

PERRY-LECOMPTON UNIFIED SCHOOL DISTRICT No. 343

**NEGOTIATED AGREEMENT
UNIFIED SCHOOL DISTRICT NO 343
AND
PERRY TEACHERS ASSOCIATION
July 1, 2024**

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2024- 2025 NEGOTIATED AGREEMENT

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1.0 DURATION OF AGREEMENT

1.1 This agreement is made for a one-year period beginning July 1, 2024 and ending June 30, 2025.

2.0 FRINGE BENEFITS

2.0.1 Definitions

- 1) Employer – Perry U.S.D. 343
- 2) Employee – Any employee of U.S.D. 343 eligible for these benefits according to the requirements set forth in 2.0.4
- 3) Deduction option – Is an option chosen to be paid for after taxes are calculated on gross pay.
- 4) Reduction option – Is an option chosen to be paid for before taxes are calculated on gross pay.

2.0.2 Perry USD #343 is establishing this Fringe Benefit Program for those Employees eligible to participate in this plan. The main purpose of this program is intended to allow employees to select combinations of fringe benefits best suited to the individual needs of each Employee. The Employer desires to attract, reward, and retain highly qualified, competent employees and believes Fringe Benefit Program will help achieve that goal.

Some options offered through this plan will be available to the Employee only as salary reduction options, some will be available as either salary reduction or deduction options at the Employee's discretion, and some will be available as deduction-only options.

2.0.3 Company providers for all fringe benefit options shall be selected from a list of approved companies provided during the enrollment period and available at any time from the U.S.D. 343 District Office. The rate schedules vary according to coverage.

The addition of new companies to the approved list will require a minimum of five (5) employee participants. After addition, companies that fall to zero participants will be dropped.

2.0.4 In order for an employee to be eligible to participate in this program the employee must meet the following eligibility requirements:

Length of Service - The employee will be eligible for participation in the program immediately upon employment.

Age - The employee must be at least 18 years of age.

Other - This program will be available to all employees of the District that meet the eligibility requirements.

2.0.5 All employees eligible to participate in this plan must complete a benefit election form indicating which benefits they wish to have purchased for them. The plan year runs from January 1 to December 31. Employees hired during the plan year will be eligible to enter the plan during the first **30 days**.

2.1 SECTION 125 - CAFETERIA PLAN

- 2.1.1 It is the intent of the Employer to establish this program in conformity with Section 125 of the Internal Revenue Code of 1986 as amended and in compliance with applicable rules and regulations issued by the Internal Revenue Service.
- 2.1.2 The Employer as authorized through a benefit selection form, is purchasing for the Employee qualified benefits in an amount not to exceed the cost of all available benefits. These benefits shall be provided for the plan year, which runs from January 1 to December 31. Each Employee will designate in writing the benefits to be purchased by the Employer. The Employer will provide a form for each Employee to use in designating the combination of benefits that the Employee wishes to be provided by the Employer.
- 2.1.3 A plan participant will be allowed to revoke or change the current election of coverage after the period of coverage has commenced only according to the limits of the Plan Document on file at the U.S.D. 343 District Office. Provisions of this document may also be viewed online.
- 2.1.4 Participation in the Board-provided health insurance is intended to allow coverage for teachers for the full contract year, i.e. October 1 through July 31, unless the teacher is terminated for cause during the contract year, becomes eligible for a different employer-provided health insurance plan, or retires. *If an employee resigns in mid-year, the employee would move to the new employer insurance plan 60 days after the resignation date.

Ratified 8/14/17

The Employee will select from the following available options:

A. Group Hospital and Surgery Insurance

The district group health plan approved by the Board if such a plan is selected by the Board.

- A.1 The Board will pay in addition to salary, a fringe benefit for full-time certified teachers valued at \$614.03 per month/\$7,368.36 per year for coverage in the district's group health and dental insurance plan. The maximum to be paid will be the cost of single low option coverage and will be subject to the limits of Section A.2. The benefit amount shall apply to the group health and dental benefits and carriers as selected by the Board and may not be taken as cash or any other benefit. Upon termination for any reason, all Board payments of fringe benefits shall terminate on the date employment with the district ceases.

Ratified: 8/15/94
Amended: 5/14/01
Amended: 7/8/02
Amended: 8/13/18
Amended: 8/12/19

- A.2 The Board shall be responsible for any increase in the cost of single coverage in the district's group health and dental insurance plan that exceeds the previous year's cost up to twelve percent (12%) of such

increase. The teacher shall be responsible for any increase in the cost of single coverage in the district's group health and dental insurance plan that exceeds the prior year's cost by more than twelve percent (12%). This provision will only apply if the district is no longer part of the KEIT group for health insurance.

Ratified: 7/8/02
Amended 6/10/13

A.3 Any health insurance refunds shall first be used to reduce the cost of the next year's health insurance premiums. If for any reason the district receives a cash refund for group health insurance, the amount of refund shall be made available for professional improvement as outlined under 8.2.

Ratified: 8/21/95

A.4 Retired employees, spouses, and their dependents not eligible for Early Retirement benefits outlined in section 16.0 of this agreement shall be entitled to continued coverage under the district-sponsored group health insurance program according to the following requirements:

- The retired employee makes written application with the clerk of the Board of education for such continued coverage within thirty (30) days following the retirement of the employee.
- Retired employees electing continued coverage shall be required to make the monthly premium payment for such continued coverage in advance of the due date of the premium to the carrier.
- The premium amount will be determined by the carrier.
- Such payment shall be made to the Board of Education or directly to the insurance carrier, as may be determined by the Board.
- The coverage under the group health-care benefits will cease at such time as (1) the retired employee or spouse attains the age of 65 years of age, (2) the retired employee fails to make the required premium payments on a timely basis, or (3) the retired employee or spouse becomes covered or is eligible to be covered under a group plan of another employer.

B. Disability Income Insurance

C. Cancer Insurance

D. Heart/Stroke Insurance

E. Vision Insurance

F. Group Life Insurance

G. Dependent Care Assistance Plan

H. Medical Expense Reimbursement Plan

2.2 Additional Fringe Benefits

2.2.1 Additional fringe benefits currently available outside the 125 Cafeteria plan include:

- A. 403 (b) Tax Sheltered Accounts
- B. 457 Deferred Compensation Plans
- C. Roth IRAs

(See section 2.0.3 – Regarding the approved list of providers)

2.2.2 Changes may be made during the plan year for these benefits according to the rules found in individual contracts with providers.

2.2.3 Other products or services provided by approved companies may be added provided they may be billed and paid with one statement of account.

3.0 DISTRICT POLICY HANDBOOK & NEGOTIATED AGREEMENT

- 3.1** The District Policy Handbook will be available for use by the teachers of the district. A copy of each handbook shall be placed in every attendance center within the district.

Ratified: 6/26/77

- 3.2** The negotiated agreement will be updated after each year of negotiations and will be available to each individual teacher via the local area network.

Ratified: 5/27/88
Amended: 5/14/01

4.0 GRIEVANCE PROCEDURE

(A) Purpose

The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances of individual employees of Unified School District No. 343, Jefferson County, Kansas, at the lowest level.

(B) Definitions

- (1) Grievance shall mean any alleged violation of the terms and conditions of an employee's contract of employment and/or negotiated agreement.
- (2) "Grievant" means an employee or employees of the Unified School District #343, Jefferson County, Kansas having a grievance.
- (3) Words denoting gender shall include both masculine and feminine, and words denoting number shall include both singular and plural.

(C) Procedures

In general the adjustment of a grievance shall be accomplished as rapidly as is possible. To that end, the number of days within each step that is prescribed to be accomplished shall be considered as maximum and every effort shall be made to expedite the process. Under unusual circumstances, the time limit prescribed in this statement may be extended or reduced by mutual consent of the grievant and the person or persons by whom his grievance is being considered.

(D) Supplemental Conditions

- (1) All individuals involved and all others who might possibly contribute to the acceptable adjustment of a grievance are authorized and urged to testify with full assurance that no reprisal will follow by reason of such participation.
- (2) Upon the final determination of the grievance, the documents, communications, and records relating thereto shall be destroyed, excepting a record of the grievance and the final adjustment thereof, and excepting records required by law to be kept and maintained.
- (3) At each step of the procedure for adjusting grievances after the initial private conference(s) with his/her immediate superior, the grievant shall be entitled to be accompanied by others who might contribute to the acceptable adjustment of the grievance and/or to be represented by legal counsel.
- (4) All grievance hearings shall be confidential.
- (5) All discussions and hearings shall be conducted at times other than when school is in session.
- (6) Excluded from the grievance procedure shall be matters for which law mandates another method of review.
- (7) The Board of Education recognizes the Perry Teachers' Association as acceptable representatives of bargaining unit members and issues related to the contract agreement after the initial private conference between the grievant and that grievant's immediate supervisor.

- (8) The filing of a grievance at all levels beyond the informal conference in Level 1 shall be in writing and shall be reasonably specific as to the nature of the complaint. The grievance should, to the extent possible, describe the alleged event or action giving rise to the grievance, including the time, date, and place of the event or act and the names and addresses of any witnesses thereto.
- (9) In the event a grievance is filed at such time that the steps or levels of the grievance procedure may occur after the end of the school term, "school day" shall then be defined as a day the District Office is open for business.

