



Virginia CUSD 64
AGREEMENT BETWEEN THE
BOARD OF EDUCATION
and
VIRGINIA EDUCATION ASSOCIATION
2024-2027

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ARTICLE I: RECOGNITION

1.1 Recognition

The Board of Education of School District #64, Cass County, Illinois, recognizes the Virginia Education Association, which is affiliated with the Illinois Education Association and the National Education Association, as the sole and exclusive bargaining agent for all its certified full and part-time teachers, counselors, and librarians, excepting substitutes, temporary employees, superintendent, principals, and other administrative or supervisory personnel having the authority to hire, transfer, assign, promote, discharge, or discipline employees.

ARTICLE II: NEGOTIATIONS/EFFECT OF AGREEMENT

2.1 Good Faith Bargaining

Both parties agree to negotiate in good faith. "Good Faith" shall mean that the parties shall confer at reasonable times and at reasonable places with the purpose of making proposals and counter-proposals to reach a collectively bargained agreement.

2.2 No Strike

During the term of this Agreement and any extension thereof, no employee covered by this Agreement nor the Association nor any person acting on behalf of the Association shall ever at any time engage in, authorize, or instigate any picketing; any recognition of any picket line at the School District's premises; any strike, slowdown, or other refusal to render full and complete services to the Board of any activity whatsoever which would disrupt in any manner, whole or in part, the operation of the School District. In the event of any violation or violations of any provision of this article by the Association, its members or representatives, the Association shall, upon notice from the board, immediately direct such employees, both orally and in writing, to resume normal operations immediately and to make every other reasonable effort to end any violations.

ARTICLE III: GRIEVANCE PROCEDURE

3.1 Scope

A grievance shall be defined as a claim by a member of the bargaining unit or a claim by the Association of violation of any provisions of this Agreement.

3.2 Stage One, Informal Discussion

The teacher shall attempt to resolve any potential grievance in an informal discussion with his or her attendance center principal within ten (10) school days from the time the employee became aware of the occurrence of the first event giving rise to the alleged violation of this agreement. The attendance center principal shall respond orally within ten (10) school days of the informal discussion.

3.3 Stage Two, Written Statement to Principal

If the grievance cannot be resolved at Stage One, the teacher may file a written statement of the grievance with his or her attendance center principal. Such a written statement of grievance shall be filed within ten (10) school days from receipt of the oral response of the attendance center principal and shall contain a statement of the factual basis of the grievance and the section or sections of the Agreement which are alleged to have been violated. The attendance center principal shall respond in writing within ten (10) school days of receipt of the written grievance.

3.4 Stage Three, Appeal to Superintendent

If the grievance is not resolved at Stage Two, the employee may appeal the decision of the attendance center principal in writing to the District Superintendent within ten (10) school days of the receipt of the written decision of the attendance center principal. The District Superintendent shall respond in writing within ten (10) school days of receipt of the written appeal.

3.5 Stage Four, Appeal to the Board of Education

If the grievance is not resolved at Stage Three, then the Association shall refer the grievance to the Board of Education within ten (10) days after receipt of the Stage Three answer.

The Board of Education will arrange with the Association representative for a meeting to take place within thirty (30) days of the Board's receipt of the appeal. Within ten (10) days of the meeting, the Association shall be provided with the Board's written response, including the reasons for the decision.

If the grievance is not satisfactorily resolved at Stage Four, the Association may submit to the Superintendent within twenty (20) school days of receipt of the answer in Stage Four a written request on behalf of the grievant to enter into binding arbitration.

Arbitration proceedings shall be conducted by an arbitrator selected from a roster of arbitrators provided by the Federal Mediation and Conciliation Service or the American Arbitration Association. Expenses for the arbitrator's services will be borne equally by the District and the Association. The arbitrator's decision will be binding upon all parties. The arbitrator shall not amend or modify any of the provisions of this Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue

or issues presented to him in writing by the School District and the Association and shall be based solely on the wording of this Agreement. The arbitrator shall be limited to directing the parties to comply with the terms of this Agreement.

The Board acknowledges the right of the teacher to request the Association's grievance representative be present at any level of the grievance.

3.6 Bypass

The District representative and the grievant may mutually agree to bypass any stage of the grievance procedure.

ARTICLE IV: PERSONNEL ISSUES

4.1 Personnel File

All employees shall have the right to inspect their own personnel file, with exception of pre-employment recommendations, during normal business hours and without disrupting the operations of the school. All employees shall have the right to include in their personnel file any objection, in writing, to information contained therein. Copies of any material placed in an employee's personnel file shall be provided to the employee on request.

4.2 Status Report

An employee status report shall be given to each full-time teacher within thirty (30) days of the start of the school year, which shall set forth the teacher's annual regular pay, the teacher's extra duty pay, Board paid insurance benefits, and sick leave accumulated to date.

4.3 Teacher's Assignment

Each teacher shall be notified of their intended teaching assignment at least thirty days prior to the beginning of the school year unless the administration of the District determines that an emergency change in the needs of the District, vacancy, or other circumstance makes a change in such assignment suitable. New sponsorships and coaching assignments shall be posted by March 1 of each year. Any teacher interested in these positions will have 15 days thereafter to express in writing their preference for such assignments. The Board shall first consider certified faculty and then persons outside the faculty in filling these assignments. The Board shall, nevertheless, have sole discretion to fill any such assignments in the best interest of the district, either with certified faculty or persons outside the faculty.

4.4 Teacher Vacancies

An announcement of all certified teaching vacancies shall be posted in the teacher's lounge. Positions will be posted internally for 5 days before advertising externally.

4.5 Reduction in Force

A. By May 10th of each year, the Superintendent shall deliver to the Association President the category of positions list for all certified positions which are included in this bargaining unit.

B. No later than forty-five days before the last day of the school year as determined by the official school calendar, the Superintendent shall deliver to the Association President the sequence of dismissal list as required by law for reductions in force.

4.6 Procedures for Complaints Against Personnel

Just Cause

In the event the District takes disciplinary action against a teacher, the standard to be applied is whether or not the action was for just cause. It is specifically agreed that this section shall not apply to a decision by the Board to terminate a teacher or to not renew the contract of a teacher.

