2008 - 2011

AND LIBRARIANS
FOR TEACHERS, COUNSELORS
COLLECTIVE BARGAINING AGREEMENT
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B. RECOGNITION

The board recognizes the right of employees in the Teachers' Unit to belong to such legal and recognized labor, social, and fraternal organizations as they desire.

The recognition of each organization is based on the vote of the membership in the Teachers' Unit, with the right to associate with any group in the Teachers' Unit.

ARTICLE II. UNION AND MANAGEMENT RIGHTS

1. For above.

2. To be free from discrimination in personal practices because of their membership in

3. To suspend and decide to recognize and negotiate shall be immediately after the terms of this agreement, the terms thereof shall be immediately

4. These discussions will follow the same schedule for exchange of offers and discussion of items, unless another schedule is mutually

5. The District Administration will meet at a mutually agreed upon location to exchange discussion

6. The term of this agreement shall remain in effect until August 1, 2011.

EMPLOYEE DISCUSSION - GUIDELINES

ARTICLE I. TERM OF AGREEMENT


E. Union Communications

An individual employee's legal right to privacy.

D. Majority Representative Information

Origin, sex, age, marital status, or disability.

C. Non-Discrimination By The Majority Representative

Elections may be authorized only in even numbered years.

Should an election be required, that election shall occur prior to the end of the school year.

Elections shall be conducted with twenty-four (24) months a majority representative or group of employees shall displace the majority representative. No petitioning organization or group of employees shall displace the majority representative. No petitioning organization or group of employees shall displace the majority representative of the unit described above and shall be on whether a petition provided by the district of approved by the above and shall be on whether a petition provided by the district on the signature of at least thirty percent (30%) of the unit described

The majority representative shall be referred to as the Teachers' Unit.

F. Visits to Schools

The on-site union representative will be responsible for maintaining the union bulletin board. Union communications may also be placed in the employee pick-up boxes.

The union representatives may visit schools only before and after school or during lunch.
7. Membership dues shall be forwarded to the appropriate employee organization. Consequences of deducting such membership dues:

a) The organization executes an agreement satisfactory to the District, its Board and its agents and employees. Harassment for the purposes of a number of authorizations equal to ten percent (10%) of the organization has been filed by the organization.

b) No application for dues deduction has been filed by the organization.

c) The organization executes an agreement satisfactory to the District, its Board, and its agents and employees. Harassment for the purposes of a number of authorizations equal to ten percent (10%) of the organization has been filed by the organization.

H. DEED OF DUES FOR MEMBERSHIP IN THE KCFT & SRP - LOCAL 691

Consent

These discussions with prescribed limits and limitations to be worked out by mutual agreement
shall be given released time from their duties as an employee of the District to participate in
representative members of the Teacher's Unit in discussions with representatives of the District
individual employees by the District and chosen by the recognized majority representative to

G. RELEASED TIME FOR UNION DISCUSSION TEAM MEMBERS

Preparation periods shall be utilized for the purpose of representative visits, except in

Building procedures for visits by signing at the office and security desk. Representative visits shall report to the school office. The building administrator is not available. The union

Emergency situations.
L. MANAGEMENT RIGHTS CLAUSE

Regulations applying to employees using the facilities.

The District shall provide one (1) parking space for the majority representative of the Teacher Association. Teachers, with all expenses, may park in the space if the majority representative of the teacher's union is present. The District shall provide one (1) parking space for the majority representative of the teacher's Association, Teachers, with all expenses, may park in the space if the majority representative of the teacher's union is present.

K. MAJORITY REPRESENTATIVE PARKING SPACE

The District and the KCTF & SRF will post the CBA on their respective websites.

Representatives at each school:

1) 250 copies to the Union which will include distribution of copies to the building office at each school and
district. One copy will be placed in the library and one in the main office at each school.

The CBA will be distributed as follows:

Collegiate bargaining agreement for Teachers, Counselors, and Librarians.

The District and the Union shall equally share the cost of printing 500 copies of the CBA.

4. PUBLICATION OF THE COLLECTIVE BARGAINING AGREEMENT (CBA) FOR TEACHERS, COUNSELORS, AND LIBRARIANS

4) Such deducted amounts will be forwarded to the KCTF & SRF within ten (70) days.

J. EMPLOYEES' SPECIAL DEDUCTION
2. Training and professional development:

1. The strategic direction of the District:

The District and the Union agree that it is in their mutual interest to be involved in a collaborative process in the following areas:

The District and the Union agree to collaborate on recommendations, propose and evaluate solutions and agree on recommendations.

ARTICLE III. LABOR MANAGEMENT COLLABORATION

Exercised consistently with the other provisions of this agreement, the KMSD and the Union shall not interfere with the Board of Education’s right to manage the District.

It is understood and agreed that the Board of Education possesses the sole right to operate:

1. Determining job functions.

and determining the size of the management organization.

2. Determining job content and providing timely notice of any changes to the employee.

6. Allowing employees to be represented by the employees.

7. Determining employee qualifications, establishing hiring procedures, and hire and fire all employees.

8. Determining the size of the management organization.

9. Determining the type and quantity of supplies and services.

3. Managing and controlling all fiscal affairs of the District.

5. Determining the number and location of employees.

4. Establishing and revisions of school policies.

2. Adapting policies, rules and regulations.

1. Exercising authority over the executive management and administrative control of the District.

of the District and all of its properties, facilities, and equipment, and the activities of the District.
any changes and/or modifications that may become necessary during the year.

b. The ARAC will evaluate programs, initiatives, and assessments on an on-going basis. Provide feedback to the Superintendent and make recommendations for consideration and final approval.

c. The ARAC will submit recommendations to the Superintendent for textbooks/instructional materials, programs or initiatives in any specific subject area. Program or grade level, etc. Organize subcommittees when the District considers the adoption of a new program or grade level.

2) Purposes of the ARAC:

b. The ARAC will meet on a monthly basis.

c. Seven members appointed by the KCF & SRP.

3) Organization and Structure of the ARAC:

The Academic Review/Advisory Committee ("ARAC") will be organized as follows:

a) The KCF & SRP and the KMSD recognize that teacher input into the selection of text-

A. ADOPTION OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

place outside of the normal school day or during non-instructional time. All committee meetings will be held on a voluntary basis.

COLLABORATION COMMITTEES

Management collaboration committees.

During the first semester of the 2008-2009 school year, listed below are the current labor

Employee benefits programs.

- Discipline resolution and

Local school governance.

- Teacher performance evaluation.
II

3) The CODE shall consist of ten (10) members, five (5) members each appointed by the Superintendent: At least three (3) of the members appointed by the Superintendent: At least three (3) of the members appointed by the Superintendent.

2) Changes in the Code of Student Conduct shall be completed by the beginning of each school year.

3) The Superintendent shall design the Code of Student Conduct and report on such complaints to the Superintendent.

4) Investigate complaints concerning non-implementations or non-compliance with policies and regulations, and take corrective action.

5) Provide an annual review of the Code of Student Conduct and make recommendations to the Board.

