

LETTER OF UNDERSTANDING

Salary Schedule Placement

The Board of Education (the “Board”) of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the “District”) and the Unit Five Education Association-IEA/NEA (“UFEA”) recognize that there currently exists a teacher shortage across the nation and within the State of Illinois. The Board and UFEA further recognize the following:

- The number of graduate credit hours in order to obtain certain specialist degrees and master’s degrees exceeds the number of credit hours required for master’s degrees typically obtained by teachers;
- Teaching within many nonpublic (i.e. private) schools is comparable to teaching within public schools, especially in nonpublic schools recognized by the Illinois State Board of Education (“ISBE”); and
- To obtain a content area endorsement to teach certain hard-to-fill teaching positions (e.g. computer science), undergraduate courses are sometimes required.

In order to attract and retain high quality bargaining unit member at competitive salaries, and in recognition of the above findings, the Board and UFEA agree to the following with regard to the salary schedule placement:

Experience Credit

“Teaching experience” for purposes of Board Policy 5.200 shall be interpreted as full-time teaching experience in a pre-K through 12 position in a public school or in a private school that has been recognized by ISBE and required the teacher to maintain a Professional Educator License (“PEL”) endorsed for the content area taught by the teacher.

For bargaining unit members with a professional educator license (“PEL”) endorsed for school support personnel, “teaching experience” shall also mean private experience within a clinical setting (e.g. psychology, SLP, social work, nursing).

For bargaining unit members with an Educator License with Stipulations (“ELS”) endorsed for career and technical educator, “teaching experience” shall also mean previous professional work experience recognized by the ISBE toward their endorsement in the area taught. Current bargaining unit members who have professional work experience in this category shall have until October 30, 2026 to submit the appropriate documentation to the District for consideration.

Graduate Education Credit

Education credit will be given on the salary schedule to current or new bargaining unit members whose graduate program required them to complete more than 36 graduate credit hours to obtain their graduate degree. For example, if a teacher’s graduate program required them to complete 57 graduate credit hours, then the teacher would have 21 graduate hours beyond the M+0 lane recognized for purposes of the salary schedule and the teacher would be placed within the M+16 lane.

Undergraduate Education Credit

Education credit will also be given for any teacher who is not in the maximum lane for their respective degree on the salary schedule (e.g. B+24 or M+48) and who is requested by the District Administration to take undergraduate coursework in order to obtain an endorsement in a hard-to-fill position identified annually by the District Administration as eligible to receive such credit. For example, a teacher with a bachelor's degree who is currently placed within the B+16 lane would be eligible to receive education credit for two three-credit hour undergraduate courses requested by the District Administration to be taken by the teacher toward obtainment of a computer science endorsement. However, a teacher with a bachelor's degree who is currently placed within the B+24 lane (i.e. does not have a master's degree) would not be eligible to receive education credit for the same two-three credit hour courses. Similarly, a teacher with a master's degree who is currently placed within the M+48 lane would not be eligible to receive education credit for the same two-three credit hour courses.

**BOARD OF EDUCATION OF COMMUNITY
IEA/NEA
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

By: 
President

Date: 9/30/2026

UNIT FIVE EDUCATION ASSOCIATION

By: 
President

Date: 9/23/26