Chain of Command

Chain of Command, as outlined in Board Policy, shall be followed upon receiving a complaint about a teacher/coach from a parent, student, or other individual. If the Superintendent, or designee, believes there is a reasonable basis to commence an investigation about a complaint about a teacher by anyone that could result in discipline, the teacher shall be notified in writing of the issue and the name of the complainant, unless the law prohibits such disclosure. The Superintendent, or designee, will notify the teacher in writing if no action is taken on the complaint.

Association Representation

A teacher shall be entitled to have present an Association representative when the teacher is being reprimanded, warned, disciplined, or dismissed, excluding informal criticisms or suggestions for improvement which do not form the basis of formal action. When a request for such representation is made, no action shall be taken with respect to the teacher until such Association representative is present. Requests from administrators to teachers to attend such a meeting or conference shall be in writing and shall include the purpose of the meeting.

4.7 Teacher Personal Property

The District shall reimburse the teacher for the damage to his or her clothing or personal property caused by a student or other person when the teacher sustains a personal injury, or it results from an attempt to cause bodily harm, or it is the result of reckless conduct. Such reimbursement shall be based on the fair market value or

replacement cost of the personal property damaged. Reimbursement shall not exceed \$500.00 per teacher per year. No recovery under this paragraph will be allowed if the teacher's loss is fully compensated by the District's insurance. The District may seek to recover costs from the responsible party.

ARTICLE V: ASSOCIATION RIGHTS

5.1 Association Rights

The right of the teachers to join the Association and the right of the Association to participate in collective bargaining is hereby acknowledged.

5.2 Copies of Agreement

The Board will provide the Association with three (3) copies of the Agreement prior to ratification.

5.3 Communications

The Association shall be permitted the use of employee mailboxes for Association notices and one bulletin board in the attendance center, as designated by the principal, in the teacher's lounge.

5.4 Policies

The Association shall receive one complete copy of all current policies of the District within thirty (30) days of the final ratification of the Agreement. The District shall place one copy of each new or changed policy passed by the board in the mailbox of the Association president within thirty (30) days of passage by the Board of such policy.

5.5 Use of School Facilities

The Association may have the use of a District classroom for the purpose of conducting association meetings. Requests for such use shall be granted unless the Administration determines that such use interferes with the District operation or use of the facility by a community group previously scheduling the facility. Such meetings shall be held on school days before or after school hours.

5.6 Dues Deduction

The Board shall deduct from the pay of each employee so requesting the dues of the Association.

5.7 Interview Process

In the event that teachers are included in the interview process for any new teaching hire in the District, the teachers included shall be teachers who will be teaching in the same subject discipline for the next following school year, or, if there are not such teachers teaching in the same subject discipline as the new hire, then the teachers included in the interview process shall have relevant teaching experience in that subject area.

5.8 Labor-Management Committee

The Board and Association shall select three representatives (2 Board members, Superintendent and 3 VEA members) each to form a Labor-Management committee for the purpose of meeting to confer about matters of mutual interest. All issues should be initially addressed with the district superintendent prior to being brought to the Board Committee, allowing appropriate time for the issues to be addressed at the administrative level. In the event superintendent action does not resolve the issue, a meeting shall be called including the full Labor-Management Committee. To the extent practicable, the two Board members and the 3 VEA members will be the same for each meeting, being understood circumstances may prevent one or more of the Board members or VEA members from attending a meeting. Unless otherwise agreed to by the committee members, the meetings will be held during the school year (September-May) at a mutually agreed upon time. Nothing said by any person during a committee meeting may be used adversely against that person or the parties in any other context or proceeding. These meetings shall not constitute collective bargaining sessions. It is agreed by both parties that cooperation and communication among the Association, Administration, and Board of Education play a vital part in the operation of the District. It is in the interest of all parties to resolve issues in a cooperative effort.

5.9 Job Descriptions

The Superintendent shall prepare job descriptions for certified positions that exist in the bargaining unit within one hundred twenty (120) calendar days after execution of this Agreement by both parties and deliver each job description to the Association President for comment by the Association. The Association shall return its comments to the Superintendent within forty-five (45) calendar days. The Superintendent shall consider the Association's comments and make any modifications the Superintendent deems appropriate. The Superintendent shall within forty-five (45) calendar days after receipt of the Association's comments about the job descriptions submit the job descriptions to the Board of Education for its approval. Any changes to the certified job descriptions adopted by the Board or the development of new job descriptions shall be initially developed by the Superintendent and delivered to the Association for forty-five (45) calendar days of receipt of the Association's comments to make any modifications to the job descriptions the Superintendent deems appropriate. The Superintendent will

submit the job descriptions to the Board of Education for approval.

ARTICLE VI: LEAVES

6.1 Sick Leave

Sick leave shall be interpreted to mean illness, scheduled medical appointments, for the employee or the immediate family or household of the employee as defined in the School Code. Immediate family is defined as parents, spouse, sister, brother, children, grandparents, grandchildren, parent-in-law, brother-in-law, sister-in-law, and legal guardian of an employee.

This table outlines the sick leave entitlements for teachers based on their years of teaching experience, along with any additional sick leave days granted based on their sick leave usage in the previous year in the District.

Years of Teaching Experience	Sick Leave Days Per Year
1-10	12
11-16	14
17-20	16
21 and thereafter	20

Each full-time teacher shall be allowed to accumulate to a maximum three hundred forty (340) days. A part-time teacher's sick leave shall be calculated proportionately to that of a full-time teacher. Such sick leave shall accumulate from year to year. Any charges to sick leave may be in one (1) day, one-half ($\frac{1}{2}$), one-quarter ($\frac{1}{4}$) day increments. Any teacher absent more than three consecutive days may be asked to provide the district with a medical note.

6.2 Family Medical Leave

The Board will grant requests for family and medical leave in accordance with board policy 5:185.

6.3 Sick Leave Bank

The Board and the Association hereby agree to establish a sick leave donation plan. This plan's purpose is to allow teachers of the District the ability to donate their sick days to another teacher who has exhausted his/her personally accumulated sick leave and personal leave days due to a catastrophic illness or serious injury to the teacher. It is not the purpose of this plan to provide additional days to teachers who have exhausted their accumulated sick leave and are applying for days because of common colds or some other temporary commonplace illness.

Teachers desiring to use the sick leave donation plan should contact the Association President and the Superintendent will make arrangements to convene the committee.

Teachers wishing to donate days will use the form developed by the Association and Administration. Employee donations of sick leave days shall be limited to three sick days per year per employee.

