Teutopolis Unit #50 Schools

Home of the Wooden Shoes...

AGREEMENT BETWEEN THE BOARD OF EDUCATION

TEUTOPOLIS COMMUNITY UNIT SCHOOL DISTRICT NO. 50

AND

THE TEUTOPOLIS EDUCATION ASSOCIATION, TEA-IEA-NEA

2015-2016
2016-2017
2017-2018

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ARTICLE I

A. Recognition

The Board of Education of District 50, Effingham County, Illinois, hereinafter referred to as the "Board," hereby recognizes the Teutopolis Education Association (TEA-IEA NEA), hereinafter referred to as the "Association," as the sole and exclusive negotiating agent for all regularly employed certificated teaching Personnel with the following exceptions:

1. The Superintendent, the Superintendent's immediate staff, the Assistant Superintendent, Principals, Vocational Director, and the Athletic Director.

2. Nonteaching nurses, social workers, substitute teachers, teachers' aides, clerks, and school psychologists.

3. The following job classifications shall be deemed part of the bargaining unit should such job titles exist: counselors, department heads, music director, and librarians.

4. Benefits for those employees who are regularly employed on less than a full-time basis shall be prorated and shall be provided to the extent third-party carriers permit.

5. The term "teacher" when used hereinafter in this Agreement shall refer to members of the bargaining unit as defined above.

6. The Board agrees not to negotiate with any teachers' organization other than the Association during the life of this Agreement.

B. Representation Challenge

Any organization or group of teachers challenging the Association must submit a petition bearing the signatures of at least thirty percent (30%) of the members of the bargaining unit. The petition must be filed with the Secretary of the Board no later than one hundred eighty (180) days prior to the expiration of this Agreement. Such election shall be limited to one (1) during the life of this Agreement. If such petition is deemed to be valid by the Board, an election shall be held within sixty (60) days of the filing of the petition. The ballot to be voted shall contain the following alternatives: the Association, the challenging organization and "No Representative Organization." The position of alternatives on the ballot shall be determined by lot. The organization receiving a majority of the votes cast in any such election shall be declared the exclusive negotiating agent. If the choice "No Representative Organization" receives a majority of the votes cast, then the Board shall not recognize any organization for the purpose of bargaining a contract for the period of twelve (12) months from the date of the election. If no choice receives a majority vote, then a run-off election shall be conducted among the top two (2) choices. Each organization on the ballot and the Board shall have no more than three (3) representatives to count the ballots and certify the results. Only members can vote. Additional details relevant to conducting the election shall be mutually agreed upon by the parties involved. In case of disagreement among the parties, the decision of the Board

will be final. If a new representative organization is elected, any negotiations on a new Agreement, if such negotiations are requested, will be conducted with the newly elected representative. By mutual consent of both parties and provided that no challenge to the Association has been filed, this Agreement may be extended for a period of not less than thirty (30) days nor more than three hundred sixty-five (365) days.

ARTICLE II

A. Meetings, Notices And General Information

1. The Association may request use of District buildings, equipment and facilities. Requests shall be made in writing and will be subject to the approval of the Superintendent or his designee. Such requests will not be unreasonably denied.

2. The Association shall be allowed the use of a bulletin board in each teachers' lounge.

3. The Association shall be allowed the use of mailboxes and inter-school mail for the purpose of official Association internal communication.

4. Use of buildings, equipment and facilities shall be denied where an Association request interferes with educational use.

5. The Association will reimburse the District for actual cost where costs are incurred by the Board because of Association use of buildings, facilities and equipment.

B. Association Views

The Association shall not be denied an opportunity to express its views at Board meetings. The Board reserves the right to limit the length and number of such presentations at any given meeting.

C. Dues Deduction

The Board, upon the written request of a teacher, shall withhold from the compensation of that teacher the membership dues of such teacher payable to any professional teachers' organization. Under such agreement, an amount shall be withheld from each regular payroll period which is equal to the prorata share of the annual membership dues; and the Board shall pay such withholdings to the specified professional organization.

D. Vacancies

Vacancies shall be posted via District e-mail as an attachment using Teutopolis Unit 50 letterhead. Teachers currently employed shall have the right to apply for all such vacancies. The teacher shall have the right to consult with a Principal to discuss the vacancy if the teacher requests such a meeting.

1. Definition of Vacancy

A vacancy shall be defined as a position within the bargaining unit that the Board has determined to fill resulting from:

a. Resignation
b. Death
c. Retirement
d. Dismissal
e. Creation of a new position

E. Transfers

Teachers shall be notified at the earliest possible date of an impending transfer. The teacher shall have a right to consult with a Principal to discuss the transfer if the teacher requests such a meeting.

F. Community Concerns and Inquiries

Teachers shall be made aware of complaints and inquiries directed toward them by members of the community where such complaints and inquiries might reasonably be expected to be the basis for discipline of the teacher. In no case shall anonymous complaints or inquiries be the basis for discipline, although an anonymous complaint or inquiry may be the basis for the employer to begin an investigation that may lead to discipline so long as the anonymous complaint is not the sole basis for the discipline.

G. Curriculum

Any complaint filed by a parent or member of the community regarding any book or material being used in the District shall be addressed to the teacher first.

H. Resignation

The District shall not impose certification penalties on teachers by reason of a teacher's resignation. The Board reserves the right to ask teachers who seek to resign from his or her teaching assignment to continue to work until a replacement can be found.

I. Personnel File

Each employee shall have the right, after reasonable notice, to inspect the contents of his/her personnel file and to place therein written reactions to any of its contents. A Principal or designee and/or representative of the Association may be present at such inspection. Employees shall be notified prior to placement of any material in their file. Each employee may make one copy of any material in their personnel file at no cost to the employee.

J. Student Discipline

The employee has the responsibility for maintenance of discipline within his/her classroom. Administration shall make students aware of discipline procedures.

K. Right To Organize

Employees shall have the right to organize, to join or not to join the Association and to participate in professional negotiations with the Board.

L. Evaluation

The Board will comply with all of Administrative Code Part 50 Evaluation of Educator Licensed Employees all of 105 ILCS 5/24A et seq. (The School Code provisions governing teacher evaluation).

The teacher shall have the opportunity to attach a written response to any evaluation and shall receive a copy of the evaluation before such evaluation is placed in the teacher's personnel file.