6) The functions of the CODE shall be to:

   a) Establish a Committee on Discipline Enforcement (CODE).

B. COMMITTEE ON DISCIPLINE ENFORCEMENT (CODE)

The Superintendent will submit the recommendation of the Subcommittees to the ARAC.

1) The ARAC will submit the recommendation of the Subcommittees to the Superintendent, who will issue the final decision.

2) The Superintendent shall be responsible for the implementation of the recommendations.

3) The Committee of the Superintendent will be to implement, evaluate, and make recommendations regarding the adoption of textbooks and instructional materials.

4) The Superintendent shall meet as determined by the ARAC.

5) The Superintendent shall select Curriculum experts and other district administrators as needed. The Committee shall consist of up to twenty (20) KMSD teachers from the applicable subject areas or grades.
D. EMPLOYEES INSURANCE COMMITTEE

Other than Staff Advisory Committee members may attend the meetings.

The Staff Advisory Committee meetings shall be open meetings. School instructional staff, existing rules, regulations and procedures before they are implemented
advice of and discussion with the Staff Advisory Committee any new rules and changes in
The school administration or his/her administrative delegate shall, except in emergencies,

promtply. Supplies shall be distributed among teachers on an equitable basis.

(6) During the school year, supplies received shall be made available to teachers

(7) All supply orders within budget limitations are sent to the proper agent.

(5) Assigning the building administrator in the ordering and distribution of classroom

(4) forwarding suggestions regarding modifications on the code of student conduct to

(3) analyzing data on discipline and making recommendations to resolve discipline

(2) forwarding the preparation of agendas for faculty meetings.

(1) discussing concerns, recommendations, and proposals from the instructional staff

Building Administrator, or designee, for the purposes of.

The function of the Staff Advisory Committee shall include meeting with the

The committee shall be no less than four (4), but no more than eight (8) members.

The term of office for these members shall be one (1) year. The size of the Staff Advisory

The elections for Staff Advisory Committee members shall be no later than September 15.

Each school shall have a majority of instructional staff so desires. At least two

2. STAFF ADVISORY COMMITTEE

(2) of the members appointed by the KCF & SRP shall be teachers.
actions in emergency situations.

The parties agree to cooperate in arranging special or emergency meetings to insure prompt
common concern shall be subject to informal discussions upon the request of either party,
matters not specifically covered by the COLLECTIVE BARGAINING AGREEMENT, but of
monthly.

they wish to discuss. If no agenda is submitted by either party, no meeting will be held that
subject to the other, no later than two (2) days prior to the meeting. An agenda covering what
AGREEMENT and to resolve problems that may arise pertaining therein. Each party will
meetings shall be to review the administration of the COLLECTIVE BARGAINING
and the district representatives of the Superintendent and the majority representative of
teachers may, at the request of either party, meet on a mutually agreeable day each month
in order to provide continuous cooperation between the majority representative of teachers

F. MONTHLY DISCUSSION MEETINGS

Joint-training team.
The KCF & SRP and the district will each appoint three to five persons to serve on the

Bargaining Agreement.

The training is to ensure that all parties are made aware of the provisions in the Collective
of each year unless both parties mutually agree to extend the date for training. The purpose
administration of the Collective Bargaining Agreement. The training will be held in August

G. JOINT TRAINING ON THE COLLECTIVE BARGAINING AGREEMENT

update meetings.

(2) The Employees' Insurance Committee will participate in the monthly insurance

other such administrative departments as designated by the district.

(3) The task force shall be comprised of the employees' insurance committee and

Insurance Task Force:

a) The Human Resources Department will develop Requests for Proposal (RFP's)

b) The Human Resources Department will present at least three (3) options

to vendors for the health, dental and vision insurance.

d) The health insurance Task Force, including the employees' insurance Committee,

available by the human resource Department.

Employee's insurance committee will examine basic products and coverage made
the health insurance Task force modifying the recommendation of the health

assuming there are three responsible bids to the Request for Proposal (RFP's)
D. EMPLOYEE MEETINGS

shall be given the opportunity to arrange for the presence of a representative.

Before any employee is called in by an administrator or supervisor for formal disciplinary action of a serious nature that would result in at least a written reprimand, the employee's or employees shall be handled in a private and professional manner.

The right of management to reprimand employees shall not be abrogated. However, real

C. DISCIPLINE AND PRIVACY OF EMPLOYEES

Teachers and students in a suitable learning environment of the instruction for school-wide announcements shall occur only at specified times during the school day. The schedule will be posted.

1) Use of the Internet for school-wide announcements - Except in an emergency, use

B. CLASSROOM INTERRUPTIONS

Independent inquiry to reach their own conclusions regarding controversial issues. Employees do not give up their constitutional rights during working hours. Academic

A. ACADEMIC FREEDOM

ARTICLE V. GENERAL PROVISIONS

Representatives should include Elementary, Middle, Secondary, Special Education and Administration. The membership shall be limited to one month prior to the initial meeting. Team members shall be limited to the number of teachers to serve on this committee. The District and

C. TEACHER PERFORMANCE ASSESSMENT ADVISORY COMMITTEE
H. PERSONNEL RECORDS

K. VISITS TO DISTRICT PROPERTY EVENTS

3) Conduct during parental conferences shall be subject to school board policy.

assist the student.

written explanation of the efforts made to schedule the conference, as well as

a parent/teacher conference cannot be scheduled. the teacher shall provide a

b) The teacher shall attempt to contact the parent within twenty-four hours. Where

(3) The teacher shall meet with the parent at the first opportunity, or

occur:

2) In those situations where a principal recommends that a parent/teacher conference

during non-teaching time. They shall not occur during the daily five lunch period

Conference arrangements shall occur only

a) Parent/teacher conferences shall be arranged by appointment, at a time mutually

C. PARENT-TEACHER CONFERENCES

approved.

Teachers' lunch shall be provided to all members of the unit within thirty (30) days of

Copies of all new policies affecting the employment or working conditions of members of the

F. NEW POLICIES AFFECTING UNIT

full school day.

Except for emergency release of schools due to inclement weather, school closings will be for a

District for school closings will be programmed so that employees of earlied schools will

and television stations of the closing. The recorded phone message system used by the

a.m. The District will first post the closing on the District website page and then, notify radio

administration will make every reasonable effort to notify employees of the closing by 5:15

On days that schools are closed due to extreme weather conditions or emergencies, the

E. INCLEMENT WEATHER COMMUNICATIONS

Policy regarding to use of District property by members of the public.

professional activities. All other building usage by employees shall be subject to Board
Employment in the District. Such days shall include authorized absences.

Seniority (length of service) shall be defined as the number of consecutive days of

K. SENIORITY

Elementary classroom teachers on an equitable basis. The elementary classroom teachers shall be allowed for the maximum possible instruction as well as providing released time for scheduling of the Art, Music, Physical Education, Computer Teachers, and Librarians for teachers.

Provision for Certified Staff and any other applicable policies dealing with the normal day.

