

AGREEMENT

BETWEEN



BOARD OF EDUCATION

PRAIRIE CROSSING CHARTER SCHOOL
LAKE COUNTY, ILLINOIS

AND THE

PRAIRIE CROSSING FEDERATION OF TEACHERS AND SUPPORT STAFF

ILLINOIS FEDERATION OF TEACHERS
LOCAL 6629, IFT-AFT/AFL-CIO

FOR THE SCHOOL YEARS

2024 – 2025

2025 – 2026

2026 – 2027

2027 – 2028

2028 – 2029

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ARTICLE 1

RECOGNITION

Section 1.A - Parties to the Agreement

This Agreement is made and entered by and between the Board of Education of Prairie Crossing Charter School, Lake County, Illinois, hereinafter referred to as "Employer" and the Prairie Crossing Federation of Teacher and Support Staff Local 6629, IFT-AFT, AFL-CIO, hereinafter referred to as the "Union." The Employer and the Union hereinafter shall be referred to as "the Parties." Sections identified as "Teachers" shall only be applied to full-time and part-time certified and non-certified teachers, non-administrative clinicians. Sections identified as "Support Staff" shall only be applied to full-time and part-time instructional assistants and eligible building and grounds/maintenance/custodial. Sections not citing "teachers" or "support staff" shall apply to both employee groups.

Section 1.B - Recognition

The Employer recognizes the Union as the sole and exclusive bargaining agent with respect to wages, hours, terms and conditions of employment for all regularly employed full-time and part-time certified and non-certified Teachers and Support Staff (which are hereinafter referred to as "employees").

Section 1.C - Agency Fee

All employees covered by this Agreement, who are not members of the Union commencing on the effective date of this Agreement, or thirty (30) days after initial employment, whichever is later, and continuing during the term of this Agreement, and so long as they remain non-members of the Union, shall pay to the Union each month their agency fee for the cost and service rendered by the Union that are chargeable to non-union members under the state and federal law.

Section 1.D - Agreement Mutually Prepared

Neither party shall be considered to be the drafter of this Agreement or any of its provisions for the purpose of any statute, case law or rule of interpretation or construction that would or might cause any provision to be construed against the drafter of this Agreement.

Section 1.E - Additional Definitions

In addition to the terms defined elsewhere in this agreement, capitalized terms that are not otherwise defined shall have the following meanings. Full-Time Employee, defined as 40 hours per week. Part-Time Employee, defined as less than 40 hours per week.

ARTICLE 2

UNION RIGHTS

Section 2.A - Right to Address Employees

The Union President or designee and the Board President or designee shall have the right to briefly address the employees at the first meeting of the school year and shall have the right to address new employees at a mutually agreeable time during their orientation period.

Section 2.B - Use of School Facilities and Equipment

The Union shall have the right to hold its membership meetings outside the normal employee workday on school property with advanced notice.

The Union shall have the right to use the District's employee mailboxes for official Union materials.

The Union shall have the right to post official Union announcements and publications on a designated area; however, email correspondence shall be used for communications whenever possible to promote our environmental focus.

The Union shall have the right to use school duplicating equipment for official Union announcements if such is available. The Union will provide its own paper for large printing needs or consistent use.

Section 2.C - Dues Deduction

The Board shall honor employees' individually authorized deduction forms and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deduction. Dues revocations are processed by the Union. In the event that an employee revokes his/her dues in accordance with the terms under which he/she authorized the dues deductions, the Union will notify the employer in a timely manner.

The amount specified shall be prorated and deducted in equal amounts from paychecks starting with the first paycheck in October and continuing through the last paycheck in May.

The Union shall indemnify and save harmless the Employer and all of its agents and employees from any and all claims, demands, suits and costs resulting from any reasonable action taken or omitted by the Employer or any of its agents or employees for the purpose of complying with the provisions of this Section.

Section 2.D - Release Time for Union Officers

The Union President and/or designee(s) shall be granted a cumulative sum of sixty-four (64) hours per year without loss of pay to attend to Union duties and/or to attend Union functions.

Elected or designated Union members may engage in Union activities directly relating to the Union's duties as representative of the employees during the school day, without loss of pay, provided such activities do not infringe upon the members' assigned duties or the duties of any other employee.

Section 2.E - School Calendar

The Union President shall have the right to review the proposed school calendar and provide input as to its content prior to its scheduled adoption by the Board.

Section 2.F - Board Agenda, Minutes, and Addressing the Board

Upon request, the President of the Union or designee shall be given a copy of the agenda for each Board meeting and the approved minutes of each Board meeting. Electronic publication of these documents on the District's website shall satisfy the dissemination of said documents.

Two (2) Union Council representatives shall be allowed to attend the Board meeting in the established position of staff liaisons. Links to necessary information shall be sent to the liaisons scheduled to attend.

The parties agree that any reference in this Agreement to employees attending Board meetings is intended to mean Open Sessions of Board meetings unless an employee is directly invited to a Closed Session, and employees do not have voting rights for Board matters.

Section 2.G - New Employee Information (Teachers)

When new employees are hired, the Union President or designee shall have the right to review names, addresses, and a summary of prior experience and discuss with the Executive Director or designee placement on the salary schedule according to this agreement.

Section 2.H - Labor Management Meeting

The Administration and the Union agree to meet once per trimester and reserve the right to additional meetings as need arises.

Section 2.I - Labor Management Communications

All communications related to the Union contract will be conducted through the Executive Director and the Union President.

ARTICLE 3

EMPLOYEE RIGHTS

Section 3.A - Posting of Vacancies

The Employer shall internally, through email, post notice of vacancies existing in all bargaining unit positions as they occur. The posting shall include the title of the job, the job description, the method of application, the closing date to apply, and the salary or stipend. Current employees who meet all of the qualifications for the vacant position shall receive consideration for such vacancy before considering candidates from outside the District.

Section 3.B - Reduction in Force and Involuntary Reassignment (Teachers)

Reductions in force and involuntary reassignments shall be conducted according to inverse seniority. Seniority shall be determined as follows:

1. years of continuous service as a teacher in the District
2. hire date
3. summative evaluation points for the last three (3) years (or fewer if the teacher has not been here for three (3) years)
4. years of continuous service in any capacity in the District

Any leave granted by the Board in accordance with the rules and regulations of the CBA shall be counted toward years of continuous service under this Section. Seniority will accrue on a pro-rata basis in proportion to a teacher's employment status (ex. a teacher who is half-time (0.5 FTE) will receive 0.5 years of seniority and tenure credit for each full year of employment).

Section 3.C - Reduction in Force and Involuntary Reassignment (Support Staff)

Reductions in force and involuntary reassignments shall be conducted according to inverse seniority. Seniority shall be determined as follows:

1. Years of continuous service as a staff member in the District
2. Hire date
3. Qualifications/Certification (where applicable)
4. Summative evaluation points for the last three (3) years (or fewer if the employee has not been here for three (3) years)

Any leave granted by the Board, in accordance with the rules and regulations of the CBA, shall be counted towards years of continuous service under this Section. Seniority will accrue on a pro-rata basis in proportion to an employee's employment status (ex. An employee who is half-time (0.5 FTE) will receive 0.5 years of seniority and tenure credit for each full year of employment).

