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THE AGREEMENT DOCUMENT

1. EFFECTIVE DATE

This agreement shall become effective July 1, 2009, having been ratified by a majority of the board and a majority of the professional employees of U.S.D. #257, Allen County, Kansas, excluding administrators.

2. DURATION OF AGREEMENT

This agreement shall continue in effect until June 30, 2010.

3. SUCCESSOR AGREEMENTS

Notice may be given by either party to negotiate a successor agreement and shall be given in accordance with KSA 72-5413 et seq. Negotiated articles not included in the notice of either party shall be considered a part of any successor agreement.

4. COPIES OF THE AGREEMENT

The Board of Education, District #257 agrees to provide a copy of all currently applicable negotiated agreements between the Iola-NEA and the Board of Education, Unified School District #257 to all certified employees as soon as is practicable after employment and in no case, later than October 1 of each year.

5. NEGOTIATION PROCESS

The Board of Education and the Iola-NEA have agreed to utilize Interest-Based Bargaining (IBB) process beginning with the 1999-2000 bargaining session. This process will be ongoing until both parties mutually agree to change the process.

ARTICLE II: COMPENSATION

1. CONTRACT YEAR

The number of duty days in the basic duty year shall not exceed 181 school days.

2. WORK DAY

The normal duty day shall be 7 hours and 56 minutes including lunch period. The duty day may be extended, subject to provisions of Section 11, Article II, to include, but not limited to, open houses for attendance centers, special education staffings, and other required meetings as determined by the Board and the Administration. Each employee will attend one open house each year as part of the contract.

In addition, the Board reserves the right to vary the number of days and hours, or both, for individual attendance centers to accommodate construction schedules, remodeling projects, or other unforeseen changes in the normal school calendar. Staff in the impacted attendance center will be solicited for input into the schedule changes.

In the event that teachers are denied access to their classrooms due to over-the-summer building construction projects that extend into the five days prior to the first teacher contract day, student contact time for that building will not begin until the scheduled first full day for students.

3. CONTRACTUAL SALARY

A. Placement on Column

Each teacher shall be eligible for and shall receive the highest salary to which his/her highest degree and additional hours and experience entitle him/her under Board Policy.

B. Placement on Step

At the time of employment each teacher shall be placed in the highest numbered step for which he/she qualifies except as otherwise stated in Board policy. The teacher shall qualify for one step for each year of teaching experience. The teacher shall move to the next higher step for each subsequent year or major fraction thereof of teaching experience under a contract with the District, except as otherwise agreed.

C. Movement to New Column

Employees on the Teachers' Salary Schedule who advance from one column to another shall move to the corresponding eligible step on the higher column. For an employee to advance from one vertical column to another, he shall file suitable evidence of additional educational credit with the Superintendent no later than September 1 and pay adjustments shall be made at the beginning of the school year.

D. (In-service) Professional Development Points

Each teacher shall be eligible to use (in-service) professional development points for horizontal movement on the salary schedule. The equating of (in-service) professional development points for hours shall be the same as indicated in the District (in-service) professional development Plan (20 (in-service) professional development points = 1 college hour). Horizontal movement for (in-service) professional development points will be allowed on the same basis as the state certification regulations, i.e. "those with a BS must have half of the requirement in college hours and those with a MS may move horizontally with all (in-service) professional development points."

Each teacher will receive as soon as possible after receipt from Greenbush, a statement of their professional development points each fall.

Teachers new to the district with previous (in-service) professional development points will have their individual (in-service) professional development points transcript analyzed by the Professional Development Committee for determination of points relative to horizontal movement on the salary schedule.

E. Method of Payment.

1. Each employee shall be paid in twelve (12) nearly equal installments on the twentieth (20th) of each month. Employees shall normally receive their checks at their regular building of assignment. Should the 20th fall on a non-school day, checks shall be issued on the last school day prior to the 20th.

2. Summer checks may be drawn in full at the end of the school term or within 48 hours after the funds are available, if requested in writing to the Superintendent by April 1st. Summer checks shall be mailed to the address designated by the employee.

F. Salary Schedule

The salary schedule in Appendix A represents salary to be paid.

G. Benefits Computation Salary

For the purpose of computing early retirement benefits, the salary used shall be the salary schedule determined amount excluding supplemental salary(ies).

4. HEALTH INSURANCE BENEFIT

The Board of Education will pay up to an amount of \$384.69 per month toward a health insurance benefit on a use it or lose it basis for each teacher.

5. PAY FOR ACCUMULATED SICK LEAVE.

Payment for unused accumulated full pay sick leave for Unified School District Employees shall be paid under the following conditions:

I. With resignation due to retirement, disability, or death and employed by the district for 10 consecutive years

II. With resignation for any reason other than above and employed by the district for 15 consecutive years.

Under either condition, employees will be paid at the rate of 25% of $1/n$ (n = number of contract days) of their regular contract salary for teaching (excluding supplemental salary(ies) for each day of accumulated full pay sick leave (maximum 60 days).

Said personnel should give notice of their intent to resign by the legal notice date in order to receive this payment. Resignation for any reason other than disability or death after the legal notice date would cancel payment for accumulated sick leave.

6. PERFECT ATTENDANCE

Any faculty member who, during a contract year, has perfect attendance (with the exception of association/professional/personal leave) and has accumulated at least thirty (30) days of sick leave will be paid \$300. Faculty members with perfect attendance and 90 days of accumulated sick leave will be paid \$750. Payment will be made at the time of the June payroll.

7. PAY FOR FILL-IN SUBSTITUTING/USE OF PLANNING TIME

There shall be payment for teachers who "fill-in" for another teacher at the request of their building principal according to the following schedule:

2007-08 \$15/hour

Pay shall be prorated for portions of an hour, but in no case for periods of less than (20) minutes.

Before planning time can be used for other activities, the teacher must be consulted in advance. There shall be payment for planning time used for other than planning by request of administration according to the 2002-03 rate of \$15.00 per hour. Pay shall be prorated for portions of an hour, but in no case for periods of less than twenty (20) minutes.

8. EXTENDED CONTRACTS

Extended contracts for instructional positions, stated in terms of additional days, may be issued by the Board of Education to teachers in positions where additional time would be of benefit to the district. These positions shall include, but not be limited to band instructor, counselor, librarian, home economics instructor, vocational agriculture instructor, head teacher, building trades instructor, and driver's education coordinator. The remuneration for extended contracts shall be at a daily rate computed by dividing the contracted teaching salary by the contractual number of days for the regular school term.