All such scheduling within the building will be in accordance with Section V, Workday. All such scheduling within the building will be in accordance with Section V, Workday.

Advisory Committee and the effect on the Art, Music, Physical Education, Computer Teachers, Educational, Computer Teachers, and Librarians.

The District determines the building-by-building scheduling of the Art, Music, Physical Education.

COMPUTER TEACHERS AND LIBRARIANS

SCHEDULES WITHIN A BUILDING FOR ART, MUSIC, PHYSICAL EDUCATION.

Development.

Teacher's survey data will be used to assess the effectiveness of the professional.

Teacher's survey data will be used to assess the effectiveness of the professional.

1. Twenty hours (20) of professional development on classroom management will be offered at the beginning of the year.

2. Sixteen additional hours will be offered as an option to fulfill new and beginning classroom management during one day of new and beginning teacher orientation.

Teacher's survey data will be used to assess the effectiveness of the professional.

Teacher's survey data will be used to assess the effectiveness of the professional.

PROFESSIONAL DEVELOPMENT ON CLASSROOM MANAGEMENT

On action of the Board.

Members of the School Board shall not have access to employees' personnel records except

record shall not be transmitted to the employee at the time of insertion in the record.

activities during employment by the District placed in an employee's central personnel

from examination for any other legitimate purposes. A copy of any material which relates to

provisions shall be made to assure privacy of personnel records and to protect the records

administration.
C. Unsafe or Hazardous Conditions

Employees shall not be required to work under unsafe or hazardous conditions, of to
the source and/or extent of the condition.

The concern will be assessed by appropriate district staff to identify
immediate supervisor. The concern will be assessed by appropriate district staff to identify

O. Unsafe or Hazardous Conditions

Institutional administration
without a written directive from the Superintendent or his or her designee at central office
Superintendent. However, a classroom teacher shall not be required to revise a grade
obligation to participate in any review of the grades by the building administrator and
The classroom teacher shall be responsible for assigning grades to students, along with the

N. Teacher Responsibility for Grades

members. Every effort shall be made to provide appropriate space to Inherent bargaining unit

M. Space for Inherent Personnel

and clean blue jeans may be worn.

One day each week will be designated by the district as a casual dress day in which neat
his/her conduct should set a positive and professional example for pupils to imitate.
In addition, an employee’s dress should be neat and clean and
covered-collars, or dress slacks. Denim fabric may be worn as long as it is not in the form of overalls.
midriff area, backsides un dress, and tight-fitting athletic wear together with
and clean shoes, black shorts, see-through clothing, layered tops, or blouses which expose the

The implementation of this policy calls for sensitivity, tolerance, and intelligent actions on the

An individual’s social activities, conduct and dress should be a personal matter. He/she
when and/or encourage the freedom of others. Within the limitations expressed below:

I. Social Activities, Individual Conduct and Dress
E. WORK YEAR FOR SECONDARY COUNSELORS

Year:
(1) Counselors will work fifteen (15) days longer than teachers as scheduled by the principal of the school where the counselor is assigned.
(2) Counselors will be notified of their starting date prior to the close of the preceding school year.
(3) Counselors may be asked to report early for duty before the beginning of their work year.
(4) All work shall be on a voluntary basis and must be approved by the Superintendent.

B. WORK YEAR FOR SECONDARY COUNSELORS

The school calendar will include one full-week of five continuous workdays at the spring break. During the 2008/09, 2009/10, and 2010/11 school years, the school calendar will include one full-week of five continuous workdays at the spring break. These days will be paid by the district. During the course of the school year, the three (3) additional days of professional development time will be scheduled by the Superintendent following the last day of the school calendar.

Professional Development Time:
(1) Teachers Workday for room and lesson preparation – one and one-half day.
(2) Staff Development – three days.
(3) Building Preparation for the opening of school – one half day.

School Year:
These days shall be designated as such:
Teaching staff shall be required to report to school 5 days prior to the beginning of the school year, except counselors and librarians.
Members of the teaching staff, except counselors and librarians, shall work one hundred and eighty-five (185) days.
7) Memorial Day
6) Martin Luther King, Jr.'s Birthday
5) Spring Vacation (as designated by the Board)
4) Presidents' Day
3) Winter Vacation (as designated by the Board)
2) Fall Vacation - Thanksgiving (as designated by the Board)
1) Labor Day (when school opens before Labor Day)

Holidays for Teachers shall be:

Day on the day before the holiday and the day after the holiday.

To be eligible for holiday pay, the employee must work on or before the accumulated sick leave.

When a holiday falls on Sunday, it shall be observed on the Monday following.

When a holiday falls on Saturday, it shall be observed on the Friday preceding, and when
school days in the following fashion:

Teachers shall be allowed days off and be paid for holidays which are observed on normal

D. HOLIDAYS

3) Librarians shall receive their regular daily rate of pay for all extra days worked.

2) Three (3) days shall be after the regular teacher work year to inventory and close
the library for the summer.

1) Librarians shall work two (2) days before the regular teacher work year to prepare
for the opening of school.

C. WORK YEAR FOR LIBRARIANS

a) Two (2) Consecutive days longer than ten (10) days.

b) Teachers shall receive their regular rate of pay for such voluntary

attendance and/or designation.
Additional Professional Development Meetings:

2) The Board of Directors shall develop with early release on the fifth (5th) calendar date and approved by at least two (2) board members of time for professional development with a 2.5 hour block of time for each school year. These hours will be used for professional development and not as credit hours. The professional development time will be used for the preparation of the school year, the preparation of the teachers, and the time of the school year. The Board of Directors shall determine the schedule of hours for the preparation and implementation of the professional development meeting.

1) Professional Development

B. Other Workday Provisions

1) Teachers shall participate in the professional development days at

- Have a thirty (30) minute duty-free lunch period.
- Teachers' and
- Provide general assistance with students of students or school programs for five (5) minutes.
- Have an additional forty-five (45) minutes of preparation time each day except that
- Have any minutes of on-site individual planning time.
- Have thirty (30) minutes of on-site individual planning time.
- The teacher shall have the teacher's schedule.
- The teacher's schedule shall include up to seven (7) hours and thirty (30) minutes.

A. Teacher Workday

Article VI. Workday Provisions for Certified Staff
21

Administrator to submit them at a later date.

Teacher work year unless they have made arrangements with the building

(4) Teachers shall submit report cards or grade sheets on the last day of the

Student Evaluation and Report Cards

4) Contented Programs:

Encouraged to participate voluntarily in all school extra-curricular and public

Meetings of programs shall not exceed three (3) hours in English. Teachers are

(b) No more than two Open Houses or similar public-attended programs. Such

1) Two officially designated parent/teacher conferences as scheduled by the

Conferences and Activities - Teachers will attend and participate as listed below:

10) Faculty meetings per year:

(1) Rescheduled/appointments, emergency meetings will not count toward the ten

Rescheduled Faculty Meeting due to unforeseen emergencies or previously

administrated small schools.