A committee will be established to act as the governing body for the Administration of the Sick Leave Donation Plan. Said committee shall consist of two (2) members named by the Association and two (2) persons named by the Superintendent.

The Sick Leave Donation Committee shall hold an initial meeting prior to October 1st of each school year. The purpose of the initial meeting will be to review the qualifications and procedures of the Plan. Subsequent meetings will be held as needed to review applications and determine eligibility. In making decisions, the Committee will use the simple majority rule. Following the date of a decision rendered by the Committee, a teacher may appeal in writing said decision to the Board of Education within thirty (30) calendar days.

The following are the minimal criteria for use of the sick leave days:

- a) Exhausted his/her accumulated sick leave.
- b) Must have a catastrophic personal illness or serious injury.
- c) Must have a doctor's statement and be willing, if required, to get a statement from the Sick Leave Donation Committee's choice, at the expense of the Board.
- d) Must give the Sick Leave Donation Committee a written request for the days with the reason for the request and the estimated number of days requested.

6.4 Personal Leave

Each full-time teacher shall be granted three (3) days per year as personal leave days. A part-time teacher's personal leave shall be calculated proportionately to that of a full-time teacher. Any charge to personal leave may be in one (1) day; one-half ($\frac{1}{2}$) day; or one-quarter ($\frac{1}{4}$) day increments. No such day shall be used on the first or last day of a school term or before or after a school holiday unless approved by the Superintendent. No more than four (4) teachers shall be absent from the district on personal leave on any one day.

In the event a teacher does not use these personal leave days, up to two of these such days shall be added to the teacher's accumulated sick leave at the end of the school year.

6.5 Professional Development Days

The Superintendent may approve for each teacher up to two (2) professional leave days per school year for attendance at workshops and/or training programs above and beyond those requested by the administration. All programs and workshops shall be in the instructional area of the teacher.

6.6 Maternity/Paternity/Adoption Leave

Each teacher will be allowed to use accumulated sick leave for maternity, adoption and/or paternity reasons associated with the birth and adoption of a minor child to that teacher, either as the mother or father of that child. Request for this leave shall be in writing with sufficient information to support the request for medical or childcare reasons and shall be delivered to the Superintendent as soon as practicable prior to the commencement of the leave. This leave may be taken intermittently. Upon exhaustion of sick leave, the teacher may take Family Medical Leave as allowed by law. Upon exhaustion of both sick and FMLA leave, the teacher may be granted unpaid leave for temporary disability due to pregnancy or pregnancy-related causes or for initial child care following birth or adoption, but not to exceed one full school term.

Upon exhaustion of all of the teacher's sick leave, a teacher may be granted a leave of absence for such remaining time as the teacher may be temporarily disabled due to pregnancy or pregnancy-related causes, not to exceed the remainder of the school year in which sick leave has been exhausted.

6.7 Bereavement Leave

For the purposes of this section 6.4, the term "covered family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Further, the definitions set forth in the Illinois *Family Bereavement Leave Act* (820 ILCS 154/1 et seq.) as amended from time to time, shall apply to this section 6.4.

Each employee shall be granted five (5) days as bereavement leave in the event of a death of a covered family member. In case of the death of other persons related to the employee, up to five (5) sick days may be granted as bereavement leave.

In the event of the death of an employee's covered family member, the employee shall also be entitled to use up to 10 working days of unpaid bereavement leave to:

- (1) attend the funeral or alternative to a funeral of a covered family member;
- (2) make arrangements necessitated by the death of a covered family member;
- (3) grieve the death of a covered family member
- (4) be absent from work due to a Significant Event, which includes; (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an

adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth. An employee qualifying for leave due to a significant event will not be required to identify which specific reason applies to the employee's request.

Bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed in (4) above occurs.

The employee may elect to substitute any accrued and available paid leave for all or a portion of the unpaid leave provided for herein. The Superintendent or Principal or his/her designee may require reasonable documentation verifying the need for the bereavement leave, which may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. For leave resulting from an event listed under (4) above, reasonable documentation shall include a form, to be provided by the Illinois Department of Labor, to be filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner, or surrogate, for an event listed under (4) above, or documentation from the adoption or surrogacy organization that the employee worked with related to an event listed under (4) above, certifying that the employee or his or her spouse or domestic partner has experienced an event listed under (4). The District will not require that the employee identify which category of event the leave pertains to as a condition of exercising rights under (4) above.

An employee shall provide the Superintendent or Principal or his/her designee at least 48 hours' advance notice of the employee's intention to take unpaid bereavement leave, unless providing such notice is not reasonable or practicable. In the event of the death of more than one covered family member in a 12-month period, the employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period.

6.8 Jury Duty or Subpoena Leave

Leaves of absence shall be granted for jury duty or when subpoenaed as a witness. The employee shall notify the District when notification to serve on jury duty or as a subpoenaed witness is received. Leave shall be paid provided if all compensation the employee receives for jury duty or appearing as a result of a subpoena is paid over to the District.

6.9 Military Leave

Leave for all military personnel shall be as provided by federal and state law.

ARTICLE VII: CONDITIONS OF EMPLOYMENT

7.1 School Day Definition

For the purposes of this Article, when school is not in session, a school day shall be defined as any day the school administrative offices are open for conducting school business.

7.2 Instructional Day

The teacher workday shall not exceed eight (8) consecutive clock hours, including the lunch periods and preparation periods. Should a teacher be required to teach a regular class assignment for a semester during his/her planning period, the teacher will be paid 1/8th of his/her salary. The teacher will be paid 1/8th of his/her salary for an early bird or after school class that is part of the regular instructional curriculum. Early bird classes, or for classes taught after the regular school day, for every four hours of instruction time, the teacher will receive one additional hour of pay.

Example: A teacher teaches eight hours in a week. That teacher receives ten hours of pay. This additional pay is compensation for preparation time.

7.3 Duty-Free Lunch

Full-time teaching employees shall receive no less than thirty (30) minutes consecutive duty-free lunch period. A duty-free lunch period shall be provided to each part-time teacher who is assigned to work four or more clock hours per school day.

7.4 Part-time Teachers

Part-time teachers shall be defined as teachers who work for less than a full school day for an entire school year.