M. Evaluation Committee

The Board and the Association shall form a committee composed of one (1) primary, one (1) Intermediate, one (1) Jr. High and one (1) High School teacher, appointed by the Association, and three (3) Administration and one (1) Board Member, appointed by the Board, to review the existing evaluation instrument and procedures and to propose changes prior to the end of the school year. Any changes shall be approved by both the Association and the Board.

N. Rights Of Representation

When an employee is required to appear concerning any matter which would eventually lead to disciplinary action, the employee shall be entitled to have a representative of the Association present. Further, when an employee is required to appear before the Board, he/she shall be advised in writing of the requirement at least forty eight (48) hours prior to the meeting.

O. Administrative Absence

A teacher may be given an administrative absence pending the completion of an investigation or for such other reasons as may be deemed justified by the School Board or administration. Before any administrative absence begins, the teacher shall be informed of the reason for the administrative absence and shall be given an opportunity with representation of choice to explain his/her version of the events giving rise to the absence.

P. Suspension Without Pay

A teacher may be suspended without pay indefinitely pending dismissal, or in other disciplinary cases, for a period of time not to exceed five (5) work days. Any instance of suspension without pay shall be preceded by a hearing to determine whether or not the suspension is justified. The teacher shall be provided advance notice of the hearing and the reasons for the hearing. The teacher shall know the charges against him or her. At the hearing, which shall be held before the School Board, the teacher shall be entitled to representation of the teacher's choosing and at the expense of the teacher, may call witnesses, cross examine witnesses (when appropriate) and may present evidence in the teacher's defense.

Q. Reduction in Force

The board will comply with School Code sections 105 ILCS 5/24-11 and 105 ILCS 5/24-12 regarding reduction in force.

R. Advisory Committee

An Advisory Committee shall be established, the function of which shall be to consider educational matters and concerns. The Committee shall consist of the Superintendent, two (2) representatives from the high school (one from the core curriculum and another from other areas), and one (!) representative each from Pre-2, 3rd/4th and 5th/6th grades at Teutopolis Elementary School and one (I) representative from the junior high school. Each of the above representatives shall be appointed by the Association and the names provided to the Superintendent by September 15th each year. In addition to the above representation, the Superintendent shall have authority to appoint two (2) non-teacher members to the Committee. The Committee will meet at least once each quarter. Board members may attend the meetings.

S. Acceptable Use Policy Committee

The Acceptable Use Policy shall be reviewed annually by March 1. The reviewing Committee shall be composed of two (2) teachers, one (1) Board member, and the Superintendent.

ARTICLE III

A. Sick Leave

Each teacher shall be granted eleven (11) sick leave days per school year except that each teacher who has served in the District for fifteen (15) or more years shall receive 12 sick leave days per school year. Any unused sick leave days shall accumulate. Sick leave shall be interpreted to mean personal illness or illness or death in the immediate family or household or birth, adoption or placement for adoption. The immediate family, for purposes of this article, shall include: parents, spouse, brothers, sisters, children, step children, step-mothers, step-fathers, grandparents, grandchildren, parents-in-law, brothers/sisters-in-law and legal guardians.

Sick leave accounting shall allow for half-day or full-day sick leave deductions.

A teacher who has exhausted his/her accumulated sick days may request of the Board that individual teachers be allowed to contribute up to two (2) days of their own sick leave for the use by the teacher. Sick days contributed to but not used by the teacher will be canceled. Said teacher will submit to the Superintendent a physician's certification to justify the request.

B. Bereavement Leave

Teachers may request leave of absence with pay for deaths in other than the immediate family (as defined in Sick Leave herein). Such requests must be made in writing to the Superintendent. Approval of such leave shall be at the discretion of the Superintendent. If approved, the days so used shall be deducted from the requesting teacher's sick leave.

C. Unused Sick Leave Incentives

Upon retirement, a teacher will be compensated at One Hundred Five and 00/100 Dollars ($105.00) per day for each unused accumulated sick leave day in excess of one hundred seventy (170) days not used for creditable service, not to exceed two hundred twenty (220) days. Payment is to be made after the employee's last paycheck is issued and more than thirty (30) but less than sixty (60) days post retirement.

D. Report Of Leave

Teachers shall receive an accurate annual accounting of their total accumulated sick leave no later than the second paycheck if the school year.

E. Personal Leave

1. The Board shall grant up to two (2) days of personal leave annually at full pay which can be used for personal business. Upon completing twenty (20) years or more of service to this School District, bargaining unit members shall receive three (3) personal leave days annually.

2. Requests for personal leave days must be approved by the Superintendent, or his designee, in advance. Written requests for personal leave shall be given to the

office of the Superintendent as soon as possible, but not less than one (1) work day in advance of the leave.

3. Requests for personal leave generally shall not be approved for vacation purposes, during the first or last week of school or the day immediately preceding or immediately following a legal holiday or school recess.

4. Up to one (1) personal leave day may be used as an emergency leave day subject to the following:

a. Emergency leave shall generally require no prior approval, but notification shall be required as soon as possible so that substitutes may be employed.

5. No personal leave requests will be granted on teacher inservice days.

6. Any unused personal leave remaining at the end of a school year shall be added to the teacher's accumulated sick leave.

F. Jury Duty And Subpoenas

The Board shall pay the regular salary to teachers called for jury duty but shall deduct any compensation received for such duty. Teachers who are required or directed by the employer to appear in a legal proceeding shall suffer no loss of salary or benefits.

G. Leaves Of Absence Without Pay

Leaves of absence may be granted without pay to tenured employees who have rendered satisfactory service to the District and who desire to return to employment in a similar capacity at a time mutually consistent with the needs of the District and the value of continued employment to the District as determined by the Board.

Each approved leave of absence shall be of the shortest possible duration required to meet the purpose for the leave consistent with a reasonable continuity of instruction for students. 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 and return must be acceptable to the administration and determined prior to initiating the request.

3. Leaves of less than one (1) month, if acceptable to and approved by the administration, will not require Board approval or three (3) months' notice.

4. Leaves may 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 will improve the educational program;

c. Military service;
cl. Maternity/Paternity;
e. Exchange teaching program;
f. Public office;
g. Service as a staff member or officer of IEA or NEA; and
h. Other reasons acceptable to the Board which will improve the educational program in the District.