II. All meetings will not exceed two (2) hours in length and will include any

Facility Meetings—No more than ten (10) may be held per year.

During the Summer months—At least forty-five (45) calendar days.

During the regular school year—at least fifteen (15) working days.

10) Notice for such professional development sessions/meetings shall be as listed

II. Professional development sessions/meetings shall be as listed

III. All meetings will be held before/after the students' school day.

session meetings shall not exceed one hour beyond the regular workday.

Meeting hours will not exceed one (1) hour in English and will include any

Schedule for Workshops (page 22)

Schedule for Workshops (page 22)

The purposes of such professional development sessions/meetings shall be as listed

regular meeting for each Teacher thatitzer (30) hours available for professional

Teacher shall be given at least three (3) full working days after the end of the

(3) From the end of the grading period:

Number of mid-quarter grading periods to submit report cards or grade sheets,

with the exception of the final grading period.

Teacher Work Year unless they have made arrangements with the building.
respected to confidentiality between counselor and counselor. It makes the

22

D. Have the right to exercise confidentiality in protecting the counselor/student


3) Other Workday Provisions - Counselors and Librarians shall adhere to the provisions

2) Within the seven (7) hour and thirty (30) minute workday, the counselor or librarian

C. COUNSELOR AND LIBRARIAN WORKDAY

ed for individual planning time.

used for individual planning time.

2) Portions of the workday not designated for particular use in this provision shall be

maximum of three (3) per semester.

made to schedule the number of lesson preparations not to exceed the

of the department, and special offerings of the department. Every effort shall be

shall be kept at the minimum consistent with the teacher's subject or field. Size

(b) In scheduling of secondary school classes, the number of lesson preparations

seccession without a planning period or duty-free lunch period. A clock hour is

in no case will teachers be scheduled for more than four (4) clock hours in

5) Scheduling of Teachers' Classes
C. TRANSFER OF A TEACHER FROM ONE SCHOOL OR PROGRAM TO ANOTHER

 ...unless procedures A or B is followed as described below. Such transfers shall be

Voluntary if possible...
Interview process and make recommendations to the principal. If the principal has not made a decision, then the Committee will document the recommendation, and the Committee will send their recommendation to the principal.

2) Each member of the Teachers’ Unit may interview up to three selections for the position.

3) A vacancy becomes available from June 10 to June 15.

4) Voluntary Transfer Process

(1) On March 5 of each year, the Human Resources Department will make available to members of the Teachers’ Unit who request voluntary transfers at a list of all known vacancies up to and including the vacancy.

(2) Members of the Teachers’ Unit, who request voluntary transfers will be assigned vacancies through March 15, consistent with the deadlines for the vacancies.

(3) If a vacancy becomes available from March 16 to March 31, the deadlines for the vacancies will be assigned consistent with the deadlines for the vacancies.

(4) Whenever a teacher transfers from a particular school of program to another school of program, that teacher may not cause the transfer of another teacher from that receiving school or program.
B. Definitions

A. Declaration of Purpose

Article VII. Grievance Procedure

(4) Resolution - The resolution of school’s, if necessary, will comply with all applicable state and federal laws/legislations.

(3) Other Involuntary Transfers - Other involuntary transfers necessary by declining performance-based teacher evaluation, Volunteers may be considered.

(2) School Closings - All involuntary transfers caused by school closings shall be based on certification and length of service in the district.

(1) Disciplinary - Disciplinary transfers, when necessary, shall be for just cause and shall follow a conference with the human resource relations/relations specialists.

Procedure B. Involuntary Transfer

(6) Members of the Teachers’ Unit who have requested a voluntary transfer shall be notified on or before the 1st of July to explain the reason for their request to the district leadership and the union leadership or their designees, shall meet to reach an

A “grievance” is an alleged violation of claimed misinterpretation or claimed misinterpretation of the terms and conditions of this agreement, a Board policy or an administrative regulation directly related to working conditions of employees.

A “grievance” is an alleged violation of claimed misinterpretation or claimed misinterpretation of the terms and conditions of this agreement, a Board policy or an administrative regulation directly related to working conditions of employees.

In the unit, and directly related to KCF and SRP on behalf of a group of employees in the unit and directly related to

 adopted administrative regulation filed by a group of employees in the unit or the
and the nature of the alleged violation; and
(ô) Conditions and specific statements of all the facts giving rise to the grievance

(b) Administrative regulation alleged to have been violated or misinterpreted;

(a) Identification of the specific contract section, School Board policy, or

(5) All grievances shall be in writing and shall include the following:

Superintendent

and the grievant is encouraged to present his/her grievance orally to the immediate

(4) At any step, upon request, the grievant may be accompanied by a representative

each step of the grievance procedure and transmitted to the Union and the Grievant.

(3) Except for decisions prior to Step One, all decisions shall be rendered in writing at

Proceedure.

shall be presented at that step, and the grievance shall be decided according to

(2) In the situation where new, relevant information comes to light, subsequent to any

(1) Details of grievance proceedings shall be kept confidential unless otherwise

C. PROCEDURES AND TIMELINES

Expediency must be the criterion of the evidence and arguments of the parties.

Expedited Arbitration shall be defined as the method of arbitration which will most

decisions at a designated step of the grievance procedure.

"Hearing Officer" shall mean the individual charged with the duty of rending

"District" shall mean the Kansas City Mission School District (KCSD).

"Personnel (KCF & SPR)

"Union" shall mean the Kansas City Federation of Teachers & School-Related

processing of grievances;

The term "Step" refers to the separate and distinct procedures to be followed in the

group of members of the bargaining unit no later than the date of the Step Two hearing;

members of the class no later than the date of the Step Two hearing.

working conditions of employees in the unit. Every effort will be made to identify all
to assess outstanding grievances and to seek resolution to such grievances.

16) Representatives of the Legal Services Department and the Union will meet monthly

satisfied within forty (40) calendar days from the date of the award.

issues otherwise agreed to by the parties, any settlement documents, orders and

5) Unfair dismissal, harassment, and discrimination complaints shall be reported pursuant to Board

6) Discrimination and harassment policies shall be reported pursuant to Board

otherwise possess.

employee shall have the right to pursue any legal remedies which he/she might

employee, but if appropriate and after exhausting the grievance procedure, en

1) Responding to the grievance procedure shall not constitute an election of remedies by

5) Responding to the grievance procedure shall not constitute an election of remedies by

4) Any meaning pursuant to this grievance procedure shall be conducted at a time and

at his/her own expense, to legal and/or stenographic assistance.

3) After any grievance proceeding has reached Step Two, any party shall have the right,

10) Grievances arising from the action of an official, other than the immediate supervisor

to confirm and cross-examine all witnesses.

8) The Union and the District agree to facilitate any investigations which may be

rebreath representative of the Union shall receive copies of all filed grievances.

9) The Union and the District shall have the right at all steps of a grievance proceeding

7) The majority representative of the Union shall be temporarily suspended.

6) Time limits specified in the procedure may be changed by mutual agreement

specific relief requested.