7.5 Contract and Handbook Copies

The Board shall provide a copy of the current contract to all newly hired teachers before their first work day. Additionally, contract and handbook information will be made available via the school website or provided electronically for all staff. Hard copies can be made available upon request

7.6 School Calendar Advisory Committee

The Board and the Association shall establish an Advisory Calendar Committee. The Committee shall make advisory recommendations regarding beginning and ending dates of school, vacations, and holidays, no later than May 2 of each year. The Board shall make the final school calendar decisions.

7.7 Insurance Committee

The Board and Association agree to establish a committee to consider and evaluate health insurance plans and programs for the School District. Each party shall appoint an equal number of members to the Committee. The Board's appointees will be non-teaching employees.

The Insurance Committee shall recommend to the Board any health insurance plans and programs for the District. The Board shall accept or reject the Committee's recommendation. In the event the Board rejects the Committee's recommendation on a health insurance plan or program, then the Board shall refer the matter back to the Committee for a further recommendation, unless the Committee fails to act.

7.8 Joint Reduction In Force Committee

The Board and the association shall each appoint three (3) representatives to a Joint RIF Committee as required by 105 ILCS 5/24-129(c). The committee shall complete its duties by February 1st, or other date established by any updates of the Illinois School Code, of each school year.

ARTICLE VIII: Employee Evaluation

8.1 Teacher Evaluation

- A. The District Teacher Evaluation Plan and Evaluation Instrument is outlined in the separate Virginia CUSD 64 Teacher Evaluation Handbook.
- B. As outlined by state law, all non-tenured teachers must be evaluated every year, and these non-tenured teachers must have at least two formal observations and one informal observation during this one-year evaluation cycle. Tenured teachers who receive *Proficient* or *Excellent* ratings will be evaluated once every three years, and these teachers must have one formal and one informal observation during this three-year cycle. Tenured teachers who do not receive *Proficient* or *Excellent* ratings (e.g. *Unsatisfactory*) must be evaluated every year.
- C. A teacher may request a formal evaluation by a second administrator who is legally qualified to conduct teacher evaluations in the same school year. This request may be exercised only once each school year by a teacher.
- D. Nothing herein shall be construed to deny the administration from making other observations of a teacher's performance and confirming the observations in written communications to the teacher. Such observations communicated to the teacher in writing may be considered by the administrator when conducting the teacher's next formal evaluation. The teacher may request in writing that a conference be held as soon as is reasonably practicable between the teacher and administrator who made the observation to discuss the observation that was made.
- E. Any grievance filed under Article III of this contract shall be limited to violations of specific evaluation procedures in the Virginia CUSD 64 Teacher Evaluation Handbook.

- F. The rating scale for teacher performance evaluation shall be:
 - 1. Excellent;
 - 2. Proficient;
 - 3. Needs Improvement; and,
 - 4. Unsatisfactory
- G. Any tenured teacher placed on remediation after a formal evaluation process will follow the remediation procedure set forth in 105 ILCS 5/24A-5.
- H. The School Board and Association shall each appoint three representatives to a Joint Committee to address the requirements of 105 ILCS 5/24-12(c) as amended by Public Act 97-0008. The Joint Committee shall complete an annual review by February 1 each year during the term of this agreement.

ARTICLE IX: COMPENSATION AND RELATED PROVISIONS

9.1 Method of Payment

- A. Certified personnel shall be paid on the 7th day of each month. In the event the 7th day falls on a weekend or on a holiday, the last regular day of school or the preceding Friday should be the pay day.
- B. All scheduled salary payments shall be made over a twelve (12) month period consistent with the requirements of Illinois Revenue Code (IRC) 409A. The first paycheck of each school year will be issued on September 7th.
- C. The District shall provide an electronic paycheck with the following information provided:
 - a. Date of payment
 - b. Monthly earnings
 - c. Itemized list of total withholdings (retirement, insurance premium, professional dues, federal income tax and state income tax)
- D. Employees will be allowed to make contributions to a 403b plan with payroll deduction. At least annually, the Administration shall notify employees of this option to participate, the time period during which election may be made and summarizing the plan's essential features.
- E. Persons resigning from the District for retirement purposes shall be eligible to receive their final paychecks on June 7th. An advanced written notice, at least thirty (30) days prior to this date shall be made to the Superintendent.
- F. Overtime, extra duty pay, such as covering for a class, and other additions that are not part of the regular pay, will be paid monthly, following board approval.
- G. Coaches and sponsors will receive a one-time stipend payment at the completion of the duties required for that position. Completed paperwork must be submitted to the Building Principal at the conclusion of 1st semester for January payment, or the conclusion of 2nd semester for June payment.

9.2 Salary Schedules

- A. The salary schedule is set forth in Appendix A which is attached hereto and incorporated within

this Agreement. The schedule shall be based upon a one hundred eighty (180) day school calendar.

- B. The extracurricular/supplemental schedule for the term of this Agreement shall be set forth in Appendix B, which is attached to and incorporated in the Agreement.
- C. As provided by law, the Board of Education shall pay to Teachers Retirement System (TRS) on behalf of each teacher under the "salary schedule add-on method" an amount up to 9% of the teacher's creditable earnings for each fiscal year during the term of this Agreement. The balance of any required employee retirement contributions as provided in paragraph 9.6 shall be paid by the individual teacher through payroll withholding. In the event that any law or regulation is passed that causes the Board's own TRS contribution (currently established at .58%) to increase, then the Board and Association shall immediately meet to bargain the impact of the law or regulation.

9.3 Employee Insurance Plan

- A. The District will pay \$600 per month towards the employee's individual health insurance premium as a part of the District's health insurance plan for the term of this Agreement. This amount will not exceed the actual premium cost if it is lower than \$600 per month. If the affordability threshold of the Affordable Care Act requirement for the District is more than \$600, the District will contribute the difference to remain in compliance with the threshold.
- B. The District has established a Flexible Benefits Plan to a Section 125 Cafeteria Plan. Both Plans are funded solely through individual employee contributions from those employees enrolled in each Plan.
- C. The District will offer a supplemental dental and vision insurance plan for each employee at no cost to the District. The cost of the dental and vision insurance plan will be paid by the employee.

9.4 TRS Salary Increase

Pursuant to Public Act No. 102-0016, employees should be aware that salary increases in excess of 6% could impact employer contributions to the Illinois Teacher Retirement System (TRS). Employees are encouraged to consult with TRS and district administration for further details.