Employees receiving written notice of dismissal for reduction in force in a position covered by this Agreement shall have the right of recall if a vacancy or a newly created position occurs within the employee's specific category of employment, or any category of employment, for which such employee is qualified to perform within one (1) calendar year from the beginning of the school year. Recall shall be in inverse order of reduction in force. To be eligible for recall, the honorably dismissed employee must provide the Board, prior to the last day of employment, with written notification of the address where the employee may be reached. The employee must notify the Board, in writing, within seven (7) days after receipt of the offer of the acceptance or rejection of any vacant position offered to the employee during the recall period.

Any employee who fails to notify the Board of their acceptance or rejection of a position within the timeline set forth above shall be deemed to have waived their recall rights and shall no longer be eligible for any other vacant position that becomes available within the recall time period. Any recalled employees shall retain their accrued rights and all accumulated seniority.

Section 3.D - Voluntary Transfer

Employees wishing to be considered for reassignment must notify the Executive Director or designee in writing, indicating the reasons for requesting reassignment and the position desired. If a position is not granted, the employee may request an explanation.

Section 3.E - Notice of Employee Assignment and Employee Status (Teachers)

Absent exigent circumstances, the Employer shall notify employees of their grade level assignments for the coming school year before the end of each current school year. By the last day of school, the employee shall notify the employer of their intent to return.

Section 3.F - Notice of Employee Assignment and Employee Status (Support Staff)

The Employer shall notify employees of their grade level assignments for the coming school year prior to the end of each current school year. Absent exigent circumstances, that affect that status, employees will be notified.

During the employee evaluations as defined in Article 4, the employer shall notify employees of the status of their return for the coming school year.

Section 3.G - Representation and Appearance Before the Board

When any employee is required to appear before the Board or any representative or agent thereof, at which it reasonably appears that disciplinary action against the employee may occur, the employee shall be given at least forty-eight (48) hours advanced notice of such meeting and shall have the right to have a Union representative accompany him/her to such meeting.

Section 3.H - Personal Injury and Protection of Employees

Whenever an employee is absent from school as a result of personal injury arising out of and in the course of his/her employment and this injury results in eligibility for Worker's Compensation, the employee shall have the option of receiving such Worker's Compensation without salary and without deduction of accumulated sick leave or with salary and pro-rata deduction of sick leave, provided the Worker's Compensation payments are endorsed to the Board.

No employee shall be required to take action that places the employee in physical danger.

ARTICLE 4

EVALUATION AND FILES

Section 4.A - Evaluation (Teachers)

The evaluation procedures and instrument are set forth in Appendix C of this Agreement.

If an employee is placed on remediation after having received an overall Unsatisfactory summative evaluation rating according to the agreed upon evaluation procedures, a written remediation plan designed to foster professional growth and development shall be created by the teacher being placed on remediation, a cooperating teacher approved by the parties, and an administrator designated by the Employer.

If an employee is placed on a professional development plan after having received an overall Needs Improvement summative evaluation rating according to the agreed upon evaluation procedures, a written professional development plan designed to foster professional growth and development shall be created by the teacher who received the Needs Improvement rating, a cooperating teacher approved by the parties, and an administrator designated by the Employer.

Employees will receive tenure after three (3) years of employment in the District. Beginning in the fourth year of employment, the District will follow The School Code guidelines for remediation and dismissal for performance.

Any changes made to the evaluation instrument are subject to mutual agreement between the parties.

Section 4.B - Evaluation Schedule and Conference (Support Staff)

Each employee shall be given a performance evaluation in writing at least once per year. Such evaluation shall be completed no later than May 1st of that year. Within fourteen (14) calendar days following the evaluation, the Employer or immediate supervisor shall have a meeting with the employee to discuss the evaluation.

Section 4.C - Evaluation Receipt and Signature (Support Staff)

The evaluator shall furnish the employee with a copy of the written evaluation. Both the evaluator and the employee shall date and sign all copies of the written evaluation. The signature of the employee shall not indicate agreement with the written evaluation, but rather shall indicate the conference and discussion have been held and that the employee is in receipt of a copy of the written evaluation.

Section 4.D - Evaluation Rebuttal (Support Staff)

If the employee feels their formal evaluation is incomplete, inaccurate, or unjust, the employee may put their objections in writing within twenty (20) working days after the receipt of said evaluation. Both the employee and evaluator shall date and sign all copies of the written objection. The signature of the evaluator shall not indicate agreement with the written objection but rather shall indicate that the evaluator is in receipt of a copy of the written objection. A copy of the written objection shall be attached to the written evaluation.

Section 4.E - Personnel File

Only one (1) official Board personnel file shall be kept for each employee. The location of said file shall be made known to all employees, and a copy of any material added to the official file shall be given to the employee at the time it is added.

A copy of all evaluation material affecting an employee shall be placed in the employee's personnel file, and the originator of such material shall be identified. The employee may respond to any such material in writing, and such response shall be made part of the employee's personnel file, provided such comments shall be filed within fifteen (15) employment days of the date when such was first made known to the employee.

Each employee shall have the right, upon request, to review the contents of his/her own personnel file. A representative of the Union may, at the employee's request, accompany the employee in this review.

No one shall remove any material from a personnel file without the expressed written consent of both the Board and the employee, but an employee shall have the right to copy any material in the file, or to have such copies mechanically made by the District office personnel, with prior approval of the Board or designee.

The material in the employee's personnel file shall not be made known to persons other than administrators or members of the Board, or counsel for the Board, or as required by law, except with the written consent of the employee.

Only items which have been reduced to writing, signed or initialed by the employee, dated and placed in the official personnel file, may be used for disciplinary purposes. In the event that the employee refuses to sign or initial the document, it shall be so noted and placed in the file.

Section 4.E. will not apply to confidential and/or medical information.

ARTICLE 5

DISCHARGE AND DISCIPLINE

Section 5.A - Process

No employee shall be disciplined, given a written reprimand or discharged by the Employer except for just cause. The President of the Union or designee will be given a copy of any written discipline imposed upon an employee twenty-four (24) hours of such discipline.

The concepts of “progressive discipline” and the prohibition of disparate treatment by the Employer are applicable. Progressive discipline should include the following steps:

1. Oral warning and directive
2. Written reprimand and directive
3. Suspension with or without pay
4. Discharge

In extenuating circumstances, specifically as related to physical/emotional safety and welfare of the students, progressive discipline may begin at step three (3).

Section 5.B - Investigation

Discipline shall not be taken based on hearsay or anonymous complaints and disciplinary action shall not be taken without first holding a conference with the employee to determine the facts of the incident. Employees shall be provided with a time period for correction and a bill of particulars, which, if not followed, could result in further discipline.

Section 5.C - Applicability

For Teachers, this article shall apply after three (3) years of Employment. For Support staff it shall apply after ninety (90) days of employment.

ARTICLE 6

LEAVES

Section 6.A - Sick Leave (TRS Employees)

Every employee shall, without deduction in pay, be entitled to fourteen (14) days sick leave per year. Sick leave is intended to be used during times of personal illness or to attend to the illness of a spouse, child, parent, grandparent or other members of the extended family. It may be used to accommodate medical appointments which cannot be scheduled during non-work time. For TRS Employees, sick leave shall accumulate to the maximum allotment as determined by TRS

Part-time employees will have a prorated amount of time depending upon the hours worked.