5) Time limits specified in the procedure may be changed by mutual agreement.

4) Time limits specified in the procedure may be changed by mutual agreement.

3) Time limits specified in the procedure may be changed by mutual agreement.

2) Time limits specified in the procedure may be changed by mutual agreement.

1) Time limits specified in the procedure may be changed by mutual agreement.
The grievance mediation appeal to Step Four (Advisory Arbitration) 

of the grievant may be filed within ten (10) working days after the conclusion of 

the grievance is not satisfactorily resolved through grievance mediation, the 

(a) Federal Mediation and Conciliation Services (FMCS) on any grievance. 

(b) Grievant shall present his/her decision in writing on the "Employee Grievance Form", to 

designed Hearing Officer. 

(c) The initial step of the grievant shall have been known to the grievant at the time such grievance 

were the grievant is to be resolved, the hearing. 

(d) Within ten (10) working days after receiving the step two appeal, the 

(e) Step Two - Hearing Officer 

Employee Grievance Form to the grievant. 

(f) Within five (5) working days after receiving the written "Employee Grievance 

Form", the principal or immediate supervisor shall hold a meeting with the 

(g) If the grievance is not resolved at step one, and within ten (10) working days of 

(h) Immediate supervisor shall have known of the grievance. 

(i) The costs of the arbitration, including expenses, shall be borne equally by the District 

(j) Each party will submit to the other not later than one week prior to the meeting, a list
The decision will be final.

(b) The Superintendent and/or designee may review the documentation and written
request reviewed at step five (Supplemental Review).

(a) Within ten (10) days of receiving the decision at step four, the grievant may

5) Step Five - Supplemental Review

employ in the hearing due to unique circumstances.

Nothing herein shall prohibit the parties from agreeing to modify the procedure
within seven (7) working days of the hearing.

The arbitrator shall render a brief and cogent ruling in writing within seven (7)
hours. No post hearing

examination and rebuttal of evidence.

Additional time as determined by the arbitrator shall be allowed for cross

hearings shall be limited to four (4) hours.

(c) Procedures governing expedited arbitration shall be the same as those

employed in arbitration except as follows:

Procedures governing expedited arbitration shall be modified as follows:

1. The voluntary labor arbitration rules of the FMCS shall apply to the arbitration

when the discovery of said information.

cases that were beyond the good faith knowledge of either party, until such
grounds of evidence which has not been previously disclosed to the other
process.

Either party will be permitted to present in the arbitration

of the non-dispositive agreement.

Any party shall bear the full cost of its representation in the arbitration

the date of the arbitration hearing will be set.

The arbitrator shall be notified of the dispute by the FMCS,

Within ten (10) working days of the appointment of the arbitrator by the FMCS,

The arbitrator shall submit a list of seven (7) arbitrators,

An authorized representative of the Union of the grievant shall request the

(b) Procedures governing expedited arbitration are listed below.

'"' Demand for arbitration or expedited arbitration.

Consolidation of the grievance mediation, the Union of the grievant may file a
Office from the Human Resource Department or within ten (10) days of the
Within ten (10) working days of receiving the decision of the designated hearing

4) Step Four - Advisory Arbitration
Each employee does not have five (5) days of sick leave, an employee may take an unpaid leave.

D. Bereavement

Relationship: Grandchild, anyone of like relationship by marriage, of a case by case analysis or underlined serious health condition of the employee’s grandparent, parent, sibling, spouse, child, or in the event of absence for up to a total of five (5) days of paid and unpaid combined because of the employee does not have five (5) days of sick leave, an employee may take an unpaid leave.

Each employee shall be allowed to use up to five (5) days sick leave allowance of if the employee does not have five (5) days of sick leave allowance. If the employee does have five (5) days of sick leave allowance, the employee shall be allowed to use up to five (5) days sick leave allowance of if the employee does not have five (5) days of sick leave allowance.

C. Serious Health Condition of Certain Family Members

Duration of absence and/or disciplinary action for unestablished absence, if any, and the reason for non-certification of Illness may result in non-certification of Illness or Injury.

1. If the employee is absent five (5) or more consecutive days for personal illness or injury:

   a. Administrators: An employee may be required to provide a doctor’s certificate to the principal or building administrator.

   b. Principal or Building Administrator: Sick leave allowance may be used in the event of personal illness or injury. Sick leave, for such illness or injury, shall not exceed one (1) day per semester.

B. Personal Illness or Injury

Night school teachers shall be allowed one (1) night of sick leave pay per semester.

A. Sick Leave - Earned

Article IX. Absences and Leaves
Information to be Provided by the Employee

(5) Information to be provided by the employee

The employee will provide information regarding the nature and causes of any absence or illness. This information will be used to determine eligibility and duration of sick leave.

4) Extension of Accumulated Days

Any additional days beyond the initial allocation may be extended. These days may be used concurrently with other forms of leave, such as vacation or personal time.

3) Replacement of Sick Leave Days

A balance of sick leave days will be credited to the employee's account. These days may be used for future absences.

2) Initial Employment Contribution for Sick Leave Bank Membership

The initial contribution for sick leave bank membership is due at the time of employment. This contribution will ensure eligibility for sick leave benefits.

1) Eligibility

Eligibility criteria for sick leave benefits are based on employment history and the nature of the absence.

E. Sick Leave Bank

The Sick Leave Bank is a voluntary fund established by the District to provide support and assistance to employees who are unable to work due to illness or injury. The bank is funded by contributions from employees and is intended to replace lost wages.

Like relationships by marriage, or by case of illegitimacy or undetermined relationships,

ofAscensoforup to a total of five (5) days of paid and unpaid combined because of the death of son, daughter, spouse, parent, grandparent, sister, brother, fiancé or anyone of the deceased's family or anyone of the employee's family, or for the purpose of the Sick Leave Bank.
and each employee representative.

Upon request a copy of each report shall be automatically provided to the district.
The quarterly reports and annual audits shall be made available to the membership.

The Governing Committee in cooperation with the District shall provide quarterly
reports of usage and costs of utilization of Sick Leave Bank Days.
The Governing Committee, in cooperation with the District, shall provide quarterly

Reports and Audits.

the need arises.

The committee shall meet during normal working hours and shall meet on an emergency basis.

additional meetings may be scheduled on a monthly basis if

The committee shall meet at the request of the governing committee.
The committee shall meet quarterly.

From the membership, the committee shall be appointed, and

and from the membership, the committee shall be appointed.

following the guidelines of the Sick Leave Bank.

The committee shall be responsible for the operation of the Sick

The committee shall be responsible for the operation of the Sick


(8) Governing Committee

The Sick Leave Bank shall be managed by a Governing Committee.
The Governing Committee shall be appointed by the Superintendent.

(3) members named by the Superintendent,

and three (3) members named by the Administrators,

member named by local 12, one (1) member named by the KCEF and SRP, one (1)

(9) The committee shall be appointed by the governing committee.

