

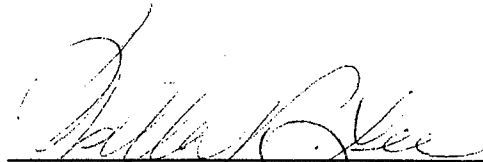
**AFFIDAVIT OF SERVICE**

The attached Executive Director's Recommended Decision and Order for Case No. 2007-UC-0014-C was served on the following persons in the following manner on the 6<sup>th</sup> day of September, 2007.

**CERTIFIED MAIL**

Mr. Ronald Stradt  
IEA-NEA  
100 E. Edwards Street  
Springfield, IL 62704-1999

Mr. Michael Tibbs  
416 Main Street, Suite 1125  
Peoria, IL 61602

  
\_\_\_\_\_  
IELRB Employee

Illinois Educational Labor Relations Board  
160 North LaSalle Street, Suite N-400  
Chicago, Illinois 60601-3103  
Telephone: 312/ 793-3170

**STATE OF ILLINOIS  
EDUCATIONAL LABOR RELATIONS BOARD**

Pekin Public School District 108,	)	
	)	
Employer	)	
	)	
and	)	Case No. 2007-UC-0014-C
	)	
Education Association of Pekin,	)	
IEA-NEA,	)	
	)	
Exclusive Representative.	)	

**EXECUTIVE DIRECTOR'S RECOMMENDED DECISION AND ORDER**

**I. THE UNIT CLARIFICATION PETITION**

On April 12, 2007, the Pekin Public School District 108 ("Employer") filed a unit clarification petition with the Illinois Educational Labor Relations Board ("Board" or "IELRB"). The petition was filed pursuant to Section 7 of the Illinois Educational Labor Relations Act, 115 ILCS 5/1, 5/7, et seq. ("Act") and Section 1110.160 of the IELRB Rules and Regulations, 80 Ill. Adm. Code 1110.160. By the petition, the Employer seeks to clarify the bargaining unit of educational personnel currently represented by the Education Association of Pekin, IEA-NEA ("Association") to exclude the secretaries in the Employer's business office.

**II. FACTS**

**A. Jurisdictional Facts**

The Employer is an educational employer within the meaning of Section 2(a) of the Act. The Association is an employee organization within the meaning of Section 2(c) of the Act and an exclusive representative within the meaning of Section 2(d) of the Act. The current bargaining unit ("unit") represented by the Association consists of three hundred and thirty eight employees, in the following unit:

**Included:** All contracted certified personnel, secretaries, clerks, educational assistants, technicians, physical therapy assistants, certified occupational therapy assistants, parent/family educator(s) and infant toddler specialists employed by the Employer.

**Excluded:** All central office administrative staff, which term includes Superintendent, Assistant Superintendent, Director of Finance, Director of Human Resources, Director of Operations, principals and assistant principals, substitutes, secretaries to the Superintendent and Assistant Superintendent, Board Secretary, Business Office Manager, Manager and Assistant Manager of Facilities, and all confidential, short-term, supervisory and managerial employees as defined in the IELRA.

*Community Unit School District 5*, 16 PERI 1026, Case No. 99-UC-0005 (Opinion and Order, February 1, 2000); See also *Board of Control of Lake County Area Vocational System*, 20 PERI 5, Case No. 2003-UC-003-C (Opinion and Order, January 20, 2004). Here, the secretaries who work in the Employer's business office assist the Business Manager and prepare materials used for strategy and discussions in collective bargaining. Further, the Association has no objection to the exclusion of the District's business office secretaries from the unit. Consequently, the requested unit clarification is appropriate.

#### IV. RECOMMENDED DECISION AND ORDER

For the reasons discussed above, the unit clarification petition is granted. The bargaining unit is clarified to exclude the position of secretary in the District's business office.

#### V. RIGHT TO FILE EXCEPTIONS

Pursuant to IELRB's Rules and Regulations at 80 Ill. Adm. Code 1110.160(c), the parties may file exceptions to this Recommended Decision and Order and briefs in support of those exceptions no later than fourteen (14) days after receipt of this Decision and Order. See, 80 Ill. Adm. Code 1100.20(d) and 1110.160(c) for the rules on service of exceptions. Under Section 1100.20 of the Board's Rules and Regulations, 80 Ill. Adm. Code 1100.20, parties must send a copy of any exceptions they choose to file to the other parties and must provide the Board with a certificate of service. A certificate of service is "a written statement, signed by the party effecting service, detailing the name of the party served and the date and manner of service." 80 Ill. Adm. Code 1100.20(e). If a party fails to send a copy of its exceptions to the other parties or fails to include a certificate of service, that party's appeal rights with the Board will end. If no exceptions are filed within the fourteen (14) day period, the parties will be deemed to have waived their exceptions, and unless the IELRB decides on its own motion to review this matter, this Recommended Decision and Order will become final and binding on the parties.

**Dated:** September 6, 2007

**Issued:** Chicago, Illinois

Illinois Educational Labor Relations Board  
160 N. LaSalle Street, Suite N-400  
Chicago, Illinois 60601-3101  
(312) 793-3170



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Victor E. Blackwell  
Executive Director