Level 1

A grievant shall first take up his/her grievance with his/her immediate supervisor in private, informal conference(s) within 10 school days after the occurrence of the event upon which a grievance is based or after the grievant becomes aware of such event. If the grievant is dissatisfied with the outcome of the initial private conference(s) or if no decision is reached, he/she may, within 5 days of the private conference, request a formal conference with his/her immediate administrative supervisor. Every effort should be made to develop an understanding of the facts and the issues in order to create a climate that will lead to a solution. The formal conference shall occur within 5 school days of the request for a formal conference.

Level 2

In the event that the grievant is not satisfied with the disposition of his/her grievance at Level 1, or that no decision is reached within 5 school days after a formal presentation, he/she may appeal the matter in writing to the superintendent.

If the grievant appeals the grievance to the superintendent, the superintendent, or his designated representative, shall confer with the grievant in an effort to arrive at a satisfactory solution within 10 school days after the appeal has been received by the superintendent.

If the grievant does not appeal the grievance to the superintendent within 15 school days after the formal conference at Level 1, the grievance shall automatically be waived.

Level 3

If the grievance is not adjusted to the satisfaction of the grievant or if no decision is made thereon within 10 school days after the date the grievance was filed with the superintendent or designated representative under Level 2, then the grievant may appeal the grievance to the Board of Education for the purpose of final adjustment of the grievance by submitting a written request to the clerk of the Board within 5 school days after the superintendent or designated representative has rendered a decision or after the expiration of 15 school days from the date, the grievance was filed with the superintendent.

If the grievant does not appeal the grievance to the Board within 15 school days after the formal conference at Level 2, the grievance shall automatically be waived.

The Board shall, within 30 school days after receipt of the written request, meet and confer with the grievant and render a decision to be submitted to the grievant in writing within 10 school days.

During such time that the Board is discussing the grievance in an executive session, either both parties or neither party will be present.

Rules for Conducting a Grievance Procedure Hearing at Level 3

1. The hearing will be conducted in an executive session.
2. Efforts will be made by all participants to eliminate repetitious testimony and/or materials; however, each participant will be given reasonable time to present his/her testimony and/or materials.
3. The grievant will make his opening remarks and present his case.
4. The administration will make its opening remarks and present its findings on the case.
5. Witnesses may be called individually by the grievant and administration to testify before the Board. The Board may call additional witnesses and may authorize witnesses to be called as a group.
6. The grievant and the administration may ask questions of the witnesses during the time they are testifying.
7. Board members may ask questions of all participants during the hearing.
8. A summary statement may be made by the grievant.
9. A summary statement may be made by the administration.
10. Any new materials injected into any summary statement may be rebutted.
11. The Board will take the matter of the grievance under advisement and render its decision in written form to the grievant within 10 school days of the hearing.
12. The decision rendered by the Board shall be the final disposition of any grievance.

Ratified: 6/14/99
Amended: 7/10/2000
Amended: 8/11/08

5.0 CONTRACTS AND CONTRACTUAL DAYS

- 5.1 The number of contract days will be 187 days.
- 5.2 The Board will schedule a one-half day (3 hours and 45 minutes) as a work day at the end of each nine-week grading period. Back-to-School and Orientation nights shall count as one hour credit for district teachers towards an in-service day as determined by the building principal. This would cover time during the actual event and the time needed to prepare. Preparation time for these events would need to be logged but would not need to be done at school.

Ratified: 2/10/86
Amended: 6/8/92
Amended 8/15/95
Amended 5/29/96
Amended 5/14/01
Amended 6/09/14
Amended 6/13/16
Amended 9/12/22
Amended 9/7/24

- 5.3 Extended contract – Subject to the prior approval of the administrator, teachers will be paid on an extended contract for providing actual instruction to students outside of the normal duty day or contract year. The pay for this for 2024-25 will be arrived at with regard to a teacher's position on the salary schedule. Three tiers are included on a salary schedule that is included with this Negotiated Agreement. The pay for the first tier will be \$32.56 per hour. The pay for the second tier will be \$38.68 per hour. The pay for the third tier will be \$44.82 per hour. This amount for each tier will increase each year by the percent that the base increases.
- 5.4 Flextime Workdays– Teachers electing to use flextime must be in their respective buildings as they work and log the required hours needed for grading and classroom preparation. Flextime will not be utilized for any other events occurring outside the normal contract day. Flextime is to be utilized for end of quarter/semester grading/preparation only. The Superintendent of Schools will notify all staff members when to start logging in and how much time is required. Building administrators will keep a record of teacher flextime logs. Flextime may be accumulated two school weeks prior to the scheduled workday and must occur outside the teacher contract day (7:30 to 3:30 or 8:00 to 4:00) and outside supplemental contract work times. Full workdays will be considered 7 hours and 30 minutes. Teachers who are unable to fulfill the flextime requirement will be required to report to their respective buildings on the scheduled workday to satisfy their time commitment.

Ratified: 8/8/22
Amended 8/7/24

6.0 LENGTH OF DUTY DAY

- 6.1** The total in-school work day shall consist of not more than eight hours which shall include a duty-free lunch and a preparation period. Teachers at the elementary school shall receive a minimum of 210 minutes per week for planning time. If a teacher at any level voluntarily gives up their plan time at the request of their supervisor to cover another class, the teacher will be paid at the committee work pay rate of .00053% of the base salary per hour.

Amended: 7/09/07
Amended: 6/13/11
Amended: 8/12/19
Amended 8/8/22

- 6.2** The teachers (student contact) or teaching day shall be six (6) hours and twenty (20) minutes of the total duty day with the exception of buildings where bus schedules cannot meet this requirement. The schedule for each building shall be announced by the principal at the beginning of the school year.

Ratified: 2/10/86
Amended: 8/10/20
Amended: 8/9/21

- 6.3** Mandatory meetings that occur outside of the duty day will be paid at the current committee work pay rate of .00053% of the base salary per hour. This includes IEP's, school redesign, and SIT committee meetings.

Ratified: 8/8/22

7.0 TEACHER HOLIDAYS

7.1 The work calendar, to be voted on by teachers, shall include the following vacation allowances and holidays:

7.1.1 Labor Day

7.1.2 Thanksgiving Day and the Friday immediately following.

7.1.3 At least seven days at Christmas time, not including weekends.

7.1.4 At least five days of Spring Vacation, not including weekends.

7.1.5 Days lost due to heat or snow beyond excess hours in the calendar shall be made up as determined by the Superintendent.

7.1.6 Memorial Day (in the event the work year extends beyond Memorial Day).

Ratified 5/20/82
Amended 8/9/24

7.2 The designation of school calendar holidays will be submitted by the calendar committee to the Board of Education by the end of April. The Board of Education will be responsible for approving the recommendation from the calendar committee. The calendar committee shall consist of two teachers from each level (Elementary, Middle School, and High School), two Board of Education Members, the Activities Director, and the Superintendent. The Perry Teacher's Association will appoint one of the two teachers from each level to this committee.

Ratified 8/14/17
Amended 8/9/21

7.2.1 Beginning with the 2018-19 school year, calendars will be set 2 years in advance.

Ratified 8/13/18
Amended 8/9/21
Amended 8/14/23

8.0 LEAVE POLICIES

- 8.1 Each teacher will be granted thirteen (13) days of leave. Unused leave may be accumulated to a maximum of 60 days. Teachers reaching the maximum accumulation will also receive the annual leave amount at the beginning of each year to be used before accumulated leave.

Teachers missing more than three consecutive work days for illness will seek building administration approval and may be required to provide proof of illness. Proof of illness may be as simple as a conversation with the building administrator or a doctor's note. Teachers missing more than three consecutive work days for personal reasons will be required to use two leave days per day over the three-day limit. If adequate leave time is not available, the leave will be considered leave without pay.

*Please note that weekend dates do not break up the consecutive workday counts. For example, leave time requested for Thursday, Friday, Monday, and Tuesday would not be approved as it is over the three consecutive school day limit.

*Using extended personal leave time during the school year is discouraged due to the negative impact on student learning. Non-illness-related leave time requested at the beginning or end of a scheduled school break will not be approved. Scheduled school breaks include summer break, Labor Day, Thanksgiving, winter break, and the last scheduled school day before Easter break. Teachers who are approved for leave time for personal reasons at the beginning or end of a scheduled school break will be required to use two leave days per day. If adequate leave is not available, the leave will be considered leave without pay. Leave may be used by application through the AESOP/Frontline Program. Emergencies will be given special consideration by the building principal and/or superintendent.

Teachers on a contract less than full-time will have leave time prorated to the same amount. Example: If a teacher is a .5 employee, the current leave amount for the year of thirteen (13) would be prorated by .5 or 6.5 days.

Teachers absent on a school day that includes an evening parent-teacher conference will be deducted 1.5 days of leave. This is due to the length of the parent-teacher conference day. The teacher will be allowed to make up the parent-teacher conference time outside of the contract day to be paid at the teacher's hourly rate. This time would be capped at .5 of a duty day. This time must be completed within two weeks of the parent-teacher conference date and approved by the building administrator.

Disabilities caused or contributed to by pregnancy or childbirth shall be considered temporary disabilities and shall be treated as leave.