Reimbursement of Sick Leave Bank Days

Reimbursement of Sick Leave Bank Days as the result of a qualifying long-term

Employees who use Sick Leave Bank Days as the result of a qualifying long-term

(6) Right of Examination

The employee shall comply with all reasonable instructions.

examinations of the employee at reasonable intervals.

The District may require the employee to be examined by a

The District may require the employee to be examined by a

(5) Prior to granting Sick Leave Bank Days to a qualifying employee, the Governing

Committee shall provide a physician's report and other documentation setting forth the nature of the

At the time of application for usage of Sick Leave Bank Days, the employee shall

employees of the employee at reasonable intervals.

The District may require the employee to be examined by a

examinations of the employee at reasonable intervals.
BACKGROUND:

With the passage of a work related assault shall be without loss of pay or use of personal

The court appearance of any employee so assaulted or called as a witness in connection

there shall be no loss in benefits or reduction in accumulated sick leave.

(3) During the time that the employee is on assault leave, pursuant to this provision,

assault leave for a maximum of 10 working days.

(2) In addition to the workers’ compensation benefits, the member shall be granted

State of Missouri

compensation, subject to the worker’s compensation laws and procedures of the

1) To be eligible for assault leave, the member must apply for and be granted workers

leave. Subject to the following conditions:

Any member of the bargaining unit, acting in the course of his/her assigned duties, who

G. WORK-RELATED ASSAULT LEAVE

absence. Personal business days are subject to exhaustion as part of FMLA leave.

Personal business days may not be reaccrued or designated, unless the conditions for an

be accumulated as sick leave allowance.

should the “personal business” days not be used by the end of the current year, they will not

Supervisor

when such absence would result in a hardship

Paragraph:

Following conditions:

All school personnel will be awarded full pay during the period of jury service under the
A certificated employee who is reappointed pursuant to Paragraph b, above shall

(a) Advanced degree.

(5) Reappointment of a certificated employee who is granted a study leave (not

(b) School year or the completion of a semester.

STUDY LEAVE

Upon returning to his/her work assignment,

1. LEAVE WITHOUT PAY

1) The employee provides a written statement to the Building Administrator.

2) The time for meeting with a teacher or attending a parent-teacher conference is

3) The time cannot be taken when District teachers have Parent-Teacher Conferences.

EXCUSED ABSENCES FOR EMPLOYEES FOR THEIR CHILD’S PARENT/TEACHER

1) Employees are on duty to the Building Administrator.

2) Employees shall be allowed up to two (2) hours per semester without loss of pay or use of a

Building Administrator prior to any absences for service.

3) For jury service, the employee shall not be a charge against the employee’s benefit days.

4) Teachers shall be excused from their assigned duties if the Board of Education

attends a parent-teacher conference or meeting with their child’s teacher,

5) Teacher Study Leave

6) Study Leave
1. AUTHORIZATION OF PROFESSIONAL ACTIVITIES

Employees may be authorized to attend meetings in the interest of the District at local, state, and national professional meetings without pay deduction and with expenses paid by the District according to established allowance. Requests for travel must be directly referred to the Superintendent. Requests for reimbursement of expenses paid by the employee will be made in writing to the Superintendent or his/her designee and shall include the reason for reimbursement or reimbursement of expenses paid by the employee. The Superintendent or his/her designee shall review each request and determine whether approval of the request is in the best interests of the District. Any staff member or group which requires or requests reimbursement of expenses paid by another shall file a written request, which shall be submitted to the Superintendent or his/her designee and shall include the name of the person or group to whom the request is submitted, the reason for the request, the amount of reimbursement requested, and the specific expenses for which reimbursement is sought.

2. EXTENDED LEAVES FOR UP TO ONE YEAR

(a) Health leave

An employee who has used up all current and accumulated days of sick leave is unable to return to work for medical reasons may be placed on leave without pay by the Superintendent. The employee's leave shall be extended for up to one semester.

(b) Parental Leave

A person on health leave granted by the Board, may request reinstatement up to the remainder of a current semester. The Board shall grant an extended health leave as required up to the remainder of a current semester. An employee who has used all extended leave shall be reinstated to the position held prior to the leave.
Nothing in this policy shall be construed to limit the right of the Superintendent to recall a teacher on unrequested leave of absence when such teachers are needed for the students of the District. This recall would be effective on the earliest date when service is possible.

ARTICLE X. LAYOFF AND RECALL OF PROBATIONARY TEACHERS

1. Layoff
   Layoffs would be determined by the Superintendent in consultation with the Board, with the Layoff Committee, and in accordance with the applicable provision of law. Layoffs would be determined based on the following factors:
   a. Professional preparation, which includes graduate study and substantial certification and
   b. Professional development training,
   c. Unrequested leave of absence earned.

2. Recall
   Recall of teachers from layoff would be subject to the following conditions:
   a. Teachers on layoff would be recalled in the order of their seniority, with the most senior recalled first.
   b. Teachers would be recalled in the order of their seniority, with the most senior recalled first.
   c. Teachers would be recalled on the basis of their seniority, with the most senior recalled first.

3. Layoff
   Layoffs would be determined by the Superintendent in consultation with the Board, with the Layoff Committee, and in accordance with the applicable provision of law. Layoffs would be determined based on the following factors:
   a. Professional preparation, which includes graduate study and substantial certification and
   b. Professional development training,
   c. Unrequested leave of absence earned.
Participants will be reimbursed the cost of actual fees. Initial and the three year obligation will pay back the adjustment based on a pro-rated district 3 years following their national board certification. Participants who do not achieve national board certification, participants shall be required to work in the National Board of Professional Teaching Standards will recieve a payment of $3,500.00, the same will apply to each.

For the duration of this agreement, each tenured teacher who successfully applies for and pursues certification through the National Board of Professional Teaching Standards will receive a payment of $3,500.00.

6) As agreed upon in October 2004, members of the Teachers' Union hired after January 19, 2005 will be capped at Step 7 of the Teachers' Lane (T07) and Step 11 of the Teachers' Lane (T01) and Step 1 of the Teachers' Lane (T02). 7) Allocation paid on June 15, 2009. Funding of this provision will be provided through Title II. In addition, teachers may choose to complete an NIST Action Research Plan for the 2008-2009 school year. Such plans must be submitted to the School District Office by May 1, 2009. Teachers will receive $750 for submission of this plan to be submitted to the School District Office. 8) The salary schedule for the Masters T03 - T05 will add a step 20 which will be increased by 2.0% from the amount on Step 20 of the 2007-2008 salary schedule. 9) Those members of the Teachers' Union who had been on the following steps (of the 2007-2008 salary schedule) will move on the attached salary schedule accordingly:

- (d) Step 20 to Step 20a.
- (c) Step 19 to Step 20a.
- (b) Step 16 to Step 16a.
- (a) Step 15 to Step 16a.

2008 salary schedule) will move on the attached salary schedule accordingly:

This movement will be reflected on the March 15, 2009 paychecks.

This schedule is provided for the additional dollars arising from the terms and conditions hereinafter.

(6) All eligible members of the Teachers' Union shall move one step on the existing salary schedule.