Section 6.B - Sick Leave (Non TRS Employees)

Full-time employees shall, without deduction in pay, be entitled to fourteen (14) days' sick leave per year. Sick leave is intended to be used during times of personal illness or to attend to the illness of a spouse, child, parent, grandparent, or other members of the extended family. It may be used to accommodate medical appointments which cannot be scheduled during non-work time. Employees may, at the end of each fiscal year, use the remaining sick time in the following manner:

Bank Time Option

Employees may bank any unused sick leave for qualified FMLA purposes for a maximum of 1:1 for a not to exceed 14 days.

Cash Out Option

At the end of the year, employees may cash out their unused sick leave for a not to exceed 14 days, at the value of 1:0.15 (15%) to be applied to the 1st pay period of the following year.

Any combination of either of the above for a maximum of 14 days annually.

Bank Time and Cash Out option both reset annually to a maximum of 14 days.

In the event of termination and/or resignation no sick leave carryover nor cash out is permitted.

Part-time employees will have a prorated amount of time depending upon the hours worked.

Section 6.C - Personal Leave

Full-time employees shall, without deduction in pay, be entitled to three (3) personal leave days per year. Personal leave requests should be submitted at least two (2) days before the requested date and are subject to approval by the Administration. If, in a given year, an employee uses less than three (3) days of personal leave, the employee shall be entitled to roll over up to two (2) days, not to exceed a maximum of five (5) days available for personal leave in any given school year. If an employee desires to use more than three (3) consecutive days of personal leave, absent exigent circumstances, notice for this leave shall be submitted at least two (2) weeks in advance and may or may not be approved by the School. Employees may be required to make up any personal days throughout the year if they exceed the allotted days. Employees shall make every effort to avoid scheduling personal days on in-service or formal assessment days.

Part-time employees' personal leave will be prorated to reflect full-time equivalency.

Section 6.D - Bereavement Leave

In the event of the death of a member of the employee's family, the employee shall, without deduction in pay, be entitled to three (3) days bereavement leave, with up to five (5) days utilizing personal and/or sick days, for each death in the family. This shall not prevent the Employer from granting additional days from sick leave on a case-by-case basis.

Section 6.E - Leave without Pay, Prolonged Illness, and Insurance Benefits While on Leave

Upon written application, a leave of absence, without pay, of up to 2 (two) one (1) contracted year may be granted for a not to exceed two (2) consecutive years. As a condition of such leave and upon written request by the Employer during the month of January, the employee shall give written notice not later than March 1 of intent to return to full-time duty.

The Employer may grant an unpaid leave of absence to an employee who has exhausted all accumulated sick leave but who continues to be ill or disabled. Such leave may be for the duration of the illness or disability. The employee may likewise be granted an unpaid leave of absence to care for a parent or child who is seriously ill or disabled.

During such leaves, the employee may continue his/her insurance coverage provided the employee pays the full premium.

Section 6.F - Maternity/Child Rearing Leave of Absence

Nothing in this Section shall be construed as requiring any employee to apply for an unpaid leave of absence. An employee not desiring an unpaid leave of absence may utilize accumulated sick leave. If such employee shall have exhausted accumulated sick leave, the employee shall be granted an unpaid leave. This Section shall apply to situations including, but not limited to such situations as might result from pregnancy, adoption, and child-rearing and shall apply equally to both male and female teachers.

An employee shall receive leave up to one (1) contracted year divided into blocks by the District's trimester schedule upon request subject to the conditions hereinafter set forth:

The employee shall make a written request to the Executive Director or designee for the leave of absence at least three (3) months prior to the onset of the requested leave.

In cases of pregnancy, the employee shall advise the Employer as to the expected date of delivery.

The Executive Director or designee and the employee shall agree on the tentative dates of commencement and termination of leave.

Employees, if taking the time as unpaid leave, shall have insurance benefits be computed pro-rata if the leave commences during the school term. The employee may maintain insurance benefits during the unpaid leave provided the employee pay the full premium.

Section 6.G - Family and Medical Leave Act (FMLA)

The Employer will comply with all provisions of the Family and Medical Leave Act (FMLA) as applicable. Such leave is unpaid unless accumulated sick leave or personal leave is available and requested to be used by the employee or directed to be used by the Executive Director or designee. In calculating the twelve (12) month period within which an eligible employee may take FMLA leave, the Employer will apply a rolling twelve (12) month period, measured backward from the time the employee takes FMLA leave. In the event this language conflicts with the FMLA, the FMLA shall control.

Section 6.H - Religious Holiday Leave

Employees may use their personal days in order to observe religious holidays. If an employee observes more religious holidays that fall on school days than he or she has personal days, the staff member may take these days off without pay. In lieu of using personal time or taking time without pay, an employee may opt to complete a "professional makeup day" when he/she observes a religious holiday. For the professional makeup day, the employee should submit a plan to his/her immediate supervisor for approval and signature. Employees will not be penalized in any way for taking time off to observe religious holidays.

This leave shall not exceed twelve (12) days per school year. The employee shall make provisions to ensure continuity of instruction.

Section 6.I - Leave of Absence Calculation

If an employee is absent more than three (3) consecutive hours in a day, it shall be computed as one-half day. If an employee is absent more than six (6) hours, it shall be computed as a full day.

ARTICLE 7

WORKING CONDITIONS

Section 7.A - School Term

The school term shall consist of one hundred, eighty-eight (188) school days for Teachers and Support Staff, of which one hundred, eighty-five (185) shall be the maximum number of student attendance days and three (3) shall be in-service days. Per Section G below, new employees will attend five (5) in-service days in their initial year of hire or if their summative evaluation is below proficient. Should ISBE mandates change, the days noted in this paragraph shall be adjusted accordingly to comply with such mandates.

Custodial/Maintenance/Grounds staff shall work a full-time, twelve-month schedule subject to adjustment for routine variance in the scheduled work year.

Section 7.B - Workday (Teachers)

The employee workday shall run from 7:30 am until 3:45 pm and student attendance from 8:00 am until 3:30 pm. These starting and ending times are subject to change at the beginning of a school year upon mutual agreement based on transportation requirements, provided the length of time remains at eight (8) hours and fifteen (15) minutes for the employee workday and seven (7) hours and thirty (30) minutes for student attendance.

Employees shall receive a minimum of seven (7) plan periods (kindergarten shall receive six (6)). The schedule shall represent a collaborative effort between the Parties with a goal of allowing a minimum of one (1) plan period scheduled per day. This shall exclude days on which field trips and similar experiences are planned. Each plan period shall be no less than thirty (30) minutes in length.

Employees shall receive one (1) duty-free lunch per day, which shall be no less than sixty (60) minutes in length.

Section 7.C - Workday (Support Staff)

The Instructional Assistant workday will be between the hours of 7:30 am and 4:00 and student attendance from 8:00 am until 3:30 pm. These starting and ending times are subject to change at the beginning of a school year upon mutual agreement, provided the length of time remains at eight (8) hours for the employee workday and seven (7) hours and thirty (30) minutes for student attendance.

For custodial staff, the workday will be predetermined at the time of hire and evaluated on an annual basis to enable duties to be performed during the time when students are in attendance.

