COLLECTIVE BARGAINING AGREEMENT

BETWEEN

LEADERSHIP ACADEMY ALLIANCE OF CHARTER TEACHERS AND STAFF (LA-ACTS)

CHICAGO ACTS, LOCAL 4343, IFT-AFT/AFL-CIO

AND

YOUTH CONNECTION LEADERSHIP ACADEMY

YOUTH CONNECTIONS CHARTER SCHOOL

2018-2022
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTICLE I</td>
<td>RECOGNITION</td>
<td>P. 1</td>
</tr>
<tr>
<td>ARTICLE II</td>
<td>DEFINITIONS</td>
<td>P. 2</td>
</tr>
<tr>
<td>ARTICLE III</td>
<td>UNION RIGHTS</td>
<td>P. 3-5</td>
</tr>
<tr>
<td>ARTICLE IV</td>
<td>MANAGEMENT RIGHTS</td>
<td>P. 5-8</td>
</tr>
<tr>
<td>ARTICLE V</td>
<td>SHARED LEADERSHIP TEAMS</td>
<td>P. 8-9</td>
</tr>
<tr>
<td>ARTICLE VI</td>
<td>WORKING CONDITIONS</td>
<td>P. 10-15</td>
</tr>
<tr>
<td>ARTICLE VII</td>
<td>TEACHER EVALUATION</td>
<td>P. 15-19</td>
</tr>
<tr>
<td>ARTICLE VIII</td>
<td>NON-TEACHING STAFF EVALUATION</td>
<td>P. 19-21</td>
</tr>
<tr>
<td>ARTICLE IX</td>
<td>DISCIPLINE INFRACTIONS</td>
<td>P. 21-24</td>
</tr>
<tr>
<td>ARTICLE X</td>
<td>GRIEVANCE PROCEDURE</td>
<td>P. 24-26</td>
</tr>
<tr>
<td>ARTICLE XI</td>
<td>WAGES AND BENEFITS</td>
<td>P. 26-28</td>
</tr>
<tr>
<td>ARTICLE XII</td>
<td>LEAVE</td>
<td>P. 28-31</td>
</tr>
<tr>
<td>ARTICLE XIII</td>
<td>LAYOFF, RECALL AND REINSTATEMENT</td>
<td>P. 31-32</td>
</tr>
<tr>
<td>ARTICLE XIV</td>
<td>NONDISCRIMINATION</td>
<td>P. 33</td>
</tr>
<tr>
<td>ARTICLE XV</td>
<td>SANCTUARY EMPLOYER</td>
<td>P. 33-34</td>
</tr>
<tr>
<td>ARTICLE XVI</td>
<td>PRESERVATION OF AGREEMENT</td>
<td>P. 34</td>
</tr>
<tr>
<td>APPENDIX A</td>
<td>STIPENDS</td>
<td>P. 36</td>
</tr>
<tr>
<td>DELIVERABLES OF STIPEND COMMITTEES</td>
<td>P. 37-46</td>
<td></td>
</tr>
</tbody>
</table>
ARTICLE I - RECOGNITION

This collective bargaining agreement is entered into between Youth Connection Leadership Academy and the Chicago Teachers Union, Local 1, and its council, Leadership Academy Alliance of Charter Teachers and Staff (LA-ACTS), IFT/AFT, AFL-CIO, and covers all teachers, academic advisors, paraprofessionals and clerical staff employed by Youth Connection Charter School at Youth Connection Leadership Academy, 3424 S. State, Chicago, Illinois 60616, or any future campus designated as YCLA, excluding all day substitutes, all management, and all confidential and supervisory personnel, as defined by the IELRA. In the event of a change in labor board jurisdiction that impacts the bargaining unit, the employer shall not challenge the Union's status as majority representative during the term of this Agreement and any extension thereof.
ARTICLE II - DEFINITIONS

A. The following definitions shall apply to this contract:

1. **Agreement** means this collective bargaining agreement.

2. **Bargaining Unit Member** means any employee of YCLA, located at 3424 S. State, Chicago Illinois 60616, or any future YCLA locations, who is included in the Bargaining Unit certified by the Illinois Educational Labor Relations Board on June 28, 2012.

3. **Principal** means the Director/Principal of the Youth Connection Leadership Academy or his or her designee.

4. **Parties** mean the Union and its Bargaining Unit Members and YCLA.

5. **Union** means the Chicago Teachers Union, Charter Division (CTU) Local 1 and its council, Leadership Academy Alliance of Charter Teachers and Staff, IFT/AFT, AFL-CIO.

6. **Grievance** means any claim or dispute involving an interpretation or application of this Agreement by a Bargaining Unit Member or by YCLA that one of the other Parties is violating or has violated this Agreement during its Term.

7. **Instructional Day(s)** means any day(s) students are present for instruction.

8. **Early Release Day(s)** means any day(s) when students are released prior to official dismissal time.

9. **Half Day(s) (1/2 day(s))** means days that are pre-designated in the academic calendar as ½ days throughout the school year.

10. **Professional Development Time** means any day of service required of Bargaining Unit Members for development, preparation, planning, or other professional activity that is not an Instructional Day, as defined in this Agreement.

11. **Campus** means Youth Connection Leadership Academy located at 3424 S. State, Chicago, IL, 60616, or any future YCLA locations.

12. **Seniority** is defined as the amount of continuous service with YCLA beginning with the latest date of hire.
ARTICLE III - UNION RIGHTS

A. Bulletin Boards, E-mail Accounts and Mailboxes: Authorized agents of LA-ACTS can provide official Union notices and information to Bargaining Unit Members via their employee email or mailboxes, and YCLA agrees to designate a bulletin board in the employee lounge for LA-ACTS’ communication of official Union notices and information to Bargaining Unit Members, provided that any material posted shall be subject to YCLA’s general policies (such as those related to non-discrimination, non-harassment, non-disparagement and decorum).

B. Union Access: YCLA recognizes that authorized agents of the Union may need access to Bargaining Unit Members during non-instructional time within the instructional day. The Union recognizes the need for YCLA to ensure that its campus operates efficiently and that leadership/administrative team members are not unduly burdened by frequent, prolonged or unannounced visits from any external organization. Consistent with these principles, authorized agents of the Union agree to follow YCLA visitor policies, including notifying the Principal (or designee) twenty-four (24) hours before any visit to the YCLA campus. Authorized agents of the Union will not be denied access to the YCLA building when a Bargaining Unit Member has a right to Weingarten representation.

C. Recruitment: The YCLA agrees to provide LA-ACTS with a 60-minute opportunity to address new YCLA teachers at a mutually agreeable time during the new hire orientation period. For new YCLA teachers who begin employment at times other than the start of the school year, the parties will agree to a similar opportunity if such is requested by the Union.

D. Information Sharing: YCCS will notify via e-mail LA-ACTS when posted on-line or deliver electronically or in hard copy to the Union president or designee the following informational items: (a) notice of regular or special meetings of YCCS's Board of Directors and/or Executive Committee, the agenda for such meetings and the approved minutes for such meetings; and (b) YCLA’s annual budget and year-end financial statements as soon as such documents are approved by the Board of Directors. Such notification shall not be necessary when the regular and announced schedule is posted.

E. Union Meetings: LA-ACTS members are permitted, with prior notice and approval from YCLA, one scheduled sixty-minute period of time on each full PD day for a Union meeting to be held on campus during non-instructional time within the regular workday.
F. **Union Release Time:** Union officials, as identified by the Union, will have the right to utilize all or part of their lunch time and class planning period to conduct official Union business. Use of any Union release time under this section must not interfere with YCLA's mission or the work responsibilities of the Union official or any other employee.

G. **Dues Check off:**

1. Upon receipt of a written check off authorization from any Bargaining Unit Member, the School agrees to deduct twice a month the applicable monthly dues payment that CTU indicates is required for obtaining and maintaining membership in CTU from the pay of each Bargaining Unit Member and will remit the same to the Union within 30 days of any payroll deduction during which this Agreement remains in effect. CTU shall advise the School in writing and in a timely manner of the amount of any deduction required by this paragraph. Membership will continue from year to year unless revoked in writing at which time the employee shall become a fair share payer.

2. The Union agrees to indemnify and hold YCCS and YCLA harmless from any claim, demands, suits, cause of action, or other action with respect to the YCLA's deduction of union dues or other actions under paragraph 3, under this Agreement, including without limitation the administration of the dues check off and any act or action in connection therewith and such indemnity and agreement to hold YCCS and YCLA harmless shall include timely payment of any of its costs and attorneys' fees.

3. Bargaining Unit Members must either become members in good standing of the Union and pay the requisite membership dues or refrain from becoming a Union member and pay the pre-determined fair share amount (i.e., become an agency fee payer) within thirty (30) days of this Agreement’s effective date or, in the case of newly hired employees, within thirty (30) days of employment. Agency fee payers whose religion prohibits them from making the requisite fair share payments to the Union may be required to make a commensurate payment to a non-religious charitable organization mutually agreed upon by such employee and the Union.

4. No deductions pursuant to this section shall be required that are prohibited by applicable law. Any dues deductions under this Agreement shall comply with the requirements of the Section 302(c)(4) of the Labor Management Relations Act of 1947, as amended and no deduction shall be made except pursuant to a written authorization from each employee on whose account such deduction is to be made.
5. Upon receipt of a voluntary written authorization from a bargaining unit employee, YCCS and YCLA shall deduct from the wages due said bargaining unit employee the sum specified in the authorization and remit to the Union Committee on Political Education (COPE) Fund as bargaining unit employee's voluntary contribution to said Fund."

6. The Union agrees to indemnify and hold harmless YCLA from any and all claims, demands, suits, and costs, including attorney's fees incurred in connection with any such claim, demand, suit, resulting from any reasonable action taken or omitted by YCLA for the purpose of complying with the provisions of this article.

H. Union Leave Days: The Union shall be entitled to an annual (fiscal year) total of eight (8) work days of Union Leave, without loss of pay or other leave days, for the purpose of conducting Union business, provided that no more than one (1) employee shall be absent for such purpose on the same date and the Union reimburses YCLA for the employee's per diem cost for such days. The Union President shall notify the Principal, or designee, five (5) workdays prior to the use of any such days. Unused Union leave shall not accumulate from year to year. Union leave may be taken in one-half (1/2) day increments.

