

APPENDIX C-1

STIPEND SCHEDULE

Level 1 – 15%*	H.S. Athletic Director H.S. Head football H.S. Head boys and girls basketball H.S. Head wrestling H.S. Head volleyball
Level 2 – 13%*	M.S. Athletic Director H.S. Head baseball H.S. Head softball H.S. Head track
Level 3 – 11%*	H.S. Assistant football H.S. Assistant basketball H.S. Assistant volleyball
Level 4 – 9%*	M.S. Head basketball (boys and girls) M.S. Head wrestling M.S. Head track (boys and girls) M.S. Head volleyball M.S. Softball M.S. Baseball Cross Country Coach H.S. Assistant track H.S. Assistant softball H.S. Assistant baseball H.S. Yearbook
Level 5 – 7.5%*	H.S. marching band H.S. Fall play H.S. Spring play M.S. play H.S. Football cheerleading H.S. Basketball cheerleading H.S. Activity Director
Level 6 – 6%*	Assistant M.S. basketball (boys and girls) Assistant M.S. volleyball Flag corps H.S. student council (including concessions) M.S. cheerleading FCCLA
Level 7 – 4%*	11 and 12 class sponsor SADD H.S. Scholastic Bowl FFA sponsor

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	M.S. Scholastic Bowl M.S. Yearbook M.S. Student council H.S. Madrigals Show Choir
Level 8 – 2%*	H.S. speech M.S. speech H.S. Art Club H.S. Jazz Band Pep Band Varsity Club H.S. solo and ensemble (s&e) chorus H.S. s&e – band M.S. s&e – 7/8 band M.S. s&e – 6 th band M.S. s&e – 8 th chorus M.S. s&e – 7 th chorus M.S. swing choir Math Counts
Level 9 – 1%*	FEA 9 & 10 class sponsor Assistant 12 class sponsor Assistant M.S. student council Assistant M.S. speech Assistant H.S. speech Musical – band Musical – vocal H.S. prop director NHS M.S. Math Counts H.S. IMEA – band H.S. IMEA – chorus M.S. IMEA – band M.S. IMEA - chorus

***The above percentages are applied to the base scheduled salary (Line 1, Step 0, Bachelors).**

The following sponsors will be paid per contest attended (not for preparatory work) at the rate of \$21.00 per clock hour for 2008-2010 and \$22.00 per clock hour for 2010-2012 school years:

- H.S. organizational (org) – band
- H.S. org. – chorus
- M.S. org. – 7/8 band
- M.S. org. – 8th chorus
- M.S. org. – 7th chorus

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1. The schedule does not include any steps.
2. With prior written approval by the Superintendent, coaches or sponsors may mutually agree to divide a stipend amount between them or combine Head and Assistant Coaching stipends for division between them.
3. If, during the term of this Agreement, the Board recognizes a new extracurricular activity or athletic activity that requires a paid sponsor or coach, the new position shall be paid at Level 9 unless otherwise agreed to by the Board and the Union. The Board shall notify the Union before formal recognition of a new paid extracurricular or athletic activity.
4. The Union and Board shall appoint a committee comprised of 2 representatives from the Union and 2 representatives from the Administration to complete job descriptions for extracurricular and athletic positions. The committee shall convene by September 15, 2008 and make its recommendations to the Board for approval by November 15, 2008. Upon Board approval, the job descriptions will be added to this Agreement as a new Appendix to this Agreement.
5. Department Chairs will be paid according to the attached Department Chair job duties in Appendix C-4.
6. Employees, other than Department Chairs, who are selected by their Building Principals to serve as mentors to probationary teachers for not to exceed two school years and who have completed the mentor training by the ROE shall be paid an increment of 3% of the base scheduled salary for the school year only after the mentoring is successfully completed.
7. Stipends provided for at Levels 1 through 9 shall increase the initial Stipend sum by 1.5% per Step. An employee's initial Stipend shall increase one step per year after the initial year the Stipend is paid to a maximum of 4 Steps. The following example is provided.

Assume an employee with a base salary of \$30,000.00 and a Level 1 Stipend position:

	<u>Stipend Amount</u>
Year One: Level 1 (15%)	\$4,500.00
Year Two: Step 1 (1.5%)	\$4,567.50
Year Three: Step 2 (1.5%)	\$4,636.00
Year Four: Step 3 (1.5%)	\$4,705.55
Year Five: Step 4 (1.5%)	\$4,776.13

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CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 4 Clifton, Illinois

DEPARTMENT CHAIRS

The position of department chairperson is an appointed position. Full time teachers are appointed annually by the Superintendent. The function of the department chair is to:

- Lead and facilitate the development, monitoring, and improvement of curriculum within a specific discipline area;
- Promote the articulation of the instructional program within a specific discipline across grade levels and schools within the district;
- Coordinate the improvement of instructional programs and methodologies within the department;
- Facilitate and coordinate the development and monitoring of assessment of program effectiveness;
- Assist the principals and school improvement teams in the development and monitoring of individual *school improvement plans*;
- Assist in new teacher mentoring and assimilation efforts at the school level under the direction of a school principal;
- Coordinate the evaluation and acquisition of new instructional materials and equipment for the department in cooperation with school principals;
- Promote the department's instructional program, staff and objectives with the community;
- Assist in the maintenance of good communication between staff, administrators, board of education, parents and the larger community;
- Assist in the selection, induction and training of new department members.