5) All new hires without any previous experience will be placed on step two of the salary schedule.

A. FINANCIAL PACKAGE 2008-09

ARTICLE XI. SALARY AND BENEFITS
Employment with the District after January 19, 2001:

This table is applicable to members of the Teachers', Unit who began

**Librarians work an additional 5 days (210 days).**

**Secondary school counselors work an additional 15 days (220 days).**

<table>
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<th>Step</th>
<th>206 Days per School Year</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
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<td>Contact Teachers, Counselors, and Librarians**</td>
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B. SALARY SCHEDULES 2008-2009
** This table is applicable to members of the Teachers' Unit who began Librarians' work on additional 5 days (210 days).

Secondary school counselors' work on additional 15 days (220 days).

| Step       | 056 | 055 | 054 | 053 | 052 | 051 | 050 | 049 | 048 | 047 | 046 | 045 | 044 | 043 | 042 | 041 | 040 | 039 | 038 | 037 | 036 | 035 | 034 | 033 | 032 | 031 | 030 | 029 | 028 | 027 | 026 | 025 | 024 | 023 | 022 | 021 | 020 | 019 | 018 | 017 | 016 | 015 | 014 | 013 | 012 | 011 | 010 | 009 | 008 | 007 | 006 | 005 | 004 | 003 | 002 | 001 | 000 |
|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|            | 56  | 55  | 54  | 53  | 52  | 51  | 50  | 49  | 48  | 47  | 46  | 45  | 44  | 43  | 42  | 41  | 40  | 39  | 38  | 37  | 36  | 35  | 34  | 33  | 32  | 31  | 30  | 29  | 28  | 27  | 26  | 25  | 24  | 23  | 22  | 21  | 20  | 19  | 18  | 17  | 16  | 15  | 14  | 13  | 12  | 11  | 10  | 9   | 8   | 7   | 6   | 5   | 4   | 3   | 2   | 1   | 0   |
| Step | 206 Days per School Year | Pay Schedule | 2000-2001 Pay
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**Salary Schedule for Teachers (2000-2001):**

- **Step 1:** 68,796
- **Step 2:** 67,453
- **Step 3:** 66,149
- **Step 4:** 64,934
- **Step 5:** 63,719
- **Step 6:** 62,504
- **Step 7:** 61,289
- **Step 8:** 59,074
- **Step 9:** 56,859
- **Step 10:** 54,644
- **Step 11:** 52,429
- **Step 12:** 50,214
- **Step 13:** 47,999
- **Step 14:** 45,783
- **Step 15:** 43,568
- **Step 16:** 41,353
- **Step 17:** 39,138
- **Step 18:** 36,923
- **Step 19:** 34,708
- **Step 20a:** 32,493
- **Step 17:** 30,278
- **Step 16b:** 28,063
- **Step 15:** 25,848
- **Step 14:** 23,633
- **Step 13:** 21,418
- **Step 12:** 19,203
- **Step 11:** 17,088
- **Step 10:** 15,873
- **Step 9:** 13,658
- **Step 8:** 11,443
- **Step 7:** 9,228
- **Step 6:** 7,013
- **Step 5:** 4,798
- **Step 4:** 2,583

**Notes:**
- Members of the Teachers' Unit employed after January 1994 shall be capped at
- For steps 17 through 20, the salary schedule is capped at $37,736 for the 2000-2001 school year.
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College hours of Technical Workshop credit for salary advancement must be with the district after January 19, 2001.

*This table is applicable to members of the Teachers' Unit who began employment.

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**Step 1**

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<th>Hours plus 90 AP and Certificate Vocational Five Year</th>
<th>Hours plus 60 AP and Certificate Vocational Five Year</th>
<th>Hours plus 16 AP and Certificate Vocational Five Year</th>
<th>Hours plus 16 AP and Certificate Vocational Two Year</th>
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**Step 2**

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**Step 3**

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</table>

206 Days per School Year
A fund of twenty thousand dollars ($20,000) per occurrence. If any loss is not covered by existing insurance, a maximum payment of the loss plus the deductible required by the district will be made. Employees may be required to submit a police report and a description of the property lost, and the incident must be reported to the employees' insurance company. The deductible is one hundred dollars ($100) per occurrence. Employees may be required to submit a police report.

4. EMERGENCY FUND

Required deductions shall be divided among all checks.

D. METHOD OF PAYMENT - TEACHERS

Educational expenses shall include all sources of income, i.e., extended day, substitute, and employee check cards. Teachers shall receive 24 equal semi-monthly checks. No early checks will be issued.

C. DISTRIBUTION OF SALARY

Direct deposit is available to all employees including substitute teachers. Direct deposit is available to all employees including substitute teachers. Direct deposit is available to all employees including substitute teachers. Direct deposit is available to all employees including substitute teachers.
Acumulated Days

1. Accumulated Days and Severance Pay - Payout Formula

needed.

Another shall be reimbursed for mileage per IRS policies, plus parking expenses, as needed.

Employees whose regular assignments require that they travel from one district location to another shall be reimbursed for mileage per IRS policies, plus parking expenses, as needed.

H. Mileage

Each employee will receive additional salary for advanced study from a fully accredited college or university with a minimum grade point average of 2.5 as received on the equivalent or an official transcript to the Division of Human Resources. The salary increase will be effective within thirty (30) working days of submission by the employee or an official transcript to the Division of Human Resources. The salary increase will be effective within thirty (30) working days of submission by the employee or an official transcript to the Division of Human Resources.

G. Additional Pay for Advanced Education

No teacher shall be required to assume a disproportionate share of substitution duties.

The administration may assign these duties.

Teachers may volunteer for substitution duties. In cases where no volunteers are available, period.

The administration may assign these duties. Teachers may volunteer for substitution duties. In cases where no volunteers are available, the administration may assign these duties.

2) Extra hour assignments or substitutions during the planning/preparation period shall be paid at the rate of $22.00 per 45/50 minute period or $50.00 per 90-minute period at the rate of $75.00 per day and a class may be divided among no more than two (2) teachers.

Substituting for a self-contained elementary teacher’s class shall be paid at the rate of $75.00 per day and a class may be divided among no more than two (2) teachers.

F. Teacher Substitution Duties

Submitted to the Risk Management Unit in the Human Resources Department.