ARTICLE IV - MANAGEMENT RIGHTS

A. Administration Authority: YCLA retains all powers and authority to direct, manage and control the Campus except to the extent that any such power or authority is expressly contrary to any provision of this Agreement or applicable law. YCLA will exercise its powers and authority and will consider input from Bargaining Unit Members, but all final decisions shall rest with YCLA except as explicitly otherwise set forth in this Agreement. For example, YCLA expressly reserves the following rights and authority:

1. To determine the qualifications for employment with YCLA;

2. To hire employees, assign and direct their work, discharge or otherwise discipline employees for cause, promote, demote, transfer, layoff and recall employees; unless otherwise stipulated in the current Collective Bargaining Agreement;

3. To promulgate reasonable work rules, policies, procedures and regulations;

4. To determine YCLA's mission, goals, program and curriculum design and methodologies of teaching and assessment for fulfilling them;
5. To take such steps as are necessary or appropriate to fulfill YCLA’s contractual obligations, the requirements of applicable law, and the performance requirements of authorizer and founder.

6. To determine staffing patterns and design, including determining the number and types of teachers and other personnel required;

7. To operate the Campus, including moving or modifying any facilities;

8. To determine methods of raising revenue, budget procedures and budget allocations;

9. To contract with any third party for one or more services otherwise performed by Bargaining Unit Members including, without limitation, the procedures for obtaining such contract and the identity of the third party, but not for the purpose of replacing a position held by an existing Bargaining Unit Member;

10. To determine class size, class staffing and assignment, class schedules, academic calendar year, hours and places of instruction and student assessment policies;

11. To make and implement decisions concerning use and staffing of experimental or pilot programs and decisions concerning use of technology to deliver educational programs and services and staffing to provide the technology;

12. To take action on any matter in the event of an emergency (as such is deemed an emergency by YCLA in its reasonable exercise of judgment).

B. The exercise of YCLA’s powers, rights, authority, duties, and responsibilities, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law.

C. YCLA shall have the right to make or change and enforce any reasonable work rule, policy or practice not inconsistent with this Agreement. Any dispute raised by LA-ACTS about whether any such rule is inconsistent with this Agreement may be challenged by LA-ACTS under this Agreement.

D. YCLA retains its right to amend, modify or rescind any work rule, policy and practice referred to in this Agreement in cases of an emergency (as such is deemed an emergency by YCLA in its reasonable exercise of judgment) when there is a clear and
present danger to the safety of any student, Bargaining Unit Member or other person, or when failure to act would result in a violation of applicable law or possible cessation of operation of the School. If the modification results in a permanent change to working conditions, and if requested by LA-ACTS, YCLA agrees to thereafter negotiate the modification in a timely manner.

E. The YCCS Employee Handbook, YCCS Policies and Procedures and other YCCS documents shall continue to apply in full to Bargaining Unit Members, except to the extent that any such provisions are contrary to or inconsistent with this agreement. Examples of other YCCS documents include:

1. Those terms and provisions required to obtain and maintain a year to year contract with Youth Connection;
2. The Youth Connection Application to the Board of Education of the City of Chicago (CPS);
3. The Youth Connection Charter School Agreement with the Board of Education of the City of Chicago (CPS);
4. The Strategic Plan to Improve Instruction:
   a. Professional Development Framework
   b. Literacy Framework
   c. Numeracy Framework
   d. Teacher Evaluation Framework
   e. Principal Evaluation Framework

5. **Youth Connection Charter School Competency Based Framework:**
6. Fiscal Accountability;
7. The Accountability Plan:
   a. SQRP;
   b. Quality School Measures;
   c. Annual Campus Contract Compliance Audit;
   d. Financial and Management Compliance Audit;
   e. Charter School and YCCS Policy Compliance;
   f. Governance and Leadership evaluation; and
8. Those Youth Connection policies, procedures and administrative provisions prescribed by Youth Connection to educate Youth Connection students and to operate as a Youth Connection Education Service Provider.

F. **Stranger Danger/No Solicitation Policy:** Given the School’s obligation to provide our students with a safe working environment, solicitation, distribution of literature or trespassing by non-employees is prohibited at all times on School property. Solicitation by any Bargaining Unit Member of any employee is prohibited while either person is on
working time. Working time is all time when either the Bargain Unit Member or
employee being solicited should be engaged in work tasks, including professional
development time; it does not include any employee’s break time, meal periods, or time
before or after work. Distribution of literature or other propaganda by employees is
prohibited at all times in working areas, unless approved by administration. Working
areas include all areas where employees are engaged in working tasks. Solicitation,
distribution of literature or trespassing by non-employees is prohibited at all times on
School premises. Nothing in this paragraph is intended to supersede the rights set forth
in the section union rights, sections A-G.

G. **Use of YCLA Equipment and Supplies:** The use of YCLA’s equipment and supplies is
intended for activities directly related to serving students. Bargaining Unit Members may
have reasonable use of YCLA equipment and supplies for the purpose of union activities
and work with permission from the Principal.

**ARTICLE V - SHARED LEADERSHIP TEAMS**

Staff input and participation in the educational and administrative decisions of the school is
a shared interest of the parties. To that end, the following shared leadership teams will be a
part of the school decision making process as defined below. It is through these teams that
formal input and recommendations will be developed, provided that such input and
recommendations are in compliance with YCCS Policies and Procedures and Initiatives.

Teams will be made up of both volunteer non-probationary teachers in good standing and
appropriate members of the YCLA administration. Meeting schedules, work plan, and
agendas will be designed by the teams.

The following two teams will be the Shared Leadership Teams:

A. **Instructional Team:**
   1. Will discuss issues pertaining to the overall educational program of the school,
      including but not limited to curriculum, instruction, classroom practices, student
      assessment, and teacher quality issues such as professional development and
      teacher evaluation.
   2. Membership may include representatives from each department, Principal
      and/or assistant principal and should not exceed 6 members not including
      administration.
   3. Meets during the last week of the year (after students leave), and over the summer
      as needed and on a voluntary basis with pay for 10 month employees, and
endeavors to meet once every two weeks after school hours during the school year.
4. Each meeting agenda will be developed by team members. Neither administration, nor team members, can restrict the addition of items to the agenda.
5. Final committee recommendations are subject to approval by the YCLA administration.

B. **Procedural Team:**
1. Will discuss school operations, contract administration issues and day to day processes, including but not limited to scheduling and class offerings, calendar, school safety and student discipline. The Team shall discuss any new YCLA instructional program or joint YCLA-UNION initiative prior to or at the time of its implementation at the local school level. The principal shall consult the Team regarding staffing needs prior to the creation and filling of vacant positions. Ultimately, the decision remains with the Principal.
2. Membership may include the LA-ACTs Council Chair, 2 teachers, dean of students, one academic advisor, one non-teaching staff member, and the principal and/or assistant principal and should not exceed 6 members not including administration.
3. Meets over the summer on a voluntary basis and as needed with pay for 10-month employees and endeavors to meet twice per month after school hours during the school year
4. Works each year on developing the workday schedule for the coming year and on making needed adjustments throughout the year.
5. Each meeting agenda will be developed by the team. Neither administration, nor team members, can restrict the addition of items to the agenda.
6. Final committee recommendations are subject to approval by the YCLA administration.
7. The principal and the Team shall exchange available and pertinent information concerning the operation of the school when such information is necessary for the understanding and resolution of professional problems under discussion by the principal and the Procedural Team.
8. The principal may invite consultants or resource persons, at the suggestion of the team, to attend the meeting to discuss specific agenda items with advance notice to the Team members.

The Principal shall decide whether and how to report the proceedings of the meeting to school staff.
ARTICLE VI - WORKING CONDITIONS

A. **Class size:** On average the School is to maintain a campus staffing ratio of no more than twenty students to one full-time classroom teacher. On average, over the course of the year, any individual class is not to exceed 23 students based on student attendance, provided that exceeding 23 students on the roster does not create additional work for teachers. The maximum number of students does not apply for the first month of classes at each quarter. Teachers shall be paid $10.00 per student per day for every student beyond the class size limits established in this Article. YCLA shall assign a Teacher’s Assistant to all classes that exceed the class size limits established in this Article. The class size in special education classes shall be in accordance with the guidelines established by the Rules and Regulations of the State Board of Education. Additionally, YCLA shall comply with all federal, state and local laws regarding special education including ensuring that all special education students’ Individual Education Plans are met.

B. **Work Year:** Unless otherwise specified in this Agreement, the work year for bargaining unit members shall be one hundred ninety (190) days, which shall consist of one hundred seventy-eight (178) days of student attendance and 12 professional development days as determined by the principal. 12 month Bargaining unit members shall receive five (5) paid Winter break and 2 (2) paid Spring break days, fifteen (15) paid vacation days, and the following paid holidays:

- Labor Day
- Columbus Day
- Veterans’ Day
- Thanksgiving Day, Day Before & Day After
- Christmas Eve and Day
- New Year’s Eve and Day
- Martin Luther King, Jr. Day
- Lincoln’s Birthday
- Presidents Day
- Good Friday (For 12-month employees)
- Memorial Day
- Independence Day (For 12-month employees)

C. **Sick days may not be used on the following days without a doctor’s notification:** (1) the first and last week of school, (2) the day prior to or the day after a holiday or (3) the day prior to or after Winter or Spring Break. The length of the work year is subject to change
and may be increased as necessary to meet Illinois State Board of Education (ISBE) or Chicago Public School (CPS) requirements from year to year.

D. **Standard Work Day**: Except with regard to meetings or special events required by this Agreement, the standard workday for Bargaining Unit Members shall be seven (7) hours and 15 minutes. The working hours will be from 7:45 a.m. - 3:00 p.m. or as determined by the principal for the year. There may be times when staff needs to leave early or come in late, but that must be pre-approved by the administration, unless an unforeseen incident occurs. The parties understand that emergency circumstances may arise that require deviations from the standard workday. Teachers working hours will be adjusted to accommodate before and after school hours.

E. **School Improvement/Professional Development Half Days**: Up to two meetings of the scheduled half days each month that are designated as school improvement/professional development half days can be used for teachers and support staff meetings and balance of the half days will be used as determined by the Principal with input from individual school shared leadership teams.

F. **PD/Institute Days**: All Bargaining Unit Members will report for work during the 4 days designated in the YCCS calendar as teachers' institute day or Professional development days. The number of days will be amended by YCLA as necessary to meet ISBE or CPS requirements from year to year.

G. **Parent Nights**: All Bargaining Unit Members must attend 2 Report card evening/parent conference evenings. The day will be eight hours long with a starting time designated by the Principal. Bargaining Unit Members will be paid for all time worked in excess of the standard work day.

H. **Lunch**: All Bargaining Unit Members shall have a daily continuous 30-minute duty-free lunch period concurrent with student lunches. Employees will have an additional twenty-minute duty-free period to be taken at another time during the day, as scheduled by the principal.