9. AFTER SCHOOL TUTORING AND SATURDAY SCHOOL

After School or Saturday Tutoring shall be compensated at no less than \$15/hour. Time sheets will be submitted to building principals for review and paid to the nearest 30 minute interval.

10. COMPENSATION FOR REQUIRED MEETINGS;

Compensation for required meetings shall be made at the professional rate of \$15.00 per hour. There shall be compensation for any meeting that extends the duty day beyond eight hours. Required meetings, administratively called, include:

1. PTA/PTO meetings required by building administrator and other "so-called" voluntary events, limited to two per year.
2. IEP Meetings
3. Faculty Meetings required by administrative staff.
4. Chapter I Family Night
5. Any other meetings scheduled by administration, otherwise attendance will not be required.

The following meetings are optional for pay or professional development points:

*See PDC Manual for clarification

1. Site Council
2. PDC Meetings (Excluding Officers)
3. QPA/OTE/NCA Meetings
4. S.I.T. Meetings
5. Scoring of State Assessments
6. Curriculum Committees

OTE/NCA meetings scheduled which require more than 1 hour 15 minutes participation in any given week shall be handled with release time for those committee members. Buildings which are involved in the accreditation process for that current year shall schedule necessary release time, that rotates teachers or committees as deemed appropriate by the committees and administrators involved.

11. COMPENSATION FOR EXTRA-DUTY ACTIVITIES

Compensation for extra duty activities will be at the rate of \$11.00 per hour for the actual length of time of the activity with a minimum \$15.00 compensation. Time sheets will be submitted to building principals for review and paid to the nearest 30 minute interval.

12. SUPPLEMENTAL CONTRACTS--COMPENSATION FOR EXTRA-CURRICULAR ACTIVITIES

Extra-curricular assignments shall be on a voluntary basis where there are satisfactory volunteers to staff the extra-curricular activities. Whenever satisfactory volunteers cannot be found, the Board of Education or its designated representative shall make such assignments as are necessary to insure adequate staffing of extra-curricular activities. Compensation for the duties will be based on a percentage of the base salary as determined on the current salary schedule.

For the purpose of computing early retirement benefits, the salary used shall be the salary schedule determined amount excluding supplemental salary(ies).

The current schedule of percentages is found in Appendix B. (updated 7/1/99)

13. SCORING STATE ASSESSMENTS

As a learning and collaborative effort, district professional development time will be provided for the scoring of required state and/or local performance assessments. Scoring will be completed by both the teachers administering the test and additional staff. Scoring will be conducted in compliance with State scoring guidelines. If allotted professional development time is insufficient, scoring will be completed using one or more of the following options as determined by the Professional Development Council (PDC), Administrative Council, and Teacher Advisory Council (TAC).

- A. On contract release time with a substitute provided by USD 257.

- B. On non-contract time at a rate of \$15/hour up to a total of \$50. Professional development points for any additional hours may be requested as outlined under Compensation for Required Meetings.

14. TEACHING SEVEN PERIODS AT THE SECONDARY LEVEL

Middle school or high school teachers who teach on their individual planning period will be compensated one/seventh (1/7) of the salary schedule base for the extra period subject to teacher approval.

15. COMPENSATION FOR SUMMER SCHOOL

Compensation for teaching Summer School shall be at a flat rate. This rate shall be determined by the following ratio: number of days in the summer prorated on an hourly basis divided by the number of contract year days equals the rate which multiplied by the current base salary will equal the compensation for summer school. . Payment shall be made at the end of each summer session. Payment is based on a six hour day.

ARTICLE III OTHER BENEFITS

1. SALARY REDUCTION AND DEDUCTION PROGRAMS

A. Employee Paid Salary Reduction Program

An employee paid salary reduction program will be maintained with a maximum in tax sheltered premiums as allowed by current Internal Revenue Service regulations.

Benefits under the salary reduction program shall include health insurance, dental insurance, cancer insurance, term life insurance, medical reimbursement, dependent child care and salary protection.

Election of benefits must be made to the District Office no later than September 1 of each year.

Participating teachers shall have representation on the district health insurance committee.

B. Professional Dues Deduction

Payroll deduction for professional dues to all levels of NEA shall be on a continuing basis. Once an employee authorizes payroll deduction of these dues, yearly notice of continuance shall not be necessary. In the event an employee wishes to terminate his or her membership in the Teachers' Association, he or she will notify the local association according to the terms of the payroll deduction form.

When a teacher modifies, alters or rescinds this authorization for payroll deductions from his or her salary, then the Association shall timely notify the employer in writing of this fact. "Timely notification" means that said notification in writing must be received by the employer from the Association no later than October 1st for each school year.

The Association shall indemnify and save harmless the employer from any and all claims, demands, suits, and costs incurred in connection with any reasonable action taken or omitted by the employer for the purpose of complying with the provisions of this agreement.

2. LEAVES

A. Leave of Absence Policy

Teachers may be granted an unpaid leave of absence, for good cause, as determined by the Board of Education, for a period of up to one year. The vacant position will be filled on a temporary basis for the period of time for which the leave is granted. The teacher will then be returned to his/her original position. Teachers may at the end of a year's leave of absence request a succeeding year's leave of absence. The BOE has the prerogative of granting or not granting this leave. If the BOE grants a successive leave, the vacant position will be filled on a temporary basis for the period of time for which the leave is granted. The teacher will then be returned to his/her original position. If a succeeding leave is denied, the teacher must decide whether to resign or return to his/her original teaching assignment. Notification for BOE and teacher shall coincide with the continuing contract dates as outlined in Kansas law.

In all cases, the Board's obligation is fulfilled when the position has been offered to the teacher (for which he/she is certified) and the teacher declines the position.

B. Sick Leave

There shall be no loss of salary by any employee for absence from work occasioned by his own illness, by serious illness, or death in the immediate family; or by quarantine of the employee; until after the employee has been absent from work 10 days in any one year, or until after accumulated benefits herein provided have been absorbed.