Employees shall receive one (1) paid and uninterrupted duty-free lunch per day which shall be no less than thirty (30) minutes in length, and two (2) paid and uninterrupted duty-free breaks which shall be no less than fifteen (15) minutes. Lunch and breaks may be taken consecutively to fit the needs of the classroom.

Section 7.D - Paid Holidays (Support Staff)

Twelve-month employees will receive ten (10) paid holidays.

Labor Day
New Year's Day
Martin Luther King Jr.'s Birthday
President's Day

Memorial Day
Independence Day
Indigenous People's Day
Thanksgiving Day

Juneteenth
Christmas Day

All non-twelve-month employees will receive the same paid holidays with the exception of Independence Day, and Juneteenth.

If required to work on a holiday, employees will receive pay for the actual number of hours worked, plus holiday pay based on their regularly scheduled work hours.

Section 7.E - Employee Technology

Employees shall have access to the necessary technology to complete the duties of their job.

Section 7.F - Courtesy and Respect

Sensitive and potentially critical discussions with employees will not be held in the presence of students and/or other employees (including group emails) and kept in confidence between the Parties.

Section 7.G - Parent Teacher Conferences (Teachers)

Parent Teacher Conferences shall be limited to a maximum of two (2) times per year. The first day of conferences will run from 2:00 p.m. - 7:00 p.m. and the second day of conferences will run from 2:00 p.m. - 4:00 p.m. Employees shall not be required to stay beyond these conference windows, however they will be required to fulfill their hours of a contracted day. Any deviance to the scheduled hours above will be defined to and agreed upon by the Union President and the Executive Director and reflected in the Staff Handbook.

Section 7.H - Staff Meetings

Dates for staff meetings shall be set prior to the commencement of the school year and the schedule for such meetings shall be disseminated to teachers on the first day of school. Absent exigent circumstances, employees shall receive a detailed agenda, or a cancellation notice for each staff meeting at least two (2) days in advance of the meeting.

Staff meetings will run from 4:00 pm until 5:00 pm. Early release staff meetings will run from 2:00 pm until 4:00 pm. Support Staff will be notified if they are expected to attend Staff Meetings. If attendance is required Support Staff schedules will be adjusted in the same week, where applicable, to prevent working more than 40 hours per week. For staff that cannot adjust their daily schedules, comp time will be granted equal to the length of time of the staff meeting and/or overtime pay will take effect.

Each staff meeting directly preceding a report card due date will be used as a "records day" to allow employees time to complete report cards/progress reports and related duties.

Section 7.I - Institute Days/In-Service Days

In-Service days scheduled prior to the beginning of the school year shall be three (3) days for current Employees with a proficient evaluation rating and five (5) days for Employees new to the District and those with less than proficient evaluation rating. The agenda (both times and activities) for said In-Service days shall be determined by the Administration and shared for review between the Parties. The additional days for new teachers are not intended to diminish the number of teaching days in the school year for said new teachers.

Section 7.J - Professional Development

Annually, the district shall conduct a survey to get input from employees regarding requests for professional development. The feedback from the survey shall be taken into consideration when planning professional development programming.

Section 7.K - Team Meetings (Support Staff)

On a weekly rotating basis, at least one Instructional Assistant from each grade band shall be released from their daily responsibilities to attend the established team meeting.

Section 7.L - IA Management Meetings (Support Staff)

Once a trimester, full IA staff shall meet with the Dean (or designee) to discuss current events, topics of concern, special items relevant to the IA role with available supervisor(s) present.

Section 7.M - Campus Safety

For employee safety, campus lights shall be turned on after twilight on weekdays when employees are present.

Section 7.N - Personal Space and Furniture (Support Staff)

Employees shall have access to an appropriate secure place to store personal belongings such as coats, purses, or backpacks, within appropriate proximity of the employee's work assignment. Every effort shall be made to ensure professional workspace is made available for IAs in the classroom such as a chair and desk.

Section 7.O - Break Area

Employees shall have access to a break area separate from students. Additionally, employees shall have access to microwaves and refrigerators.

Section 7.P - Carpool

Carpool duty shall be divided equitably between all employees. The schedule for carpool duty shall be developed by the Executive Director or designee and shared with the Union President or designee, before being placed into effect.

Instructional Assistants will be responsible to serve morning or afternoon carpool duty per predetermined schedule.

Section 7.Q - Required Training

Employees must hold First Aid/CPR credentials. Prairie Crossing Charter School will hold and pay for one annual on-site or online training. If the training provider cannot accommodate all employees who need the training, the employee shall not be responsible for the cost of the training.

Employees must complete all required training(s). Absent exigent circumstances, training(s) is to be completed during the normal workday. For hourly Employees in the event outside normal workdays are required to complete the training(s), prior approval must be given by the Dean and then shall be reflected on the employee's timesheet for compensation.

Employees will not be permitted to interact with students until they complete their required training.

Section 7.R - Student ODR

When a student receives an ODR (office discipline referral) requesting administration interaction, an administrator or designee will follow up with the student. When the ODR is the result of a physical altercation, the administrator or designee will immediately remove the student for a follow-up conference to determine a plan. The administrator or designee will then proceed to communicate back to the employee within seven (7) calendar days regarding the plan.

ARTICLE 8

COMPENSATION AND FRINGE BENEFITS

Section 8.A - Compensation and Payroll Procedure

Compensation is set forth in Appendix A of this Agreement.

Employees shall be paid twice a month, typically on the fifteenth (15th) of the month and the last day of the month.

In order for Teachers to receive compensation at the Master's Degree rate of pay, the employee's Master's Degree must be related to the field of education.

Section 8.B - Health and Dental Insurance

The Employer shall contribute the amount as specified in the Miscellaneous Stipend Schedule (Appendix B) for each employee participating in one of the District Health and/or Dental insurance plans. The Employer, with input from Union leadership, shall retain discretion for decisions affecting the insurance program, but shall not diminish the current schedule of benefits without agreement between the Parties. Eligibility for participation in such plans shall be determined by the terms of the insurance carrier.

Section 8.C - School Trip Chaperone

Teachers who chaperone a school trip shall receive a stipend as listed in the Miscellaneous Stipend Schedule (Appendix B). Support staff who chaperone a school trip shall receive their hourly rate of pay subject to overtime rules. Hours shall be reported on the support staff's timesheet.

Section 8.D - Mentoring

Employees who serve as a mentor shall receive a stipend as listed in the Miscellaneous Stipend Schedule (Appendix B).

Section 8.E - Instructional Assistant Mentor Coordinator (Support Staff)

Employees who serve as an instructional assistant Mentor Coordinator shall be compensated one dollar (\$1.00) per hour in addition to their normal hourly rate of pay.

Section 8.F - Internal Substitution for Teachers (Support Staff)

Instructional Assistants who are assigned to substitute for more than 30 minutes shall be compensated five dollars (\$5.00) per hour in addition to their normal hourly rate of pay for every period covered.