Professional leave may be taken for the purpose of professional improvement. This leave shall be used for the purpose of conferences and visitation and attending seminars and workshops with the prior approval of the building principal and/or superintendent.

All unused leave days will accumulate. After a teacher has accumulated 10 days of leave, the unused leave will be reimbursed at the rate of \$80 per day or added to the

accumulated leave as directed by the teacher. The reimbursement does not apply to accumulated leave. KPERS and the employee's share of Social Security will be paid by the employee. If leave days are reimbursed, these days will not be added to accumulated leave.

In the event of a reduction in force, teachers with at least 15 years of service to USD 343 will be paid for the remainder of accumulated leave not covered by the reimbursement clause as follows:

- 15 to 19 years of service – teachers will be paid \$70 per day for accumulated leave
- 20 to 24 years of service – teachers will be paid \$80 per day for accumulated leave
- 25 or more years of service – teachers will be paid \$90 per day for accumulated leave

In the event of the death of a teacher while under contract, all accumulated leave will be paid at a rate of \$90 per day.

The following paragraph is added subsequent to the final verification of the legality of article 13.36.

Teachers choosing a Career Longevity Step option, as provided in section 13.36, will forfeit all accumulated leave back to the district at that time. For continued years of service, those teachers would be limited to the 13 days of annual leave provided annually as indicated above and would no longer be allowed to accumulate leave.

This item will sunset at the end of the 2025-2026 year and return to item 8.0 from the 2017-2018 negotiated agreement. This will include reference to “sick leave” in items 8.3, 9.0, 9.1, 9.2., and 13.36

Ratified: 3/17/80
Amended: 6/8/92
Amended: 7/14/97
Amended 6/14/04
Amended 8/8/05
Amended 6/08/09
Amended 6/13/11
Amended 6/13/16
Amended 8/13/18
Amended 8/12/19
Amended 8/9/21
Amended 8/1/22
Amended 8/7/24

8.2 PROFESSIONAL LEAVE FUNDS

Money will be allotted for use by teachers to help defray costs of registration, etc., at meetings they choose to attend and are included in the teacher’s professional development plan. In addition, building principals will have some discretionary inservice funds to use.

Ratified: 5/27/86
Amended: 7/14/03
Amended: 6/9/2014
Amended: 8/12/19

8.3 BEREAVEMENT LEAVE

In addition to regular leave, each teacher shall be allowed 4 days of bereavement leave for the death of an immediate family member. Immediate family shall be defined as spouse, parents (guardians), children (dependents), step-children, step-parent, grandparents, grandchildren, siblings, mother/father-in-law, sister/brother-in-law, daughter/son-in-law, aunt, uncle, niece, nephew, or members of the household. A certified employee desiring to use bereavement days for someone not specifically listed above and/or an extension may request permission from the Superintendent.

Ratified: 5/27/86
Amended: 6/8/92
Amended: 8/14/23

8.4 SABBATICAL LEAVE

Any employee desiring a sabbatical leave shall file a written application with his/her principal or supervisor at least 90 days prior to the first day of the requested leave. The application shall be in writing on a form prescribed by the superintendent and shall explain in detail the length of the desired leave, the purpose of the desired leave, and the applicant's reasons why the leave will be of benefit to the individual teacher and the district. The superintendent shall present the request to the Board at its next regular or special meeting together with his recommendation. No sabbatical leave shall be granted for a period longer than one year. The employee receiving a sabbatical leave shall be entitled to movement on the salary schedule as though services had been performed for the district during the period of leave. The Board will continue the payment toward the single membership health insurance policy provided the employee participated in the district's group health plan prior to the sabbatical leave. Salary payment shall be discretionary with the Board during the period of sabbatical leave.

Ratified: 5/29/96

8.5 The Certified employees may, at their discretion, donate accumulated leave to any certified employee upon that employee's request. The employee requesting additional leave must have depleted their own leave time before making the request to the Perry Teacher's Association President and the Superintendent. The PTA President and/or Superintendent will then notify teachers of the request and need as stated by the requesting staff member. Those wishing to contribute will notify the Clerk of the Board by email. The volunteers will be notified that they have donated a day, and the teacher in need will be notified of the donation anonymously. Donated days cannot be accumulated by the recipient and must be used in the same school year. If the number of days donated exceeds the amount needed, the donated days will be returned to the donors through a proportional distribution based on the number of days donated. No days will be returned if the average days to be returned is less than .5 per donor. A record of all transactions shall be maintained by the Clerk of the Board.

Ratified: 9/12/23

9.0 REIMBURSEMENT OF LEAVE

9.1 Upon retiring (as retirement is defined by the Kansas Public Employment System according to the tier level of the employee), from the district with 20 years of teaching experience in the district, the teacher will be reimbursed for all accumulated leave. Upon retiring from the district with 15 years of experience in this district, the teacher will be reimbursed for 75% of accumulated leave, and after ten years of teaching experience in this district, the teacher will be reimbursed for 50% of accumulated leave. The rate of pay would be the daily contract rate at the time of separation or the last five years' average daily rate, whichever is greater. Reimbursement will be made within 60 days of separation from the district. All the years of service counted must be years of service at schools in the U.S.D. #343 School District.

Ratified: 3/17/80
Amended: 6/8/92
Amended: 8/14/06
Amended: 6/12/10
Amended: 6/10/13

9.2 According to current policy, reimbursement of leave is based upon teaching experience and not on supplemental contract experience. The daily contract rate that is mentioned in the reimbursement of leave policy has and will continue to be interpreted as the daily teaching rate.

Ratified: 6/14/99

10.0 RESIGNATIONS

10.1 The board will accept a resignation fourteen (14) days after the 3rd Friday in May upon the receipt of:

10.1.1 1. Five (5) percent of the teacher's contracted salary for a resignation received between (14) days after the 3rd Friday in May and June 15 inclusive,

2. Ten (10) percent of the teacher's contracted salary for a resignation received between June 16 and August 15, inclusive,

3. Fifteen (15) percent of the teacher's contracted salary for a resignation received after August 15 and prior to the end of the contract term, all to be paid as liquidated damages.

10.1.2 The board reserves the right to waive the liquidated damages amount while still accepting the resignation.

Ratified: 1979
Amended: 6/14/99
Amended: 8/11/08
Amended: 6/12/10
Amended: 6/13/16
Amended: 8/13/18

11.0 SEVEN AND EIGHT PERIOD DAY

- 11.1** The board shall have the right to determine the number of periods and the length of each period within the duty day. At the high school, any schedule change will not exceed eight (8) periods, including a seminar period, which may be used for redesign purposes.

Ratified: 5/27/86
Amended 6/12/10
Amended 8/1/22

- 11.2** Any schedule change at the middle school will not exceed eight (8) periods, including a directed studies period.

Amended: 7/14/97
Amended: 6/14/99
Amended 6/12/10

12.0 PROCEDURES FOR REDUCTION IN FORCE

- 12.1** The Board of Education retains the rights, authority, duties, and responsibilities to determine the need for faculty positions that will best provide the educational environment they deem most beneficial for this school district. In the event that a reduction in force becomes necessary, the following procedures will be utilized by the district's administrative staff to adjust the teaching force.
- 12.2** To determine the number of teaching positions to be reduced, the administrative staff will ascertain the educational program for the district to meet the educational goals established by the Board. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals as determined by the Board.
- 12.3** All teachers district-wide will be evaluated in relation to the educational goals of the district. Individual qualifications and specific skill areas or disciplines shall be ascertained and applied to the teacher's needs as determined by the Board.
- 12.4** The following qualifications, such as but not limited to Teacher certification, teaching experience in the subject area, evaluations, current educational training, and the employee's experience within the district will be considered along with other qualifications identified by the Board in making staffing recommendations to the Board. In the event, that two or more teachers have similar qualifications, as determined by the Board, in a teaching area deemed necessary to fulfill the district's educational goals, the teacher with the greatest continuous service in the district will be retained.
- 12.5** Based on recommendations submitted by members of the district's administrative staff, the Superintendent shall recommend to the Board the teacher or teachers best qualified for the position or positions remaining. Teachers who have been reduced that year shall be given priority consideration through the following year for openings for which they are qualified.

Amended: 5/29/96

Ratified: 5/20/82

13.0 SALARY SCHEDULE

13.1 The salary schedule for 2024-25 shall be composed of the following:
The base salary will be \$46,240.

13.12 The opportunity to participate in a "125 Salary Reduction Plan" as outlined in 2.0.

13.13 The addition of new companies in the "125 Salary Reduction Plan" will require a minimum of five members to qualify.

Amended: 8/21/95
Amended: 7/14/03
Amended: 8/8/05

13.14 Health examinations requested by the Board of Education, other than the initial exam at the time of employment, shall be paid by the Board of Education.