Sick leave or disability leave shall be ten days per year accumulative to ninety (90) days. Each employee shall be awarded ten (10) days of sick leave on the first day said employee reports for duty each school year. The first day an employee is expected to be on duty will be reflected in his/her contract and will include enrollment and pre-school professional development activities. An employee shall use the full ten days for the current school year before any of the accumulated days are used. If more than the accumulated number of days are used the employee shall have deducted from pay, a fraction of his/her annual salary equal to 1/the current number of contracted days for that teacher. In case of extended disability, the employee may petition the Sick Leave Pool Committee.

In the case of death or serious illness, the term "extended family" may be understood to include not only father, mother, brother, sister, husband, wife, child, father or mother of the employee's spouse, grandchild, grandparents, daughter-in-law, son-in-law, brother-in-law, sister-in-law, cousin, niece, nephew, aunt, uncle, but also close friends and co-workers or any person living in the employee's household. Employees may take up to two (2) bereavement days without having them deducted from their total sick days. In the case of death of an immediate family member, employees may take up to three (3) bereavement days without having them deducted from their total sick days.

The Superintendent or his designate, is to determine the attendance of employees at funerals in relation to sick leave policy and in relation to personal friends.

C. Sick Leave Pool

District 257 shall establish a sick leave pool. Days in the pool may be used in emergencies to supplement the sick leave of employees who have exhausted their accumulated sick leave.

Emergencies may include:

A. Life threatening to the USD 257 teacher, spouse, child, parent(s), other immediate family member or

B. Constitute a legitimate incapacitation of the USD 257 teacher, spouse, child, parent(s), or other immediate family member.

C. Bereavement leave for extended family members.

Employees wishing to utilize the sick leave pool may petition the sick leave pool committee in writing, along with medical documentation, and the committee would then either award the request, request additional information, or deny the request. The committee will be composed of one certified staff member from each attendance center in the district, selected by the Iola-NEA, and one Board of Education member.

The pool will be established from days contributed by faculty with a contribution limit of two (2) days per person per year provided that the contribution does not reduce an individual's accumulated sick leave below 30 days. Once contributed, these days belong to the pool and not to the individual. Days will accumulate in the pool. The number of days will be monitored by the Association with the assistance of central office personnel. The committee will request additional contributions once the pool's total days fall below 75.

In addition, at the end of a school year teachers who have accumulated more than the maximum 90 sick leave days, may contribute the additional days to the pool. (For example, a teacher with 95 sick leave days at the end of the school year would be able to contribute 5 days to the sick leave pool if he or she chose.) The payroll clerk must be notified in writing of the contribution prior to June 30 of that year. The maximum number of days in the sick leave pool will be capped at 200.

D. Personal Leave

A maximum of two days of personal leave may be used by a teacher for any reason. If more than two days are used in any one year, the teacher shall have deducted from pay, a fraction of his/her annual salary equal to $1/n$, n = the current number of contracted days for that teacher.

Building principals shall review the personal leave request to determine if such leave will have a greater-than-normal detrimental effect on the over-all operation of the school and/or welfare of the students. Such things as numbers of teachers already absent, school or class programs for the day, proximity to a weekend or vacation, or a teacher's past record of absenteeism will have a bearing on the decision.

E. Association Leave

Not more than thirty school days may be used by certified employees with no loss in pay to attend either association or professional meetings. Following is a list of association leave possibilities:

1. Salary conferences
2. Fall workshops for officers
3. Professional development conferences
4. Sectional Delegate conferences
5. State Representative Assembly
6. Reading Circle Committee meetings
7. Negotiation conferences
8. Board of Directors meetings
9. Association classroom teachers meetings.

Substitute teachers will be hired by the Board of Education. Requests for leave will require at least two (2) weeks notice. No more than two (2) certified employees per building shall be eligible for association leave at one time. The restrictions may be waived by the building principal.

F. Professional Leave

Professional employees may be granted professional leave to attend with no loss in pay the following list of leave possibilities:

1. Subject area meetings
2. Other meetings that enhance professional development.

Substitute teachers will be hired by the Board of Education. Requests for leave will require at least two (2) weeks notice. No more than two (2) certified employees per building shall be eligible for professional leave at one time. The restrictions may be waived by the building principal.

ARTICLE IV: RIGHTS AND RESPONSIBILITIES

1. GRIEVANCE PROCEDURE

A. Purpose

The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting Certified Employees of Unified School District #257, Allen County, Kansas.

B. Definitions

1. "Grievance" shall mean any alleged violation, misapplication or misinterpretation of the negotiated agreement in effect between Iola-NEA and USD 257 or of board policy relating to the terms and conditions of professional services.

2. "Aggrieved Person" shall mean a certified employee of Unified School District #257 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

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

Level One; - The aggrieved person shall first take up his/her grievance with his/her principal or other immediate superior in a private informal conference(s). No grievance may be initiated more than 45 days after the alleged violation.

Level Two; - If the aggrieved person is dissatisfied with the outcome of the initial private conference(s), he may request in writing a formal conference with his principal. Every effort should be made to develop an understanding of the facts and the issues in order to create a climate which will lead to a solution. The formal conference shall occur within ten (10) school days after the filing of the written request with the principal.

Level Three; - In the event that the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or in the event that no decision is reached within ten (10) school days after the presentation of the written request he may appeal the matter in writing to the Superintendent of schools.

If the aggrieved person appeals the grievance to the Superintendent, the Superintendent shall confer with the aggrieved person in an effort to arrive at a satisfactory solution within ten (10) school days after the appeal has been received by the Superintendent.

If the aggrieved person does not appeal the grievance to the Superintendent within thirty (30) school days after the formal conference at Level Two, the appeal of the grievance shall automatically be waived.

Level Four; - If the grievance is not adjusted to the satisfaction of the aggrieved person or if no decision is made thereafter within ten (10) school days after the date of the grievance was filed with the Superintendent the aggrieved person may appeal the grievance to the Board of Education for the purpose of adjustment of the grievance by submitting a written request to the Clerk of the board within ten (10) school days after the Superintendent has rendered a decision or after the expiration of said ten (10) days.

The Board of Education shall, within thirty (30) school days after receipt of the written request, meet and confer with the aggrieved person and render a decision to be submitted to the aggrieved person in writing.

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. All documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants. After the disposition at Level Four, a copy of the grievance report form will be returned to the aggrieved person.

3. At level one, two, three, and four of the Grievance Procedure the aggrieved person 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. The Principal or Supervisor shall be entitled to the same rights and out of courtesy, both parties shall notify the other as to who will be in attendance at the meeting.