I. **Planning Period**: Teaching Bargaining Unit Members shall receive no less than five hundred (500) minutes of duty free, self-directed preparation per week, part of which includes at least one (1) continuous duty-free, self-directed planning period during the instructional day for classroom and instructional preparation. Any such planning period will be the length of a standard teaching period. Whenever possible, YCLA will endeavor to align planning periods with similar content areas to allow for content area meetings during
the school year. All Teaching Bargaining Unit Members will have at most two (2) different subject matter courses and an intervention class to prepare for. If a teacher is asked to teach 3 different subject areas, then they will not be given a non-classroom supervisory duty.

J. Teaching Load: Teaching Bargaining Unit Members shall have a course teaching load that will consist of two hundred fifty-five (255) daily minutes of direct instruction. Teachers shall be required to complete no more than one hundred fifty (150) minutes of non-classroom supervisory duty per week. These duties shall normally include breakfast, lunch, and dismissal, and may not include janitorial work or maintenance work. Teachers shall also perform fifteen (15) daily minutes of supervision during period transitions. YCLA will honor teacher preference in duty assignments to the extent it is administratively possible. Teachers may opt to sign up for additional duties with Principal approval and will be compensated at the employee’s prorated effective hourly rate.

K. Internal Substituting: Teaching Bargaining Unit Members shall be required to perform no more than two (2) half block periods of internal substituting a month. Such internal substituting shall be in lieu of one of the teacher’s planning periods. The Principal will rotate through the entire teaching staff, when possible, prior to making a second substitution assignment to a teacher. All Teaching Bargaining Unit Members who volunteer to sub more than the required two (2) two half block periods shall be paid $25 per hour.

L. Internal Substituting for Support Staff: Support staff shall be required to perform no more than five (5) half block periods of internal substituting a month. All support staff who volunteer to sub more than the required five (5) five half block schedule periods shall be paid $25 per hour.

M. Peer Observations:

1. Each teacher is required to observe one teacher of their selection for 2nd and 4th quarters. The observing teacher will use a modified version of the Danielson framework and provide the teacher being observed with constructive and effective feedback in regards to student understanding of the learning targets presented for the lesson. All observation notes and documents shall be given to the teacher being observed and are not used for the formal teacher evaluation process. Evidence of peer observation form must be filled out and returned into the administration to indicate that the observation took place.
2. Each teacher is required to complete a peer observation and the teacher to be observed will be selected by an administrator for 1st and 3rd quarters and will be using a modified version of the Danielson model. This teacher will look for information/concepts/ideas that they can utilize inside their classroom. All observation notes and documents shall be given to the teacher being observed and are not used for the formal teacher evaluation process. Evidence of peer observation form must be filled out and returned into the administration to indicate that the observation took place.

N. **Off-Street Parking:** Bargaining unit employees should be provided with off-street parking areas for their automobiles and that these areas shall, to the extent possible, be secure and adjacent to the school. In the event bargaining unit employees must park on the street in permit-only parking neighborhoods, the Network and the Union will work with the City of Chicago to issue to schools parking permits for use by members, at no cost to members, during school hours. If the YCLA campus location is moved, administration will consider the parking needs of faculty and staff before selecting a final location.

O. **Intellectual Property:** Instructional staff may use their lesson plans, assessments and instructional material developed while employed at YCLA, without being deemed in violation of any employment agreement with YCLA. When separation of employment occurs, for any reason, Instructional Staff shall be provided with reasonable time and access to collect any personal belongings and/or copies of electronic files that the employee created or maintained.

P. **Access To Personnel File**

YCLA and YCCS shall maintain all personnel records concerning each bargaining unit employee in the official personnel file, which may be maintained in electronic format at the sole discretion of the Principal/Director of Human Resources, with said file being kept in the human resources office. Staff shall have the right to add explanatory material to their official personnel file, as allowed by law.

A bargaining unit employee shall be provided a copy of any material that is to be placed in his or her official file. The bargaining unit employee shall acknowledge that he or she has read such material by affixing his or her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he or she has read the documents to be filed and does not necessarily indicate agreement with its content. Any information or material not maintained in the official personnel file shall not be admissible in any disciplinary proceeding against the bargaining unit employee.

Bargaining unit employees shall be permitted to review the official personnel file and as otherwise provided in the Illinois Personnel Record Review Act (820 ILCS 40/1, et seq.).
Upon request, management shall respond to all inquiries within 14 calendar days or 3 calendar days prior to a disciplinary meeting. The Union president or his/her designee may also review the file. The Employer shall not gather or keep record of non-academic or non-employment related activities or information.

Q. **Collaboration of Members:**

I. **Common Planning Meetings:** Each department (English, Social Science, Math, Science, and Pathways) are to meet biweekly. All departments are required to give common assessments during the same or very similar time frames within reasonable progress of their common classes. Each common planning meeting should discuss one or more of the following items: learning targets analyses, development of common assessments, refining learning targets, reviewing student work, developing common rubrics, sharing of lesson plans or any other assigned task.

1. An analysis of the student by the learning target/competencies parts of competencies should be conducted (did all of the students learn the intended learning targets/competencies parts of competencies whether a common assessment, common project, or common assignment was given). Teachers should come to the meeting prepared with the graded results from their common assessments, common assignments or common project.

2. Discuss best practices based on part (1). The teacher with the best results from the learning target analysis shares out his/her strategies with the rest of the team. The remaining teachers can attempt to use the strategy at another time or while re-teaching their students.

3. Common planning time can also be used to develop common assessments, refine learning targets/competencies parts of competencies, review student work, develop common rubrics, and design and share lesson plans.

II. **Support Staff Team Meetings:** Each support team (Academic/Post Secondary Team, Attendance/Behavior Team, and Administrative Support Team) are responsible for meeting weekly or bi-weekly to monitor individual and school wide progress. Support staff meetings will focus on helping students in the areas of academic achievement, personal/social development and career development. They will also assist in managing YCLA’s city, state and federal grant/contracts. Meeting shall be scheduled by management on a quarterly basis. An agenda should be available in advance.
III. Meeting minutes and any other supporting documentation must be turned in three days on the given date after each collaboration meeting for the teachers as well as the support staff. Additionally, any other deliverables that the administration asks for must also be turned in on the date that is provided.

R. Thirty (30) minute intervention period will be conducted by each teacher daily for those students that are in the Tier 2 or Tier 3 level for the RTI model for the classroom. Criteria for the students that fall in each tier are provided in the appendix.

S. Security post: Every Bargaining Unit Member is required to have a daily security post. 12-month employees are also required to supervise a tardy period and a lunch duty once a week unless other duties are assigned.

T. Wraparound Services:

Management agrees to hire a full-time counselor, who shall be a member of the bargaining unit, provided student enrollment reaches and maintains 220 students or higher.

ARTICLE VII - TEACHER EVALUATION

A. Evaluation Plan Development: The teachers of Youth Connection Leadership Academy (YCLA) will be evaluated using the YCLA evaluation program developed by the Instructional Team and approved by YCLA administration and in accordance with the YCCS Teacher Evaluation Policy. The YCLA teacher evaluation process, procedures remediation are all in the YCLA Evaluation Program.

B. Annual Review: The YCLA Evaluation Program will be reviewed annually with a goal of continually improving the process of teacher evaluation. Changes to the program may be recommended by the Instructional Team at the end of year for adoption in the following school year pending approval from the YCLA administration.

C. Presentation Timeline: The evaluation process, paperwork and timeline are to be presented to teachers in the fall of each year no later than October 1st. Evaluation documents presented in the fall will not be changed during that school year, absent agreement of the parties.
D. **Summative Rating:** The annual summative evaluation rating for each YCLA teacher will be assigned by the principal and presented to the Human Resource Coordinator for approval. YCLA teachers may submit an attachment to the evaluation in accordance with the Personnel Records Review Act.

E. **Evaluators and Observers:** The Principal and/or designee will be the official evaluator of all teachers and will make the summative evaluation. A teacher may have multiple observers during the evaluation process. Such observers will collect information and evidence of teachers’ performance to be used by the Principal to create the summative evaluation. Observers in the evaluation process will give a summative evaluation report to the principal.

F. **Evaluation Model:** For teachers who are employed for the entire school year, at least two formal observations, lasting at least forty-five (45) consecutive minutes, for the purpose of evaluation shall occur each school year. Observations are to be conducted through the clinical supervision model which requires that when the observation is to be announced, the evaluator and teacher should engage in a pre-conference and a post-conference meeting. When the observation is unannounced (informal observation), the evaluator and will give feedback via e-mail. Written feedback will be given within five (5) school days of the observation.

G. **Rating Timeline:** Teachers who are employed throughout the school year will receive an evaluation rating twice per year. The first will be given no later than the end of 1st semester and the second no later than 11 workdays prior to the end of the second semester.

H. **Summative Evaluation Measures:** Measures to be used within the summative evaluation include but are not limited to:

   a. Charlotte Danielson framework for teaching (YCLA Evaluation Program Handbook)

I. **Signature of Teacher:** All documents requiring a signature of the teacher shall be understood to mean that the teacher has received such documents, and not to indicate agreement of the ratings or comments contained therein.

J. **Evaluation Dissent:** A teacher who is not satisfied with or who disagrees with comments or ratings within the summative evaluation or formal/informal observations may request a conference with the Principal to discuss such issues within ten work days from receipt of
the written summative evaluation or formal/informal observations. Additionally, or exclusively, a teacher who is not satisfied with or who disagrees with comments or ratings within the evaluation may make a written attachment of information, dissent, or explanation. The Principal shall have the authority to make additions, corrections, or deletions to the evaluation (formal or informal observations) based upon such meetings and/or additional information provided by the teacher.

K. **Teacher Retention:** The summative evaluation is intended to identify a teacher's overall performance for each semester (evaluation will take place during midyear and end of the school year) and is to be used to determine whether the teacher will be retained for the next school year. The level of performance required by a teacher to be retained is defined within the YCLA Evaluation Program. The underperforming teacher will be given the opportunity to remediate in accordance with the YCLA evaluation Program. After an evaluation of below proficient, then a teacher will be placed on remediation.

L. **Right to Remediation:** Any teacher who is not meeting performance after their second evaluation will be notified and offered remediation in accordance with the YCLA.

**Teacher remediation process below**

a. **Teacher Remediation (For formal observation results)**

If a teacher's performance does not meet the expectations stated below, then he/she will be placed on remediation for a period of one semester. A remediation plan will be constructed using the template provided in the appendix labeled Teacher Plan of Remediation Form. The teacher will meet with two administrative members to discuss the remediation plan. The teacher may bring a colleague or employee-group representative to the meeting if desired. A remediation plan will be implemented if one of the following scenarios occurs:

- A teacher receives a rating below proficient on their second formal observation that is conducted.