5. Employees on such leave may continue insurance benefits, if the carrier permits, if they reimburse the District for the full cost of benefit for which they apply.

H. Association Leave

The Association may request Association leave. Such requests shall be in writing to the Superintendent. Association leave shall be granted upon request not to exceed a total of six (6) teacher responsibility days District-wide per year.

ARTICLE IV

A. Work Day

The teacher work day shall consist of seven and three-fourths (7 3/4) hours (less duty-free lunch, Article N -C), except that teachers may be required to work a longer schedule on any given day to accommodate:

1. Faculty meetings;

2. Extra duties (Appendix G-1);

3. Open houses;

4. Conferences;

5. Bus duty; and

6. Emergencies as defined by administration.

The T.E.A. president shall not be assigned lunch period supervision.

B. Work Year

The school year shall consist of not more than one hundred ninety (190) days, of which one hundred seventy-six (176) shall be scheduled as regular work days, four (4) as institute days and ten (10) as emergency days, which if not used for emergency purposes shall not become employee work days.

C. Duty-Free Lunch

Every teacher in any school house where two (2) or more teachers are employed whose duties require attendance at the school for four (4) or more clock hours in any school day shall be entitled to and be allowed a duty-free lunch period equal to the regular local school lunch period, but not less than thirty (30) consecutive minutes in each school day.

D. Relief Periods

Teachers relieved of duty by teaching specialists shall be provided preparation time during such period of relief, provided:

1. The pupil-teacher ratio is not increased by the teacher substitution; and

2. The specialist has been assigned to such duty.

E. Free Lunch

Teachers required to supervise during student lunch shall be credited with a free school lunch on their lunch account.

F. Parent Orientation Series

Teacher(s) may be assigned on a rotating basis to deliver evening seminar(s) for parents to orient them to new curricula, textbooks or testing programs.

G. Inclusion

Whenever possible, a grade-appropriate person who may be providing instructional services to a student with disabilities (not including speech and language disabilities) in a regular education classroom setting shall be invited, in writing, to participate in the Individualized Education Plan (IEP) meeting.

H. Teacher Schedules

All tentative schedules for the forthcoming school year shall be published and given to Employees by May 1.

I. Class Size

Teachers are encouraged to speak with their administrators about their class size or content concerns.

ARTICLE V

A. Grievance Procedure

A grievance is defined as a violation of the terms and conditions of this Agreement. School days, for purposes of the grievance procedure, shall mean teacher responsibility days. Between June 1 and August 20, school days shall mean calendar days; and, during that June 1 to August 20 period, all time limits shall be doubled. The parties hereto acknowledge that it is usually most desirable for any employee and his/her immediate supervisor to resolve problems through free and informal communications. If, however, the informal process fails to satisfy the employee or the Association, a grievance may be processed as follows:

B. Time Bar

The grievant, within twenty-one (21) school days (or thirty (30) calendar days whichever is less) following the violation or the grievant's becoming aware of the violation, whichever is later, shall present the grievance in writing to the Building Principal.

C. Step One - Principal

When the Building Principal receives a written grievance, he shall reply in writing within ten (10) school days. If the grievance is not satisfactorily resolved at this level, or if the time limit expires without the issuance of the Principal's reply in writing, then the grievant, within ten (10) school days, may request in writing that the Principal forward the grievance to the District Superintendent. If grievant does not so request, the grievance shall be considered as satisfactorily resolved at this Step.

D. Step Two - Superintendent

When the District Superintendent receives a written grievance, it shall be accompanied by the Building Principal's reply to the grievance. The Superintendent or his designee shall issue a written ruling on the grievance within ten (10) school days. If the grievance is not satisfactorily resolved at this level, or if the time limit expires without the issuance of the Superintendent's reply in writing, then the grievant, within ten (10) school days, may request in writing that the Superintendent forward the grievance to the Board.

E. Step Three - Board

When the Board receives a written grievance, it shall be accompanied by the Building Principal's and the Superintendent's written replies to the grievance. Either party may request additional documents or witnesses as needed. The Board shall issue its response to the grievance in writing within twenty (20) school days of the receipt of the grievance.

F. Step Four - Arbitration

If the Association is dissatisfied with the response of the Board, or the time limits expire without a response, the Association may submit the matter to final and binding arbitration within thirty (30) days of the last date for Board response. The American Arbitration Association shall act as administrator of arbitration proceedings, and AAA rules shall govern the proceedings.

G. Grievance Costs

The cost of the AAA and the arbitrator shall be shared equally. Each party shall bear the cost of its own representation. Should one (1) party request a transcript, it shall bear the cost. Should both parties or the arbitrator request a transcript, the cost shall be shared equally.

H. Arbitration Zipper

The arbitrator shall have no power to alter the terms of this Agreement.

I. Bypass

By mutual agreement any Step may be bypassed.

J. Association Participation

The Board acknowledges the right of the Association's grievance representative(s) to participate in the processing of a grievance at all levels.

K. No Reprisals Clause

No reprisals shall be taken by the Board or the administration against an employee because of his/her participation in a grievance.

L. Released Time

Should the Board or administration require that the grievant be released from his/her regularly assigned duties in order to process a grievance, the grievant and the Association representative (if requested by the grievant and permissible under Association Participation, supra) shall be released without loss of pay or benefit.

M. Filing Of Materials

All records relating to a grievance shall be filed separately from the personnel files of the participants.

N. Grievance Withdrawal

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

O. Class Grievance

Class grievances involving one (1) or more employees may be initially filed by the Association.

ARTICLE VI

A. Shelter

Out of each teacher's gross salary, the Board shall pay nine and four-tenths percent (9.4%) of such figure directly to the Teachers' Retirement System as a Board-paid pension contribution consistent with IRS Rule 4 l4(H)2, the purpose of such contribution being to defer taxation to the teacher on the amount of the Board's contribution. e.g.:

Teacher's scheduled salary =		$34,470.71
+ extra-duty assignment	=	$ 1,569.25
= gross salary		$36,039.96
- Teacher Retirement System		
Contribution of 9.4%	=	$ 3,387.76
IRS Gross		$32,652.20

B. Internal Substitution

Internal substitution, where assigned by administration, shall be compensated at the rate of thirty dollars ($30.00) per period. Any teacher performing internal substitution, when assigned by administration consisting of zero to thirty (0-30) minutes shall receive fifteen dollars ($15.00). Any internal substitution over thirty (30) minutes shall be considered a period.