4. All grievance hearings shall be confidential except as otherwise may be required by law.

5. It shall be the general practice of all parties to process the grievance at times which do not interfere with assigned duties.

6. It is the responsibility of the aggrieved person to utilize the procedure for adjusting grievances as soon as he is aware of a grievance.

7. Excluded from the grievance procedure shall be matters for which law mandates another method of review.

8. The filing of a grievance after Level One shall be in writing and shall be reasonably specific as to the nature of the complaint. The grievance shall, to the extent possible, describe the alleged event or act 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. The grievance report form shall be prepared and submitted in duplicate, one copy of which will be returned to the aggrieved person and the other copy will be forwarded to the next level, if and only if, the grievance is to be pursued.

10. See Appendix C for Grievance Report Form

2. SICK LEAVE NOTIFICATION

With the September pay check each teacher will have a statement as to his/her sick leave status (total days accumulated at the start of that school term.)

3. NOTIFICATION OF VACANCIES

The administration of USD #257 shall inform all members of the USD #257 teaching staff of all teaching, extra curricular, and administrative positions and vacancies as they occur. During the school year, such information shall be furnished to teachers by posting it in the faculty work room of each building. During the summer months, the Iola Register and the Iola radio stations shall announce the new positions and/or vacancies. A mailing of notices of new positions and/or vacancies shall be sent to all teaching staff during the summer months. This notification shall occur within forty-eight (48) hours of the Board's acceptance of the resignation or termination of the contract, or the creating of a new position. This notification shall occur before any applications for the vacancy or position are accepted and before anyone is asked to fill the position.

4. DUTY FREE LUNCH PERIOD

All teachers shall be given a minimum of 20 minutes for a duty-free lunch period unless they have a specific assignment for which they are compensated.

5. PROCEDURE FOR PROBATION OF CERTIFIED EMPLOYEES

All professional employees will normally be afforded the opportunity to correct any situation which might result in being placed on probation. This will be accomplished through the established evaluation procedures of the district.

The following procedure will be used to place a professional employee on probation.

A. The Superintendent of schools or his designated representative (i.e. building principal) may recommend to the Board of Education that an employee be placed on probation for not meeting minimum performance requirements.

B. Minimum performance standards are determined by board policy, negotiated agreement contract, the formal evaluation procedure, and other measurable behaviors required of professional employees.

C. The individual to be placed on probation will be afforded a critical evaluation in writing and all the necessary measures to remediate any unsatisfactory performance noted. The individual will be informed in writing that he/she will be recommended for probation to the Board. Both the individual and the Superintendent or his designated representative will determine a measurable manner and time in which to determine the amount of progress the individual makes.

D. The initial period for probation will be no less than the remainder of the semester. Probation will not be longer than two (2) years without the Board first reviewing all pertinent evidence pertaining to the probation including a written report by the Superintendent on the progress of the certified staff member to meet the conditions of probation. The individual will receive a copy of the written report within three (3) days of the meeting. The Superintendent or his designated representative will make a continued effort to help the employee to improve job performance during the period of probation.

E. The employee may be recommended for non-renewal of contract or immediate termination if satisfactory performance during the probation period does not occur. Any employee placed on probation may have any supplemental contract immediately terminated. The employee's salary will be frozen at its current level if the employee's probation is to continue beyond the current year. The employee will not advance on the salary scale or receive an increase in salary or fringe benefits.

F. The employee has 15 days after being notified in writing of a recommendation for probation to request in writing a hearing before the Board of Education. The Board will grant all requests.

G. At the hearing, the employee shall have the right of the representation of his/her choice. The hearing will be held at the first regular school board meeting occurring more than three (3) days after the request. This hearing may be held in either open or closed session at the employee's request and at the option of the school board. It may be held at a special meeting of the Board.

H. The Board of Education shall make a decision on the proposed action within forty-eight (48) hours following the hearing. The Superintendent or designated representative will notify the employee of the outcome of the hearing in writing.

I. Should the recommendation for probation be withdrawn as a result of any hearing, the employee shall be reinstated to all rights and privileges of his/her employment as if no probation notice had been served.

J. The employee retains all rights to litigation afforded by law. The employer retains the right to enforce any employment provision or contractual condition, and all rights afforded by statutes of Kansas.

K. This procedure applies to nonprobationary teachers only.

L. When an employee is removed from probationary status at the end of the first semester, he/she will be placed on the salary schedule step where they would have been without the probationary status and will receive the same fringe benefits as the other teachers beginning with the second semester.

If the probationary status is not removed until the second semester the teacher will continue on the probationary salary until the end of that school year. The following year after the probationary status has been removed, the teacher shall be placed one step above their probationary step on the new salary schedule.

M. The administration may recommend probation for any employee failing to render good behavior and efficient and competent service. Such a recommendation shall prove all due process rights afforded employees by this section.

6. DRUG POLICY

Iola-NEA and the Board of Education agree to add to the existing drug free schools policy (GAOB R-1) a notation to refer to the policies regarding tobacco and tobacco products (GBRAB and GBRAB-R) to clarify that the drug free policy does not pertain to use of these products.

7. PARAPROFESSIONAL UTILIZATION

Subject to administrative approval, certified staff at the elementary level may be relieved of bus, playground, door, and hall duties by the utilization of paraprofessionals. The relief will be as follows: McKinley - 2 person-hours per day. Lincoln and Jefferson - 2 1/2 person-hours per day.

8. BOARD'S RIGHTS

It is expressly understood and agreed that all functions, rights, powers, or authority of the administration of U.S.D. #257 by the Board of Education which are not specifically limited by the express language of this agreement are retained by the board provided, however, that no such right shall be exercised so as to violate any of the specific provisions of this agreement.

9. RIGHT TO RESPOND

At any time that a charge is made against a certified staff member which appears to merit inclusion in that staff member's personnel file, that staff member shall have the opportunity to file a written response prior to that inclusion and that response shall be filed along with the charge if the decision is made to make such an inclusion.