- A teacher receives a rating below proficient on his/her summative evaluation.

**Implementation of the remediation plan**

When a teacher is placed on remediation, the evaluator must:

- Provide written information in regards to the targeted areas for improvement that must be addressed;
- Provide a remediation plan in writing for the teacher and review that remediation plan with the teacher in a meeting and have the teacher sign the remediation plan;
• Review results with the teacher during and after the one-semester remediation plan is conducted.
• When a teacher is on a remediation plan, they will be observed 3 times per quarter (2 informal observations and 1 formal observation) for 2 quarters; totaling six observations.

The remediation plan will be conducted within one semester and then the teacher will be re-evaluated in a meeting with administration. The evaluator (Administration) will bring the following documents to the meeting at the end of the semester:
• Any documents in regards to observations conducted during the remediation plan period (Both formal and informal).
• The original remediation plan signed by the teacher.

The teacher may bring a colleague, employee-group representative or union representative to the initial meeting as well as the final meeting. During the final meeting, the administration will determine if the teacher has shown significant progress in the areas that were targeted for improvement. To determine if the teacher has made significant progress, observations conducted, and other materials used during the remediation plan period will be reviewed (Both formal and informal observation material will be reviewed). Teacher input will be considered during this meeting. At the conclusion of the meeting, it will be determined if the teacher will be retained for employment or not. Any objections to the results determined during this final meeting must be given in writing to the administration within five work days.

M. Support Staff Remediation (For Modified Danielson evaluation)
If a support staff’s performance does not meet the expectations stated below, then he/she will be placed on remediation for a period of one semester. A remediation plan will be constructed using the template provided in the appendix labeled Support Staff Plan of Remediation Form. The support staff member will meet with two administrative members to discuss the remediation plan. The teacher may bring a colleague, employee-group representative, or union representative (If applicable) to the meeting if desired. A remediation plan will be implemented if one of the following scenarios occurs:

• A support staff member receives a rating below proficient on their second Modified Danielson evaluation.

• A support staff member receives a rating below proficient on his/her second summative for the Modified Danielson section.
Implementation of the remediation plan
When a support staff member is placed on remediation, the evaluator must:

- Provide written information in regards to the targeted areas for improvement that must be addressed based on the Modified Danielson model.
- Provide a remediation plan in writing for the support staff member and review that remediation plan with him/her in a meeting and have him/her sign the remediation plan;
- Review results with the support staff member during and after the one-semester remediation plan is conducted.

The remediation plan will be conducted within one semester and then the support staff member will be re-evaluated in a meeting with administration. The evaluator (Administration) will bring the following documents to the meeting at the end of the semester:

- Any documents in regards to reviews conducted with the Modified Danielson model during the remediation plan period.
- The original remediation plan signed by the support staff member.

The support staff member may bring a colleague, employee-group representative or union representative (If applicable) to the initial meeting as well as the final meeting. During the final meeting, the administration will determine if the support staff member has shown significant progress in the areas that were targeted for improvement. To determine if the support staff member has made significant progress, the administration will conduct reviews of the data that is required of the support staff member in the Modified Danielson model. Input from the support staff member will be considered during the meeting. At the conclusion of the meeting, it will be determined if the support staff member will be retained for employment or not. Any objections to the results determined during this final meeting must be given in writing to the administration within five work days.

ARTICLE VIII – NON-TEACHING STAFF EVALUATION

A. Evaluation Plan Development: The Non-teaching Bargaining Unit Members of Youth Connection Leadership Academy (YCLA) will be evaluated using the YCLA Evaluation program developed by the Instructional Team and approved by YCLA administration and in accordance with the YCCS non-teaching staff Evaluation Policy. The YCLA non-teaching staff evaluation process, procedures and paper remediation are all in the YCLA Evaluation Program.
B. **Annual Review:** The *YCLA Evaluation Program* will be reviewed annually with a goal of continually improving the process of non-teaching staff evaluation. Changes to the program may be recommended by the Instructional Team at the end of year for adoption in the following school year pending approval from the YCLA administration.

C. **Presentation Timeline:** The evaluation process, paperwork and timeline are to be presented to support staff in the fall of each year no later than October 1st. Evaluation documents presented in the fall will not change during that school year, absent agreement of the parties.

D. **Summative Rating:** The annual summative evaluation rating for each YCLA support staff member will be assigned by the principal and presented to the Human Resource Coordinator for approval. YCLA staff may submit an attachment to the evaluation in accordance with the Personnel Records Review Act.

E. **Evaluators and Observers:** The Principal or designee will be the official evaluator of all non-teaching staff and will make the summative evaluation.

F. **Evaluation Model:** Staff members who are employed throughout the school year will receive an evaluation rating twice per year. The first will be given no later than the end of 1st semester and the second no later than the end of May. New staff members will be evaluated sixty days after hire or on the following January or May 15, whichever is later. After the first evaluation new staff members will be on the same schedule as other staff members.

G. **Signature of Staff Member:** All documents requiring a signature of the staff shall be understood to mean that the non-teaching staff has received such documents, and not to indicate agreement of the ratings or comments contained therein.

H. **Evaluation Dissent:** A staff member who is not satisfied with or who disagrees with comments or ratings within the evaluation may request a conference with the Principal to discuss such issues within ten work days from receipt of the written evaluation. Additionally, or exclusively, a staff member who is not satisfied with or who disagrees with comments or ratings within the evaluation may make a written attachment of information, dissent, or explanation. The Principal shall have the authority to make additions, corrections, or deletions to the evaluation based upon such meetings and/or additional information provided by the teacher.
I. **Retention:** The summative evaluation is intended to identify a staff member's overall performance for the school year and is to be used to determine whether the staff member will be retained for the next school year. The level of performance required by a staff member to be retained is to be defined within the YCLA Evaluation Program. The below proficient staff member will be given the opportunity to remediate in accordance with the YCLA evaluation Program.

J. **Right to Remediation:** Any staff member who is not meeting performance after the second evaluation will be notified and offered remediation in accordance with the YCLA Evaluation Program.

**ARTICLE IX - DISCIPLINE INFRINGEMENTS**

A. **Provisional Period:** The employment of Bargaining Unit Members in their first year of employment with YCLA shall be provisional and they may be released from employment without cause and in the sole discretion of the School during this provisional period, with notice given to the union and an opportunity to discuss. YCLA shall provide notice to release provisional employees no later than May 1 of each year.

B. **Cause:** An employee may be disciplined or dismissed for cause.

C. **Progressive Discipline Defined:** The parties embrace the concept of progressive discipline and corrective discipline for bargaining unit employees. The use of progressive discipline is intended to be corrective, not punitive. Progressive discipline is a systematic approach to correct unwanted behavior and deter its occurrence by administering disciplinary actions based upon various factors, including but not limited to: (a) the seriousness of the misconduct; (b) the number of times it has occurred; (c) prior acts of misconduct; (d) the employee's work history; and (e) the totality of the circumstances. Toward that end, the following disciplinary process and forms of discipline shall be used for all bargaining unit members, including without limitation, as defined in Youth Connection Leadership Academy's (YCLA) Employee Handbook in Section VIII, and the Discipline Infractions stated in Appendix D. Generally, discipline shall be progressive according to the following steps:

D. **Steps:** Discipline shall be progressive in nature according to the following steps:
**Step one:** First written Warning (letter to be signed by employee and placed in the personnel file)

**Step two:** Second written Warning (letter to be signed by employee and placed in the personnel file)

**Step three:** Written Warning with as appropriate suspension(s) with or without pay

**Step four:** Dismissal, in writing with a copy provided to the Bargaining Unit Member and to the Union.

Any written notice of discipline shall include the following:

a. A section labeled “employee comments.”

A section labeled “next steps,” intended to contain remedial actions to improve the bargaining unit member’s conduct. The YCLA has the final decision on the contents and implementation of the remedial actions, which shall not result in the bargaining unit member incurring any costs. YCLA shall make a good faith effort to implement such remedial actions.

E. **Step Exceptions:** Any of these progressive disciplinary steps may be skipped based upon the severity of the alleged action at the determination of the appropriate YCLA administrator. In the event that YCLA skips a step in progressive discipline as set forth above, the Human Resource Coordinator or the designee must be notified. Except in emergencies, an employee shall be provided notice of the allegations raised and an opportunity to respond within two (2) days before a final determination regarding discipline is made.

Discipline shall advance from one step to the next if the employee continues to engage in the same unwanted behavior within twenty-four (24) calendar months of the previous disciplinary action.

F. **Due Process:** No discipline shall be levied until the employee is given due process, as defined in this paragraph:

a. Within five (5) school/work days of an incident coming to the attention of an administrator, the administrator shall advise the Bargaining Unit Member in writing of the potential for disciplinary action.

b. For Steps 1 through 4, the aforementioned notice shall be provided in writing, either in person or electronically, copying the Union; and the aforementioned opportunity to respond shall take place at a meeting scheduled within five (5) days from the written notice. The principal shall administer all steps of the discipline procedure through Step 3. The Human Resource Coordinator shall
administer Step 4 of the discipline procedure. The member requested meeting can be rescheduled once at the request of either Party.

c. A Bargaining Unit Member shall be given the opportunity to request and have present a Union representative during any investigatory meeting regarding a situation that could reasonably lead to discipline or discharge, in accordance with applicable law. YCLA shall copy the Union on all meeting notices, warnings, and other documents issued in connection with the administration of the Article. YCLA shall provide the Union and the employee with any evidence used to support the disciplinary notice or disciplinary action. A Bargaining Unit Member shall have the right to additional statements and evidence to be included in the discipline and personnel file.

d. YCLA will have the option, in cases of discipline/discharge for poor performance, to put the bargaining unit employee on a Performance Improvement Plan (PIP); and, depending on the seriousness of the performance issues and the attitude of the employee, the said PIP can be administered at step one (1), two (2) or at step three (3) of the Progressive Discipline Procedure. A step one (1) PIP can lead to a step two (2) PIP, a step two (2) PIP can lead to a step three (3) PIP. A step three (3) PIP will act as a final written warning.

e. A final determination will be made by YCLA administration and communicated to the Bargaining Unit Member within five (5) days of notice of requested meeting, copying the Union, regarding what disciplinary action, if any, s/he has decided to take.

f. Professional Administration of Disciplinary Policies and Procedures. In all steps of progressive discipline, all persons shall treat the others with dignity and respect. The principals, assistant principals, and other supervisory personnel shall not reprimand a teacher or other bargaining unit employee in the presence of his or her colleagues, other teachers and bargaining unit employees, students or parents. Reprimands and criticism shall be made only in a place ensuring privacy.

g. Anonymous Complaints. YCLA shall not issue discipline to any bargaining unit employees based solely on an anonymous complaint.
h. Stale Discipline. The Employer shall not rely on active employees' records of disciplinary action for any labor relations purposes, nor shall such records be shown or indicated to principals, twenty-four (24) calendar months after the issuance of the disciplinary action, provided that nothing in this Section shall be construed to prevent or limit a principal from relying on or viewing any disciplinary records of former employees seeking to be rehired as YCLA employees.