C. Extra-Duty Volunteer Provision

Qualified applicants from within the bargaining unit will receive first consideration for extra-duty assignments as such duties become available. Should no qualified applicant from the bargaining unit apply, the board may hire from outside the bargaining unit so long as any compensation paid is in accordance with this Agreement. Should the board be unable to fill an extra-duty position with a qualified person from inside or outside the bargaining unit, the board may assign the extra duty to a qualified employee until the board is able to find a qualified person to fill the position. The board shall make every effort to do so. The board reserves the right to determine qualification standards so long as such standards are not inconsistent with applicable law

D. Insurance

The Board shall pay in contract year 2015-2016 the amount of four thousand one hundred and seventeen and 00/100 dollars ($4,117.00) per year toward the health insurance premium of each teacher. The Board shall pay in contract year 2016-2017 the amount of four thousand two hundred and sixty-four and 00/100 Dollars ($4264.00) per year toward the health insurance premium of each teacher. The Board shall pay in contract year 2017-2018 the amount of four thousand four hundred and eleven and 00/100 Dollars ($4411.00) per year toward the health insurance premium of each teacher.

E. Mileage

All teachers required to travel to discharge their assigned duties within and outside the School District shall be reimbursed at the current Internal Revenue Service mileage rate from destination and return to school.

F. Retirement Incentive Program

The Retirement Incentive Program is for the purpose of recognizing the service of those teachers who have been employed by the School District for twenty (20) or more years of service at the time of retirement and is made available in exchange for an irrevocable notice of retirement and resignation. The terms of the Retirement Incentive Program are as follows:

1. Qualifications

In order to be eligible for the Retirement Incentive Program a teacher must meet the following qualifications:

a. As of the date of retirement, the teacher must have been employed by the Teutopolis School District as a certified staff member for not less than twenty (20) years of service corresponding to initial placement and subsequent movement on the salary schedule in Appendix A of the Agreement between the patties.

b. The retiring teacher must choose between the Retirement Incentive Program herein or any other retirement program that requires a payment or contribution to TRS by the District (e.g., TRS, ERO).

c. Teachers electing to participate in the one-year program shall, by no later than the first day of March of the year of retirement, submit to the Board of Education an irrevocable written letter of retirement and resignation advising the Board of the teacher's retirement and resignation at the end of the current school term.

d. Teachers electing to participate in the two-year program shall, by no later than the first day of March preceding the year of retirement, submit to the Board of Education an irrevocable written letter of retirement and resignation advising the Board of the teacher's retirement and resignation at the end of the subsequent school term.

Teachers electing to participate in the three-year program shall, by no later than the first day of March two years preceding the year of retirement, submit to the Board of Education an irrevocable written letter of retirement and resignation advising the Board of the teacher's retirement and resignation at the end of the school term two (2) years out.

Teachers electing to participate in the four-year program shall, by no later than the first day of March three years preceding the year of retirement, submit to the Board of Education an irrevocable written letter of retirement and resignation advising the Board of the teacher's retirement and resignation at the end of the school term three (3) years out.

2. **Retirement Incentive-Allocation**

The $14,000.00 retirement incentive is available to teachers who notice the District of their retirement pursuant hereto on or after September 1, 2010. The retirement incentive of $12,000.00 remains applicable to teachers who noticed the District of their retirement under the predecessor contract and prior to September 1, 2010.

The incentive provided under the terms of this program shall be as follows:

a. Teachers qualifying and applying for access to the Retirement Incentive Program allocation of $14,000.00 per retiree shall have their prior year TRS creditable earnings increased in their final year(s) of employment by 6% to the extent money is available from the $14,000.00 per retiree allocation to achieve this end. The intention of the parties is that the retiree receives the maximum creditable earnings increase permissible without the employer incurring any additional contribution to TRS for salary increases exceeding 6% in the final average salary years to the extent there is money available in each retiree's allocation to fund this result. When applicable to multiple years, the 6% increase shall be compounded to result in 106% of the previous year's 106%.

b. For each applicable year, the Board shall make the retirement incentive payment intended to meet the 106% target in a separate check by no later than the final paycheck in May of the school year(s) in which the retirement incentive is effective and the amount of said payment(s) shall be included in the teacher's gross salary for that school year as reported to the Illinois Teachers' Retirement System to insure the additional income is included in the calculation of the teacher's TRS pension. The date for the final incentive payment (if intended as TRS creditable earnings) must be no later than the retiree's last regular scheduled paycheck or TRS will not recognize such payment as creditable earnings.

c. It is the intent of this provision to create a per retiree allocation of money to be drawn upon to enhance the retiree's TRS creditable compensation by a total of $14,000.00 above what he/she would otherwise have normally received in the period from notice of retirement and resignation until all money contemplated herein is paid. The incentive shall be applied via the applicable 6% increase(s) to the extent the $14,000.00 may be drawn down without exceeding a 6% increase in creditable earnings in any year used in the employee's pension calculation.

In the event that the $14,000.00 retirement incentive would incur an additional TRS contribution on the part of the Board, the retiree's salary shall be increased to the maximum amount possible while precluding an additional TRS contribution on the part of the Board, and any amount remaining from the $14,000.00 allocation shall be paid as a postretirement, not-for-work performed, non-TRS-creditable severance. Such payment shall be made after the employee's retirement and after the

employee's last regular paycheck is issued and more than thirty (30) days but less than sixty (60) days after the employee's last regularly scheduled work day before retirement.