13.21 Salary schedule step increments are defined as follows:

| | | | | | | |
|-------------|-----------|-------|------------|-------|-------------|-------|
| Column I | Steps 2-4 | \$515 | Steps 5-10 | \$565 | Steps 11-23 | \$365 |
| Column II | Steps 2-4 | \$515 | Steps 5-12 | \$565 | Steps 13-23 | \$365 |
| Column III | Steps 2-4 | \$515 | Steps 5-14 | \$565 | Steps 15-23 | \$365 |
| Column IV | Steps 2-4 | \$515 | Steps 5-14 | \$565 | Steps 15-23 | \$365 |
| Column V | Steps 2-4 | \$515 | Steps 5-16 | \$565 | Steps 17-24 | \$365 |
| Column VI | Steps 2-4 | \$515 | Steps 5-18 | \$565 | Steps 19-24 | \$365 |
| Column VII | Steps 2-4 | \$515 | Steps 5-20 | \$565 | Steps 21-24 | \$365 |
| Column VIII | Steps 2-4 | \$515 | Steps 5-20 | \$565 | Steps 21-24 | \$365 |
| Column IX | Steps 2-4 | \$515 | Steps 5-20 | \$565 | Steps 21-24 | \$365 |

Amended: 6/8/92
Amended: 8/21/95
Amended: 7/14/97
Amended: 7/10/2000
Amended: 5/14/01
Amended: 6/14/04
Amended: 7/09/07
Amended: 8/11/08

13.22 Steps in columns across will be \$675 per column. Each degree beyond the Bachelor's results in an additive. \$1200 for the first Master's degree, \$500 for the second Master's degree, and \$1200 for a Doctorate degree. Only hours and points approved after June 1, 2004, may be used for movement from column 4 or column 8, with the only exception being for teachers who were fewer than 8 hours away from completing a master's degree at the time of adoption of this language.

Ratified: May 1989
Amended: September 1998
Amended: 6/14/04
Amended: 7/09/07
Amended: 8/14/17
Amended: 8/1/22

13.26 Multiple coaching assignments happening at the same time will be paid as follows:

1. Multiple coaching positions will only be looked at in terms of a last resort. Every attempt will be made to fill the coaching vacancy with a different person.

2. Multiple coaching positions will be paid in full if and only if practices are held at different times. For example, a basketball coach could be the varsity coach as well as a freshman coach. If the freshman practice at a different time than varsity, this coach would be eligible for full pay for both positions.
3. An hourly salary will be figured for the coaching job in question by looking at the length and number of practices as well as the number of hours involved in games or contests.
4. One hour per day for each practice will be paid at the hourly rate established in number two above.
5. The extra hours involved in games and contests will be paid at the hourly rate figure established in number two above.
6. This multiple coaching agreement does not bind the head coach to fill a multiple coach role if the head coach does not want to fill a multiple coach situation.

Ratified: 6/8/92

13.27 Teachers will be paid .00053% of the Base Salary amount per hour for committee work that is done during the summer or during the school year. The work during the school year must be done outside of the teacher's normal duty day.

Ratified: May, 1989

13.28 New and returning teachers to the district will be given credit for all previous years of teaching experience and placed accordingly on the salary schedule.

Ratified: 6/14/99

Amended: 7/8/02

Amended: 8/12/19

13.30 Teachers may not apply hours earned prior to the granting of the master's degree to the salary columns after the master's degree unless such hours were certified and accepted by the district on or before September 1, 1991. Teachers hired after June 1, 2007, will be given credit for all graduate hours received after earning a teaching degree. Beginning with the 2021-22 school year, teachers hired will be given credit for graduate hours they have completed that were directly tied to attaining an educational Master's degree, even if the said teacher has not yet earned a teaching degree. Staff members in the Transition-to-teaching program will not be allowed to apply the graduate hours they earn as part of the program to the salary schedule.

Amended: 7/09/07

Amended: 8/09/21

13.31 Official transcript of college hours earned since the fulfillment of the last contract must be filed in the office of the Superintendent by September 1 to entitle the teacher to make any adjustment on the salary schedule.

13.32 The Board of Education will allow professional development points earned to apply to movement on the salary schedule under the following guidelines:

- * Only those Level 1 (Knowledge or Service to the Profession) PDC points earned outside of scheduled in-service days and professional leave days; and at least one half of the cost of the points being paid by the teacher; and not reimbursed by committee pay will be applicable for salary schedule movement. (Cost of points is defined as: Tuition, fees, books, and travel for college hours that are being used as knowledge level points, and registration, fees, and travel for workshops and conferences.
- * All PDC points earned beyond Level 1 (Knowledge or Service to the Profession) will be applicable for salary schedule movement. Teachers will have the 2004-05 school year to document application and impact points based on knowledge points awarded in 2003-04.
- * 20 points equal one college hour.
All college credit hours to be applied toward salary movement must meet the following conditions.
 1. The credit hours are earned as part of an approved teacher preparation program for an added endorsement area, for a school specialist or leadership license, or a university-approved advanced degree program;
OR
The credit hours support one of the employee's designated building school improvement plan goals, an approved individual plan goal, or any class required by the school district or the Kansas State Department of Education.
 2. The employee must gain pre-approval by presenting the request to the employee's designated building professional development representative and building administrator.
 3. For teachers currently placed in the BS/BA 24 column or the MS 24 column, only college hours earned after June 1, 2004, may be used for movement on the salary schedule, with the only exception being for teachers who were fewer than 8 hours away from completing a master's degree at the time of adoption of this language.

To use college credit for salary movement, teachers must complete the following:

1. Complete a **College Hour Approval form**.
2. Meet with the designated building PDC representative and building administrator to gain approval.
3. Superintendent approval is needed for undergraduate hours to be applied toward salary movement.
4. Upon successful completion of the college class, obtain an official college transcript verifying credit.
5. Submit a **Salary Movement Request form, College Hour Approval form**, and supporting documentation to the building administrator for verification.
6. Submit completed forms and transcripts to the Clerk of the Board by September 1 of the year in which salary movement is requested.
(It is the teacher's responsibility to maintain a record of their professional development and submit their requests for salary movement in a timely manner.)

- * Each column movement on the salary schedule requires (8 hours of college credit or 160 PDC points, or a combination of the two.

13.33 The Board of Education will pay \$100 as reimbursement for each 1 hour of graduate credit toward a degree program or re-certification or toward undergraduate college credit approved in advance by the building principal and the superintendent. The reimbursement will be paid after certification showing successful completion of the hours. Reimbursement requests can be made on February 15th or September 15th. Reimbursements will be issued on the following month's payroll (March or October.) Reimbursement will not become part of the salary schedule.

Ratified: June 1987
Amended: 7/14/97
Amended: 7/14/03
Amended: 8/14/17
Amended: 8/1/22

13.34 Funds received by the district from Highland Community College as a result of USD 343 staff teaching concurrent credit classes during the normal school day will be distributed as follows: Seventy-five percent (75%) of the funds will be paid to the teacher who is teaching the concurrent credit class; twenty-five percent (25%) of the funds will be deposited in a separate account for the department of the teacher who is teaching the concurrent credit class. Funds from the account may be used for supplies or equipment by agreement with the department and approved by the principal.

Ratified: 7/14/97 Amended: 7/8/02
Amended: 8/13/18

13.35 A longevity increase of \$515 for every 5 years off of the bottom of the salary schedule will be implemented. A longevity increase of \$515 shall be incorporated into the salary schedule to be paid for five-year periods and to increase as shown in columns I-IV at steps 22, 27, and 32, and columns V-IX at steps 23, 28, and 33. The \$515 would remain a part of that teacher's salary for the remainder of the teacher's teaching time.

Ratified: 5/91
Amended: 8/21/95

13.36 Teachers may be awarded additional career longevity steps according to the following criteria and requirements.

If the teacher will:

1. Have completed at least 20 years of service to the district
2. Have a minimum of 60 days of accumulated leave (see Article 8.1)
3. Has notified the district no later than April 1 of the year prior to the implementation of Career Longevity Steps.

Then the teacher may:

1. Choose as a one-year option a step equal to 30% of the selected year's salary
or
2. Choose as a two-year option two consecutive longevity steps each equal to 15% of those two years' respective salaries.

Example of the two-year option:

Year one: Salary schedule placement is $\$44950 \times 15\% = \$6,742.50$

Year two: Salary schedule placement is $\$45300 \times 15\% = \$6,795.00$.

Career Longevity Steps will be based on primary contract amounts only. They will not include supplemental or extra duties.

OR

If the teacher will:

1. Have completed at least 10-19 years of service to the district
2. Have a minimum of 30 days of accumulated leave (see Article 8.1)
3. Has notified the district no later than April 1 of the year prior to the implementation of Career Longevity Steps.

Then the teacher may:

1. Choose as a one-year option, a step equal to 15% of the selected year's salary or
2. Choose as a two-year option two consecutive longevity steps each equal to 7.5% of those two years' respective salaries.

Example of the two-year option:

Year one: Salary schedule placement is $\$42500 \times 7.5\% = \$3,187.50$

Year two: Salary schedule placement is $\$42850 \times 7.5\% = \$3,213.75$

Career Longevity Steps will be based on primary contract amounts only. They will not include supplemental or extra duties.

Ratified (pending the Board's verification of the legality of the article): 6/14/04

Amended: 8/14/06

- 13.38** Pay for supervision of a supervised aide will be \$10 per hour. Pay would be received for supervision provided during any time a coach would not be required to attend. This would include additional competition days/nights or practice sessions outside those normally scheduled for which supervision would be required.

Ratified: 6/14/93

- 13.40** Teachers will have the option to receive all supplemental pay as a lump sum check at the end of the school year.