9.5 Retirement Incentive

Any full-time teacher with at least 25 years' experience as a teacher, who submits a letter of resignation on or before January 1, two years before the effective date of the teacher's retirement, shall receive a payment of \$300 for each year the teacher has been employed by the District, including the teacher's last two (2) years prior to retirement. This retirement incentive shall be paid over the teacher's last two years prior to retirement.

Any full-time teacher with at least 25 years' experience as a teacher, who submits a letter of resignation on or before January 1, three years before the effective date of the

teacher's retirement, shall receive a payment of \$400 for each year the teacher has been employed by the District, including the teacher's last three (3) years prior to retirement. This retirement incentive shall be paid over the teacher's last three years prior to retirement.

Any full-time teacher with at least 25 years' experience as a teacher, who submits a letter of resignation on or before January 1, four years before the effective date of the teacher's retirement, shall receive a payment of \$500 for each year the teacher has been employed by the District, including the teacher's last four (4) years prior to retirement. This retirement incentive shall be paid over the teacher's last four years prior to retirement.

If the payment of this retirement incentive in any one year exceeds 6% of the teacher's total compensation over the previous year, then the balance shall be paid in the last year prior to retirement or as a severance pay after the teacher receives the last paycheck from the District used in calculating the teacher's retirement annually. The parties agree that none of the retirement incentives shall be paid to the teacher in such a manner to create a penalty on the District by TRS or to require the District to pay a "present value" sum that exceeds the TRS 6% cap.

If such a deadline to submit a letter has passed by the time this contract is ratified, a time period of 3 months shall be allowed for a teacher to submit such letter retroactively.

9.7 Compensation for Class Coverage and Planning Period Substitution

- A. Any teacher requested by an administrator to perform supervisory duties or substitution duties during his or her planning period shall be compensated at the rate of thirty dollars (\$30.00) per period.
- B. If a teacher is requested by a building administrator to double up his or her class load, said teacher shall be compensated at the rate of thirty dollars (\$30.00) per period.
- C. If an elementary teacher is requested by a building administrator to forfeit his/her planning time due to the absence of a specialist, said teacher shall be compensated at the rate of thirty dollars (\$30.00) per period.
- D. Payments under this section shall only be made when the employee works at least one-half of the class period. If the employee works less than one-half of the class period, he/she shall not receive any additional compensation.
- E. The Board shall pay each teacher \$20 per each required IEP meeting attended on days which the employee is not scheduled for work. This does not apply to meetings before or after regular school hours on scheduled teacher attendance days.
- F. A teacher shall be entitled to a free lunch on any day that he/she has morning supervision or in the event of completing a supervisory duty during his or her 30 minutes duty free lunch as approved by administration.

9.8 Additional Assignments Due To Vacancy

- A. If during a school term a vacancy in a teaching position occurs, and as a result a teacher is assigned an additional class to teach resulting in him/her no longer having

a preparation period, then the teacher will be compensated at a rate of 1/8th of the teacher's salary per day until he/she no longer is required to teach the additional class. The additional compensation provided for in this section shall not become part of the teacher's base salary thereafter. The provisions of this section do not apply to a teacher supervising students due to the temporary absence of the regular classroom teacher.

- B. If a posted position remains unfilled and another teacher takes on additional teaching responsibilities to help cover those courses but still receives a prep period, the covering teacher will receive a stipend of \$2000 per semester while teaching those classes.

9.9 Independent Study Courses

Teachers may serve as the teacher of record for no more than one (1) high school independent study course per semester. Independent study courses will be limited to one (1) student. Independent study courses must be proposed to and approved by the curriculum committee and administration in the semester before implementation. Teachers of record for independent study courses will be paid according to the following guidelines:

- A. Initiation of a new independent study course, co-developed with the student, will be compensated at a stipend rate of \$250.
- B. Teachers serving as the teacher of record for an independent study course will be compensated at a stipend rate of \$500/semester.

9.10 Tuition Reimbursement

The Board agrees to reimburse teachers for tuition costs associated with continuing education. The following conditions must be met:

- A. All courses which are to be submitted for reimbursement must first have approval from the Superintendent prior to taking the course on the form which is attached as Appendix C.
- B. Courses must be earned from a college or university accredited by the North Central Association, or an equivalent accrediting association recognized by the North Central Association.
- C. Approval of hours shall be limited to undergraduate courses that are a part of a teacher's plan approved by the Superintendent to gain legal qualification for additional teaching certifications approved by the Illinois State Board of Education or graduate courses for the reasons as specified in Appendix C.
- D. For each staff member, no more than four (4) semester hours per semester and no more than twelve (12) semester hours per year will be reimbursed.
- E. Tuition reimbursement shall be limited to Three Hundred Fifty Dollars (\$350.00) per semester hour for graduate level courses and for undergraduate level courses to gain additional teaching certifications tuition shall be limited to One Hundred Fifty Dollars (\$150.00).
- F. In consideration of, and as a condition for, the tuition reimbursement to be received pursuant to this Section 9.5, the teacher agrees, and shall enter into

a binding written agreement with the Board providing that, (i) he/she will continue to work for the Board as a certified teacher for not less than five (5) school years thereafter unless the Board dismisses the employee as permitted by law; and (ii) if within five (5) school years after being reimbursed for tuition as set forth above, the teacher voluntarily resigns his/her employment he/she shall, within thirty (30) days of said resignation thereof, reimburse the Board the tuition the Board paid on a prorated basis. For example, should a teacher resign his/her employment after two (2) school years after receiving tuition reimbursement, he/she shall repay to the Board 60% of the tuition reimbursement paid by the Board.

- G. A teacher shall not be entitled to tuition reimbursement for the cost of courses which are part of a master's degree program in an Illinois principalship from an accredited university until the successful completion of and conferment of the master's degree upon the teacher. When these conditions are met, the teacher shall be reimbursed the total cost of the master's program at the rate of \$350 per semester hour for each graduate level course earned as a part of such master's program prorated over the four fiscal years following the fiscal year the master's degree is conferred on the teacher. The proration of the reimbursement shall be 10% of the total costs in the first fiscal year; 15% of the total costs in the second fiscal year; 25% of the total costs in the third fiscal year; and 50% of the total costs in the fourth fiscal year. Should a teacher not be employed in the district for any reason during the four-year period, this reimbursement will cease.

Salary credit for additional coursework will be given for graduate level classes beyond a Bachelor's degree or Master's degree from an accredited college or university, as well as undergraduate hours for courses that are required for an additional license or certification or as required by the district or to teach additional classes to the benefit of the district.