10. PROFESSIONAL STAFF APPRAISAL

A. Preamble

The Association and Board agree that cooperation and input from the Board, Association, Staff, and Community Patrons are important in the development of general evaluation criteria and procedures. Evaluation criteria shall be first approved by the Board. Evaluation procedures, instruments, and implementation shall be negotiated. A newly revised document was approved in 1999-2000 and revised during the 2004-2005 Interest Based Bargaining (IBB) sessions. (See Appendix F updated 8/1/05)

B. Statutory Requirements

1. Teachers with fewer than three years of continuous service shall be formally evaluated at least twice a year, once each semester by no later than the 60th day.
2. Teachers with two or three years of experience in the district shall be formally evaluated annually by February 15.
3. Teachers who have achieved due process rights in another district within the State of Kansas shall be formally evaluated at least twice a year for the first two years of employment in the district, once each semester by no later than the 60th day.
4. Teachers who are non-probationary within the district shall be formally evaluated at least once every three years.
5. Teachers serving more than one building in the district shall be jointly evaluated by each building administrator.

C. Purpose of Evaluation

The Association and Board agree that the major purposes for teacher evaluation are to: (1) provide for the improvement of performance, (2) promote individual growth, and (3) allow decisions on continued employment to be based upon specific information. It is further agreed that the above mentioned purposes can be accomplished through utilization of both formative and summative evaluation.

D. Formative Evaluation Procedure

1. Teacher and evaluator(s) agree that improvement of teacher performance and the ability of teachers to deliver quality instruction are the foremost goals of the formative evaluation procedure.
2. Formative assistance shall be available to all teachers currently employed by the Board. It may be initiated by either the evaluator(s) or the teacher.
3. The evaluator shall meet with the teacher and identify any area that is viewed as needing improvement or development. The teacher may also identify areas that he/she wishes to see improved or developed. The teacher will be involved in the development of plan of improvement whether formative evaluation is initiated by the evaluator or the teacher.
4. The plan of improvement will also include timetables for conferences to discuss the progress of the plan. Specific outcomes, examples of assistance, training, mentoring, materials, and other administrative support may be a part of any formative plan.
5. Should the evaluator observe behavior which would question the employment status of the teacher, or if the teacher elects not to participate in the formative process, the evaluator will abandon the formative and initiate the summative procedure. Any documentation of the observable behavior which would question the employment status of the teacher will be made part of the teacher's personnel file.
6. All formative evaluation documentation may become part of the teacher's personnel file.

E. Summative Evaluation Procedure

1. Within three weeks of the beginning of the school year, evaluators shall meet with teachers to be evaluated and review procedures and criteria. These meetings will be during the defined duty day at a time when the teacher is free of instructional and other contractual responsibilities.
2. A pre-observation conference will be held prior to the scheduled observation within ten days but not less than forty-eight (48) hours before any evaluation observation. The purpose

of the conference will be to review the evaluation document and the procedures for the observation. The purpose of this conference shall be to identify the objectives of the evaluation, data sources to be used for the observation, and any specific areas the evaluator wishes to observe.

3. There shall be a minimum of one observation prior to each summative evaluation. The evaluator may elect or the teacher may request to schedule additional observation(s) time prior to filling out the summative evaluation form.

4. Within five days of the observation, the teacher and the evaluator(s) shall meet to review the written results of the evaluator(s). A copy of the written results will be provided to the teacher at least twenty-four (24) hours prior to the conference.

5. Should the evaluator elect to make additional observation(s) prior to completion of the summative evaluation form, the teacher should be informed of this decision within forty-eight (48) hours of the original observation.

6. Following the post-observation conference, the teacher will be given a copy of the final summative evaluation document with any revisions or notes made during the post-observation conference. The form will require the signature of the teacher to indicate that the post-observation conference was held and to indicate that the document is in the final form prior to placement in the teacher personnel file. If the document is prepared by electronic means, a copy of the diskette used to prepare the document will be provided at the teacher's request.

7. Any teacher has the right to attach a written response to the evaluator(s) comments on the summative evaluation form to be include in his/her personnel file.

8. Should the evaluation document reveal any performance deficiency, the evaluator(s) shall identify the deficiency and provide a prescription for correcting this deficiency. These deficiencies and the improvement plan will be reviewed with the teacher within ten (10) days following the post-observation conference. The plan of improvement may include the following:

a. Specific, measurable assistance to be provided by the evaluator, including, but not limited to: demonstration lessons, modeling behavior, release time for observation and consultation, and/or other mutually agreed resources.

b. Specific action to be taken by the teacher, including, but not limited to: pre-approved lesson plans, consultation with peers for coaching, paid release time to observe other teachers, district paid course work, and/or other approved activities.

c. A timetable for assessing the progress of remediation may be mutually agreed between the evaluator and evaluatee.

9. The evaluator and any tenured teacher shall agree on a specific deadline for the remediation plan which may be within not less than sixty (60) days, nor more than one (1) year.

10. At the agreed remediation period deadline, the evaluator will notify the teacher, in writing, of any continued deficiency(ies). This notification shall contain either the basis for (1) recommending administrative action (nonrenewal; termination; probation; other) or a return to nonprobationary status.

F. Supplemental Conditions

1. Peer assistance provided to any staff member from this or any other district or institution shall remain confidential between the teacher and the assistance provider.

2. All evaluation forms, instruments and documents, including the text of K.S.A. 72-9001 et seq, Certified Personnel Evaluation Act, may be found in the Certified Teacher Handbook. Additional copies are located in the principal's office and the building media center.

3. All observations for evaluation purposes shall be done openly and with the knowledge of the teacher. This does not prevent an evaluator(s) from making informal visits in the building nor excludes the use of observed actions outside the evaluation process from being used in the evaluation process and discussed during the post-observation conference.

4. No audio or video recording of any teacher's classroom shall be allowed without the teacher's prior written consent. However, the use of recording devices may be used in a plan of improvement. Should an audio or video recording device be used, the building administrator shall keep a copy of the recording with the original retained by the teacher. At the end of the plan of improvement, all copies and the original shall be erased.

5. Any evaluation data generated to address K.S.A. 72-9004 (a) " . . . including improvement in the academic performance of pupils or students insofar as the evaluated employee has the authority to cause such improvement . . ." must have validity, reliability, accuracy and applicability and be approved for use by the Board.

G. Complaints and Concerns Originating Outside the Appraisal Procedure

1. When a complaint from a nonevaluator (patron, student, colleague, etc.) is registered against a teacher, the district has an obligation to investigate the complaint. If the complaint is verbal, and the district will use the complaint in evaluation or disciplinary action against the teacher, the district will notify the teacher of the complaint in writing, unless legal restrictions would apply, within seventy-two (72) hours of receiving the complaint.

