentages:
 - Year 1 – 6%
 - Year 2 - 4%
 - Year 3 - 4%
 - Year 4 - 3%
 - Year 5 - 3%
- C. Longevity will be increased by the following percentages:
 - Year 1 - 5%
 - Year 2 - 3%
 - Year 3 - 3%
 - Year 4 - 2.5%
 - Year 5 - 2.5%
- D. All new teachers hired will be placed based on their years of experience and degree. Teachers will be granted one year of teaching experience for every year of experience up to 10 years (1:1). For every year of experience granted, an additional two percent (2%) of that year's starting base salary will be added to the base starting salary.

For teachers hired with hours beyond a bachelor's degree up to a master's degree, four percent (4%) will be added for each educational advancement the teacher has achieved up to the level of master's degree. Any hours beyond a master's degree will be permitted one salary adjustment per year as outlined in Section 9.9 until they reach their proper credit level.

- E. Superintendent will consult with Union President regarding candidate compensation for hard to fill positions. HARD TO FILL POSITIONS: Psychologist, Social Worker, EL

9.4 Sheltering Teacher Retirement Contribution

According to authority granted by the Pension Reform Act of 1974, Section 414(h)(2) of the Internal Revenue Code, the Board of Education agrees to pay to the Teacher Retirement System on behalf of each teacher, from the established compensation schedule, the required percentage of earnings reflected for each teacher.

9.5 Insurance: Group Major, Medical, Dental and Term Life

All full-time certified employees shall be offered coverage under a comprehensive group medical plan (currently PPO 500, PPO 750, PPO 1000, High Deductible 2500, or HMO). The Board may offer additional insurance group plans as recommended by the insurance committee.

BOARD CONTRIBUTION - For individual coverage, the Board shall annually contribute an amount not to exceed the previous year's contribution of PPO 500 plus any increase in premiums up to the first three percent (3%) as well as any premium increase greater than six percent (6%).

TEACHER CONTRIBUTION - For individual coverage, educators shall contribute twenty dollars (\$20) per month.

For spouse, dependent, or family-tiered plans, The Board shall contribute 40% of the Total Premium Cost for PPO 500. For all other spouse, dependent, or family-tiered plans, the Board shall contribute 45% of the Total Premium Cost.

The Board shall contribute for an employee, who chooses the High Deductible \$2500 Plan one thousand five hundred dollars (\$1,500) in a Health Savings Account (HSA) in the name of the employee who elects the High Deductible \$2500 Plan. The administration of the HSA will comply with Internal Revenue Service (IRS) guidelines. If an employee discontinues the High Deductible Plan prior to the anniversary day of the plan or enters the plan after the anniversary date as a result of a qualifying life event (i.e., birth of a child, loss of a spouse), the amount placed in the HSA will be adjusted on a prorated basis from the anniversary date until the date of the break of continuity with the High Deductible Plan.

The Board agrees to provide the full individual premium for dental insurance in addition to its medical premiums. The Board shall provide each teacher with fifty thousand dollars (\$50,000) group term life insurance coverage. The Board shall reimburse each teacher up to five hundred fifty dollars (\$550) per individual or family, after a two-hundred-dollar (\$200) deductible has been paid by the teacher (applicable to stop loss and including eye care costs). Changes in insurance coverage and the insurance carrier shall be by mutual agreement of the parties.

Part-time teachers shall receive Board contribution toward employee coverage, as outlined above, on a prorated basis.

9.5a Insurance: Group Major Medical, Dental and Term Life Committee

A committee shall be formed with an equal number of teachers (appointed by the Union) and administrators (appointed by the Superintendent) to conduct an in-depth study to determine a plan to more efficiently use the District's health insurance plan. The Director of Business Services, who will be one of the administrators selected by the Superintendent, will act as the chair of the committee and will regularly schedule meetings to determine ways to reduce expenditures associated with the health insurance plans. The committee will develop a list of recommendations annually to reduce health insurance costs and present them to the Union membership and the Board of Education.

9.6 Flexible Benefit Plan

The Board shall establish a flexible benefit plan. Such plan shall be developed in consultation with the Union and shall provide an opportunity, pursuant to relevant Internal Revenue Service Guidelines and Regulations, for teachers to deduct:

- A. Dependent Health Insurance
- B. Dependent Dental Insurance
- C. Additional Term Life Insurance
- D. Disability Income Insurance
- E. Other Non-Reimbursed Medical/Dental Costs
- F. Child/Dependent Care Costs

and other items as may be hereafter agreed between the Board and the Union from their overall compensation and to be subsequently reimbursed therefore upon the timely filing of evidence of payment of such insurance or other costs and with the other provisions of such flexible benefit plan.

Each teacher shall declare, not later than September 1 of each school year, their anticipated annual cost of benefits under the plan for the twelve (12) month period September through August, in a manner and amount in compliance with an Internal Revenue Service Section 125 Plan. Teachers shall be reimbursed up to one-half (1/2) of their declared cost on the first payday in April, provided the teacher has filed evidence of payment in the month of March. Teachers shall be reimbursed their remaining declared cost, or their entire declared cost if no reimbursement was earlier claimed, on the first payday in October next, provided the teacher has filed evidence of payment in the month of September.

Should the evidence of payment submitted by the teacher exceed the declared anticipated cost, the teacher shall receive as reimbursement the declared anticipated cost. Should the evidence of payment submitted by the teacher prove less than the declared anticipated cost, the teacher shall receive as reimbursement only the amount as specified through evidence of payment. Any remaining amount of money shall revert to the Board.