Section 8.G - Gear & Uniforms Shirts for Custodial/Maintenance/Grounds Staff (Support Staff)

The Board shall provide its Custodial/Maintenance staff with appropriate gear. The cost of which will not exceed two hundred fifty dollars (\$250) per employee per occurrence. Additionally, the Board shall provide its Custodial/Maintenance staff with uniform shirts, the cost of which will not exceed seventy-five dollars (\$75) per employee per year beginning in the second year of employment (in the first year of employment following a sixty (60)-day waiting period, the District will provide new employees with an initial allotment of up to five (5) shirts).

Section 8.H - Retirement (Teachers)

The Employer shall remit for each employee the full amount allowable by law to the Illinois Teachers' Retirement System (TRS). Each employee shall pay his/her own share of the employee's required contribution of creditable earnings unless the employee is not part of the Illinois Teachers' Retirement System (TRS). Those employees who are not part of the Illinois Teachers' Retirement System (TRS) will have Social Security and Medicare deducted but not TRS.

Section 8.I - Longevity Bonus (Teachers)

To recognize continuous service at PCCS, Teachers will receive an eight hundred (\$800) stipend for every five years of continuous service payable after each five-year increment of service. Said bonus is only applicable if the employee is returning to PCCS.

Section 8.J - Longevity Bonus (Support Staff)

To recognize continuous service at PCCS, Support Staff will receive a five hundred (\$500) stipend for every five years of continuous service payable after each five-year increment of service. Said bonus is only applicable if the employee is returning to PCCS.

Section 8.K - Tuition Reimbursement (Support Staff)

Any Employee wishing to take job related coursework may request reimbursement. Such a request must be filed in advance with the Administration and be accompanied by a course description and statement of expected tuition, fees, and material cost. If the coursework is pre-approved in writing by the Executive Director, the Employee shall be reimbursed, upon submission of proof of successful completion and verification of the cost of the expenses received. Reimbursement shall not exceed one thousand three hundred (\$1,300) dollars per year per person.

When the administration requests and the Employee agrees to take a specific course or participate in a specific training program, the Board shall pay the full cost of tuition, books, fees, materials, and if required travel and lodging expenses, notwithstanding the limitations set forth above.

Section 8.L - Teacher Professional Advancement Plan

A committee composed of two members appointed by the Union and two administrative members appointed by the Board shall comprise the review panel for interviews related to PCCS Professional Advancement. Upon notification to the Executive Director and Union President that the teacher is entering a Master's Degree Program, the teacher shall partake in an entrance interview with the review panel in which the team will discuss the employee's goals and plans for how he/she will use the Master's Degree program to enhance his/her classroom practice. Once the committee has vetted the program through the interview process, a representative from the Union and a representative from the Administration will sign the Professional Advancement Plan Approval Form indicating that the teacher is eligible for the additional compensation upon their completion of the Master's Degree program.

ARTICLE 9

GRIEVANCE PROCEDURE

Section 9.A - Purpose

The primary purpose of this procedure is to secure the lowest level possible equitable solution to the problems of the parties.

Section 9.B - Definitions and General Terms

A grievance is defined to be a complaint by the Union and/or an employee or group of employees that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement.

No reprisals of any kind shall be taken by the Board or Administration against any employee because of his/her participation in any of these grievance procedures.

The failure of an Administrator to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits may be extended by mutual written agreement.

When hearings or conferences pertaining to a grievance are held during school hours, all employees whose presence is required shall be excused, with pay, for that purpose.

As used in this Article "days" shall mean employment days, except during the summer recess when it shall mean days on which the Executive Director's office shall be open.

The Employer acknowledges the right of the Union's grievance representative to participate in the processing of a grievance at any level. It is further understood that no employee shall be required to discuss any grievance if the Union representative is not present.

A grievance may be withdrawn at any level without establishing precedent, and if withdrawn shall be deemed as though never having been filed.

Section 9.C - Procedure

The Parties hereto acknowledge that it is usually most desirable for an employee and the employee's immediately involved supervisor to resolve problems through free and informal communication. When requested by the employee, a Union representative may accompany the employee to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the employee, a grievance may be processed as follows:

Step One:

The employee or the Union may present the grievance in writing to the Dean or immediate supervisor within fifteen (15) days from the alleged occurrence or when the grievant might have reasonable knowledge of the incident. The parties shall meet within five (5) days and make a reasonable attempt to settle the grievance. The Dean or supervisor shall provide a written decision to the grievant and the Union within ten (10) days of the meeting.

Step Two:

If the grievance is not resolved at Step One, then the employee or the Union may in writing refer the grievance to the Executive Director within fifteen (15) days after receipt of the Step One answer. The Executive Director shall arrange for a meeting with a representative of the Union to take place within five (5) days of receipt of the appeal. Upon conclusion of the hearing, the Executive Director shall within ten (10) days provide a written decision with reasons to the grievant and the Union.

Step Three:

If the grievance is not resolved at Step Two, then the employee or the Union may in writing refer the grievance to the Board within fifteen (15) days after receipt of the Step Two answer. The Board shall within twenty-one (21) days provide a written decision with reasons to the grievant and the Union.

Step Four:

If the Union is not satisfied with the disposition of the grievance at Step Three, or the time limits expire without the issuance of the Board's written reply, the Union may submit the grievance to binding arbitration. The arbitrator shall be selected by mutual agreement between the Parties. In the event that the Parties are unable to mutually agree upon an arbitrator, the process used by the American Arbitration Association (AAA) shall be used. If a demand for arbitration is not filed within thirty (30) days of the date for the Step Three answer, then the grievance shall be deemed withdrawn.

The arbitrator shall have no power to amend, modify, nullify, ignore, or add to the terms of this Agreement.

Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator shall be paid by the losing party.

If either party requests a transcript of the proceedings, that party shall bear the full costs of that transcript. If both parties request a transcript, the cost shall be divided between the parties.

ARTICLE 10

DURATION AND RELATED CLAUSES

Section 10.A - Duration

This Agreement shall be in effect as of the execution of this Agreement and shall continue in full force and effect through the 2024-2029 school term except that a salary reopener shall take place every year of the Agreement.

Section 10.B - Date to Start Negotiations & Negotiations Procedure

The parties agree to enter into negotiations for a Successor Agreement not later than March 1 of the year in which this Agreement expires unless both parties agree to an alternate date.

Each party to negotiations shall select its negotiating representatives. Meetings shall be held as necessary at times and places agreed to by both parties.

All individual tentative agreements shall be reduced to writing and initialed by both parties. The complete tentative Agreement shall be subject to ratification by the Board and the Union.

The parties shall cooperate and make every effort to comply with the timeline and notice provisions of the National Labor Relations Act.

Section 10.C - Savings

Should any Article, Section or Clause of this Agreement be declared illegal by a court of competent jurisdiction, said Article, Section or Clause shall be deleted from this Agreement. The remaining Articles, Sections and Clauses shall remain in full force and effect for the duration of this Agreement if not affected by the deleted Article, Section or Clause.

Section 10.D - Existing Benefits

All existing benefits not altered or removed by this Agreement shall remain in effect.

Section 10.E - Typing and Printing of the Agreement

The Union shall assume all responsibility and cost related to the typing and printing of the Agreement for execution by the parties. Upon execution of the Agreement, in consideration of the school's environmental focus, the document shall be made available to the Parties in PDF format.