2. A written complaint, when received from a non-evaluator, will be investigated by the district and a copy given to the teacher within forty-eight (48) hours after receipt of the complaint--unless legal restrictions would apply.

3. A teacher has the right to give a written response to any complaint and any written response will be attached to the complaint.

11. REDUCTION IN FORCE

- A. Certified employees may be released pursuant to a reduction in personnel if there is a decrease in the revenues or enrollment of the district.
- B. The Board shall first reduce staff through attrition when possible. Should further reduction be necessary, the Board shall reduce personnel based on the lack of one or more of the following criteria:
 - non-probationary status: defined as having successfully completed the statutory requirements of due process with USD 257
 - possession of a current and appropriate teaching certificate
 - longevity of continuous employment with USD 257
 - length of service in the grade levels, areas, or disciplines to be preserved
- C. Notification of any necessary reduction of staff shall be made in writing to all teachers affected, as soon as possible, but not later than the statutorily mandated date.

12. RECALL

Teachers released as a result of a reduction-in-force will be carried on a recall list, upon request, until employed in a certified position or for a maximum of two (2) years from the date of release. During this time

- ❖ It will be the responsibility of the teacher to keep the district notified in writing of changes in address or qualifications.
- ❖ The teacher may request in writing to have priority status on the substitute list.
- ❖ Teachers may retain membership in the district health coverage plan at their own expense until age 65, subject to acceptance by the carrier.
- ❖ The Board has the authority to transfer existing personnel to vacancies before recalling anyone.
- ❖ No appointment of new teachers will be made while there are available non-probationary teachers who were released pursuant to a reduction in force and who are certified to fill such vacancies.
- ❖ Individuals will be offered recall in reverse order of release to the vacant areas certified to fill.
- ❖ Teachers shall be notified in writing, by certified mail, when a vacancy for which s/he qualifies occurs. The teacher shall have fifteen (15) calendar days from receipt of such notice to accept the vacancy. If the teacher declines, or fails to respond to such offer, the teacher shall be removed from the recall list.
- ❖ The non-probationary status of the teacher will not be affected. If recalled, the teacher will be placed at appropriate column and longevity steps on the current salary schedule.

Upon request, the Board shall provide a copy of the current recall list to the Association. The Association shall have the right to file a grievance for a released teacher who is not currently employed if it appears that the recall policy has been violated.

ARTICLE V: COMMITTEES AND CALENDAR

1. (IN-SERVICE) PROFESSIONAL DEVELOPMENT PROGRAM

A Professional Development Council will be established to meet the needs of (in-service) professional development training in District #257. The Professional Development Council should be composed of the following representatives:

- a. One I-NEA elected member from each building to be selected by I-NEA executive committee.
- b. Three members selected by the Board of Education.

The council chairperson shall be elected by the council members at the last meeting each year.

The chairperson shall be responsible for establishing the rules of the council setting time, date, place, duration and frequency of council meetings. Sufficient meetings should be held to determine the (in-service) professional development program for pre school days in the fall. Meetings should be held early in the fall to determine (in-service) professional development programs for the remainder of the school year.

Council members should actively solicit suggestions from all faculty members.

One and one-half Professional Development Days will be under the authority of the Professional Development Council and the Administrative Cabinet. The programs will be submitted in writing to the Board of Education for prior approval as reported in the annual update.

2. SCHOOL CALENDAR

The school calendar shall consist of the following:

- A. 181 Contract days
- B. The following holidays; will be observed

Labor Day

Thanksgiving and following Friday

December 23rd through January 1, or New Year's Holiday

Memorial Day

C. The following days shall be included:

Designated Snow Days

A spring break in conjunction with a weekend

D. There shall be three and one-half work days; scheduled as follows:

One day prior to start of school

One-half day prior to each fall and spring parent teacher conference

One-half day prior to beginning of the second semester

One day at end of year.

E. There shall be the following additional days organized and planned by the PDC and Administrative Cabinet and scheduled as follows:

One and one-half days scheduled during the contract year.

One Operations and Planning day scheduled prior to start of school

F. The Teacher Advisory Committee (TAC) and Superintendent or his/her designate will agree on a calendar to be presented to both bargaining teams by February 1. Both teams will meet and discuss proposed calendar for a tentative agreement to be reached by the end of February.

3. EDUCATIONAL TRIPS - FIELD TRIPS - VISITATIONS AND EXCURSIONS

Educational trips, field trips, visitations, and excursions can, and do, in many cases add a great deal to a child's educational experience. The objectives of such trips should be clearly defined and properly geared to the interest, ability, and level of maturity reached by the pupils involved.

Educational trips shall be reviewed by a committee every 3rd year beginning in 2001-02. The committee will be appointed by the board from a list of volunteers and will be composed of not fewer than one secondary principal, one elementary principal, two secondary teachers, and two elementary teachers. The committee will study the feasibility of educational trips in terms of educational value, logical and orderly scheduling costs, and make recommendations to the superintendent and the board.

Other members may be appointed to represent the student body and the public.

Transportation request forms are available in the Principal's Office.

Field trip requests which have questionable educational value shall be reviewed by said committee. Review may be requested by the Administration or the teacher submitting the request.

4. EVALUATION INSTRUMENTS COMMITTEE

The committee shall consist of a central office administrator, a board member, a secondary administrator, an elementary administrator, which shall be chosen by the BOE; and one primary, one intermediate, one middle school and one high school teacher which shall be chosen by Iola-NEA.

Teacher representatives on this committee will be extended the opportunity to also participate in any consortium preplanning or training regarding new state guidelines for teacher evaluation instruments.

This Evaluation Instruments Committee may meet periodically to make any necessary revisions in the documents. (See Appendix F updated 8/1/05)

5. CURRICULUM

Every certified staff member shall be a member of at least one of the ongoing curriculum committees. Each elementary grade level and each school will be represented on each core curriculum area committee. These committees shall be under the direction of the superintendent/designee and shall make recommendations to the Board for the alignment, mapping, rotation and adoption of the district curriculum.

During the review process curriculum materials will be made available to all affected teachers. Curriculum materials are defined as any materials required to be used in instruction. Each of these teachers shall have an opportunity to review the materials for at least one week including a weekend, and to provide input through their representative, prior to voting. The superintendent/designee and at least one member of Iola-NEA will tally the votes. All teachers shall be notified no later than 60 days prior to implementation of any adopted changes.