Example for a two-year retirement incentive:

Retiree's creditable earnings prior to incentive (year X) = $50,000

Next year of Agreement (year X + I) provides a 4% increase, so normal creditable earnings are $50,000.00 x 104% = $52,000.00

Retirement-increased creditable earnings (6% total increase over previous) = $53,000

Therefore, retirement incentive money for year X + 1 = $1,000

The next year of the Agreement (year X + 2) provides a 5% increase so normal creditable earnings are $52,000.00 x 105% = $54,600.00

Retirement-increased creditable earnings (6% total increase over previous) = $56,180

Therefore, retirement incentive money for year X + 2 = $1,580.00

Post-retirement bonus would therefore be
$14,000.00 - ($1,000.00 + $1,580.00) = $11,420.00

3. Other Conditions

In recognition that circumstances may change after a teacher has submitted an irrevocable letter of retirement and resignation in order to participate in the Retirement Incentive Program, the following additional conditions are set forth:

a. In emergency situations, a teacher may submit to the Board a written request to withdraw the irrevocable letter of retirement and resignation. Acceptance of the request is at the sole discretion of the Board. Should the Board accept the request to withdraw the irrevocable letter of retirement and resignation, the previously retiring teacher shall be required to sign a payroll deduction authorization form to repay the retirement incentive. The repayment shall be made over the same number of years that the retirement incentive had been received. The amount of each repayment shall be an average of the retirement incentive annual amounts. Said repayments shall be made no later than June 15 for the applicable number of repayment years until such time the retirement incentive money has been repaid in full or no later than the teacher's last day of employment, whichever is sooner.

b. The calculation of the retirement incentive, as set forth above, presumes that during the year(s) in which the teacher is receiving the retirement incentive, the teacher will be providing the same level of service that during the year(s) in which the teacher is receiving the as provided in the base year used in the calculation. Accordingly, the following will apply:

1) During the years(s) in which the retiring teacher is receiving the retirement incentive, the Board will not require the teacher to perform any additional duties which would otherwise increase the teacher's creditable earnings. (For example, the Board will not extend the teacher's contract or assign additional duties). However, in the event that the Board might request the retiree perform an extra duty(s), said retiree shall have the choice to deny or to accept, and if accepted shall receive all compensation attached thereto per Appendix A in addition to the retirement incentive. In this situation the teacher would receive TRS creditable earnings greater than 106% of her/his previous year.

2) If, during the year(s) in which the retiring teacher is receiving the retirement incentive, the teacher is voluntarily providing less services, such as working less than full time, not responsible for an extra duty which was part of the teacher's assigned responsibility in the base year, or responsible for an extra duty paying a lesser salary than the extra duty which was part of the teacher's assigned responsibility in the base year, the calculation of the teacher's creditable earnings increase will be adjusted to reflect the reduction in the level of services being provided. (For example, if a teacher drawing from retirement incentive funds received $42,000.00 in TRS creditable earnings in the prior year, of which $40,000.00 was salary and $2,000.00 was for extra duties, but in a

retirement incentive year(s) voluntarily discontinues performing the extra duty, then the 6% increase shall be based upon the $40,000.00, not the $42,000.00.)

3) If, during the year(s) in which the retiring teacher is drawing money from the retirement incentive funds, the teacher is involuntarily providing less services, such as working less than full time, not responsible for an extra duty which was part of the teacher's assigned responsibility in the base year, or responsible for an extra duty paying a lesser salary than the extra duty which was part of the teacher's assigned responsibility in the base year, the calculation of the teacher's creditable earnings increase will not be adjusted to reflect the reduction in the level of services being provided. (For example, if a teacher drawing money from the pool received $42,000.00 in TRS creditable earnings in the prior year, of which $40,000.00 was salary and $2,000.00 was for extra duties, but in a retirement incentive fund year(s) the District did not assign the teacher the extra duties or assigned extra duties with lesser compensation, then the 6% increase shall be based upon the $42,000.00, not the $40,000.00.

4. **Other Considerations**

The parties further agree that in the event of any changes in the current TRS regulations exempting any compensation now considered as part of the 6% increase beyond which the Board would have to pay a TRS contribution, this provision will be revised so as to maximize the retirement incentive reflective of and separate from the exempted compensation(s) (For example, a teacher participating in the Retirement Incentive Program received a total of $40,000.00 one year and was therefore to receive $42,400.00 ($40,000.00 + ($40,000.00 x 6%)) under the provisions above. If the salary schedule otherwise provided for a step increase of $1,000.00 and if the TRS regulations were changed to exempt said $1,000.00 step from subject to additional employer contribution, the teacher's salary would be $43,400.00 ($40,000.00 + ($40,000.00 x 6%) + $1,000.00).

Except as otherwise provided for in the paragraph immediately above, status quo in the event of a change in the law or a rules change or interpretation by TRS subsequent to the incorporation of this provision shall be in compliance with this provision (to the extent possible without TRS contribution or additional cost to the District), but under no circumstances shall status quo be interpreted to require the District to incur any assessment or additional contribution not contemplated by the parties at the time this provision was bargained. If and when bargaining begins pursuant to a demand to bargain (resulting from a change in the law, rules change or interpretation by TRS), and if and when no agreement can be reached on the issue, the employer shall not be required to distribute any monies in a fashion that would result in any increased cost to the District due to a TRS assessment or additional contribution, resulting from the change in the law or a rules change or interpretation by TRS or legislative change beyond the negotiated contribution amount paid on behalf of the employee (9.4% of creditable earnings

up to 106% of the previous year's TRS gross; all as permitted without additional contribution), including any incentive amount that would not result in additional assessment or contribution.

An employee receiving a retirement incentive available under a contract previous to this contract shall receive that incentive and shall not be eligible for the incentive provided for herein.

The parties agree that the retirement incentive contained herein can be "captured" and can be "run out" beyond the life of this Agreement to the extent that payments under the Retirement Incentive Program herein extend beyond the expiration of this Agreement.

G. Tuition Reimbursement

Any member of the bargaining unit may apply for a tuition reimbursement grant. To be eligible to receive such grant, the teacher shall:

1. Apply in writing to the Superintendent no later than September I for the fall term, no later than February 1 for the spring term and no later than June I for the summer term of any school year. Approval shall be at the discretion of the Superintendent and must be obtained before the remainder of the conditions hereinbelow are met and before any tuition reimbursement grant may be awarded;

2. Demonstrate enrollment in a program leading to a master's degree in a subject matter taught at the elementary or secondary level. Upon completion of a master's degree, requests for undergraduate courses to be considered on an individual basis;

3. Demonstrate enrollment in an accredited and approved institution for higher education; and

4. Demonstrate completion of the course work previously approved by the Superintendent by production of a transcript/grade card showing the course work successfully completed with a grade of B or better.

5. Undergraduate course work may be considered for reimbursement if sufficient educational benefit to the District can be shown to the satisfaction of the Superintendent. Reimbursement for course work does not guarantee lateral advancement.

If the above conditions are met, a teacher approved for a tuition reimbursement grant shall receive an amount not to exceed three (3) times the current Eastern Illinois University graduate cost per credit hour, or Eight Hundred and 00/100 Dollars ($800.00), whichever is less, in any school year.