G. **Suspension:** Suspension with pay may be implemented before an investigation is completed if it is in the best interest or for the safety of the students, employees, or YCLA. Such suspension may be implemented “without pay” initially with proper documentation or changed to “without pay” once the investigation is concluded and a determination of cause warranting suspension without pay or termination is evident.

**ARTICLE X - GRIEVANCE PROCEDURE**

*Effective schools are characterized by transparency, openness and fluid communications.* Youth Connection Leadership Academy (YCLA) is committed to providing the best possible working conditions for its Employees. Part of this commitment is encouraging an open and frank atmosphere in which any problems, complaints, suggestions or questions receive a timely response from agency management.

YCLA strives to ensure fair and honest treatment of all Employees. Administrators and Employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism to co-workers and administrators.

If Bargaining Unit Members disagree with established Collective Bargaining Agreement provisions, rules of conduct, policies or practices, they can express their concern through the Grievance procedure. No Employee will be penalized, formally or informally, for voicing a complaint in a reasonable, business-like manner or for using the Grievance procedure.

If a situation occurs when a Bargaining Unit Member at YCLA, or the Union on behalf of a group of Bargaining Unit Members at YCLA believes that a condition of employment or a decision affecting one or more Bargaining Unit Members is unjust or inequitable, or that there has been a violation or misinterpretation of the provisions of the Collective Bargaining Agreement, then the Bargaining Unit Member(s) may make use of the following steps. The Grievance may be resolved at any step of the procedure.
A. **Informal Resolution:** The Parties prioritize resolving conflict in an informal, expedited manner. As such, if a Bargaining Unit Member has a Grievance, it should be directed to the appropriate Administrator and a good-faith effort should be made to resolve that Grievance before its escalation to another level.

B. **Resolution Level 1:** In the event the conflict is not resolved informally, the Union or employee shall submit a grievance in writing to the Principal. A concise, written summary of the grievance shall be submitted, detailing the complaint, along with any supporting documents or materials. A conference with the Principal shall take place within seven (7) calendar days of the filing of the written grievance at Step 1. The Principal’s written response to the grievance shall be provided to the employee, copying the Union, within seven (7) calendar days of the Resolution Level 1 conference.

C. **Resolution Level 2:** If there is still no satisfactory agreement, the Bargaining Unit Member or the Union may forward the complaint in writing to the Deputy Education Officer. A copy of the initial written complaint and a copy of the Principal’s response should be included. The Deputy Education Officer shall render a decision on any actions to be taken as soon as practical, but not later than seven (7) calendar days after receipt of the complaint.

D. **Arbitration:** If the Grievance is still not resolved, the Union may submit the issue for Arbitration within thirty (30) days of the disposition made by the Deputy Education Officer. The parties shall request that the Federal Mediation and Conciliation Service provide a panel of Arbitrators. Each of the parties will alternately strike one name at a time from the panel until only one shall remain. The remaining name shall be the Arbitrator. The Parties agree that the decision of the Arbitrator shall be final and binding on all Parties. The costs of Arbitrator’s services and any costs, excluding attorney’s fees but including transcription and/or recording fees, shall be borne equally by YCCS and the Union. The Arbitrator shall not have the authority to add to, detract from, or in any way alter the provisions of this Agreement or make a new Agreement.

E. **Employer Grievances:** The campus may file grievances against the Union under the same provisions and timeframes above.
F. Initiation at a Higher Step: The Union may initiate or appeal a grievance at any step of the grievance procedure only in the case that the grievance is against the YCLA Principal.

G. Investigation of Grievances: The Employer shall allow the Union delegate or his or her designee a reasonable period of time during the school day without loss of pay to investigate grievances, with the exception of teaching periods. Prior to the initial conference and upon the request of the Union delegate or his or her designee, the Employer shall provide the Union with access to and copies of all existing and available documents that are potentially relevant to the allegations in the grievance, including all documents supporting the Employer’s actions, and shall supplement this production in a timely fashion if additional documents become available. The Union President or his or her designee shall be accorded all the rights of the Union delegate in any school or unit. Time allowed shall be confined to investigating grievances that have been brought to YCLA’s attention.

H. Failure to Respond: Failure on the part of the Union or YCLA at any step of this procedure to communicate a decision concerning a grievance within the specified time shall permit it to be advanced to the next higher step. Additional time at a specified step of this procedure may be granted by mutual agreement between the parties.

ARTICLE XI - WAGES AND BENEFITS

A. Retroactive Salary Adjustment: For the 2018-2019 and 2019-2020 school years, all Bargaining Unit Members shall receive a 4% salary increase. The increase for the 2018-2019 school year shall be retroactive to the start of the school year and paid no later than the last day of teacher attendance in June 2019. If applicable, Bargaining Unit Members shall receive a salary adjustment during the 2018-2019 school years based upon the YCLA salary distributions chart (see Appendix B) and shall have their salary increase applied to their adjusted salary.

B. Stipend Language: YCLA and the leadership teams will review the extracurricular activities needed every year at YCLA. The principal will decide how to distribute the stipends, taking into consideration the recommendations of the Leadership team. 2018-2020 Stipends are outlined in Appendix A. Stipends for 2020-2022 school years shall be determined during negotiations under Article XI Section F.

C. Starting Salaries: For the duration of this contract, starting salaries for new employees of YCLA will be set in accordance with the salary schedule outlined in Appendix B. For the 2018-2019 school year, starting salaries shall be increased 4%. This increase shall be applied for the duration of the agreement. No additional increase shall be applied for the
2019-2020 school year. Starting Salaries for school years 2020-2021 and 2021-2022 shall be determined when the parties reconvene under Article XI Section F.

D. Pension and Retirement Fund Contributions: For eligible Bargaining YCLA shall abide by the Illinois Pension Code with respect to employer contributions to the Chicago Teachers’ Pension Fund (“CTPF”) for licensed teachers.

1. Amount of Pick Up. With respect to the legally required employee contribution for licensed teachers of 9% of annual salary, the Employer shall pick up 5% for the 2018-2019 school year, paid retroactively no later than the last day of teacher attendance in June 2019, 6% for the 2019-2020 school year, and 7% beginning in the 2020-2021 school year and thereafter, of the licensed teacher’s salary for CTPF to be applied to the retirement account of each such employee (not the survivors’ annuity account). Licensed teachers shall only be responsible for the remaining 4% employee contribution for the 2018-2019 school year, 3% employee contribution for the 2019-2020 school year, and 2% for the 2020-2021 employee contribution school year, which the Employer shall make via payroll deduction.

2. Claim to Funds Picked Up. The licensed teacher shall have no right or claim to the funds so picked up, except as they may subsequently become available upon retirement or resignation from CTPF.

3. Retirement Account Contributions for Bargaining Unit Employees that are not Licensed Teachers. YCLA shall make contributions to a 401(k) or 403(b) account on behalf of an employee at percentages of annual employee salary equal to the difference between YCLA contribution and pension pick-up made on behalf of licensed teachers covered by this Agreement to CTPF and the current Social Security contribution made on behalf of non CTPF members. Employees covered by this paragraph may opt to make additional employee contributions to their retirement accounts. YCLA shall deduct such voluntary employee contributions as a payroll deduction and deposit them to the employee’s retirement account only upon written authorization from the employee.

E. Health Insurance Benefits: YCLA shall maintain current health insurance coverage and benefits, for eligible Bargaining Unit Members who elect to participate in the YCLA benefits plan, which plan remains subject to all the terms and conditions of the plan documents, for the term of this Agreement, including medical, vision, dental, short and long term benefits.

F. YCLA agrees to participate in a CTU-ACTS healthcare committee that shall meet no less than two times a year to explore possibilities to secure healthcare savings. YCLA’s participation in the healthcare committee shall not be construed as requiring YCLA to be bound by any recommendations of the Committee.
See Appendices C-F for details of benefits plans and costs.

G. **Wages Reopener:** YCLA agrees to provide a 4% salary increase for the 2018-2019 school year, and a 4% salary increase for the 2019-2020 school. The parties acknowledge and agree that aforementioned compensation language applies to the 2018-2019 and 2019-2020 school years. The parties agree to reconvene no later than February 28, 2020 to bargain for 2020-2021 and 2021-2022 years of the collective bargaining agreement. All terms of the Agreement shall remain in effect during the reopener period except for Article XIII.A No Strike No Lock Out.

**ARTICLE XII - LEAVE**

A. **Sick Leave**

All teaching Bargaining Unit Members are awarded ten (10) and non-teaching staff are awarded 12 days of sick leave per year. All Teaching Bargaining Unit Members shall be awarded five (5) sick days at the start of each school year, and the remaining days shall be awarded during the first pay period in January. All Non-Teaching Bargaining Unit Members shall be awarded six (6) sick days at the start of each fiscal year and the remaining days shall be awarded during the first pay period in January. Sick days may not be used on the following days without providing doctor notification: (1) the first and last week of school, (2) the day prior to or the day after a holiday, or (3) the day prior to or after winter or spring break. Such sick leave may be carried over to the next calendar year, not to exceed thirty (30) days of accrued sick time. Sick leave shall be interpreted to mean personal illness, quarantine at home, or personal care for the serious illness of family members or within the household. Family members for purposes of this Section shall include parents, spouse, children, brother, sister, grandparents, grandchildren, parent-in-law, step children, brother-in-law, sister-in-law, aunts, uncles, qualified domestic partner, and legal guardians.

1. A sick leave bank composed of voluntarily donated days shall be available for the serious illness or injury of any employee or for the care of his or her spouse, children, stepchildren or qualified domestic partner experiencing serious illness or injury. Rules and guidelines of the sick leave bank shall be developed and administered by the Procedural Leadership Team.

2. If Bargaining Unit Members, with a valid teaching certificate, accumulate more than thirty (30) days, the excess will be reported to the Chicago Teacher’ Pension Fund (CTPF) for retirement purposes only. Bargaining unit members do not have the right
to use accumulated days in excess of thirty (30) days nor is there any compensation provided for those days.