9.7 Compensation of Social Workers, Psychologists and Speech Language Pathologists

Social Workers, Psychologists and Speech Language Pathologists hired shall be given educational advancement credit to the level of MS+24.

9.8 Graduate Credit (Educational Advancement) Leading to Salary Adjustment

Teachers shall receive a salary adjustment increase of four percent (4%) each for attaining graduate credit levels of BS+12, BS+24, MS, MS+12, MS+24, MS+36, and MS+48. No teacher shall be permitted to attain more than a single four percent (4%) salary adjustment per year. If a teacher has earned graduate credits for more than one salary adjustment in a year, the unpaid adjustments shall be made in the following year(s); salary adjustments shall be made at the beginning of the school year.

IFT ER&D Courses taken from Lake County Federation of Teachers Local 504 will be counted toward accrued graduate credits for salary adjustment. It is understood that ER&D Courses will most likely not transfer to other school districts.

In order to have hours reflected in your personnel file, an official transcript must be sent directly to the District office from the Graduate school. An official transcript used for tuition reimbursement can be used for hours for your personnel record. You do not need to order

two separate transcripts.

Courses taken during the school year or completed during the summer, prior to the start of the new school year, will be taken into account to determine if an educational advancement is applicable for the new school year. The course must be completed prior to the teacher's first day of school. Paperwork related to the coursework must be received by November 1st of that school year.

Educational advancement movement will occur if classes are taken from an ISBE-approved institution. <https://www.isbe.net/doap>

9.9 Educational Advancement Beyond the Master's Degree

Credits which are earned prior to completion of the master's degree shall not be used in allowing a teacher educational advancement beyond a master's degree.

9.10 Traveling Teachers

Teachers, who as part of their teaching assignment must travel between attendance centers, shall be reimbursed for mileage when using a personal vehicle at the yearly mileage rate as provided under IRS rules and regulations.

ARTICLE X

DURATION AND TECHNICAL CLAUSES

10.1 Duration

This Agreement shall become effective at 12:01 a.m. on the first day of the 2024-2025 school term and shall continue in effect until 11:59 p.m. on the last day prior to the opening of the 2028-2029 school year. When either party executes written notification to the other party prior to April 1 of the year the Agreement terminates that it wishes to renegotiate the Agreement, the parties shall meet no later than the first Monday of May to receive the Union proposal and negotiations shall within thirty (30) days continue in an effort to secure a Successor Agreement. The Agreement may be continued by mutual consent.

10.2 Management Rights

It is understood that all rights, powers, and authority of the Board and/or its administrative staff not specifically limited by the language of this Agreement are retained by the Board. The Board, however, shall not take any action, which shall violate any of the specific provisions of this Agreement.

10.3 Recognition of This Agreement

This Agreement supersedes and nullifies all previous written and verbal negotiation agreements between the Board and the Union.

10.4 Separability

Should any Article, Section, or Clause of this Agreement be declared illegal by a court of competent jurisdiction, then that part shall be deleted from this Agreement to the extent that it violates the law. The remaining Articles, Sections, and Clauses shall remain in effect. Should any additional modification or change be made in this Agreement, it shall be necessary that the parties mutually agree in writing.

10.5 Individual Contracts

Terms and conditions of this Agreement shall be stipulated in individual contracts or employment agreements.

10.6 No-Strike Provision

As provided in law, the Union agrees that it shall not strike for the duration of this Agreement.

10.7 Zipper Clause

The parties each voluntarily and unqualifiedly waive any rights which might otherwise exist under law to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively during the term of this Agreement with respect to any matter (except as otherwise specifically provided herein) even though each subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed the Agreement.

With the uncertainty of pension reform, health care insurance premiums, and economic conditions (CPI), the Board of Education and the Teachers' Union agree that a major change (positive or negative) from the assumptions made to establish the Teachers' Salaries from school year 2024-2025 through 2028-2029 may require the two parties to address the impact the change could have on the salary compensation.

10.8 Typing and Printing of Agreement

The Union shall assume all responsibility and cost related to the typing of this Agreement; the Union shall assume all responsibility for the printing of sufficient copies of this Agreement for the parties. The Board shall reimburse the Union for one-half the cost of such printing.

In Witness Whereof, this Agreement is signed this 10th day of June, 2024.

Debbie Anderson
Jack Mochman

Council President
Gurnee Federation of Teachers
Lake County Federation of Teachers,
Local 504, IFT-AFT/AFL-CIO

Board of Education President
Board of Education of
Gurnee School District #56,
Lake County, Illinois

APPENDIX A

Under Article V, Working Conditions, an addendum is being added to provide for a late start every Wednesday for the 2024-2025 School Year. The 1-hour late start will serve as time for staff in each building to collaborate on work related to their PLC goals, SIP goals, and other district initiatives (e.g. Portrait of a Graduate).

At least one Wednesday a month will be provided to PLC teams with the purpose of collaborating on work related to advance their team goals.

As long as the late start is in place, there will be no more than one staff meeting per month outside the contracted school day.

APPENDIX B

NOTICE TO APPEAL AN UNSATISFACTORY RATING

(This must be submitted within 5 days of receipt of the Summative Evaluation)

Name: _____ Date: _____

Position: _____ School: _____

Reason for Appeal:

You will be contacted for further information and/or documentation.

Teacher Signature: _____ Date: _____

The teacher must submit the notice to appeal to the Building Principal and the Director of Instruction and Innovation.