- 13.41** Coaches and sponsors will be given credit for all years of service in the same sport or activity as follows. Beginning with the coach/sponsor's 6th year of experience, 5% will be added to the initial supplemental salary. Beginning with the 11th year of experience, 10% will be added to the initial supplemental salary. Beginning with the 16th year of experience, 15% will be added to the initial supplemental salary. Beginning with the 21st year of experience, 20% will be added to the initial supplemental salary. Coaches/sponsors employed by the district at the time of ratification of this item will be allowed to move one column per year until they reach their actual level of years of experience.

Ratified: 7/14/03

13.42 Teachers who currently hold National Board (NBPTS) Certification will be paid an annual stipend of \$1000.

Ratified: 8/14/06

13.43 **Effective for the 2024-25 contract year,** Building leadership team members will be paid 1% of the base salary. Elementary schools will have one (1) teacher from each grade level on the team (Grades PreK - 4th) and one additional certified staff member. At PLMS and PLHS there will be four leadership positions with at least three (3) classroom teachers serving from a variety of disciplines. Team members will be limited to one (1) four-year term at grade levels with multiple sections. Beginning in the 2024-25 contract year, the initial Building Leadership Team will consist of the following terms: PLES- one (1) four-year member, two (2) three-year members, two (2) two-year members, and two (2) one-year members. PLMS and PLHS- one (1) four-year member, one (1) three-year member, one (1) two-year member, and one (1) one-year member. For each school year thereafter, new members will serve one (1) four-year term. Staff serving in the one or two-year position during the 2024-25 school year are eligible to reapply for a four-year term at the end of their initial term. If a staff member leaves the BLT in the middle of a term, the replacement member will finish out said term. If the remainder of the term is 2 years or less, said staff member may reapply for a full 4-year term.

Ratified: 8/14/23

13.44 Teachers who are newly hired for the upcoming school year shall have the option to receive an advance payment by receiving their total yearly compensation over thirteen (13) payments instead of the normal twelve (12) payments subject to the following:

- a. The request for the advance payment must be submitted to the District Clerk no later than the end of the new teacher orientation day.
- b. The second-year contract will return to twelve (12) equal installments commencing in September of the second school year

Ratified: 8/14/23

14.0 GENERAL NEGOTIATIONS

- 14.5** A study committee may meet 3-4 times a year to discuss teacher and/or administrator concerns. This committee would consist of up to 8 individuals, with 4 selected by the Perry Teachers' Association and 4 selected by the administration.

Ratified: 6/14/93

15.0 RECOGNITION OF PERRY TEACHERS' ASSOCIATION

- 15.1** The Board of Education recognizes the Perry Teachers' Association as the current exclusive bargaining representative for all persons who are covered by this contract agreement.
- 15.2** The Board of Education recognizes the Perry Teachers' Association as acceptable representatives of bargaining unit members in issues related to the contract agreement after the initial private conference between the teacher and that teacher's immediate administrative superior. This will make this agree with our current grievance procedure.
- 15.3** The bargaining unit shall include employees of U.S.D. #343 that regularly fill full or part-time positions that require a certificate issued by the Kansas Department of Education. The bargaining unit shall not include administrators, substitute teachers, paraprofessional aides, or classified employees.
- 15.4** If any provision of this negotiated agreement between the Perry Teachers' Association and the U.S.D. #343 Board of Education or any application of this negotiated agreement to any employee or group of employees is held contrary to law, then such provision or application shall not be deemed valid or subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. The right to renegotiate is available to both sides if something is found to be contrary to law. This section will be known as the severability clause.
- 15.5** District facilities, equipment, computers, e-mail services and intra-district mail service will be available to the Perry Teachers' Association for association purposes. Any such use may not be confidential and may be monitored or reviewed by the Administration or Board of Education.

Amended: 6/14/99

16.0 RETIREMENT

16.1 Beginning in 2018-19, teachers who have been employed with the school district for ten (10) years and are eligible to retire from KPERS by June 30, 2024 will have the option to grandfather into the previous retirement plan. Teachers within this window will be required to notify the district of their retirement plan preference by December 31, 2018. (Contributions by individuals and the district would start with the January 20th, 2019 payroll.)

16.2 Grandfathering Options

If the employee is currently at eighty-five (85) KPERS points and sixty (60) years of age or more, the employee is not eligible to grandfather into the 403(b) plan. This employee would remain eligible for the previously negotiated agreement regarding retirement.

Beginning in 2019-20, part-time teachers who meet the guidelines outlined below will be eligible to participate in the matching 403b retirement plan as printed at a pro-rated amount, based on the percent of the contracted days they work. Part-time teachers will be required to notify the district of their desire to participate by December 31, 2019. (Contributions by individuals and the district will start with the January 20th, 2020 payroll.)

If the employee has seventy-three (73) KPERS points or higher as of August 1, 2018, and is between the age of forty-eight (48) and sixty (60), the employee is eligible to accept a 6:1 match from the district for a period of four (4) years. After the fourth (4th) year, the employee would be eligible for a 1:1 match until the age of sixty-five (65), the employee is KPERS retired or is no longer employed by the district.

16.2.1 Weighted matching rates/ratios will be used for employees who are more than five (5) years from retirement. Rates will be adjusted by the number of years remaining to reach eighty-five (85) KPERS points. The weighted ratio will return to a 1:1 match once an employee reaches the eighty-five (85) KPERS points. The district's matching benefit will end once the employee reaches 65 years of age, the employee is KPERS retired or is no longer employed by the district.

16.2.2 Ratios to be used: (Calculated by years needed to reach eighty-five (85) KPERS points. "Half years," (.5) years remain will round up to the next whole year. Weighting is calculated by taking the amount the employee contributes. (Minimum of \$25 per month and a maximum of \$75 per month) times (x) the weighting. Example – The employee contributes \$75 per month at a 6:1 weighting. The amount contributed by the district would be \$450. $(\$75) \times 6 = \450 .)

16.2.3 6 Years – 6:1 match. One staff member still here.
16 Years – 1.5:1 match. One staff member still here.
17 Years – 1.25:1 match. One staff member still here.
18 Years – 1.25:1 match. One staff member still here.
19 & beyond and new employees – no weighting.

16.3 Retirement Benefits

USD #343 will provide a matching retirement benefit in a 403(b) account with the following stipulations:

1. The minimum contribution for a teacher would be \$25 per month.
2. The matching benefit from the district for a teacher who has been a teacher in the USD #343 district for 10 years or more will be no more than \$75 per month (i.e., if a teacher puts \$40 into their retirement, the district would contribute \$40, or if the teacher contributes \$100, the district will contribute \$75.)
3. The district's matching benefit will end once the employee reaches 65 years of age, the employee is KPERS retired or is no longer employed by the district.
4. A teacher becomes fully vested with the district once they teach or have taught in the district for 10 years;
5. A teacher begins to be vested with the district once they begin their 6th year of teaching.
6. The following vesting schedule will be used:
 - a. If a teacher leaves the school district prior to 6 years of teaching, they will not receive the district-matching funds which they acquired. They will have full access to the portion of funds they have contributed.
 - b. If a teacher leaves the school district after 6 years of teaching, they will receive 20% of the district-matching funds which they acquired.
 - c. If a teacher leaves the school district after 7 years of teaching, they will receive 40% of the district-matching funds which they acquired.
 - d. If a teacher leaves the school district after 8 years of teaching, they will receive 60% of the district-matching funds which they acquired.
 - e. If a teacher leaves the school district after 9 years of teaching, they will receive 80% of the district-matching funds which they acquired.
 - f. If a teacher leaves the school district after 10 years or more of teaching, they will receive 100% of the district matching funds which they acquired.

16.4 Retiree Health Insurance

Retiring teachers will have the opportunity to stay in the district's health insurance plan until the age of 65, provided the retiring teacher pays for their own insurance. The retiring teacher must have been participating in the district's group health insurance plan for the two consecutive school years prior to the date of retirement.

16.5 RETIREMENT NOTIFICATION INCENTIVE

A teacher requesting release from the contract by January 15 of the current school year, for the purpose of retirement from the district and from KPERS for the ensuing school year, shall receive a \$1,000 retirement payment with their June payment. A teacher requesting release from the contract by November 15 of the current school year, for the purpose of retirement from the district and from KPERS for the ensuing school year, shall receive a \$1,500 retirement payment with their June payment. Request for release from the contract shall be made in writing.

Ratified:12/08/08
Amended: 6/08/09
Amended 8/13/18
Amended 8/12/19

*The following items four (4) items shall be listed in the negotiated agreement until the district no longer employs the employees grandfathering into the previous agreement.

**This wording does not apply to employees not qualifying for the grandfather clause of the new agreement reached during the negotiations of July 2018.

16.2 ELIGIBILITY

An employee is eligible for early retirement if such employee:

1. Is currently a full-time certified teacher of the school district.
2. Has at least 15 years or more of teaching experience in USD #343.
3. Provides proof of retirement according to KPERS rules and regulations.

16.3 APPLICATION

An employee may apply for early retirement by giving written notice to the Superintendent or his/her designee. Such written notice shall be submitted on or before the first (1st) day of April preceding the anticipated retirement date and shall include the following information:

1. A statement of the applicant's desire to take early retirement,
2. The anticipated date of retirement,
3. The applicant's birth date and age on the date of retirement,
4. The current mailing address and telephone number of the applicant,
5. The number of years the applicant has been employed by the school district,
6. The total number of years of teaching experience in USD #343,
7. Applicant's current salary,
8. Verification from KPERS of retirement election.