B. **Paid Personal Business Leave**
YCLA grants three (3) personal days each year to all full-time employees upon official hiring and renewed upon the employee’s anniversary date of hire. The reason for personal business leave is not required to be disclosed. Unused personal business leave shall be forfeited at the end of the school year.

C. **Paid Bereavement Leave**
All Bargaining Unit Members shall be entitled to a total of five (5) days per year available for use as bereavement leave. Bereavement leave shall apply to the Bargaining Unit Member’s parent, foster parent, children, loss of pregnancy, qualifying domestic partner, sibling, mother- and father-in-law, grandparents, and grandchildren. Additional use of accumulated sick leave days may be granted for the death of spouse, children, loss of pregnancy, or step-children, or qualifying domestic partner and in accordance to the YCLA Employee Handbook.

D. **Family Medical Leave Act (FMLA)**
A Family Leave of absence may be granted to eligible employees for a period up to twelve (12) workweeks of unpaid leave during any twelve (12) month period for one or more of the following reasons:

- Birth of the employee's child
- The legal adoption of a minor child by court decree, or the court ordered placement of child with the employee for foster care;
- Care of an immediate family member -- a child, spouse, qualifying domestic partner, or parent (family member) who has a serious health condition; or serious health condition of the staff member who is unable to work because of the health condition.

With consideration given to the closeness of the relationship and specific circumstances, the Human Resource Coordinator may grant approval for a family leave in the event of serious illness of a family member other than a child, spouse, or parent. The serious health condition must be documented with written certification from the physician or other health care provider involved and indicates that the employee is needed to care for the family member.

Employees on family leave do not earn vacation or receive payment for short-term disability, holidays, personal days, or miscellaneous absences.
Eligible employees include employees who have worked at least twelve (12) consecutive months; have worked at least 1,050 hours over the prior twelve (12) months; and work at a location where at least 50 employees are employed by Youth Connection Charter School within 75 miles. The employee will be returned to an equivalent position at YCLA.

Spouses and qualifying domestic partners employed by Youth Connection Charter School are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and care for parent (but not parent “in-law”) who has a serious health condition. Leave for birth or adoption (including foster care placement) must conclude within twelve (12) months of the birth or placement.

Under some circumstances, and with the approval of the Human Resource Coordinator, employees may take family or medical leave intermittently. This means the employee may take blocks of time, or reduce their normal weekly or daily work schedule. Such leave is taken whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. Where family or medical leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to the approval of Youth Connection Charter School.

E. **Inclement Weather Leave**

1. YCLA provides employees with unpaid leave due to inclement weather. Such leave is available when YCLA does not close due to inclement weather, but an employee determines that the travel from home to work is hazardous, precluding his or her ability to report to work. Bargaining Unit Members will provide notice of this leave as soon as reasonably possible and may have the option of substituting paid sick days.

2. A Bargaining Unit Member who is able to work during inclement weather shall not suffer a loss in pay for tardiness of one hour or less. Any Bargaining Unit Member arriving after the first hour shall suffer a prorated deduction in pay for each half hour of tardiness unless such employee makes up the missed time on a day(s) mutually agreed to by the employee and his/her immediate supervisor.

F. **Time Off To Vote**

Employees are encouraged to vote either before or after their regularly scheduled work hours. However, if circumstances warrant, YCLA may give registered voters up to two (2) hours off with pay to vote.
G. **Jury Duty**
Employees should notify their immediate supervisor of their impending jury duty at least two (2) weeks prior to their reporting date. Time off is given to employees called for jury duty. All full-time employees will be paid for four (4) consecutive calendar weeks in any one (1) year while on jury duty. Part-time employees are paid for jury duty only if the employee had been previously scheduled to work during that time. Once an employee is released from jury duty, the employee is expected to return to work. The employee is expected to provide the supervisor with a copy of the jury notification, and documentation of the dates served.

H. **Military Leave Of Absence**
Employees who must take time off to serve in the Reserves or National Guard will be allowed such time off and will be paid their wages and benefits that exceed their military base pay. Part-time employees are eligible for this benefit only if the days involved had previously been scheduled as workdays. Temporary employees are not eligible for this benefit. Employees who are called to active duty will be granted a Leave of Absence for the duration and service will accrue while the employee is serving their tour of duty.

I. **Religious Accommodations**
A reasonable accommodation should be made for those who request one based on the employee's sincerely held religious beliefs or practices. A religious accommodation is an adjustment to the work schedule and/or work environment of an employee that will allow the employee the ability to follow the employee's sincerely held religious beliefs or practices.

**ARTICLE XIII - LAYOFF, RECALL and REINSTATEMENT**

**Section 1. Procedure**
Should YCLA determine that layoffs be necessary, they shall be by inverse order of seniority within classification.

An employee subject to layoff shall be able to exercise his or her seniority for the following options in lieu of layoff, provided that the employee is qualified for the position:

a.) To fill any vacant position at YCLA

b.) To displace an employee with less seniority in the same a job title at YCLA; and
c.) To displace an employee with less seniority in a different job for which they are qualified at YCLA

An employee subject to displacement by the above procedure shall be considered subject to layoff and shall have the right to exercise the same options. Displaced employees with no further rights under subparagraphs a.), and b.), and c.) above shall be considered laid off.

An employee who has been laid off shall have the right to exercise his or her seniority to fill a vacancy provided the employee is qualified for the position. If the bargaining unit employee refuses any such, vacancy, they will lose their recall rights. YCLA shall inform laid off employees of such vacancies.

Section 2. Recall
A bargaining unit employee who has been laid off shall be entitled to recall to any school operated by YCLA for a period of two (2) years from the date of layoff, provided that a vacancy that s/he is qualified is created at such a school. Laid off bargaining unit employees shall be recalled in inverse order of layoff.

Section 3. Notice
YCLA shall have the discretion to determine whether or not a lay off is necessary. In the event that YCLA decides to lay off any bargaining unit employee, when possible, YCLA shall notify the Union up to 45 days prior to the effective layoff and any affected employees 30 days prior to the effective date of layoff. In the event less than 30 days prior notice to the employee is necessary, YCLA will provide at least 24 hours of notice first to the Union.

Section 4. Classification Defined.
"Classification" shall be defined as the job title and/or area of certification or qualification for a bargaining unit position.

Section 5. Redefinition.
If YCLA changes the license, endorsement, or qualification requirements for any bargaining unit position, the incumbent bargaining unit employee in any such position shall be afforded one (1) year, or a reasonable period of time, to attain any newly required credential(s).

Section 6. Reinstatement: If an employee is laid off, and subsequently is rehired by YCLA in under two school years of the termination of their previous employment, their original seniority date will be restored.
ARTICLE XIV-NONDISCRIMINATION

There shall be no discrimination or retaliation by the Employer in its recruitment programs, hiring practices, dismissal procedures, or in any other relationship or practice on the basis of race, creed, color, age, sex, national origin, marital status, veteran status, disability, sexual orientation, gender identity or expression, civil union status, domestic partnership status, parental status, immigration status, genetic information, refusal to submit to a genetic test or make available the results of a genetic test the utilization of benefits authorized by this Agreement or YCLA policy, or membership or participation in, or association with the activities of the Union or any employee organization. Nothing herein shall be construed as limiting YCLA’s ability to conduct required background checks. YCLA agrees to obtain permission from employees prior to conducting background checks, however denial of permission will be considered grounds for discipline including termination.

YCLA will comply with all the applicable employment discrimination laws and will maintain a comprehensive process to investigate complaints and concerns regarding discrimination and retaliation. However, nothing in this Article shall constitute a waiver of a bargaining unit employee’s rights to bring a discrimination claim to an appropriate government agency, or in a court of competent jurisdiction.

ARTICLE XV-SANCTUARY EMPLOYER

On September 5, 2017, the Department of Homeland Security announced the end to the Deferred Action for Childhood Arrivals (DACA) policy. The DACA policy provided work authorization documents to nearly 800,000 young people who came to the United States as children. YCLA and the Union recognize that the young people who have received DACA benefits are a valued and important part of our community. Because the termination of the DACA policy may affect the work authorization of employees of the Employer, the Employer and the Union agree to the following:

1. YCLA reaffirms its commitment to equal opportunity in the workplace and shall not discriminate on the basis of race, creed, color, age, sex, national origin, marital status, veteran status, disability, sexual orientation, gender identity or expression, civil union status, domestic partnership status, parental status, immigration status, genetic information, refusal to submit to a genetic test or make available the results of a genetic test. Nothing herein shall be construed as limiting YCLA’s ability to conduct required background checks.

2. YCLA shall not inquire about or demand proof of immigration or citizenship status, except as required by law.
3. Upon written request, YCLA may provide referral for legal consultation or resources for any employee who has received a work authorization document under DACA ("affected employee") in order to determine the extent to which said employee's work status will be affected by the termination of DACA and whether said employee may be eligible for any employment-based immigrant or non-immigrant visas. Upon request by the AFT or an affected employee, YCLA may consider sponsorship of an affected employee for any employment-based immigrant or non-immigrant visas for which they are eligible. Nothing in this Agreement shall prevent the employer from providing financial assistance to the affected employee.

4. Upon written request, an affected employee shall be released for up to ten (10) unpaid working days in order to attend to immigration or citizenship status matters. YCLA may request verification of such absence, as long as such a request does not violate paragraphs (1) and (2).

5. In the event that the Employer is no longer permitted to employ an affected employee, YCLA agrees to treat the affected employee's separation as a leave of absence for purposes of the employee's return to work. Specifically, the Employer agrees to reinstate the affected employee to the employee's former position, if available, without loss of prior seniority upon the employee providing proper work authorization within three (3) years of the date of separation. If the former position is not available, YCLA agrees to reinstate the employee to substantially similar employment or the next available opening for which the employee is qualified and at that position's salary with no loss of pay.

6. Within thirty (30) days of the signing of this Agreement, YCLA and the Union shall send the following:
   a. A joint letter to educators and support staff with resources, such as the immigrant and refugee children guide for educators and support staff.
   b. A joint letter to students and their families with resources, such as those listed on the weareheretostay.org.

7. Any dispute regarding the meaning, interpretation, or application of this MOU shall be subject to the grievance and arbitration procedure provided in the parties' collective bargaining agreement.

8. YCLA agrees to follow Chicago Public Schools policy on Sanctuary Schools

**ARTICLE XVI - PRESERVATION OF AGREEMENT**

**A. No Strikes or Lockouts:** During the Term of this Agreement, the Parties agree that the Bargaining Unit Members shall not engage in a strike, slowdown, or any other work
stoppage, and Youth Connection Leadership Academy agrees that it shall not lockout the employees.

B. **Successor:** YCLA will not assign this agreement during this term to any party who does not agree to honor the terms and conditions of this Agreement during its term.