APPENDIX A

SALARIES

For the 2024 – 2025 school year, all employees will receive a four percent (4%) Base Rate Increase (BRI) on their “Earnable Compensation” from 2023 – 2024.

Baseline salary for incoming teachers in 2024 – 2025 will be defined as follows:

Years of Experience	Bachelors	Masters
Entry	\$ 42,269.89	\$ 48,251.10
1	\$ 42,519.86	\$ 48,501.10
2	\$ 42,769.86	\$ 48,751.10
3	\$ 43,019.86	\$ 49,001.10
4	\$ 43,269.86	\$ 49,251.10
5	\$ 43,519.86	\$ 49,501.10

If an Employee was formerly employed by PCCS or has worked in a similar role in previous employment, the Employer may grant a higher starting salary, not to exceed the salary of any current employee with like experience and education.

Said starting salary shall be negotiated as part of the salary reopeners in years 2, 3, and 4 of this Agreement.

If it is not already calculated into their salary upon execution of this Agreement, teachers who move from a BA degree to an MA degree during their employment with PCCS shall receive an additional six thousand dollars (\$6,000) added to their base salary contingent upon completion of the PCCS Professional Advancement Plan. If the movement occurs after September 1st but before January 1st, half of the amount shall be added to that year’s base rate and the second half to the next year’s base rate. A teacher must notify the Executive Director and the Union President within two months of entrance to a Master’s Degree program that would enable the employee to be qualified for this additional compensation.

Baseline hourly rate of pay for incoming Support Staff in 2024 – 2025 will be defined as follows:

Instructional Assistant		Grounds/ Maintenance	
No Certification	\$ 16.50	No Experience	up to \$17.00
Para Pro/Sub	\$ 17.00	3-6 years	up to \$19.00
Certified Teacher	\$ 17.25	+7 Years	up to \$22.00

Student Services Support Specialist	
PEL w/LBS1 (or equiv).	\$19.25

APPENDIX B

MISCELLANEOUS STIPEND SCHEDULE

Amounts for the 2025-2026, 2026-2027, 2027-2028 and 2028-2029 school years will be determined during the salary reopeners.

SUBJECT	2024-2025
District Health Insurance Contribution	\$ 725/ month - full time
District Dental Insurance Contribution	\$ 37/ month - full time
Teachers Off Contract Work	\$ 30/ hour
Outdoor Clothing/Equipment	Will be treated as a pre-approved reimbursable expense
Stipend Positions	
Chaperone (overnight – Teachers)	\$ 100/ night (weekdays) \$ 150/ night (weekends)
Chaperone (overnight- Support Staff)	Hourly rate subject to overtime
Teacher Mentor Coordinator	\$ 1,000
Support Staff Mentor Coordinator	\$ 1.00 / hour added to base rate of pay
Mentor (per mentee)	\$ 1,000
Cooperating Teacher Pool	\$ 1,000 split between teachers hosting student teachers not to exceed \$ 500 per person
Athletic Director	\$ 3,500
Head Coach	\$ 2,000/ sport
Assistant Coach	\$ 1,000/ sport
Technology Coordinator	\$ 1,000
AV/Media Coordinator	Hourly rate subject to overtime

Stipend Job Descriptions:

In the event any of the stipend positions are co-performed and/or shared, the stipend amount listed in the above table is to be split among the employees sharing the duties.

Chaperone - Overnight Teachers:

Teachers chaperoning overnight trips are responsible for supervising students to ensure their safety, well-being, and adherence to school rules throughout the trip. They will facilitate educational and recreational activities, support students in navigating group dynamics, and address any behavioral or medical concerns that arise. Additionally, the teacher will collaborate with other staff to provide a positive and enriching experience, while maintaining clear communication with parents and school administration.

Chaperone - Overnight Support Staff:

An instructional assistant chaperoning an overnight trip will support teachers in supervising students, ensuring their safety, and promoting positive behavior throughout the trip. They will assist with group activities; help manage student needs and provide guidance during transitions and overnight accommodations. The employee will also collaborate with the teaching staff to maintain a safe and engaging environment, while communicating with students and addressing any concerns that arise.

Teacher Mentor Coordinator:

The Teacher Mentor Coordinator works closely with the Dean of Faculty and Students for assigning mentors to new or developing teachers, ensuring effective mentor-mentee pairings that align with school goals and individual needs. They will schedule and supervise regularly scheduled mentor meetings, providing guidance and support to foster professional growth. Additionally, the coordinator will verify compliance with mentorship guidelines, tracking progress and ensuring both mentors and mentees meet all required milestones and expectations.

Support Staff Mentor Coordinator:

The Support Staff Mentor Coordinator works closely with the Dean of Faculty and Students for assigning mentors to new or developing IAs, ensuring effective mentor-mentee pairings that align with school goals and individual needs. They will schedule and supervise regularly scheduled mentor meetings, providing guidance and support to foster professional growth. Additionally, the coordinator will verify compliance with mentorship guidelines, tracking progress and ensuring both mentors and mentees meet all required milestones and expectations.

Teacher Mentor:

Teacher mentors at Prairie Crossing Charter School play a critical role in supporting new and transitioning teachers by providing guidance in classroom management, lesson planning, and professional growth. Mentors meet regularly with their assigned mentees, participate in cohort meetings, and complete non-evaluative observation cycles to offer constructive feedback. They also help mentees acclimate to the school's culture and programs, fostering a collaborative environment that encourages reflection, growth, and mutual support.

Support Staff Mentor:

Support Staff Mentors at Prairie Crossing Charter School play a critical role in supporting new or developing Support Staff by providing guidance in many areas such as classroom management, recess supervision, assisting specific student needs, professionalism, and student motivation. Mentors meet regularly with their assigned mentees, participate in cohort meetings, and complete non-evaluative observation cycles to offer constructive feedback. They also help mentees acclimate

to the school's culture and programs, fostering a collaborative environment that encourages reflection, growth, and mutual support.

Cooperating Teacher:

A supervising teacher for student teachers at Prairie Crossing Charter School provides guidance, support, and mentorship to student teachers during their field experience. They are responsible for observing classroom instruction, offering constructive feedback, and helping student teachers develop effective teaching strategies. The supervising teacher also ensures that the student teacher adheres to school policies and fosters a positive, professional learning environment.

Athletic Director:

The PCCS Athletic Director provides administrative leadership in planning, implementation, coordination, supervision, and evaluation of interscholastic athletic programs for the school. The PCCS Athletic Director promotes extracurricular athletic activity that fosters skill development, understanding of sports, and appreciation for a variety of athletic activities and programs, teaming, and sportsmanship for students and adults.

Head Coach:

The head coach for PCCS Sports is responsible for developing and leading a comprehensive training program that promotes athletic skill, teamwork, and sportsmanship in accordance with the philosophies of PCCS and the Lakes Athletic Division. They oversee practices, manage game strategies, and ensure the well-being and safety of all team members. Additionally, the head coach fosters a positive team environment, communicates with parents and staff, and guides students in balancing academics with athletics.

Assistant Coach:

The assistant coach for PCCS sports supports the head coach in implementing training programs that develop athletic skills, teamwork, and sportsmanship. They assist with overseeing practices, managing game strategies, and ensuring the safety and well-being of all players. Additionally, the assistant coach helps foster a positive team environment, provides individual support to athletes, and communicates with parents and staff as needed.