Approval of hours shall be limited to undergraduate courses that are part of the teacher's plan approved by the Superintendent to gain legal qualification for additional teaching certifications approved by the Illinois State Board of Education, or graduate courses for the reasons as specified in Appendix C. Approval for such coursework shall be submitted via the form provided as Appendix D.

9.11 Professional Growth Credits

Teachers accumulating Continuing Education Units (CEUs) and Continuing Professional Development Units (CPDUs) will be given 1 salary credit hour for every 15 CPDUs and/or 3 CEUs. These hours will be applied horizontally on the salary schedule. The teacher must earn the CEUs or CPDUs outside of the normal contracted school day. Professional development must be approved by the administration. A teacher is limited to earning no more than 8 salary credit hours, through this provision.

9.12 Additional Compensation

Duties	Rate of pay
*Driver's Education (Behind the Wheel) <i>outside the school year and extra hours</i>	\$20 per hour
*Homebound instruction	\$25.00 per hour
Summer school instructor	\$30.00 per hour
Fan bus supervisor	\$20.00 per event
Event Supervision	\$50.00 (regular event); \$100 all day
Scoreboard operator Libero Tracker Official Scorekeeper Scholastic Bowl Moderator (per match) Ticket Taker (per night)	\$15.00 per game
Concession Stand Supervisor	\$25 per event
Prom Coordinator**	\$500 annual stipend
Concession Stand Manager**	\$1500 annual stipend
Senior Trip Sponsor	\$250 (up to 2 supervisors)

**Driver's education and homebound instruction hours must be pre-approved by the Superintendent.*

*** If multiple people share this job, then the stipend is split among them.*

9.13 Extended Contracts

All extended contract days must be completed in a fiscal year (July 1 through June 30) and must be days that are outside of the contracted school calendar or school day as specified below. All extended contract days have to be fulfilled and documented via a pre-approved format with administration in order to receive payment. Each day is based on a 7.5-hour workday:

Guidance Counselor (10 days before start of school year and 10 days after end of school year)	20 days (prorated salary)
FFA Chapter Advisor	*10 days (prorated salary)
Industrial Arts (5 days before start of school year and 5 days after end of school year)	10 days

	(prorated salary)
Music Program (Music lessons, performances, equipment maintenance, summer rehearsals)	10 days (prorated salary)

*Possibility of additional contract extension with approval of the 3 Circles Grant

ARTICLE X: Effect of Agreement

10.1 Individual Contracts

The terms and conditions of this Agreement shall be the terms and conditions of individual contracts of members of the bargaining unit.

10.2 Complete Understanding

This Agreement constitutes the full and complete understanding between the parties. All rights, powers, and authority of the District and/or its administrative staff not specifically limited by the language of this Agreement are retained by the District. The District, however, shall take no action which shall violate any of the specific provisions of this Agreement. The terms and conditions may be modified only through the written mutual consent of the parties.

10.3 Waiver of Additional Bargaining

The parties acknowledge that, during the course of the negotiations which resulted in this Agreement, each had the right to make demands, proposals, and counter proposals with respect to any matter not specifically excluded by law and that the Agreement has been arrived at following the full exercise of this right.

10.4 Supersedes Prior Agreement

This Agreement supersedes and nullifies all previous written Agreements between the Board and the Association.

10.5 Validity

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that part shall be deleted to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in effect.

10.6 Management Rights

Except as expressly limited by the express language of this contract, the Board shall manage the district and implement decisions for the best interests of the district. The

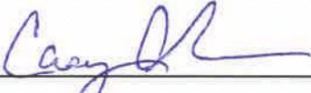
board shall have the right to proceed unless the Association makes a formal written demand to bargain a mandatory subject of bargaining.

10.7 Duration

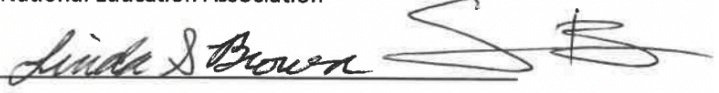
This Agreement shall be in effect from July 1, 2024 and in effect through June 30, 2027.
This Agreement is signed and adopted this 15 day of April, 2024.

For the Virginia Community Unit School District
No. 64, Virginia, IL 62691

For the Virginia Education Association, affiliated
with the Illinois Education Association and the
National Education Association




President




President

Attest:



Secretary

Attest:



Secretary

2026-27: Established employees will receive a \$1300 increase over their 2025-26 salary. Established employees will make no less than their corresponding years' experience on the salary placement schedule for new hires.