C. **Savings Clause:** Any provision in this Agreement that is contrary to or held to be in violation of any applicable law or regulation shall be void and of no force or effect, and this Agreement shall be construed as if such provision were removed, it being intended, however, that the other provisions of this Agreement shall not be affected by such removal and, to the greatest extent possible consistent with applicable law, shall be interpreted to give effect to the intention of the Parties as evidenced by the Agreement. This Agreement shall thereupon be reopened in order that the parties may negotiate a lawful replacement to each voided provision. Nothing herein shall be construed as allowing a reopener for a strike.

This Agreement shall become effective upon ratification by YCCS and the Union shall continue in effect until the day prior to the start of the 2022-2023 school term.

This Agreement is signed this ___ day of June, 2019.

**IN WITNESS THEREOF:**

[Signature]
President, LA-ACTS

[Signature]
Principal, YCCA

[Signature]
Secretary, LA-ACTS
## Appendix A

### YCLA Stipends, 2018-2020

<table>
<thead>
<tr>
<th>Stipend Name</th>
<th>Individual Amount</th>
<th>Stipend Quantity</th>
<th>Staff</th>
<th>Cost Per Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer School Instructor</td>
<td>$3,000</td>
<td>2</td>
<td></td>
<td>$6,000</td>
</tr>
<tr>
<td>Sports Coach</td>
<td>$3,000</td>
<td>1</td>
<td>Teacher</td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td>Instructional Team</td>
<td>$1,000</td>
<td>6</td>
<td>Teacher</td>
<td>$6,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Support Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Support Staff</td>
<td></td>
</tr>
<tr>
<td>Procedural Team</td>
<td>$1,000</td>
<td>6</td>
<td>Teacher</td>
<td>$6,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Support Staff</td>
<td></td>
</tr>
<tr>
<td>Bus Driver</td>
<td>$500</td>
<td>2</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Cheerleading Coach</td>
<td>$1,000</td>
<td>1</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Data Team</td>
<td>$1,000</td>
<td>2</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>Testing Coordinator</td>
<td>$1,000</td>
<td>2</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>Literacy Coach</td>
<td>$1,000</td>
<td>1</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Numeracy Coach</td>
<td>$1,000</td>
<td>1</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Afterschool Cubs</td>
<td>$1,000</td>
<td>TBD</td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

### Total Stipend Amount

$29,000
Appendix A – YCLA Stipends Deliverables
Youth Connection Leadership Academy

Committees / Clubs / Leadership Roles

Name: Procedural Team

Maximum # of Participants: 6

Meeting Time: Every 2 weeks

Description / Deliverables: Will discuss operational issues and day to day processes, including but not limited to scheduling and class offerings, calendar, school safety and student discipline. The committee members will work on the following:

- Student Handbook
- Master Scheduling
- Orientation Schedule
- Class Offering
- Staff Security Schedule
- Student Discipline Code
- Extended Leadership schedule
- Intake/Recruitment
- Floor Plan Ideas (supplies needed)
- Staff evaluation tool: (Clerical support/academic advisor/teachers)
- Holiday Celebrations (Thanksgiving, Christmas)
- All school field trips (non-instructional)
- Student Incentives (Attendance, Behavior and Academic)
- Career Pathways: Internships/Dual enrollment/Work Study
- Track RTI-Attendance and Behavior
- Building

Guidelines:

- Team members must attend all meetings
- If a member misses 3 meetings, they will be removed from the leadership team and their pay will be prorated.
- Deliverables must be documented along with sign-in sheets from each meeting.
Youth Connection Leadership Academy

Committees / Clubs / Leadership Roles

Name: Instructional Team

Maximum # of Participants: 6

Meeting Time: Every 2 weeks

Description/Deliverables: Will discuss issues pertaining to the overall educational program of the school, including but not limited to curriculum, classroom practices, student assessment and teacher quality issues such as professional development and teacher evaluations. The committee members will work on the following:

- Professional Development Schedule/Topics
- Career Pathways/Curriculum
- RTI/Tutoring
- Testing (STAR)
- Teacher work schedule
- Teacher supports
- Teacher evaluations
- Extended day curriculum
- Orientation curriculum
- Staff evaluation tool: (Clerical support/academic advisor/teachers)
- Curriculum revision and decisions about curriculum
- Classroom procedure policies
- Leading teachers to shared decisions about instructional strategies
- RTI Tracking-Attendance

Guidelines:

- Team members must attend all meetings
- If a member misses 3 meetings, they will be removed from the leadership team and their pay will be prorated.
- Deliverables must be documented along with sign-in sheets from each meeting
Youth Connection Leadership Academy

Committees / Clubs / Leadership Roles

Name: Numeracy Coach

# of Positions: 1

Meeting Time: TBD

Description/ Deliverables:

- Identify school wide numeracy strategies
- Present best practices in teacher meeting
- Coach teachers on implementing numeracy strategies
- Attend YCCS Numeracy Meetings
- Monitor STAR scores in Math Gains

Guidelines:

- Must maintain proper documentation (sign-in sheets / agendas/ flyers)
- Team members must attend all meetings
- If a member misses 3 meetings, they will be removed from the leadership team and their pay will be prorated.
- Deliverables must be documented along with sign-in sheets from each meeting
Youth Connection Leadership Academy

Committees / Clubs / Leadership Roles

Name: Literacy Coach

# of Positions: 1

Meeting Time: TBD

Description / Deliverables:

- Identify school wide literacy strategies
- Present best practices in teacher meeting
- Coach teachers on implementing literacy strategies
- Attend YCCS Literacy Meetings
- Monitor STAR scores in Reading Gains

Guidelines: Must maintain proper documentation (sign-in sheets / agendas / flyers)

Guidelines:

- Team members must attend all meetings
- If a member misses 3 meetings, they will be removed from the leadership team and their pay will be prorated.
- Deliverables must be documented along with sign-in sheets from each meeting
Youth Connection Leadership Academy
Committees / Clubs / Leadership Roles

Name: Data Team

# of Positions: 2

Meeting Time: TBD

Description/ Deliverables:

- Create data systems and generate reports.
- Submit data reports to the school leadership team to monitor, manage, and analyze performance data.

Guidelines:

- Team members must attend all meetings
- If a member misses 3 meetings, they will be removed from the leadership team and their pay will be prorated.
- Deliverables must be documented along with sign-in sheets from each meeting
Youth Connection Leadership Academy

Committees / Clubs / Leadership Roles

Name: Sports Coach

# of Positions: 2

Meeting Time: TBD

Description/ Deliverables:

- Provide students with positive mentoring and guidance.
- Facilitate physical activities that are safe and fun for students.
- Attend and supervise youth during scheduled practices and games.

Guidelines:

- Must maintain proper documentation (sign-in sheets/ agendas/ flyers)
- Team members must attend all meetings
- Checks may be prorated depending on the number of days of absent.
- If a member misses 3 meetings, they will be removed from the leadership team and their pay will be prorated.
- Deliverables must be documented along with sign-in sheets from each meeting
Youth Connection Leadership Academy

Committees / Clubs / Leadership Roles

Name: Bus Driver

# of Positions: 2

Meeting Time: TBD

Description/ Deliverables:

- The bus driver must keep all students safe
- The bus driver is responsible for commuting YCLA students to various activities on the bus.
- The bus driver must do their best to avoid accidents and maybe responsible for maintaining orderliness among passengers.
- The bus driver is also required to keep records of their commute times and report mechanical issues, delays or other dilemmas

Guidelines:

- Must maintain proper documentation (sign-in sheets/ agendas/ flyers)
- Team members must attend all meetings
- Checks may be prorated depending on the number of days of absent.
- If a member misses 3 meetings, they will be removed from the leadership team and their pay will be prorated.
- Deliverables must be documented along with sign-in sheets from each meeting
Youth Connection Leadership Academy

Committees / Clubs / Leadership Roles

Name: Test Coordinator

# of Positions: 2

Meeting Time: TBD

Description/ Deliverables:

Test Coordinators must proctor and create schedules for the following tests:

- STAR
- PSAE/PARRF
- TABE

Guidelines:

- Must maintain proper documentation (sign-in sheets / agendas/ flyers)
- Team members must attend all meetings
- If a member misses 3 meetings, they will be removed from the leadership team and their pay will be prorated.
- Deliverables must be documented along with sign-in sheets from each meeting
Name: Summer School Instructor

# of Positions: 2

Description/ Deliverables:

The purpose of this program is to successfully re-engage high school dropouts and/or returning dropouts to improve math and reading skills. Teachers are required to teach three 45 minutes sessions each day. The summer school curriculum is a blended model with

Length of program: 5 week program

Hours: 3 hours a day-(8:50a/m/ - 12:30p.m.)

Days: Mon. –Thurs.

Pay: $50.00 per hour

Guidelines:

- Must maintain proper documentation (sign-in sheets / agendas/flyers)
- Team members must attend all meetings
- If a member misses 3 meetings, they will be removed from the leadership team and their pay will be prorated.
- Deliverables must be documented along with sign-in sheets from each meeting
Suggestions for Additional Clubs

Please provide the following:

- Club Name
- Must be a minimum of two facilitators
- Must have a minimum of 15 participants and at least 10 students show up regularly
- Provide a description of the club Must maintain the minimum amount of meetings
- Meet at least once a week.
- Must be approved by administration in advance 2 weeks before each semester
- Must maintain proper documentation (sign-in sheets / agendas/ flyers)
- Must meet at least twice a month

- Skills needed for all positions:
  - Great communicator
  - Works well with others**
  - Reliable
  - Good attendance
  - Able to multi-task
  - Self-starter
  - Organized
  - Creative

Guidelines:

- Must maintain proper documentation (sign-in sheets/ agendas/ flyers)
- Team members must attend all meetings
- Checks may be prorated depending on the number of days of absent.
- If a member misses 3 meetings, they will be removed from the leadership team and their pay will be prorated.
- Deliverables must be documented along with sign-in sheets from each meeting
(New Recommendation for Salary Increases CBA 2018-2022)

Appendix B
VCLA Salary Distributions
2018-2019 (4% increase)

**Certified Teachers**

<table>
<thead>
<tr>
<th>Years of experience</th>
<th>Bachelor's Degree</th>
<th>Master's Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>$43,680/year</td>
<td>$46,800/year</td>
</tr>
<tr>
<td>3-5</td>
<td>$45,094/year</td>
<td>$48,204/year</td>
</tr>
<tr>
<td>5+</td>
<td>$46,332/year</td>
<td>$49,650/year</td>
</tr>
</tbody>
</table>