Following final action on an application for early retirement, the Superintendent or his/her designee shall notify the applicant, in writing, the date and amount of annual early retirement benefits to be paid.

16.4 EARLY RETIREMENT BENEFITS

An eligible employee who takes early retirement is entitled to receive annually from the school district, the sum of \$2400 to be paid into a 403(b) account established for the retiree. The annual payment will be made for a period of six (6) years or through the year in which the retired employee reaches age 65, whichever may first occur. All benefits shall terminate at the death of the retired employee or at age 65. The maximum benefits will not be increased. The first payment will need to be made in the calendar year in which the teacher retires, so that they can still receive six (6) payments. Teachers who are rehired by the district will not be eligible to receive this payment for as long as they are employed by the district. This limitation does not apply to retirees employed as substitutes.

Amended: 8/11/08
Amended: 6/10/13

16.5 HEALTH INSURANCE

Retiring teachers shall receive the same payment for the district's group health insurance plan as is provided to all current employees. The retiring teacher must have been participating in the district's group health insurance plan for the two consecutive school years prior to the date of retirement. Board payment for health insurance will terminate at the death of the retired teacher or upon reaching age 65. Beginning July 1, 2012 (starting with the 2012-13 contract) Board payment for health insurance will be made for five (5) years or until the retired teacher reaches age 65, whichever occurs first.

Amended: 6/14/04
Amended: 6/12/10

17.0 SAFETY

Teachers or the Perry Teachers' Association may make written suggestions regarding employee or student safety. The written suggestions are to be given to the Superintendent.

Ratified: 7/14/97

18.0 TEACHER DISCIPLINE

- 18.1** The parties recognize the right of the administration and Board to discipline a teacher for good cause as determined by the Board. "Good cause" is defined as any reason put forward by the administration or Board in good faith and which is not arbitrary, irrational or irrelevant to the Board's task of building up and maintaining an efficient school system.
- 18.2** In the event material related to a complaint or a disciplinary action is placed in a teacher's personnel file, a copy of such document will be provided to the teacher. The teacher shall have the right to respond to the document within 14 days. Any response shall be retained with the original document. After a time period of 7 years from the original complaint, the teacher may notify, in writing, the clerk of the Board to have said complaint and related documents permanently removed from the teacher's personnel file.

Ratified: 7/14/97
Amended: 8/9/21

19.0 JOB SHARING

- 19.1** The Board may approve a job sharing arrangement with two or more teachers upon favorable recommendation of the Superintendent and assurances that an arrangement will be in the best interest of the district. The Board may approve the sharing arrangement with such conditions as it deems appropriate.

Ratified: 6/14/99

20.0 Dismissal Procedure

When a teacher is given written notice of a board's intention to not renew the teacher's contract, the teacher may request a meeting with the board by filing a written request with the clerk of the board within 10 days from the date of receipt of the written statement of nonrenewal of a contract. The notice shall include the reasons for the non-renewal. The board shall hold such a meeting within 10 days after the filing of the teacher's request. The meeting provided for under this section shall be held in executive session and, at such meeting, the board shall specify the reason or reasons for the board's intention to not renew the teacher's contract. The teacher shall be afforded an opportunity to respond to the board. Both parties shall have the right to have counsel present. If the teacher intends to have counsel present, he/she will notify the board at the time the request for the meeting is made. Within 10 days after the meeting, the board shall reconsider its reason or reasons for nonrenewal and shall make a final decision as to the matter.

The provisions of this section shall apply only to teachers who have completed five (5) consecutive years of employment as a teacher in the district and have started their sixth (6th) year in the district.

Ratified: 6/8/15
Amended: 6/13/16
Amended: 8/14/17

21.0 TEACHER EVALUATION

- 21.1 All evaluations are to be made in writing (electronically) and evaluation documents and responses thereto are to be maintained in a personnel file for each employee for a period of not less than three years from the date each evaluation is made.
- 21.2 Every employee in the first two consecutive school years of employment shall be evaluated at least one time per semester, by no later than the 60th school day of the semester. Any employee who is not employed for the entire semester shall not be required to be evaluated. During the third and fourth years of employment, every employee shall be evaluated at least one time each school year, by no later than February 15. After the fourth year of employment, every employee shall be evaluated at least once in every three years, no later than February 15 of the school year in which the employee is evaluated.
- 21.3 Each formal evaluation cycle will include
- a. Training and Orientation to the system
 - b. Teacher Self-Assessment
 - c. Pre-Observation Conference between teacher and evaluator
 - d. Observations (a minimum of 2 prearranged and 1 unannounced)
 - e. Post-Observation Conference between teacher and evaluator after each observation
 - f. Summary Evaluation Conference and Teacher Summary Rating
 - g. Professional Development Plan Development, as needed (see item 21.4)
- 21.4 If a teacher is found to be in the need of assistance, they will be put on one of the following professional development plans:
1. Individual Professional Development Plan: This will be used for teachers rated at least “Proficient” on all standards to assist the teacher in improving performance on specifically identified standards and elements.
 2. Monitored Professional Development Plan: This will be used for teachers rated as “Developing” on one or more standards and not recommended for dismissal. At a minimum, this plan will identify the standards and elements to be improved, goals to be accomplished, and the activities the teacher should undertake to achieve Proficiency. The timeline to achieve “Proficiency” is one year.
 3. Directed Professional Development Plan: This will be used for the teacher that is rated as “Not Demonstrated” on any standard or as “Developing” on more than one standard and not recommended for dismissal. This plan of assistance will, at a minimum, identify the standards and elements to be accomplished, and activities the teacher should undertake to achieve “Proficiency.” The timeline to achieve “Proficiency” is one year.
- 21.5 The contract of any person subject to evaluation shall not be non-renewed on the basis of incompetence unless an evaluation of such person has been made prior to notice of non-renewal of the contract and unless the evaluation is in substantial compliance with the board’s policy of personnel evaluation procedure as filed with the state board in accordance with the provisions of K.S.A. 72-2409, and amendments thereto.

Ratified: 8/9/21

22.0 Salary Schedule

| Teacher 2024-2025 Salary Schedule | | | | | | | | | |
|--|--------|----------|------------|-----------|----------|-----------|------------|-------------|-----------|
| Master's Degree= \$1,200 additive, \$500 for 2nd Masters, & \$1,200 for Doctorate. | | | | | | | | | |
| | I - BS | II - B+8 | III - B+16 | IV - B+24 | V - B+32 | VI - B+40 | VII - B+48 | VIII - B+56 | IX - B+64 |
| | Points | 160 | 160 | 160 | 160 | 160 | 160 | 160 | 160 |
| STEP/YEAR 1 | 46240 | 46915 | 47590 | 48265 | 48940 | 49615 | 50290 | 50965 | 51640 |
| STEP/YEAR 2 | 46755 | 47430 | 48105 | 48780 | 49455 | 50130 | 50805 | 51480 | 52155 |
| STEP/YEAR 3 | 47270 | 47945 | 48620 | 49295 | 49970 | 50645 | 51320 | 51995 | 52670 |
| STEP/YEAR 4 | 47785 | 48460 | 49135 | 49810 | 50485 | 51160 | 51835 | 52510 | 53185 |
| STEP/YEAR 5 | 48350 | 49025 | 49700 | 50375 | 51050 | 51725 | 52400 | 53075 | 53750 |
| STEP/YEAR 6 | 48915 | 49590 | 50265 | 50940 | 51615 | 52290 | 52965 | 53640 | 54315 |
| STEP/YEAR 7 | 49480 | 50155 | 50830 | 51505 | 52180 | 52855 | 53530 | 54205 | 54880 |
| STEP/YEAR 8 | 50045 | 50720 | 51395 | 52070 | 52745 | 53420 | 54095 | 54770 | 55445 |
| STEP/YEAR 9 | 50610 | 51285 | 51960 | 52635 | 53310 | 53985 | 54660 | 55335 | 56010 |
| STEP/YEAR 10 | 51175 | 51850 | 52525 | 53200 | 53875 | 54550 | 55225 | 55900 | 56575 |
| STEP/YEAR 11 | 51540 | 52415 | 53090 | 53765 | 54440 | 55115 | 55790 | 56465 | 57140 |
| STEP/YEAR 12 | 51905 | 52980 | 53655 | 54330 | 55005 | 55680 | 56355 | 57030 | 57705 |
| STEP/YEAR 13 | 52270 | 53345 | 54220 | 54895 | 55570 | 56245 | 56920 | 57595 | 58270 |
| STEP/YEAR 14 | 52635 | 53710 | 54785 | 55460 | 56135 | 56810 | 57485 | 58160 | 58835 |
| STEP/YEAR 15 | 53000 | 54075 | 55150 | 55825 | 56700 | 57375 | 58050 | 58725 | 59400 |
| STEP/YEAR 16 | 53365 | 54440 | 55515 | 56190 | 57265 | 57940 | 58615 | 59290 | 59965 |
| STEP/YEAR 17 | 53730 | 54805 | 55880 | 56555 | 57630 | 58505 | 59180 | 59855 | 60530 |
| STEP/YEAR 18 | 54095 | 55170 | 56245 | 56920 | 57995 | 59070 | 59745 | 60420 | 61095 |
| STEP/YEAR 19 | 54460 | 55535 | 56610 | 57285 | 58360 | 59435 | 60310 | 60985 | 61660 |
| STEP/YEAR 20 | 54825 | 55900 | 56975 | 57650 | 58725 | 59800 | 60875 | 61550 | 62225 |
| STEP/YEAR 21 | 55190 | 56265 | 57340 | 58015 | 59090 | 60165 | 61240 | 61915 | 62590 |
| STEP/YEAR 22 | 55555 | 56630 | 57705 | 58380 | 59455 | 60530 | 61605 | 62280 | 62955 |
| STEP/YEAR 23 | 55920 | 56995 | 58070 | 58745 | 59820 | 60895 | 61970 | 62645 | 63320 |
| STEP/YEAR 24 | 55920 | 56995 | 58070 | 58745 | 60185 | 61260 | 62335 | 63010 | 63685 |
| STEP/YEAR 25 | 55920 | 56995 | 58070 | 58745 | 60185 | 61260 | 62335 | 63010 | 63685 |
| STEP/YEAR 26 | 55920 | 56995 | 58070 | 58745 | 60185 | 61260 | 62335 | 63010 | 63685 |
| STEP/YEAR 27 | 55920 | 56995 | 58070 | 58745 | 60185 | 61260 | 62335 | 63010 | 63685 |
| STEP/YEAR 28 | 56435 | 57510 | 58585 | 59260 | 60185 | 61260 | 62335 | 63010 | 63685 |
| STEP/YEAR 29 | 56435 | 57510 | 58585 | 59260 | 60700 | 61775 | 62850 | 63525 | 64200 |
| STEP/YEAR 30 | 56435 | 57510 | 58585 | 59260 | 60700 | 61775 | 62850 | 63525 | 64200 |
| STEP/YEAR 31 | 56435 | 57510 | 58585 | 59260 | 60700 | 61775 | 62850 | 63525 | 64200 |
| STEP/YEAR 32 | 56435 | 57510 | 58585 | 59260 | 60700 | 61775 | 62850 | 63525 | 64200 |
| STEP/YEAR 33 | 56950 | 58025 | 59100 | 59775 | 60700 | 61775 | 62850 | 63525 | 64200 |
| STEP/YEAR 34 | 56950 | 58025 | 59100 | 59775 | 61215 | 62290 | 63365 | 64040 | 64715 |
| STEP/YEAR 35 | 56950 | 58025 | 59100 | 59775 | 61215 | 62290 | 63365 | 64040 | 64715 |