Any of the above requirements may be waived at the discretion of the Superintendent. The total amount expended by the District shall not exceed Ten Thousand and 00/100 Dollars ($10,000.00) in each of the 2015-2016, 2016-2017 and 2017-2018 school years

H. Horizontal Salary Schedule Advancement

The following shall apply to horizontal salary schedule advancements which take effect after January 1, 1992.

Before the School Board shall recognize any horizontal advancement on the salary schedule, each of the following teacher procedures must be completed, and each required approval must be obtained. Failure to follow the required procedures or failure to obtain required approval shall operate to prevent horizontal advancement.

1. The teacher shall meet with the Superintendent prior to enrollment in the course(s) which might be recognized for salary schedule advancement to discuss the teacher's educational plan and the benefit the course(s) will have for the School District's educational program; and

2. Any course work proposed by the teacher to qualify for horizontal advancement on the salary schedule must be from a recognized, certified and approved institution of higher education which maintains a graduate degree program in education; and

3. The teacher must obtain the Superintendent's written provisional approval of any courses for which the teacher seeks horizontal salary schedule advancement. Such provisional approval must be obtained by the teacher prior to completion of the course work. The Superintendent shall provisionally approve courses which, in the Superintendent's judgment, will benefit the School District's educational program; and

4. Under no circumstances shall course work be provisionally approved:

    a. if an educational benefit to the School District is not shown to the satisfaction of the Superintendent; or

    b. if the course work was completed before the teacher obtained the Superintendent's provisional approval; or

    c. if the course work is not at the graduate level for advancement to the master's degree; and

5. After obtaining the Superintendent's provisional approval, the teacher shall demonstrate successful completion of the course work by filing proof of successful completion in the form of an official transcript with seal, showing a grade of "C" or better before advancement is recognized; and

6. Horizontal salary schedule advancement shall be recognized twice each year. Teachers shall be advanced on the salary schedule for the first semester in any year if all required steps are completed and all required paperwork is properly filed on or before October 10 of any year, and shall be advanced on the salary schedule for the second semester in any year if all required paperwork is properly filed on or before February 10 of any year; and

7. The Superintendent shall give final approval for horizontal salary schedule advancement only after each of the above requirements has been met, except that the Superintendent may allow a waiver of any of the above requirements for good cause shown. Good cause shown shall be at the sole and exclusive discretion of the Superintendent.

I. Extended Contracts

Extended contracts for guidance and diversified occupations will be compensated at the rate of 1/180 of that employee's current salary for each day of the extended contract.

J. Dual Credit

Any teacher teaching dual credit classes will receive a one hundred twenty and 00/100 dollars ($120.00) stipend per each college semester hour taught. Dual credit classes are classes in which the students can receive both high school and Lake Land College credit.

K. ERO Eligibility

The Association may present to the Board an employee's request to retire under ERO. The Association and the Board shall discuss the request with particular emphasis on a cost-benefit analysis. Mutual agreement of the parties shall be required before an ERO retirement shall be certified.

ARTICLE VII

A. Negotiations Procedure

The parties agree that their duly designated representatives shall negotiate in good faith with respect to terms and conditions of employment. Good faith shall mean that both representatives will meet and make and receive proposals and counter-proposals in an attempt to reach an acceptable settlement. Neither party is required to accede to the demands of the other. Each party shall select its own representatives. Negotiations shall begin no later than June 15.

B. Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties.

C. Term Of Agreement

When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its staff. The mediator shall meet as soon as possible with the parties or their representatives, or both, either jointly or separately, in an attempt to resolve differences and effect a mutually acceptable agreement.

D. Savings Clause

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

E. Agreement Extended

Whenever any rights or benefits accorded employees under the School Code of the State of Illinois or under other laws and regulations exceed the benefits accorded the employees elsewhere in this Agreement, then such rights and benefits shall be extended to them.

F. No Strike, No Lockout

Neither the Association, nor any member of the bargaining unit, acting individually or in a group, shall directly or indirectly engage in or assist in any strike, work slowdown or other job action which in any way interferes with the delivery of educational services during the life of this contract. Neither shall the employer lock out employees during the life of this contract if there is work for such employees to perform.

G. Duration

This Agreement shall be effective beginning with the first day of the school term 2015-2016, and shall continue in effect until 11:59 p.m. on the last day before the first day of school term 2018-2019.

This Agreement signed this ____ of_____, 2015.

IN WITNESS THEREOF:

For the Teutopolis Education Association

_____
President of the TEA

_____
Secretary of the TEA

IN WITNESS THEREOF:

For the Board of Education District 50, Effingham Co., Illinois

_____
President of the Board

_____
Secretary of the Board

APPENDIX A

A. 2015-2016 SALARY SCHEDULE

Step	B.S.	B.S.+15	M.S.	M.S.+15
0	35,525.77	36,069.31	38,286.33	38,997.39
1	36,300.14	37,011.21	39,287.77	39,998.82
2	37,240.17	37,951.24	40,289.22	41,000.27
3	38,182.06	38,893.12	41,290.69	42,003.60
4	39,122.09	39,835.03	42,293.98	43,005.08
5	40,064.00	40,775.05	43,295.45	44,006.53
6	41,005.89	41,716.96	44,296.93	45,009.82
7	41,945.90	42,656.95	45,300.25	46,011.32
8	42,887.83	43,598.89	46,301.70	47,012.77
9	43,827.85	44,538.91	47,303.16	48,016.08
10	44,769.72	45,480.82	48,306.47	49,017.57
11	45,709.74	46,420.83	49,307.95	50,019.03
12	46,651.67	47,362.72	50,309.38	51,020.44
13	47,591.68	48,304.61	51,312.71	52,023.78
14	48,533.58	49,244.67	52,314.18	53,025.23
15	51,455.32	51,455.32	53,315.62	54,026.73
16		53,260.48	54,318.96	55,030.02
17			57,627.03	57,627.03
18				59,493.58

For the 2014-2015 school year, each bargaining unit member who was employed by Teutopolis Community Unit School District No. 50 and began work for the school district before July 1, 2014 retained his or her 2013-2014 step placement for the 2014-2015 school year (contract year). No bargaining unit member was granted step advancement or longevity pay. Lane advancement was granted if the bargaining unit member earned credit entitling him or her to lane advancement.