**Charter Certified Teachers**

<table>
<thead>
<tr>
<th>Years of experience</th>
<th>Bachelor's Degree</th>
<th>Master's Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>$39,520/year</td>
<td>$41,600/year</td>
</tr>
<tr>
<td>3-5</td>
<td>$40,706/year</td>
<td>$42,848/year</td>
</tr>
<tr>
<td>5+</td>
<td>$41,927/year</td>
<td>$44,133/year</td>
</tr>
</tbody>
</table>

**Online Instructors (Paraprofessionals)**

<table>
<thead>
<tr>
<th>Years of experience</th>
<th>Bachelor's Degree</th>
<th>Master's Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>$36,400/year</td>
<td>$38,480/year</td>
</tr>
<tr>
<td>3-5</td>
<td>$37,492/year</td>
<td>$39,634/year</td>
</tr>
<tr>
<td>5+</td>
<td>$38,616/year</td>
<td>$40,832/year</td>
</tr>
</tbody>
</table>

**Certified Advisors**

<table>
<thead>
<tr>
<th>Years of experience</th>
<th>Bachelor's Degree</th>
<th>Master's Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>$43,680/year</td>
<td>$46,800/year</td>
</tr>
<tr>
<td>3-5</td>
<td>$45,094/year</td>
<td>$48,204/year</td>
</tr>
<tr>
<td>5+</td>
<td>$46,332/year</td>
<td>$49,650/year</td>
</tr>
</tbody>
</table>

**Non-certified Advisors**

<table>
<thead>
<tr>
<th>Years of experience</th>
<th>Bachelor's Degree</th>
<th>Master's Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>$39,520/year</td>
<td>$41,600/year</td>
</tr>
<tr>
<td>3-5</td>
<td>$40,706/year</td>
<td>$42,848/year</td>
</tr>
<tr>
<td>5+</td>
<td>$41,927/year</td>
<td>$44,133/year</td>
</tr>
</tbody>
</table>
Salary Scales for Non-Instructional Staff

**Salary Scale for Student Registrar**

<table>
<thead>
<tr>
<th>Years of experience</th>
<th>Beginning Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>$36,400/year</td>
</tr>
<tr>
<td>3-5</td>
<td>$37,492/year</td>
</tr>
<tr>
<td>5+</td>
<td>$38,616/year</td>
</tr>
</tbody>
</table>

**Salary Scale for Support Staff**

<table>
<thead>
<tr>
<th>Years of experience</th>
<th>Beginning Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>$33,280/year</td>
</tr>
<tr>
<td>3-5</td>
<td>$35,360/year</td>
</tr>
<tr>
<td>5+</td>
<td>$37,440/year</td>
</tr>
</tbody>
</table>

**Salary Scale for Receptionist**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Beginning Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>$20,800/year</td>
</tr>
<tr>
<td>3-5</td>
<td>$22,880/year</td>
</tr>
<tr>
<td>5+</td>
<td>$24,960/year</td>
</tr>
</tbody>
</table>
Appendix C
Teacher Plan of Remediation Form

Name of Employee: ________________________________

Supervising Administrator: ____________________________

Date Reviewing with Employee: _______________________

This one-semester Remediation Plan has been developed in response to the date(s) __________________ “Unsatisfactory” or “Basic” rating for a formal observation using the Danielson Model for Teacher Evaluation. The Danielson Observation Form dated __________________ identified the following areas in which performance was determined to be “Unsatisfactory” or “Basic.” (Administrator’s Name) __________________will conduct the observations and provide any assistance to the teacher in implementing this remediation plan.

This Plan is divided into two parts. The first part sets forth the targeted areas of improvement that were “Unsatisfactory” or “Basic” identified in the formal observation dated ______________. The first part of this plan identifies the teacher’s targeted areas for improvement, the remedial activities suggested for teacher improvement, and the resources provided by the administration to assist ______________ to become proficient. These targeted areas for improvement have been taken from formal observation documents that have previously been shared with the teacher. Each of the targeted areas for improvement is followed by remedial activities to assist ______________ in raising his/her performance to a proficient level. Finally, resources are provided by the administration to support ___________ to becoming proficient in those areas. The second part of the plan addresses timelines for observations during the remediation plan as well as the final evaluation with recommendations.

Employee will be notified that he/she may bring a colleague, employee group representative, or union representative (If applicable) to each meeting regarding remediation.

Targeted Areas for Improvement: (Include specific statements pertaining to the deficiencies, current level of performance and supporting evidence.) See graphic on the next page and any formal observation documents.
**Plan of Remediation:** (Define the details for each targeted area for improvement, remedial activities for improvement, any assistance provided by the supervisor, and resources and time lines for improvement.) See graphic on the next page and any formal observation documents.

<table>
<thead>
<tr>
<th>Targeted Areas for Improvement (Danielson category should be listed as well).</th>
<th>Remedial Activities</th>
<th>Resources Provided by Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Timelines and Observation Information:** (Schedule; observations, activities, review conferences and a timeline for final assessment of performance)

**Final Evaluation:** (Include a final assessment of the progress/performance - employee will be rated as “proficient” or “unsatisfactory” or “Basic” according to the Danielson teacher evaluation model that we currently use)

**Recommendation:** (Supervisor’s recommendation regarding future employment status of the employee)

Teacher signature________________________ Date_______

Teacher printed name________________________

Administrator signature________________________ Date ______

Administrator printed name and title________________________

**Plan of Remediation:** (Define the details for each targeted area for improvement, remedial activities for improvement, any assistance provided by the supervisor, and resources and time lines for improvement.) See graphic on the next page and any documents in regards to the professionalism categories.
<table>
<thead>
<tr>
<th>Targeted Areas for Improvement (From the seven professionalism categories)</th>
<th>Remedial Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Timelines and Reviews of Performance:** (Schedule, activities, review conferences and a timeline for final assessment/review of performance)

**Final Evaluation:** (Include a final assessment of the progress/performance - employee will be rated as “proficient” or “Unsatisfactory” or “Basic”)

**Recommendation:** (Supervisor’s recommendation regarding future employment status of the employee)

Teacher signature_________________________________________ Date_______

Teacher printed name________________________________________

Administrator signature____________________________________ Date_______

Administrator printed name and title__________________________

51
Support Staff Plan of Remediation Form

Name of Employee: ____________________________

Supervising Administrator: ____________________________

Date Reviewing with Employee: ____________________________

This one-semester Remediation Plan has been developed in response to the date(s) ____________ "Unsatisfactory" or "Basic" final rating for his/her Modified Danielson section on the Summative Evaluation. The Summative Evaluation dated ____________ identified the following areas, in the modified Danielson section, in which performance was determined to be "Unsatisfactory" or "Basic." (Administrator's Name)______________ will conduct reviews of the performance of (Name) ____________ to determine if he/she is making improvements throughout the remediation.

This Plan is divided into two parts. The first part sets forth the targeted areas for improvement that were "Unsatisfactory" or "Basic" identified in the Summative Evaluation dated ____________. The targeted areas for improvement were taken from the six categories of the Modified Danielson section for evaluation that were given a rating of "Unsatisfactory" or "Basic. Each of the targeted areas for improvement is followed by remedial activities as well as resources provided by the administration to help ____________ raise his/her performance to a proficient level. The second part of the plan addresses timelines for regular assessment of (Name) ____________ relating to implementation of the plan, evaluation of the indicated staff member's performance, and the final evaluation date with recommendations.

Employee will be notified that he/she may bring a colleague or employee group representative to each meeting regarding remediation.

Targeted Areas for Improvement: (Include specific statements pertaining to the deficiencies, current level of performance and supporting evidence.) See graphic on the next page and any summative evaluation documents.
**Plan of Remediation:** (Define the details for each targeted area for improvement, remedial activities for improvement, any assistance provided by the supervisor, and resources and time lines for improvement.) See graphic on the next page and any formal observation documents.

<table>
<thead>
<tr>
<th>Targeted Areas for Improvement (Danielson category should be listed as well).</th>
<th>Remedial Activities</th>
<th>Resources Provided by Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Timelines and Reviews of Performance:** (Schedule, activities, review conferences and a timeline for final assessment/ review of performance)

**Final Evaluation:** (Include a final assessment of the progress/ performance - employee will be rated as “proficient” or “Unsatisfactory” or “Basic”)

**Recommendation:** (Supervisor’s recommendation regarding future employment status of the employee)

Staff Member signature________________________________________ Date_________

Staff Member printed name________________________________________

Administrator signature________________________________________ Date_________

Administrator printed name and title_____________________________________

53
Appendix D
DISCIPLINE INFRACTION

PROPOSED TARDY POLICY

Every 3rd tardy is a reprimand and the severity of each reprimand will increase with time according to the procedure below (all reprimand will be documented and signed or marked 'refused to sign'):

- 1st reprimand is a verbal warning
- 2nd Reprimand is a written warning
- 3rd reprimand will be a 1-day suspension
- 4th reprimand will be 2-day suspension without pay
- 5th reprimand will be a 3-day suspension without pay
- 6th reprimand will be dismissal

REQUESTING TIME OFF

Failure to submit vacation request /personal days in a timely manner

Failure to give proper notice when calling off

Failure to give proper notice when arriving late and leaving early

- 1st Reprimand is a verbal warning
- 2nd Reprimand is a written warning
- 3rd Reprimand is a written warning
- 4th Reprimand will be a 1-day suspension without pay
- 5th Reprimand will be a 2-day suspension without pay

✓ All employees must call in by 6:30am if calling off
✓ All benefit time must be submitted electronically to the office manager (Insaidoo)
✓ Personal days request must be approved one week in advance (see YCCS Employee Handbook) **exceptions will be made in emergency situations**
✓ Vacation request must be approved at least one month in advance (see YCCS Employee Handbook)

ABANDONMENT OF JOB

✓ No call, no show
✓ 1st Reprimand is a two day suspension without pay
✓ 2nd Reprimand is dismissal

54
OUT OF WORK ATTIRE (BUSINESS CASUAL)

✓ 1st Reprimand is verbal warning
✓ 2nd Reprimand is a written warning
✓ 3rd Reprimand will be a 1-day suspension without pay
✓ 4th Reprimand will be dismissal

INAPPROPRIATE WORK ATTIRE

✓ 1st Reprimand is a written warning and sent home to change
✓ 2nd Reprimand is sent home without pay

LESSON PLANS

✓ Failure to provide emergency lesson plans when absent
✓ Failure to turn in lesson plans on time

CONSEQUENCE

✓ 1st Reprimand is a verbal warning
✓ 2nd Reprimand is a written warning
✓ 3rd Reprimand is a written warning
✓ 4th Reprimand will be a 1-day suspension without pay
✓ 5th Reprimand will be a 2-day suspension without pay