| | | |
|--------------------|-----------------------------|------------------|
| Tier One | Step 8 | \$32.56 per hour |
| Tier Two | Between Step 8 and Step 15 | \$38.68 per hour |
| Tier Three | Between Step 15 and Step 33 | \$44.82 per hour |
| Committee Work Pay | .00053 of Base | \$24.51 per hour |

Supplemental Schedule

*All Positions are based on #s

| \$46,240 | # | % of Base | \$ Amt | 5%add | 10%add | 15%add | 20%add |
|--|--------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | | 1-5 yrs | 6-10 yrs | 11-15 yrs | 16-20 yrs | 21+ yrs |
| HIGH SCHOOL HEAD COACHES | | | | | | | |
| HEAD FOOTBALL | 1 | 13.00% | \$6,011 | \$6,312 | \$6,612 | \$6,913 | \$7,213 |
| HEAD VOLLEYBALL | 1 | 11.50% | \$5,318 | \$5,583 | \$5,849 | \$6,115 | \$6,381 |
| HEAD MS/HS CROSS COUNTRY | 1 | 9.50% | \$4,393 | \$4,612 | \$4,832 | \$5,052 | \$5,271 |
| HEAD (B/G) BASKETBALL | 2 | 13.00% | \$6,011 | \$6,312 | \$6,612 | \$6,913 | \$7,213 |
| HEAD WRESTLING | 1 | 13.00% | \$6,011 | \$6,312 | \$6,612 | \$6,913 | \$7,213 |
| HEAD MS/HS TRACK | 1 | 12.30% | \$5,688 | \$5,972 | \$6,256 | \$6,541 | \$6,825 |
| HEAD GOLF | 1 | 9.50% | \$4,393 | \$4,612 | \$4,832 | \$5,052 | \$5,271 |
| HEAD TENNIS | 1 | 9.50% | \$4,393 | \$4,612 | \$4,832 | \$5,052 | \$5,271 |
| HEAD BASEBALL | 1 | 11.50% | \$5,318 | \$5,583 | \$5,849 | \$6,115 | \$6,381 |
| HEAD SOFTBALL | 1 | 11.50% | \$5,318 | \$5,583 | \$5,849 | \$6,115 | \$6,381 |
| Summer Conditioning Supervision | 8 | 4.00% | \$1,850 | \$1,942 | \$2,035 | \$2,127 | \$2,220 |
| *Total # of supervisors will split 28% | | | | | | | |
| HIGH SCHOOL ASSISTANT COACHES | | | | | | | |
| ASST FOOTBALL | 4 | 8.50% | \$3,930 | \$4,127 | \$4,323 | \$4,520 | \$4,716 |
| ASST VOLLEYBALL | 2 | 8.00% | \$3,699 | \$3,884 | \$4,069 | \$4,254 | \$4,439 |
| *ASST CROSS COUNTRY (#'s?) | 1 | 6.50% | \$3,006 | \$3,156 | \$3,306 | \$3,456 | \$3,607 |
| ASST (B/G) BASKETBALL | 4 | 9.50% | \$4,393 | \$4,612 | \$4,832 | \$5,052 | \$5,271 |
| ASST WRESTLING | 1 | 8.50% | \$3,930 | \$4,127 | \$4,323 | \$4,520 | \$4,716 |
| ASST MS/HS TRACK | 7 | 8.00% | \$3,699 | \$3,884 | \$4,069 | \$4,254 | \$4,439 |
| *ASST BASEBALL (#'s?) | 2 | 7.50% | \$3,468 | \$3,641 | \$3,815 | \$3,988 | \$4,162 |
| *ASST SOFTBALL (#'s?) | 2 | 7.50% | \$3,468 | \$3,641 | \$3,815 | \$3,988 | \$4,162 |
| *ASST GOLF (#s ?) | 1 | 6.50% | \$3,006 | \$3,156 | \$3,306 | \$3,456 | \$3,607 |
| *ASST TENNIS (#s?) | 1 | 6.50% | \$3,006 | \$3,156 | \$3,306 | \$3,456 | \$3,607 |
| MIDDLE SCHOOL COACHES | | | | | | | |
| MS HEAD FOOTBALL COACH | 1 | 9.00% | \$4,162 | \$4,370 | \$4,578 | \$4,786 | \$4,994 |
| HEAD VOLLEYBALL COACH | 1 | 9.00% | \$4,162 | \$4,370 | \$4,578 | \$4,786 | \$4,994 |
| 8TH HD (B/G) BASKETBALL COACH | 2 | 8.00% | \$3,699 | \$3,884 | \$4,069 | \$4,254 | \$4,439 |
| 7TH HD (B/G) BASKETBALL COACH | 2 | 8.00% | \$3,699 | \$3,884 | \$4,069 | \$4,254 | \$4,439 |
| HEAD WRESTLING COACH | 1 | 7.00% | \$3,237 | \$3,399 | \$3,560 | \$3,722 | \$3,884 |
| MIDDLE SCHOOL ASSISTANT COACHES | | | | | | | |
| ASST FOOTBALL | 3 | 6.75% | \$3,121 | \$3,277 | \$3,433 | \$3,589 | \$3,745 |
| ASST VOLLEYBALL | 3 | 6.75% | \$3,121 | \$3,277 | \$3,433 | \$3,589 | \$3,745 |
| ASST (B/G) BASKETBALL | 4 | 6.75% | \$3,121 | \$3,277 | \$3,433 | \$3,589 | \$3,745 |
| ASST WRESTLING | 1 | 5.75% | \$2,659 | \$2,792 | \$2,925 | \$3,058 | \$3,191 |
| Spirit Squad | | | | | | | |
| HS CHEER | 1 | 9.50% | \$4,393 | \$4,612 | \$4,832 | \$5,052 | \$5,271 |
| HS DANCE | 1 | 9.50% | \$4,393 | \$4,612 | \$4,832 | \$5,052 | \$5,271 |
| HS PEP CLUB | 1 | 3.00% | \$1,387 | \$1,457 | \$1,526 | \$1,595 | \$1,665 |
| MS Cheerleading/Pep Club | 1 | 7.50% | \$3,468 | \$3,641 | \$3,815 | \$3,988 | \$4,162 |
| MUSIC | | | | | | | |
| HS BAND | 1 | 9.00% | \$4,162 | \$4,370 | \$4,578 | \$4,786 | \$4,994 |
| MS BAND | 1 | 5.50% | \$2,543 | \$2,670 | \$2,798 | \$2,925 | \$3,052 |
| HS VOCAL | 1 | 5.00% | \$2,312 | \$2,428 | \$2,543 | \$2,659 | \$2,774 |
| MS VOCAL | 1 | 4.00% | \$1,850 | \$1,942 | \$2,035 | \$2,127 | \$2,220 |
| K/4 ELEM VOCAL | 1 | 2.00% | \$925 | \$971 | \$1,017 | \$1,064 | \$1,110 |
| BLDG Social Media COORDINATORS | | | | | | | |
| K/4 BUILDINGS (50%/per building) | 2 | 1.50% | \$694 | \$728 | \$763 | \$798 | \$832 |
| 5/8 MIDDLE SCHOOL | 1 | 3.00% | \$1,387 | \$1,457 | \$1,526 | \$1,595 | \$1,665 |
| HIGH SCHOOL | 1 | 3.00% | \$1,387 | \$1,457 | \$1,526 | \$1,595 | \$1,665 |
| BUILDING LEVEL CHAIR | 3 | 3.00% | \$1,387 | \$1,457 | \$1,526 | \$1,595 | \$1,665 |
| BUILDING LEADERSHIP MEMBER | 12 | 1.00% | \$462 | \$486 | \$509 | \$532 | \$555 |
| OTHER DISTRICT DUTIES | | | | | | | |
| MARKING JV / V FOOTBALL FIELDS | 1 | 5.00% | \$2,312 | \$2,428 | \$2,543 | \$2,659 | \$2,774 |
| LIVE STREAM COORDINATOR | 1 | 8.50% | \$3,930 | \$4,127 | \$4,323 | \$4,520 | \$4,716 |
| COMBINATION CLASS PER TEACHER | 0 | 5.50% | \$2,543 | \$2,670 | \$2,798 | \$2,925 | \$3,052 |
| OTHER SPONSORS | | | | | | | |
| KNOWLEDGE BOWL COACH | 1 | 3.00% | \$1,387 | \$1,457 | \$1,526 | \$1,595 | \$1,665 |