Additional steps over Salary Schedule are multiplied by a yearly constant and added to last step dollar figure.

Constant	$450.00	$450.00	$470.00	$470.00

E.g.: Teachers on MS column and step 23 will receive $57,627.03 + [(23-17) x $470.00] = $60,447.03

APPENDIX A

B. 2016-2017 SALARY SCHEDULE

Step	B.S.	B.S.+15	M.S.	M.S.+15
0	35,702.69	36,248.94	38,476.99	39,191.59
1	36,480.91	37,195.52	39,483.42	40,198.02
2	37,425.62	38,140.23	40,489.86	41,204.46
3	38,372.21	39,086.81	41,496.31	42,212.78
4	39,316.92	40,033.41	42,504.60	43,219.25
5	40,263.52	40,978.11	43,511.06	44,225.69
6	41,210.10	41,924.71	44,517.53	45,233.97
7	42,154.79	42,869.38	45,525.84	46,240.46
8	43,101.41	43,816.01	46,532.28	47,246.89
9	44,046.11	44,760.71	47,538.73	48,255.20
10	44,992.67	45,707.32	48,547.04	49,261.67
11	45,937.37	46,652.01	49,553.50	50,268.12
12	46,883.99	47,598.59	50,559.92	51,274.52
13	47,828.69	48,545.17	51,568.25	52,282.86
14	48,775.28	49,489.91	52,574.71	53,289.29
15	51,711.57	51,711.57	53,581.13	54,295.79
16		53,525.71	54,589.46	55,304.07
17			57,914.01	57,914.01
18				59,789.85

For the 2014-2015 school year, each bargaining unit member who was employed by Teutopolis Community Unit School District No. 50 and began work for the school district before July 1, 2014 retained his or her 2013-2014 step placement for the 2014-2015 school year (contract year). No bargaining unit member was granted step advancement or longevity pay. Lane advancement was granted if the bargaining unit member earned credit entitling him or her to lane advancement.

Additional steps over Salary Schedule are multiplied by a yearly constant and added to last step dollar figure.

Constant	$455.00	$455.00	$475.00	$475.00

E.g.: Teachers on MS column and step 23 will receive $57,914.01 + [(23-17) x $475.00] = $60,764.01

APPENDIX A

C. 2017-2018 SALARY SCHEDULE

Step	B.S.	B.S.+15	M.S.	M.S.+15
0	35,702.69	36,248.94	38,476.99	39,191.59
1	36,480.91	37,195.52	39,483.42	40,198.02
2	37,425.62	38,140.23	40,489.86	41,204.46
3	38,372.21	39,086.81	41,496.31	42,212.78
4	39,316.92	40,033.41	42,504.60	43,219.25
5	40,263.52	40,978.11	43,511.06	44,225.69
6	41,210.10	41,924.71	44,517.53	45,233.97
7	42,154.79	42,869.38	45,525.84	46,240.46
8	43,101.41	43,816.01	46,532.28	47,246.89
9	44,046.11	44,760.71	47,538.73	48,255.20
10	44,992.67	45,707.32	48,547.04	49,261.67
11	45,937.37	46,652.01	49,553.50	50,268.12
12	46,883.99	47,598.59	50,559.92	51,274.52
13	47,828.69	48,545.17	51,568.25	52,282.86
14	48,775.28	49,489.91	52,574.71	53,289.29
15	51,711.57	51,711.57	53,581.13	54,295.79
16		53,525.71	54,589.46	55,304.07
17			57,914.01	57,914.01
18				59,789.85

For the 2014-2015 school year, each bargaining unit member who was employed by Teutopolis Community Unit School District No. 50 and began work for the school district before July 1, 2014 retained his or her 2013-2014 step placement for the 2014-2015 school year (contract year). No bargaining unit member was granted step advancement or longevity pay. Lane advancement was granted if the bargaining unit member earned credit entitling him or her to lane advancement.

Additional steps over Salary Schedule are multiplied by a yearly constant and added to last step dollar figure.

Constant	$455.00	$455.00	$475.00	$475.00

E.g.: Teachers on MS column and step 23 will receive $57,914.01 + [(23-17) x $475.00] = $60,764.01

APPENDIX A

D. Extra Duty

(Scheduled below at rates listed if such positions are filled)

Athletics:	2015-2016 Stipend	2016-2017 Stipend	2017-2018 Stipend
Baseball/Softball			
JHS Baseball - Boys	2,382.08	2,405.90	2,429.96
JHS Asst. Baseball - Boys	1,681.47	1,698.28	1,715.27
HS Baseball (Fall) - Boys	3,082.68	3,113.51	3,144.64
HS Asst. Baseball (Fall) - Boys	2,101.82	2,122.84	2,144.07
HS F/S Baseball Coach - Fall	2,101.82	2,122.84	2,144.07
HS Baseball (Spring) - Boys	3,082.68	3,113.51	3,144.64
HS Asst. Baseball (Spring) - Boys	2,101.82	2,122.84	2,144.07
HS F/S Baseball Coach - Spring	2,101.82	2,122.84	2,144.07
JHS Softball - (Fall) Girls	2,382.08	2,405.90	2,429.96
JHS Asst. Softball (Fall) - Girls	1,681.47	1,698.28	1,715.27
HS Softball - Girls (Spring)	3,082.68	3,113.51	3,144.64
HS Asst. Softball - Girls (Spring)	2,101.82	2,122.84	2,144.07
Basketball			
JHS Basketball - Boys 7th	4,203.69	4,245.73	4,288.18
JHS Basketball - Boys 8th	4,764.15	4,811.79	4,859.91
JHS Asst. Basketball - Boys	2,056.85	2,077.42	2,098.20
^Intramural - Boys	1,401.20	1,415.21	1,429.36
^HS Basketball - Fresh/Soph (1/2 time) - Boys	2,592.24	2,618.16	2,644.34
HS Basketball - Fresh/Soph - Boys	5,184.49	5,236.33	5,288.70
HS Jr. Varsity Basketball - Boys	5,184.49	5,236.33	5,288.70
HS Basketball - Varsity Boys	8,407.33	8,491.41	8,576.32
JHS Basketball - Girls 7th	4,203.62	4,245.65	4,288.11
JHS Basketball - Girls 8th	4,764.15	4,811.79	4,859.91
^Intramural - Girls	1,401.20	1,415.21	1,429.36
HS Basketball - Fresh/Soph - Girls	5,184.49	5,236.34	5,288.70
HS Jr. Varsity Basketball - Girls	5,184.49	5,236.33	5,288.70
HS Basketball - Varsity Girls	8,407.33	8,491.41	8,576.32
Cross Country			
^HS Cross Country - Boys	3,082.68	3,113.51	3,144.64
HS Cross Country - Girls ($3,052.16 * 1.5)	4,624.02	4,670.26	4,716.97
HS Cross Country - Asst. (Based on #'s)	2,101.82	2,122.84	2,144.07
TJHS X-C Boys (Divided by 2)	2,382.08	2,405.90	2,429.96
^TJHS X-C Girls	2,382.08	2,405.90	2,429.96
Golf			
HS Golf - (Fall) - Boys	3,082.69	3,113.51	3,144.65
HS Golf - (Fall) - Girls	3,082.69	3,113.51	3,144.65
Soccer			
HS Soccer - (Fall)	3,082.68	3,113.51	3,144.64
Asst. Soccer	2,101.82	2,122.84	2,144.07