Technology Coordinator:

The PCCS Technology Coordinator is responsible for setting up, operating, and maintaining AV equipment for daily classroom use, school events, and performances. They manage inventory, oversee equipment checkouts, troubleshoot issues, and coordinate timely repairs and upgrades. Additionally, the coordinator provides on-the-spot technical support and trains staff and students on the proper use of AV tools and resources.

A/V Media Coordinator:

This stipend position provides the school with digital media production and as supplemental support for preexisting technology positions. These supports, typically during off duty hours, range from video production, staff/student instruction, media backup, and event consultation. This program requires a dedicated individual with time outside of school hours to organize, instruct, edit and maintain school equipment.

APPENDIX C

EVALUATION INSTRUMENT AND PROCEDURES (TEACHERS)

QUALIFIED EVALUATORS

Professional employees who are required to hold Professional Educator Licenses with supervisory or administrative endorsements and/or those holding other Professional Educator Licenses who have successfully completed the qualified evaluator training for evaluation of Professional Educator Licensed educator and continue to attend Administrators' Academies as required in The School Code of Illinois.

PROFESSIONAL EDUCATOR LICENSED STAFF

Professional employees who are required to hold Professional Educator Licensure from the Illinois State Board of Education.

- Non-tenured - educator who has not yet completed their probationary period of employment -- through three school years.
- Tenured - educator who has entered their fourth year of employment contractual continued service as provided in The School Code of Illinois

Part-Time PEL Staff - Part-time educators who have retained tenure within the district shall be evaluated the same as full-time tenured educators. Part-time educators without tenure will be evaluated annually.

EVALUATION PROCEDURE

The goals of Professional Educator Licensed staff evaluation are:

- Identify and foster professional development for staff while recognizing areas of strength and areas for growth as well as guide instructional and support service improvement and staff development efforts in order to improve outcomes for students.
- Facilitate proactive communication regarding district expectations.
- Provide ongoing documentation for equitable decision-making.
- Ensure that the district develops and retains effective educators.

FORMATIVE ASSESSMENT TOOLS

Assessments that help to shape, mold, form or improve performance are formative. Evaluators provide feedback aimed at improving Professional Educator Licensed educator performance and growth. Formative assessments promote improvement and assist in identifying areas for personal and professional growth.

SUMMATIVE EVALUATION

A summative evaluation is a final rating of overall performance for an evaluation cycle. The annual and biennial evaluations of educators are summative evaluations and include information from formative assessment tools.

EVALUATION FEEDBACK

The educator will receive feedback as soon as possible following a formal observation from evaluating administrators no later than 10 school days after each scheduled formal performance observation so that the educators are able to take any necessary corrective action before the next observation. This feedback shall be provided prior to the next scheduled formal performance observation unless both parties agree otherwise. This feedback is considered formal and should be a written comment provided to the educator who are evaluated with opportunity for the educator to respond to feedback in writing following their own reflection. This written comment is considered a part of the formal, final written evaluation. There should be no surprises when the formal, final written evaluation is completed. Feedback should always be specific and include examples.

PRE-EVALUATION

Pursuant to Article IV Section A of the collective bargaining agreement, all educators who are to be evaluated during a given school term shall be provided a copy of the summative evaluation to be used and a copy of the Professional Educator Licensed Evaluation Plan by the first day of student attendance of the school term in which the educator is to be evaluated. Copies placed in the PCCS Staff handbook are considered to be sufficient to meet this requirement.

DATA COLLECTION

Evaluations are based upon data which is collected and shared by staff and qualified evaluators during pre-evaluation and post-evaluation conferences and observations of professional practice. Data from other sources deemed reliable by the qualified evaluators may also be used. Evaluation statements regarding strengths and areas of growth are based upon supportive data. Each evaluation shall consider supportive data as collected in the PCCS Educator Growth Tool and Student Growth tool.

EVALUATION TIMELINES

All non-tenured educators shall be evaluated annually. All tenured educators who have worked at PCCS for five (5) consecutive years shall be evaluated at least biennially, if they have been evaluated proficient or excellent the past five (5) years. On the “off year” of formal evaluation, these educators will complete only the Professional Goal and self-evaluation using the PCCS Educator Growth Tool. Staff will be evaluated more or less often if deemed necessary by the qualified administrator.

Date Due	Evaluation Activity	Responsibility
First Date of Student Attendance	Notice to all staff who are to be evaluated of yearly evaluation plan	Evaluating Administrator
September	Notice to qualified evaluators that all educator evaluations are due during the school year	Evaluating Administrator
October 1	Review self evaluation of Educator Growth Tool Discuss areas of strength and growth for the year Determine Observation types and dates. Agree on Student Growth Goal for evaluation year (twelve week minimum goal period) Plan to be completed within 10 duty days following agreed upon Student Growth Goal (2nd+ year teachers only)	Qualified evaluators and educator being evaluated

October - March (biennially)	Pre-observation conference (tenured educator)	Qualified evaluators, staff
October - January	Pre-observation conference (non-tenured educator)	Qualified evaluators, staff
October - February	Observations (Non-Tenured) - at least three observations (two of which must be formal) Ongoing feedback during this timeframe	Qualified evaluators, staff
October - May	Observations (Tenured and Proficient or Excellent) - at least two observations (one of which must be formal)	Qualified evaluators, staff
October - May	Observations (Tenured and Needs Improvement or Unsatisfactory) - at least three observations (two of which must be formal)	Qualified evaluators, staff
October - February	Post-observation conferences and completion of evaluation instrument; copies to the educator evaluated (non-tenured educator)	Qualified evaluators, staff
December - January	Mid-Year Check In (Review Educator and Student Growth Tools for progress and adjustment as needed)	Qualified evaluators, staff
February - March	Discussion of non-tenured educator evaluations; renewal, or non-renewal of contract; and tenure status	Qualified evaluators
March - April	Recommendation to Board of non-renewal of non-tenured educator	Executive Director
October - June	Post-observation conferences and completion of evaluation instrument; copies to the educator evaluated (tenured educator)	Qualified evaluators, staff
As needed as outlined in the evaluation plan	Professional development or remediation plans for tenured educator (professional development plans can be used with non-tenured staff as outlined in plan)	Qualified evaluators
When completed; no later than July 1 st	Evaluations for all educators to educator Office for filing in the educator file	Qualified evaluators

PCCS EDUCATOR COMPETENCIES PCCS

Educator Competencies have been identified as a part of the PCCS evaluation process. The PCCS Educator Growth Tool provides basic definition of the components and essential elements of outstanding performance in each area.

CORE VALUES

- Environmental Learning The environment is at the center of everything we do.
- Academic Excellence Through innovative educational experiences graduates are academically prepared, confident of who they are and environmentally responsible.
- Partner with Parents We partner with parents to provide children with a personalized education experience, where children learn the value of education, community and the environment.
- Personal Responsibility Children are empowered to make a positive difference for themselves and their communities.

CATALYST GOALS

Goal #1 - PCCS demonstrates growth each year on all academic standards through an integrated curriculum grounded in education for sustainability, service learning, and place-project-problem based learning (P 3BL).

Goal #2 - PCCS commits to an inclusive culture of sustainability and caring for self, others and the environment... today and tomorrow.