| | | | | | | | |
|---|---|---|---------|----------|-----------|-----------|---------|
| KNOWLEDGE BOWL COACH - MS | 1 | 2.00% | \$925 | \$971 | \$1,017 | \$1,064 | \$1,110 |
| KNOWLEDGE BOWL ASST. - MS (#'S?) | 1 | 2.00% | \$925 | \$971 | \$1,017 | \$1,064 | \$1,110 |
| PLHS STUCO | 1 | 3.00% | \$1,387 | \$1,457 | \$1,526 | \$1,595 | \$1,665 |
| FBLA SPONSOR | 2 | 5.00% | \$2,312 | \$2,428 | \$2,543 | \$2,659 | \$2,774 |
| FCL PLHS | 1 | 5.00% | \$2,312 | \$2,428 | \$2,543 | \$2,659 | \$2,774 |
| FFA | 1 | 11.00% | \$5,086 | \$5,341 | \$5,595 | \$5,849 | \$6,104 |
| JR CLASS SPONSOR | 1 | 3.00% | \$1,387 | \$1,457 | \$1,526 | \$1,595 | \$1,665 |
| SPONSOR HS CONCESSIONS | 1 | 10.00% | \$4,624 | \$4,855 | \$5,086 | \$5,318 | \$5,549 |
| PLMS STUCO | 1 | 2.00% | \$925 | \$971 | \$1,017 | \$1,064 | \$1,110 |
| FORENSICS | 1 | 8.00% | \$3,699 | \$3,884 | \$4,069 | \$4,254 | \$4,439 |
| DEBATE | 1 | 8.00% | \$3,699 | \$3,884 | \$4,069 | \$4,254 | \$4,439 |
| JOURNALISM | 1 | 5.00% | \$2,312 | \$2,428 | \$2,543 | \$2,659 | \$2,774 |
| MS YEARBOOK | 1 | 2.50% | \$1,156 | \$1,214 | \$1,272 | \$1,329 | \$1,387 |
| MUSICAL | 1 | 8.00% | \$3,699 | \$3,884 | \$4,069 | \$4,254 | \$4,439 |
| PLHS DRAMA ASST | 3 | 4.00% | \$1,850 | \$1,942 | \$2,035 | \$2,127 | \$2,220 |
| National Honor Society | 1 | 1.00% | \$462 | \$486 | \$509 | \$532 | \$555 |
| | | | | | | | |
| COUNSELING (based on % of Counselor's salary) | | | 1-5 yrs | 6-10 yrs | 11-15 yrs | 16-20 yrs | 21+ yrs |
| HS COUNSELOR -15 EXTRA DAYS | 1 | 8.02% | | 15 days | | | |
| 5-8 COUNSELOR - 10 EXTRA DAYS | 1 | 5.34% | | 10 days | | | |
| K-8 COUNSELOR - 5 EXTRA DAYS | 1 | 2.67% | | 5 days | | | |
| | | | | | | | |
| LIBRARIANS (based on % of Librarian's salary) | | | | | | | |
| K-4 Librarian - 5 EXTRA DAYS | 1 | 2.67% | | 5 days | | | |
| 5-12 Librarian - 5 EXTRA DAYS | 1 | 2.67% | | 5 days | | | |
| COACHES/SPONSORS BUS DRIVING TIME | | \$15.70/hr | | | | | |
| SPONSOR BUS TRIP | | \$25 PER TRIP | | | | | |
| SCORE KEEPER & TIMERS | | \$20 PER GAME | | | | | |
| GATE KEEPER | | \$23/2 HR SESSION | | | | | |
| K/8 MUSIC PROG SUPERVISION, OPEN HOUSES | | 0.00053 | \$24.51 | per hour | | | |
| | | \$150 PER STUDENT passing the final exam. | | | | | |
| SUMMER DRIVERS EDUCATION | | | | | | | |
| COMMITTEE WORK PAY | | 0.00053 | \$24.51 | per hour | | | |

RULE 10 SUPERVISED AIDES WILL RECEIVE 1% LESS THAN SCHEDULED AMOUNT.

(Unsupervised will be normal rate.)

| | |
|-------------|-------------|
| 1-5 years | Base Salary |
| 6-10 years | Salary +5% |
| 11-15 years | Salary +10% |
| 16-20 years | Salary +15% |
| 21+ years | Salary +20% |

THE FOLLOWING CLAUSE WILL BE INCLUDED ON M.S. BASKETBALL CONTRACTS

"Effective the 2017-18 school year, middle school basketball coaches who coach both boys and girls seasons cannot in combination earn more than the head high school basketball coach, currently at 13%"

| | | | | | | | |
|-----------------------------------|---|--------|---------|---------|---------|---------|---------|
| Inactive/Suspended Supplementals | | | | | | | |
| HEAD SOCCER | 1 | 11.50% | \$4,037 | \$4,239 | \$4,441 | \$4,643 | \$4,844 |
| ASST SOCCER | 1 | 7.50% | \$2,633 | \$2,765 | \$2,896 | \$3,028 | \$3,160 |
| MS PEP/CHEER | 1 | 7.50% | \$2,633 | \$2,765 | \$2,896 | \$3,028 | \$3,160 |
| CSDC CHAIR | 0 | 3.00% | \$1,053 | \$1,106 | \$1,158 | \$1,211 | \$1,264 |
| BUILDING LEVEL CHAIR | 3 | 3.00% | \$1,328 | \$1,394 | \$1,460 | \$1,527 | \$1,593 |
| 3 ACT PLAY | 0 | 3.00% | \$1,053 | \$1,106 | \$1,158 | \$1,211 | \$1,264 |
| K-4 COUNSELOR - 0 EXTRA DAYS | 1 | 0.00% | | 0 days | | | |
| K-4 Librarian- 5 EXTRA DAYS | 1 | 2.78% | | 0 days | | | |
| 5-8 Librarian - 5 EXTRA DAYS | 1 | 2.78% | | 0 days | | | |
| FRESHMAN BASKETBALL (CHG ASST BB) | 2 | 8.50% | | | | | |
| HEAD MS TRACK COACH (CHG ASST HS) | 1 | 1.50% | | | | | |

| | | | | | | | |
|--|----------|---------------|----------------|----------------|----------------|----------------|----------------|
| MARKING/DRAGGING BB&SB FIELDS | 1 | 1.50% | | | | | |
| PEP CLUB & CHEERLEADING | | | | | | | |
| Head Spirit Squad | 1 | 14.00% | \$5,838 | \$6,130 | \$6,422 | \$6,714 | \$7,006 |
| Asst Spirit Squad | 1 | 8.00% | \$3,336 | \$3,503 | \$3,670 | \$3,836 | \$4,003 |

2018-19 CHANGES

| | | | | | | | |
|--|----------|--------------|------------|------------|------------|------------|------------|
| 8TH HEAD (B/G) BASKETBALL COACH | 2 | 8.00% | \$0 | \$0 | \$0 | \$0 | \$0 |
| MUSICAL | 1 | 8.00% | \$0 | \$0 | \$0 | \$0 | \$0 |
| PLHS DRAMA ASST (50% each) | 3 | 4.00% | \$0 | \$0 | \$0 | \$0 | \$0 |

23.0 PREVIOUSLY NEGOTIATED ITEMS

An archival record of previously negotiated items will be maintained at the district office and on the district file server. Assistance in accessing this record can be obtained by contacting the district office.

Ratified: 6/8/15