Athletics:	2015-2016 Stipend	2016-2017 Stipend	2017-2018 Stipend
HS Tennis - Boys	3,082.68	3,113.51	3,144.64
HS Asst. Tennis - Boys (Based on #'s)	2,101.82	2,122.84	2,144.07
HS Tennis - Girls	3,082.68	3,113.51	3,144.64
HS Asst. Tennis - Girls (Based on #'s)	2,101.82	2,122.84	2,144.07
Track			
7th Gr. Track - Boys	2,382.08	2,405.90	2,429.96
8th Gr. Boys Track	2,382.08	2,405.90	2,429.96
7th Gr. Track - Girls	2,382.08	2,405.90	2,429.96
8th Gr. Track - Girls	2,382.08	2,405.90	2,429.96
^JHS Track Asst.	1,681.47	1,698.29	1,715.27
HS Track - Boys*	3,082.68	3,113.51	3,144.64
HS Track - Girls*	3,082.68	3,113.51	3,144.64
*HS Track - Asst.	2,101.82	2,122.84	2,144.07
Volleyball			
JHS Volleyball - 7th Grade	2,381.69	2,405.50	2,429.56
JHS Volleyball - 8th Grade	2,381.69	2,405.50	2,429.56
HS Volleyball	4,623.76	4,670.00	4,716.70
HS Assistant Volleyball	2,101.82	2,122.84	2,144.07

NonAthletics:	2015-2016 Stipend	2016-2017 Stipend	2017-2018 Stipend
Grade School			
GS Band	2,802.45	2,830.47	2,858.78
^GS Musical Director	840.73	849.14	857.63
GS Yearbook	955.60	965.15	974.80
Junior High School			
JHS Bridge Club (Must have 12 Students)	955.60	965.15	974.80
JHS Cheerleader Advisor (Divided by 2)	2,783.47	2,811.30	2,839.42
JHS Concessions (Boys & Girls)	1,380.67	1,394.48	1,408.42
JHS Drama per Production (Divided by 2)	2,385.83	2,409.69	2,433.79
^JHS Nature Club	955.60	965.15	974.80
JHS Scholastic Bowl	1,652.83	1,669.36	1,686.05
JHS Student Council (Divided by 2)	2,385.83	2,409.69	2,433.79
JHS Yearbook	1,401.20	1,415.21	1,429.36

NonAthletics:	2015-2016 Stipend	2016-2017 Stipend	2017-2018 Stipend
High School			

HS Ag - FFA	7,006.11	7,076.17	7,146.93
HS Art Club	840.73	849.14	857.63
HS Band	4,483.95	4,528.79	4,574.08
HS Bass Fishing	840.73	849.14	857.63
HS Cheerleader Advisor	3,578.75	3,614.53	3,650.68
HS Drama per Production - Fall (Divided by 2)	3,181.11	3,212.92	3,245.05
HS Drama per Production - Spring (Divided by 2)	3,181.11	3,212.92	3,245.05
HS Fresh-Soph Class Sponsor (Divided by 4)	4,483.95	4,528.79	4,574.07
HS German Club	840.73	849.14	857.63
HS Internet Society	840.73	849.14	857.63
HS InTouch	840.73	849.14	857.63
HS WYSE	1,681.47	1,698.28	1,715.27
HS Junior-Senior Class Sponsor (Divided by 8)	11,250.41	11,362.91	11,476.54
HS Math Team (Divided by 2)	1,681.47	1,698.28	1,715.27
HS Musical Director	1,794.57	1,812.52	1,830.64
HS National Honor Society	1,050.95	1,061.46	1,072.07
HS Newspaper	1,681.47	1,698.28	1,715.27
HS Pomerette Sponsor	2,802.45	2,830.47	2,858.78
HS Scholastic Bowl	2,105.51	2,126.56	2,147.83
HS Spanish Club	840.73	849.14	857.63
^HS Speech Club	1,149.00	1,160.49	1,172.09
HS Student Council (Divided by 2)	2,382.08	2,405.90	2,429.96
HS Varsity Club	1,050.95	1,061.46	1,072.07
HS Volunteens	1,590.55	1,606.46	1,622.52
HS Writing Club	840.73	849.14	857.63
*HS Yearbook ($3,496.09*1.5)	5,296.58	5,349.54	5,403.04
^HS Yearbook - Asst.	1,401.20	1,415.21	1,429.36

*When two (2) extra duties are performed by the same person and performance is simultaneous (e.g. same person coaches Boys' and Girls' Head Track when seasons are simultaneous) such person shall be paid one and one-half (1 1/2) times the rate of the highest individual duty (e.g. in the case of Track, highest rate equal $2,876.95 * 1 ½ = $4,315.43 - same person received $4,315.43 for coaching Boys' and Girls' Track if seasons are simultaneous.

ADDENDUM

(NOT PART OF THE PN AGREEMENT)

Supervision

The District will make every effort to utilize noncertified staff for lunch time duty. The intended goal of this item is to dovetail with a building level discussion of the lunch "time" situation for the grade 1-4 levels. An ideal solution would involve a forty-five (45) minute lunch period, with certified supervision of fifteen (15) minutes and noncertified supervision of thirty (30) minutes.