2026-2027

LANE	BA			BA + 8			BA + 16			BA + 24			MA			MA + 8		
	BASE SALARY	TRS	TOTAL SALARY	BASE SALARY	TRS	TOTAL SALARY	BASE SALARY	TRS	TOTAL SALARY	BASE SALARY	TRS	TOTAL SALARY	BASE SALARY	TRS	TOTAL SALARY	BASE SALARY	TRS	TOTAL SALARY
0	\$40,609	\$4,016	\$44,625	\$41,064	\$4,061	\$45,125	\$41,519	\$4,106	\$45,625	\$41,974	\$4,151	\$46,125	\$43,339	\$4,286	\$47,625	\$44,021	\$4,354	\$48,375
1	\$41,015	\$4,056	\$45,071	\$41,474	\$4,102	\$45,576	\$41,934	\$4,147	\$46,081	\$42,393	\$4,193	\$46,586	\$43,772	\$4,329	\$48,101	\$44,462	\$4,397	\$48,859
2	\$41,425	\$4,097	\$45,522	\$41,889	\$4,143	\$46,032	\$42,353	\$4,189	\$46,542	\$42,817	\$4,235	\$47,052	\$44,210	\$4,372	\$48,582	\$44,906	\$4,441	\$49,347
3	\$41,839	\$4,138	\$45,977	\$42,308	\$4,184	\$46,492	\$42,776	\$4,231	\$47,007	\$43,245	\$4,277	\$47,522	\$44,652	\$4,416	\$49,068	\$45,355	\$4,486	\$49,841
4	\$42,258	\$4,179	\$46,437	\$42,731	\$4,226	\$46,957	\$43,204	\$4,273	\$47,477	\$43,678	\$4,320	\$47,998	\$45,099	\$4,460	\$49,559	\$45,808	\$4,531	\$50,339
5	\$42,680	\$4,221	\$46,901	\$43,159	\$4,268	\$47,427	\$43,636	\$4,316	\$47,952	\$44,115	\$4,363	\$48,478	\$45,549	\$4,505	\$50,054	\$46,266	\$4,576	\$50,842
6	\$43,107	\$4,263	\$47,370	\$43,590	\$4,311	\$47,901	\$44,073	\$4,359	\$48,432	\$44,555	\$4,407	\$48,962	\$46,005	\$4,550	\$50,555	\$46,729	\$4,622	\$51,351
7	\$43,538	\$4,306	\$47,844	\$44,026	\$4,354	\$48,380	\$44,514	\$4,402	\$48,916	\$45,001	\$4,451	\$49,452	\$46,465	\$4,595	\$51,060	\$47,196	\$4,668	\$51,864
8	\$43,973	\$4,349	\$48,322	\$44,466	\$4,398	\$48,864	\$44,959	\$4,446	\$49,405	\$45,452	\$4,495	\$49,947	\$46,930	\$4,641	\$51,571	\$47,669	\$4,714	\$52,383
9	\$44,414	\$4,392	\$48,806	\$44,910	\$4,442	\$49,352	\$45,408	\$4,491	\$49,899	\$45,906	\$4,540	\$50,446	\$47,399	\$4,688	\$52,087	\$48,145	\$4,762	\$52,907
10	\$44,858	\$4,436	\$49,294	\$45,360	\$4,486	\$49,846	\$45,862	\$4,536	\$50,398	\$46,365	\$4,586	\$50,951	\$47,872	\$4,735	\$52,607	\$48,627	\$4,809	\$53,436
11	\$45,306	\$4,481	\$49,787	\$45,813	\$4,531	\$50,344	\$46,321	\$4,581	\$50,902	\$46,829	\$4,631	\$51,460	\$48,352	\$4,782	\$53,134	\$49,113	\$4,857	\$53,970
12	\$45,758	\$4,526	\$50,284	\$46,272	\$4,576	\$50,848	\$46,784	\$4,627	\$51,411	\$47,297	\$4,678	\$51,975	\$48,835	\$4,830	\$53,665	\$49,604	\$4,906	\$54,510
13	\$46,216	\$4,571	\$50,787	\$46,734	\$4,622	\$51,356	\$47,252	\$4,673	\$51,925	\$47,770	\$4,724	\$52,494	\$49,324	\$4,878	\$54,202	\$50,100	\$4,955	\$55,055
14	\$46,678	\$4,617	\$51,295	\$47,202	\$4,668	\$51,870	\$47,725	\$4,720	\$52,445	\$48,247	\$4,772	\$53,019	\$49,817	\$4,927	\$54,744	\$50,601	\$5,005	\$55,606
15	\$47,145	\$4,663	\$51,808	\$47,674	\$4,715	\$52,389	\$48,202	\$4,767	\$52,969	\$48,731	\$4,819	\$53,550	\$50,315	\$4,976	\$55,291	\$51,107	\$5,055	\$56,162
16	\$47,617	\$4,709	\$52,326	\$48,150	\$4,762	\$52,912	\$48,684	\$4,815	\$53,499	\$49,217	\$4,868	\$54,085	\$50,818	\$5,026	\$55,844	\$51,618	\$5,105	\$56,723
17	\$48,093	\$4,756	\$52,849	\$48,632	\$4,810	\$53,442	\$49,171	\$4,863	\$54,034	\$49,710	\$4,916	\$54,626	\$51,326	\$5,076	\$56,402	\$52,135	\$5,156	\$57,291
18	\$48,574	\$4,804	\$53,378	\$49,118	\$4,858	\$53,976	\$49,662	\$4,912	\$54,574	\$50,207	\$4,965	\$55,172	\$51,839	\$5,127	\$56,966	\$52,655	\$5,208	\$57,863
19	\$49,060	\$4,852	\$53,912	\$49,610	\$4,906	\$54,516	\$50,159	\$4,961	\$55,120	\$50,709	\$5,015	\$55,724	\$52,358	\$5,178	\$57,536	\$53,182	\$5,260	\$58,442
20	\$49,550	\$4,901	\$54,451	\$50,106	\$4,955	\$55,061	\$50,661	\$5,010	\$55,671	\$51,216	\$5,065	\$56,281	\$52,881	\$5,230	\$58,111	\$53,715	\$5,312	\$59,027
21				\$50,607	\$5,005	\$55,612	\$51,168	\$5,060	\$56,228	\$51,728	\$5,116	\$56,844	\$53,410	\$5,282	\$58,692	\$54,251	\$5,366	\$59,617
22							\$51,679	\$5,111	\$56,790	\$52,245	\$5,167	\$57,412	\$53,944	\$5,335	\$59,279	\$54,794	\$5,419	\$60,213
23										\$52,767	\$5,219	\$57,986	\$54,484	\$5,388	\$59,872	\$55,342	\$5,473	\$60,815
24													\$55,029	\$5,442	\$60,471	\$55,895	\$5,528	\$61,423
25													\$55,579	\$5,497	\$61,076	\$56,454	\$5,583	\$62,037
26													\$56,134	\$5,552	\$61,686	\$57,019	\$5,639	\$62,658
27													\$56,696	\$5,607	\$62,303	\$57,588	\$5,696	\$63,284
28													\$57,263	\$5,663	\$62,926	\$58,164	\$5,753	\$63,917
29													\$57,836	\$5,720	\$63,556	\$58,746	\$5,810	\$64,556
30													\$58,414	\$5,777	\$64,191	\$59,334	\$5,868	\$65,202

APPENDIX B: Extra Curricular Schedule—Coaches and Sponsors

Coaches and sponsors who are assigned by the Board the duties of the assistant coaching or co sponsor position will be paid that salary in addition to the salary received as head coach or sponsor. The Board retains the sole discretion as to whether to fill any of the foregoing positions and the Board shall annually approve what positions will be filled in any fiscal year. The scheduled stipend is per job. If multiple people share the job, then the stipend is split among them.