The rotation schedule for materials adoption, committee membership, and other procedures will be published in the district faculty notebook.

6. DISTRICT MANDATED TECHNOLOGY PROGRAMS

It was agreed during the 1999 IBB process that if the district adopts and mandates certain technology programs be used by certified staff, appropriate time is set aside for staff training and practice. Additionally, the appropriate technology support will be made available to staff using the mandated programs.

The technology committee will be composed of one teacher from each school, a support staff representative, the technology director, and will be chaired by the Curriculum Director. The committee will meet at least twice per year.

7. SUPPLEMENTAL SCHEDULES REVISION COMMITTEE

A standing committee was formed at the beginning of the 1997-98 school year, composed of the superintendent or his designate, one board of education member, the two athletic directors and 3 additional members of Iola-NEA appointed by their executive board for the purpose of making a comprehensive study and proposing necessary changes to the existing Supplemental Salary Schedule.

This committee will gather information, review the present schedule and as openings occur, positions are vacated or new positions proposed, it shall be the charge of this committee to revise and make recommendations to be considered for contract negotiations. Newly created positions by administration shall be posted as specified in ARTICLE IV, #3, of the Negotiated Agreement.

8. BENEFITS COMMITTEE

The association will appoint to a standing district insurance and 125 plan committee, members which will meet regularly to study and monitor the district's health insurance plan, carriers, usage and coverages and report to the bargaining teams. In addition the committee will annually review the vendors and plan options as well as the plan administrator of the district's 125 Plan. Recommendations for changes in the 125 plan will be made to the Board of Education. The committee shall consist of six members selected by Iola-NEA, one central office administrator/board member or their designee, one administrator and three non-certified (classified) members.

9. PLANNING TIME FOR ELEMENTARY TEACHERS

Elementary Students will be released 2 hours early once each quarter to allow for additional planning time for elementary teachers. The daily lunch recess will be shortened to 12 minutes in order to compensate for the lost instructional time.

ARTICLE VI: MISCELLANEOUS

MIDDLE SCHOOL PHILOSOPHY AND SCHEDULE

The educational philosophy embraced by Iola Middle School incorporates block scheduling and grade level inter-disciplinary teaching and teaming. Teams will consist of one English, one social studies one science and one math instructor. Daily class schedules may be modified as deemed appropriate by the team with the approval of the principal or his/her designee, without establishing precedents regarding the subsequent alteration of teacher preparations and/or presentations. Grade level team members will have a daily scheduled team planning time of one class period that is not in lieu of individual planning time.

Appendix A: Salary Schedule

2009-10 Salary Schedule Iola U.S.D. 257

Col	1	2	3	4	5	6	7	8	9	10
STEP	BS SALARY	BS+8 SALARY	BS+15 SALARY	BS+23 SALARY	BS+40 SALARY	MS SALARY	MS+8 SALARY	MS+15 SALARY	MS+23 SALARY	MS+30 SALARY
1	\$30,334	\$30,826	\$31,343	\$31,965	\$32,586	\$32,897	\$33,518	\$34,139	\$34,760	\$35,383
2	\$30,701	\$31,194	\$31,871	\$32,499	\$33,135	\$33,436	\$34,062	\$34,683	\$35,304	\$35,952
3	\$31,069	\$31,561	\$32,400	\$33,032	\$33,684	\$33,975	\$34,606	\$35,227	\$35,848	\$36,522
4	\$31,437	\$31,929	\$32,928	\$33,566	\$34,233	\$34,513	\$35,150	\$35,771	\$36,392	\$37,091
5	\$31,804	\$32,297	\$33,456	\$34,099	\$34,782	\$35,052	\$35,694	\$36,315	\$36,936	\$37,661
6	\$32,172	\$32,664	\$33,985	\$34,633	\$35,331	\$35,591	\$36,237	\$36,859	\$37,480	\$38,231
7	\$32,540	\$33,032	\$34,513	\$35,166	\$35,880	\$36,129	\$36,781	\$37,402	\$38,023	\$38,800
8	\$32,907	\$33,400	\$35,042	\$35,700	\$36,429	\$36,668	\$37,325	\$37,946	\$38,567	\$39,370
9	\$33,275	\$33,768	\$35,570	\$36,233	\$36,978	\$37,207	\$37,869	\$38,490	\$39,111	\$39,939
10		\$34,135	\$36,098	\$36,767	\$37,527	\$37,745	\$38,413	\$39,034	\$39,655	\$40,509
11			\$36,627	\$37,300	\$38,076	\$38,284	\$38,957	\$39,578	\$40,199	\$41,078
12			\$37,155	\$37,834	\$38,625	\$38,823	\$39,501	\$40,122	\$40,743	\$41,648
13			\$37,684	\$38,368	\$39,174	\$39,361	\$40,044	\$40,665	\$41,287	\$42,218
14				\$38,901	\$39,723	\$39,900	\$40,588	\$41,209	\$41,830	\$42,787
15					\$40,272	\$40,439	\$41,132	\$41,753	\$42,374	\$43,357
16					\$40,821	\$40,978	\$41,676	\$42,297	\$42,918	\$43,926
17							\$42,220	\$42,841	\$43,462	\$44,496
18								\$43,385	\$44,006	\$45,066
19									\$44,550	\$45,635
20										\$46,205
21										\$46,774