The department chairperson shall have no direct personnel evaluation responsibilities. The Superintendent and/or principal may consult with a department chairperson regarding the performance of a teacher with respect to that individual's fulfillment of department responsibilities assigned by the department chair. The department chairperson shall be under the supervision of the Superintendent.

The Negotiated Agreement provides for an increment range to be paid the department chairperson at the end of the school year based upon the duties performed in the specific school year. The district has established certain minimum duties expected of all chairpersons each term. The satisfactory performance of these minimum duties will qualify the chairperson for the minimum increment. Other duties may be assigned by the Superintendent and will be based upon the needs of the district and department. The satisfactory performance of these additional duties will qualify the chairperson for payment of additional increments based upon the schedule that follows: Increments will be paid in a lump sum in the month of June. Evaluation of the department chairperson's performance is the sole responsibility of the Superintendent.

APPENDIX C-5

I. BASIC RESPONSIBILITIES

Performance of the following tasks and responsibilities qualify the department chairperson for the minimum annual increment of 3% of the base scheduled salary.

- A. Call and conduct at least four (4) department or grade level meetings (each meeting to be preceded by an agenda submitted to the principals and Superintendent and followed by written notes within a week also submitted to the principals and Superintendent).

The meetings shall cover at least the following topics:

1. Curriculum alignment with Illinois Standards
Curriculum alignment grade-to-grade and course-to-course
Interdisciplinary curriculum activities/plans
2. Assessment result reviews (ISAT, local, Stanford) and development of recommendations re: the district's curriculum
3. Review of Local Assessment and development of recommendations regarding modifications of assessment, development of new assessments, schedule of assessments, staff development needs
4. Curriculum Modifications (content, sequence, courses)

- B. Conduct at least one (1) department or grade level meeting for the purpose of reviewing material, text and equipment needs and budgets. Written notes and/or recommendations and prioritizations from the meeting to be submitted to building principals and the Superintendent within a week.

II. LEVEL II RESPONSIBILITIES

Performance of the following tasks and responsibilities qualify the department chairperson for an additional annual increment of 0.5% of the base scheduled salary.

- A. Submit a minimum of two (2) articles of at least three paragraphs in length for publication or broadcast to the local media. The articles are to focus on the activities, successes and issues in the departmental area or grade levels. The articles may also promote the value of the discipline(s) being studied to students and promote an understanding of state standards. Submitting monthly department "Good News" items to the Board of Education three times during the year will also fulfill this responsibility. Articles in school newsletters DO NOT meet this requirement.
- B. Submit a written report to the Board of Education or, at the Superintendent's discretion, make an oral report to the Board of Education

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one time per year. The report to focus on the accomplishments, activities, issues and other appropriate information regarding the department.

III. LEVEL III RESPONSIBILITIES

Performance of the following tasks and responsibilities qualify the department chairperson for an additional annual increment of 0.5% of the base scheduled salary.

- A. Arrange and/or conduct one two-hour staff development activity for the members of the department or grade level group. The staff development activity to be based upon the needs identified within the department.

The department chairperson shall submit a written and specific proposal to the school principals and Superintendent at least one month in advance of the proposed training. The proposal shall include topic(s) to be covered, expected outcomes, presenter(s), costs, time and date(s), audience/participants.

- B. Writing and receiving a grant based on curriculum improvement for at least \$500.00.

IV. LEVEL IV RESPONSIBILITIES

Performance of the following tasks and responsibilities* qualify the department chairperson for an additional annual increment of 2% of the base scheduled salary.

- A. Participate in the interviewing of candidates for teaching vacancies within the department or grade level group. Make recommendations to the principal who is responsible for selecting the final candidate to recommend to the Superintendent and Board.
- B. Be assigned to serve as the mentor to new staff within the building/program and be actively involved in the mentoring process through the Regional Office of Education. Principals maintain the rights to determine the mentor/protégé arrangements as necessary.
- C. Writing and receiving a grant based on curriculum improvement for \$5000.

***Specific requirements will be modified so that duties do not require in excess of 25 hours per year.**