CARES STATEMENTS A PCCS

Educator demonstrates the following attributes:

Collaborate - Through teamwork, partnership, cooperation, and inclusion our staff and students work together for greater results.

Aware - By being mindful, attentive, and recognizing each other's contributions to the vision and goals; creates a learning atmosphere that thrives.

Respect - Through appreciation, understanding, and courtesy of ourselves, each other and our environment we grow stronger together.

Empowered - By being authentic in all I do, I will recognize efforts and reward successes, remove roadblocks and provide assistance to staff and students.

Sustainable - By being environmentally responsible I will help strengthen our community and foster opportunities for collaborative innovations and personal growth.

EVALUATION COMPONENTS EVALUATION

PLANNING TOOL - The Evaluation Planning Tool includes visuals, links to supporting documents, and note-taking sections for the three components of evaluation: Educator Growth Tool, Observations, Student Growth Tool, and areas of strength and growth.

RATINGS - Each Professional Educator Licensed educator shall be rated: Excellent, Proficient, Needs Improvement, or Unsatisfactory.

SELF ASSESSMENT - PEL staff that engage in reflective practice demonstrate a key component of continuous professional improvement. Staff are encouraged to utilize the PCCS Educator Growth Tool to reflect on their practice. For staff in an "off year" of the evaluation cycle (a year in which a 7/8/2019 summative evaluation is not required) a year end self-assessment utilizing the PCCS Educator Growth Tool is required. The goal of this self-assessment is to identify areas of strength and develop a draft for goals for the following school year.

EVALUATION COPIES - A copy of the educator summative evaluation shall be placed in the employee's educator file, and the educator shall be provided with a copy. Staff will have the opportunity to provide written comments which shall always be included in the final evaluation and in any transmittal of the final evaluation.

EVALUATION STRUCTURE - The evaluation structure is designed to facilitate the participants' understanding of the process, clearly delineate expectations and how they will be monitored and reported, gather data for decision-making and ensure that the results lead to professional development and instructional improvement. The evaluation structure includes both formal and informal observations. The formal observation process requires a pre-observation, observation, post-observation conference, and data-gathering by the qualified evaluator. Data gathered from informal observations may be used in the summative rating only if the qualified evaluator provides the educator written feedback following the informal observation and offers the educator an opportunity to meet to discuss the observation and feedback. A minimum of two observations, one of which must be formal, shall be conducted and there is no limit to informal observations. See below for more detail regarding formal and informal observations.

FORMAL OBSERVATIONS

Formal observations are comprised of three components:

1. Pre-Observation Conference
2. Observation
3. Post-Observation Conference

The educator and evaluator will determine the types of observations for the evaluation cycle using the Educator Evaluation Planning Tool. Observation Tools available for formal observations are Instructional, Meeting, Event and Professional Development Delivery. It is suggested that you return your pre-observation conference report to your evaluator at least 24 hours in advance of your pre-conference meeting in order to facilitate professional discussion. Schedule your pre-observation conference for at least 48 hours prior to the observation.

PRE-OBSERVATION CONFERENCE

One pre-observation conference may precede several observations. The objectives of the pre-observation conference are:

EDUCATOR	QUALIFIED EVALUATOR
Know the standards and expectations of the district in the areas to be evaluated	Prepare for data collection and explain that data comes from observations and other sources deemed reliable
Understand how the evaluation process works and possible outcomes	Develop a plan for the observations
Give input on the observations, e.g., when, where.	Understand how the staff member views their role in the instructional process
Give input on the job performance areas to be evaluated	Delineate the focus of the observations

OBSERVATION

The objectives of the observation are:

EDUCATORS	QUALIFIED EVALUATOR
Provide input into the evaluation	Review data personally gathered during observations and from other reliable sources related to strengths and weaknesses

Reflect on the data gathered during the observation and from other reliable sources	Identify patterns of behavior that facilitate or distract from the instructional process
Identify areas of staff development and/or self improvement	Assist in planning reinforcement of behaviors that facilitate instruction or improvement of behaviors that distract from instruction
Reinforce patterns of behavior that facilitate instruction and plan for improvement of patterns that distract from instruction	Plan follow-up evaluations as deemed necessary If any evidence will be used to rate the educator as unsatisfactory or needs improvement the educator must be notified regarding the impact of this evidence toward that possibility
	Complete evaluations with Excellent, Proficient, Needs Improvement, and/or Unsatisfactory ratings and prepare for Professional Development Plans or Remediation Plans as needed

INFORMAL OBSERVATIONS

Informal observations may be made at any time and without prior knowledge of the educator being evaluated. However, if data from and feedback given resulting from an informal observation is to be used in the summative rating of a Professional Educator Licensed staff member the qualified evaluator must provide written feedback within ten (10) duty days from the observation and offer an opportunity for the educator to meet with the qualified evaluator to discuss the feedback.

STUDENT GROWTH

PCCS will promote and produce equity and academic growth for all students at the subgroup, grade, classroom and individual student levels. During the 19-20 school year the Evaluation Review Team and the Administration will work towards increasing opportunities to meet the academic growth goals and to define rubrics to measure that success. Upon completion, it will be incorporated into this section of the Evaluation Plan and used to evaluate the progress of the staff in the 20-21 school year.

REMEDICATION PLAN

Within 30 school days of an Unsatisfactory or Needs Improvement rating on the educator evaluation; the educator, qualified evaluator(s), and a support educator selected by the qualified evaluators must develop a ninety (90) day Remediation Plan (See Appendix E) designed to correct the areas identified as Unsatisfactory or Needs Improvement. The support educator must have five (5) years of experience, should be reasonably familiar with the assignment of the educator being evaluated, and have received proficient and/or excellent ratings on their growth tool and most recent evaluation. Any staff member that was rated as needs improvement in their summative evaluation and returns to work at PCCS the following year shall be evaluated regardless of tenure status.

The Remediation Plan includes the following:

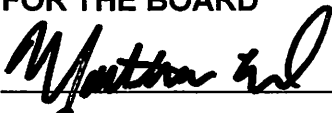
1. Area(s) of needs improvement or unsatisfactory performance.
2. Required activities and expected outcomes to meet remediation objectives, specifically delineating what behaviors Professional Educator Licensed staff member must exhibit.
3. Timeline of steps that will be followed for each area rated needs improvement or unsatisfactory.
4. Resources that the district will commit to the remediation in each area rated needs improvement or unsatisfactory.
5. Assessment and evaluation procedures: dates of announced observations, requirement for unannounced observations.

6. Satisfactory completion of the Remediation Plan - reinstatement to the schedule of evaluations required by the Evaluation Plan.
7. Failure to satisfactorily complete the Remediation Plan could result in dismissal from employment.
8. Signature of the educator being evaluated under this remediation plan stating that he/she has reviewed the Remediation Plan and understands its content and consequences.

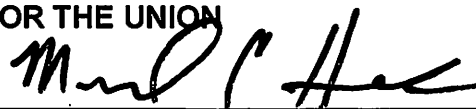
IN WITNESS WHEREOF:

This Agreement is executed by the duly authorized officer of the Board and the Union, this
31 day of January, 2025.

FOR THE BOARD


President

FOR THE UNION


Union co President