Extra-Curricular Stipends

School Year	Base Salary	
2024-2025	\$38,093.00	
2025-2026	\$39,426.10	
2026-2027	\$40,608.85	

	2024-2025		2025-2026		2026-2027	
	% of Base	Stipend	% of Base	2025-2026	% of Base	2026-2027
Group 1						
<i>Athletic Director</i>		\$ 5,000.00	13.00%	\$ 5,125.39	13.00%	\$ 5,279.15
<i>HS Head Boys Track</i>	8.00%	\$ 3,047.44	8.50%	\$ 3,351.22	9.00%	\$ 3,654.80
<i>HS Head Girls Track</i>	8.00%	\$ 3,047.44	8.50%	\$ 3,351.22	9.00%	\$ 3,654.80
<i>HS Head Golf</i>	8.00%	\$ 3,047.44	8.50%	\$ 3,351.22	9.00%	\$ 3,654.80
Group 2						
<i>JH Head Boys Basketball</i>	4.50%	\$ 1,714.19	5.00%	\$ 1,971.31	5.50%	\$ 2,233.49
<i>JH Head Girls Basketball</i>	4.50%	\$ 1,714.19	5.00%	\$ 1,971.31	5.50%	\$ 2,233.49
<i>JH Cross Country</i>	4.50%	\$ 1,714.19	5.00%	\$ 1,971.31	5.50%	\$ 2,233.49
<i>JH Baseball</i>	4.50%	\$ 1,714.19	5.00%	\$ 1,971.31	5.50%	\$ 2,233.49
<i>JH Volleyball</i>	4.50%	\$ 1,714.19	5.00%	\$ 1,971.31	5.50%	\$ 2,233.49
<i>JH Boys Track</i>	4.50%	\$ 1,714.19	5.00%	\$ 1,971.31	5.50%	\$ 2,233.49
<i>JH Girls Track</i>	4.50%	\$ 1,714.19	5.00%	\$ 1,971.31	5.50%	\$ 2,233.49
<i>JH Cheerleading</i>	4.50%	\$ 1,714.19	5.00%	\$ 1,971.31	5.50%	\$ 2,233.49
<i>Yearbook</i>	4.50%	\$ 1,714.19	5.00%	\$ 1,971.31	5.50%	\$ 2,233.49
Group 3						
<i>JH Asst. Boys Basketball</i>	3.00%	\$ 1,142.79	3.25%	\$ 1,281.35	3.50%	\$ 1,421.31
<i>JH Asst. Girls Basketball</i>	3.00%	\$ 1,142.79	3.25%	\$ 1,281.35	3.50%	\$ 1,421.31
<i>JH Asst. Baseball</i>	3.00%	\$ 1,142.79	3.25%	\$ 1,281.35	3.50%	\$ 1,421.31
<i>JH Asst. Volleyball</i>	3.00%	\$ 1,142.79	3.25%	\$ 1,281.35	3.50%	\$ 1,421.31
<i>HS Scholastic Bowl</i>	3.00%	\$ 1,142.79	3.25%	\$ 1,281.35	3.50%	\$ 1,421.31
<i>JH Scholastic Bowl</i>	3.00%	\$ 1,142.79	3.25%	\$ 1,281.35	3.50%	\$ 1,421.31
Group 4						
<i>HS NHS</i>	2.00%	\$ 761.86	2.25%	\$ 887.09	2.50%	\$ 1,015.22
<i>HS Student Council</i>	2.00%	\$ 761.86	2.25%	\$ 887.09	2.50%	\$ 1,015.22
<i>HS Student Council</i>	2.00%	\$ 761.86	2.25%	\$ 887.09	2.50%	\$ 1,015.22
<i>JH Student Council</i>	2.00%	\$ 761.86	2.25%	\$ 887.09	2.50%	\$ 1,015.22
<i>Bass Fishing</i>	2.00%	\$ 761.86	2.25%	\$ 887.09	2.50%	\$ 1,015.22
Group 5						
<i>JH Speech</i>	1.00%	\$ 380.93	1.00%	\$ 394.26	1.00%	\$ 406.09
<i>National Junior Honor Society</i>	1.00%	\$ 380.93	1.00%	\$ 394.26	1.00%	\$ 406.09
<i>Art Club</i>	1.00%	\$ 380.93	1.00%	\$ 394.26	1.00%	\$ 406.09
<i>Industrial Arts Club</i>	1.00%	\$ 380.93	1.00%	\$ 394.26	1.00%	\$ 406.09
<i>Esports</i>	1.00%	\$ 380.93	1.00%	\$ 394.26	1.00%	\$ 406.09

APPENDIX C: Course Approval Form for Salary Credit and Tuition Reimbursement

Course Approval Form For Salary Schedule Credit and Tuition Reimbursement Virginia CUSD 64

Directions: *Complete the following form in entirety to request course approval for salary schedule credit or consideration of tuition reimbursement. One form is required for each course. Attach copies of the course description and any other documents necessary to assist with the approval process. If the request is for a course in an accredited university/college graduate degree program, attach a copy of the institution acceptance letter when submitting the request for the initial course. Submit the form to the Superintendent prior to beginning the course.*

Coursework taken for horizontal movement on the salary schedule must meet the following criteria:

- *Be from an accredited institution of higher education*
- *Relate directly to the employee’s current teaching assignment*
- *Occur outside of the regular work schedule hours*
- *Be pre-approved by the Superintendent prior to registering for the course*

Teacher’s Name:	
Institution of Higher Education:	
Course Title:	
Course Number:	
Number of Credit Hours:	
Date Course Begins:	
Date Course Ends:	

The above course meets which of the following criteria: (Check all that apply)

- Graduate level course from an accredited university/college which is part of a graduate degree program.*
- Graduate level course directly related to present teaching assignment.*
- Course is required or requested by the Board/Administration to meet the needs of the District.*

Signature of Teacher

Date

Signature of Principal

Date

For Office Use:

Date Received by the Superintendent: _____

Current Salary Placement: Step _____ Lane _____

Post Completion Salary Placement: Step _____ Lane _____

Salary schedule credit for this course is: _____ **Approved for** _____ **hours** _____ **Disapproved**

Signature of Superintendent

Date

APPENDIX D: Approval for Courses in a Master's Degree Program for Administration Certification

Virginia CUSD 64

Approval for Courses in Master's Degree Program for Administration Certification

Employee Name: _____

Date: _____

Graduate Level Course Title: _____

I, the undersigned, certify that I am enrolled in a Master's Degree program in an Illinois principalship program from an accredited university at _____

Accredited University for the _____ academic year.

A copy of the course description is attached.

Executed on the _____ day of _____, 20_____.

Teacher Signature: _____

Approved on the _____ day of _____, 20_____.

Superintendent Signature: _____