The District will receive the existing claim form on which all requests for payment must be
compensation issued over the course of their employment.
accumulated days times in years of their daily rate of
accumulated days times an average of their daily rate of
(3%) years to seventy-five percent (75%),
the district’s (maximum of 25 years) times three percent (3%) credit for each year of service, from
years of service, from the most recent appointment date in
Severance pay shall be computed using this formula:

(e) Severance pay shall be computed using this formula:

1) Employees hired prior to January 1, 2009
2) Employees hired after January 1, 2009

(a) Severance pay shall be the sum of the current daily rate of pay when computing severance
(b) Severance pay shall be the sum of the current daily rate of pay when computing severance
(c) Severance pay shall be the sum of the current daily rate of pay when computing severance
(d) Severance pay shall be the sum of the current daily rate of pay when computing severance
(e) Severance pay shall be the sum of the current daily rate of pay when computing severance

(b) Severance pay shall be the sum of the current daily rate of pay when computing severance
(c) Severance pay shall be the sum of the current daily rate of pay when computing severance
(d) Severance pay shall be the sum of the current daily rate of pay when computing severance
(e) Severance pay shall be the sum of the current daily rate of pay when computing severance

Employees shall use the two hundred (200) day limitation for accumulated sick

Severance Pay - Payout Formula

Seventy-five (75) days.
during each school year shall be accumulated to a maximum of one-hundred and
Sick leave allowance which an employee becomes entitled to but does not use

Employees hired after January 1, 2009
A. EXTRA PAY POSITIONS

ARTICLE XII. EXTRA PAY AND COACHING POSITIONS

Insurance

The Employees’ Insurance Committee shall participate in discussions concerning the cost to the employee.

The School District shall provide $20,000 to eligible employees in the Teachers’ Unit at no

K. LIFE INSURANCE

The District agrees throughout the 2009 calendar year to make contributions toward the premiums of the plan selected by the employee until the employee’s contribution to the insurance shall amount to the full cost of individual coverage in the plan selected by the employee. The District shall provide Hospitalization, Dental, and Vision insurance to eligible employees.

I. INSURANCE PRODUCTS

1. sick or as any part of the severance pay/accrued sick leave program as is maintained in the normal course of business.

(4) Payment to employees for accumulated sick leave shall be prorated in keeping with any year of service.

(3) A minimum of seven (7) months’ service during a fiscal year shall constitute one (1)
C. MIDDLE SCHOOL TEAM LEADERS/HIGH SCHOOL DEPARTMENT CHAIRPERSONS

Compensation in proportion to the number of days worked.

Each coach in a particular sport/activity must maintain active coaching status until the beginning of the next season.

All coaches, head and assistant, shall be appointed by July 1 of each year, whenever possible.

1) All coaching positions are extra pay positions and therefore shall be processed by Human Resources in the same manner as all other extra pay positions.

2) Only removal from an extra pay position during the course of the school year shall be grievable.

B. COACHING POSITIONS

1) Coaching positions are extra pay positions and therefore shall be processed by Human Resources in the same manner as all other extra pay positions.

2) Pay - Employees serving in extra pay positions shall be paid the applicable rate shown on the Extra Pay Assignment Schedule (pages 49-50).

3) When an employee is notified that he/she is being removed from his/her extra pay position the employee should report to his/her immediate boss for the posted position. The administration may utilize other District personnel.
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<td>Internal Finance - Accounting</td>
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<td>Robotics Coordinator</td>
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<td>Yearbook Sponsor</td>
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<td>1,650,000/year</td>
</tr>
<tr>
<td>Director - Band/ Orchestra</td>
<td>1,560,000/year</td>
</tr>
<tr>
<td>Director - Band/ Orchestra</td>
<td>3,300,000/year</td>
</tr>
<tr>
<td>Pep Club, Prom, Cheerleader (County, Girls' Volleyball)</td>
<td>2,750,000/year</td>
</tr>
<tr>
<td>Manager (Football - Basketball) Only</td>
<td>825,000/year</td>
</tr>
<tr>
<td>Assistant Coach (Football - Basketball)</td>
<td>2,750,000/year</td>
</tr>
<tr>
<td>Head Coach (Football - Basketball) Only</td>
<td>5,500,000/year</td>
</tr>
</tbody>
</table>

**Senior High School**

**D. Extra Pay Assignment Schedule**

The extra pay schedule for team leaders and department chairs will be determined at the rate shown on the extra pay schedule.

3. Team leaders/department chairs' persons shall be compensated at the rate shown on the schedule.
Assignment shall receive full pay within forty-five (45) days of completion of extra pay activity.

These schedules apply to teachers and are paid for tasks outside the scope of normal duties.

Daly rate, except those teachers may be used in an emergency.

Extra hour assignments or temporary substituting shall be paid at the rate of $2.00 per $2,500 per 45/50 minute period of $50.00 per 90 minute period. Elementary substituting shall be paid at the rate of $2.00 per 45/50 minute period of $50.00 per 90 minute period. Elementary substituting shall be paid at the rate of $2.00 per 45/50 minute period of $50.00 per 90 minute period.

<table>
<thead>
<tr>
<th>Professional Development Chair</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.500.00/Year</td>
<td>1.475/Hour</td>
</tr>
<tr>
<td>1.250/Year</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor/Supervisor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>62.50/Three Hour</td>
<td></td>
</tr>
<tr>
<td>25.00/One Hour</td>
<td></td>
</tr>
<tr>
<td>62.50/Three Hour</td>
<td></td>
</tr>
<tr>
<td>45.00/Two Hour</td>
<td></td>
</tr>
<tr>
<td>20.00/One Hour</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Participant</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Evening School</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Agency Limitations</td>
<td></td>
</tr>
<tr>
<td>(Workshop Rates Subject to)</td>
<td></td>
</tr>
<tr>
<td>Summer or 10 Hour Program</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALL TEACHERS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiovisual Coordinator</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELEMENTARY SCHOOL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle School Team Leader</td>
<td></td>
</tr>
<tr>
<td>Audiovisual Coordinator</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Internal Finance - Accounting</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CLUB OR ACTIVITY SPONSOR</th>
<th></th>
</tr>
</thead>
</table>

| VISUAL PERFORMING ARTS                       |          |
| Visual/Performing Arts (Maximum 6 per Year)  |          |

<table>
<thead>
<tr>
<th>MIDDLE SCHOOL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Club or Activity Sponsor</td>
<td></td>
</tr>
<tr>
<td>Visual/Performing Arts (Maximum 6 per Year)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DIRECTOR - Intermediate Chair</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Directly - Visual/Performing Arts (as certified)</td>
<td></td>
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</tbody>
</table>
Planning Period:

Each day, with the exception of days when a scheduled field trip interferes with the

(2) Forty-five to fifty minutes of individual professional preparation (planning period)

A day-free lunch period of a minimum of thirty minutes.

Teachers in the full-day summer school programs shall have:

E. Workday

E. Substitution in Summer School and Compensation

D. Summer School Compensation

Summer School Compensation will be paid at the teachers' regular hourly contractual rate.

C. Summer School Compensation

Subject matter

Trained in the theme and philosophy of the programs, and experienced in teaching the
Theme/Specificity School Summer Programs shall be started with teachers who have been

B. Theme/Specificity School Summer Programs

School assignments.

be rotated on an equitable basis. Personal interviews are not a pre-requisite to summer

assessments will be based upon the qualifications required for the particular positions being

assumptions to at least fifty percent (50%) of the advertised summer school slots. All

Prior to the end of the spring semester the District will give written communication of summer

information regarding summer school employment opportunities and application procedure.

A. Summer School Assignment

ARTICLE XI. SUMMER SCHOOL PROVISIONS