Health Insurance Benefit = \$384.69/mo

Appendix B: Supplemental Salary Schedule

ADOPTED SCHEDULE FOR COMPENSATION OF
EXTRACURRICULAR ACTIVITIES, USD 257, IOLA, KANSAS
2009-2010

ACTIVITY	HIGH SCHOOL				
	Year of Experience	1	3	5	7
<u>Head Coaches</u>					
FB, VB, BB, CC, Trk, Bb, SB, WR	\$3,640	\$4,247	\$4,853	\$5,460	\$6,067
Tennis	\$1,820	\$1,972	\$2,123	\$2,427	\$2,730
Golf	\$1,820	\$1,972	\$2,123	\$2,427	\$2,730
Baseball, Softball					
<u>Asst. Coaches</u>					
Football	\$3,337	\$3,488	\$3,640	\$3,943	\$4,247
BB, VB, Track, Bb, SB, WR	\$3,033	\$3,185	\$3,337	\$3,640	\$3,943
Cross Country	\$2,730	\$2,806	\$2,882	\$3,185	\$3,337
<u>OTHER ACTIVITIES</u>					
Instrumental Music	\$2,123	\$2,275	\$2,427	\$2,578	\$3,033
Three Act Plays	\$2,123	\$2,275	\$2,427	\$2,730	\$3,033
Eighth Hour Supervisor (H.S.)	\$2,123	\$2,123	\$2,123	\$2,123	\$2,123
Spirit Squad	\$2,123	\$2,275	\$2,427	\$2,654	\$2,882
Co Spirit Squad Sponsor (Pom Pom)	\$910	\$1,062	\$1,213	\$1,365	\$1,517
Vocal Music	\$1,972	\$2,123	\$2,275	\$2,427	\$2,730
Weightlifting	\$758	\$834	\$1,062	\$1,138	\$1,213
FFA	\$910	\$1,213	\$1,517	\$1,820	\$2,123
FCCLA	\$910	\$1,213	\$1,365	\$1,517	\$1,820
Kayettes	\$910	\$1,062	\$1,213	\$1,365	\$1,517
I-Club	\$910	\$1,062	\$1,213	\$1,365	\$1,517
Stuco	\$910	\$1,062	\$1,213	\$1,365	\$1,517
School Paper	\$1,213	\$1,213	\$1,213	\$1,517	\$1,517
Yearbook	\$910	\$910	\$910	\$1,213	\$1,213
Forensics	\$2,123	\$2,275	\$2,427	\$2,730	\$3,033
Iola Players	\$910	\$1,062	\$1,213	\$1,365	\$1,517
Anthology (Images)	\$1,213	\$1,213	\$1,213	\$1,517	\$1,517
SADD	\$910	\$1,062	\$1,213	\$1,365	\$1,517
Foreign Languge Club	\$910	\$1,062	\$1,213	\$1,365	\$1,517
Scholar Bowl	\$1,517	\$1,668	\$1,820	\$2,048	\$2,275
National Honor Society	\$683	\$834	\$986	\$1,138	\$1,213
FBLA	\$910	\$1,062	\$1,213	\$1,365	\$1,517
Driver Ed Coordinator	\$1,820	\$1,972	\$2,123	\$2,427	\$2,730
Crossroads Director	\$1,759	\$1,759	\$1,759	\$1,759	\$1,759
Athletic Director	\$4,459	\$4,611	\$4,762	\$4,990	\$5,217
Assistant Sponsors				.5% less than sponsor	
<u>Class Sponsors</u>					
9th/10th Grade	\$152	\$303	\$455	\$455	\$455
11th Grade (2)	\$910	\$1,062	\$1,213	\$1,289	\$1,365
12th Grade	\$455	\$455	\$758	\$758	\$758

ADOPTED SCHEDULE FOR COMPENSATION OF
EXTRACURRICULAR ACTIVITIES, USD 257, IOLA, KANSAS

2009-2010						
<u>ACTIVITY</u>	MIDDLE SCHOOL					
		1	3	5	7	9
<u>Athletic Director</u>		\$2,578	\$2,730	\$2,882	\$3,109	\$3,337
<u>Head Coach</u>						
	Football 8th	\$2,275	\$2,427	\$2,578	\$2,882	\$3,185
	Football 7th	\$1,365	\$1,517	\$1,668	\$1,820	\$1,972
	Basketball, Track, VB, Wrestling	\$2,048	\$2,199	\$2,351	\$2,654	\$2,958
	Golf	\$1,517	\$1,668	\$1,820	\$1,972	\$2,123
<u>Assistant Coaches</u>						
	FB, BB, VB, Track, Wrestling	\$1,213	\$1,365	\$1,517	\$1,668	\$1,820
	7/8 Intramural F-ball, B-ball, V-ball	\$1,213	\$1,365	\$1,517	\$1,668	\$1,820
	6th Intramural F-ball, B-ball, V-ball, Track	\$1,213	\$1,289	\$1,365	\$1,441	\$1,517
<u>Other Activities</u>						
	TA Coordinator	\$3,792	\$3,792	\$3,792	\$3,792	\$3,792
	8th Hr. Supervisor	\$2,123	\$2,123	\$2,123	\$2,123	\$2,123
	Scholastic Recognition Activities	\$910	\$1,062	\$1,213	\$1,289	\$1,441
	Three Act Play & Dramatics	\$1,062	\$1,062	\$1,213	\$1,365	\$1,517
	TV Media Specialist	\$1,289	\$1,365	\$1,517	\$1,668	\$1,820
	Yearbook & Newspaper	\$1,062	\$1,062	\$1,213	\$1,365	\$1,517
	Stuco	\$607	\$607	\$910	\$1,213	\$1,517
	Academic Competition	\$910	\$1,062	\$1,213	\$1,365	\$1,517
	Yell Leader	\$910	\$910	\$910	\$910	\$910
	Instrumental Music	\$910	\$1,062	\$1,213	\$1,365	\$1,668
				.5% less		
				than		
	Assistant Sponsors			sponsor		
2009-2010						
	ELEMENTARY					
		1	3	5	7	9
	Elementary Athletics	\$1,213	\$1,213	\$1,213	\$1,213	\$1,213
	Detention Supervisors	\$455	\$607	\$758	\$758	\$910
	Sign Club	\$910	\$910	\$910	\$910	\$910
	PDC VChair/Sec'y	\$1,213	\$1,213	\$1,213	\$1,365	\$1,517
	PDC Coordinator	\$3,640	\$4,247	\$4,853	\$5,460	\$6,067
	PDC Building Representatives	\$200 plus \$10 per certified staff member in building				
	Curricular Chairs	\$500	\$500	\$500	\$500	\$500

Appendix C: Grievance Report Form

GRIEVANCE REPORT FORM

Grievance # _____

School District _____

Prepare form in duplicate

_____ Building _____ Assignment _____ Name of Aggrieved _____ Date Filed _____

LEVEL 2

A . Date cause of grievance occurred _____

B. Statement of Grievance (time, date place, names and addresses of witnesses)

If additional space is needed, attach extra sheet.

C. Relief Sought

_____ Signature _____ Date

D. Disposition by Principal

_____ Signature of Principal _____ Date

LEVEL 3

A. Date submitted to Superintendent _____

B. Disposition by Superintendent

Signature

Date

LEVEL 4

A. Date Submitted to the Clerk of the Board _____

B. Disposition by Board of Education

Signature of Board President

Date

Appendix E: Certified Evaluation Instrument