NEGOTIATED ITEMS

Between

THE BOARD OF EDUCATION

of

UNIFIED SCHOOL DISTRICT NO. 305
SALINA PUBLIC SCHOOLS

and

NEA - SALINA

2010-2011

Also available online at www.usd305.com

CONTRACT ENFORCEMENT

Except as this Agreement shall otherwise provide, all terms and conditions of this agreement shall apply equally to all professional employees, with the exception of administrators. This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of both parties in a written and signed amendment to this Agreement.

NEA-Salina and the BOE agree to meet mid-year to consider reopening negotiations to address contract relevant issues. If negotiations are reopened the issues discussed will not be subject to impasse, arbitration and fact-finding.

AGREEMENT

Between

The Board of Education

of

USD 305

Salina, Kansas

and

NEA Salina

July 1, 2010 - June 30, 2011

Scott Bley

President, NEA-Salina

8-17-10

Date

Pat Grimwood

President, Board of Education

8-24-10

Date

"Teaming together to provide excellence."

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DEFINITIONS
IN
ALPHABETICAL ORDER

The following terms as used in this agreement shall mean:

BOE	Board of Education of USD #305
CKCIE	Central Kansas Cooperative in Education.
CONTRACTS	
• BASE	The teacher's basic contract for assigned services for the designated number of days established by the district calendar.
• EXTENDED	A teacher's contract for additional days worked prior to and/or following the base contract. The daily rate of pay for extended contracts will be the same as the daily rate of pay for the teacher's base contract.
• SUPPLEMENTAL	A teacher's contract(s) for assigned duties during hours that are in addition to those paid for in the teacher's base contract or extended contract.
DEPENDENT PERSON	An individual who, for the taxable year of the teacher, has as his/her principal place of abode the home of the teacher, is a member of the teacher's household and has received over one-half of his/her support from the teacher.
NEA-SALINA (The Association)	The local affiliate of Kansas - National Education Association and the National Education Association.
PRESIDENT, NEA-SALINA	President of NEA-Salina or his/her designee.
SUPERINTENDENT	The Superintendent of USD #305 or his/her designee.
TEACHER	Any professional employee who is required to hold a certificate/license to teach in any school district and any teacher or instructor in any vocational technical school. "Teacher" is used interchangeably with "professional employee" or "employee" in this document. Teacher does not include any supervisors under the authority of KSA 72-8202b.
• FULL-TIME	A full-time teacher in a certified position for the entire contract day and for the entire contract year.
USD #305	Unified School District #305; Saline County, Salina, Kansas.

ARTICLE I
HOURS AND AMOUNTS OF WORK

A. Contract Year

Base contracts for teachers who are in their first year of employment in USD #305 will be 190 days.

Base contracts for all other teachers will be 188 days.
Contract days shall be utilized as follows:
-178 student contact days
-Five (5) work days---two (2) days scheduled prior to the first student contact day, 1 full day at the end of each semester, plus a half-day at the end of the first and third quarters. No meetings for teachers, including but not limited to IEPs, parent conferences, department meetings, and faculty meetings, will be scheduled on half-days at the ends of the first and third quarters. No more than one hour of the two days scheduled prior to the first student contact day and no more than one hour on each of the days at the end of the semesters may be scheduled for such meetings.
-Five (5) staff development days. Days scheduled as staff development /work days shall use at least 1/2 of the day for individual teacher work. Staff development days based on "new, content based knowledge" shall include time allocated for teachers to practice and apply that learning.

During the term of the contract year, the following days will not be scheduled as part of the contract:

Labor Day	1 day
Thanksgiving Recess	3 days
Winter Recess	6 to 10 days
Spring Recess	5 days

B. Duty Day and Planning Time

All full-time teachers shall be on duty for 7¾ hours per regular workday. The principal in each building shall develop a schedule to assure equitable student contact and planning time for special teachers, classroom teachers, and librarians. Planning time is defined as a non-student contact time, which may include personal planning, collaborative planning, and school improvement or staff development during the student day.

1. Seventh and eighth grade middle school teachers will teach a maximum of five (5) class periods daily and participate in one daily team plan session or other non-teaching/non-coaching duty. Sixth grade middle school teachers will teach a maximum of six (6) class periods daily and participate in one daily team plan session.
   a. Middle school teachers shall have the equivalent of one (1) class period of the school day for a personal planning period and one (1) class period per day for a team planning period.
   b. Middle school teachers may be required to supervise a teacher advisory period.
2. High school teachers on block schedule will teach a maximum of five (5) class periods and one seminar assignment every two days.
   a. Block schedule teachers shall have equivalent of one class period (1) of the school day for either team planning or a personal planning period.
   b. The intent of this provision is to ensure that teachers retain at least 50% of this planning time for personal planning time during the school year.
3. Elementary school teachers, including special teachers and librarians, shall have personal planning time scheduled in blocks of not less than twenty (20) minutes per day and totaling at least 180 minutes per week.
   a. Such planning time shall not include before/after school time, lunch release time, travel time for teachers assigned to more than one attendance center, or any student supervision.
   b. Additional plan time during the school day may be scheduled administratively for collaborative planning, school improvement, staff development, or other meetings.
   c. The BOE encourages the development of individual scheduling plans at the elementary sites for the purpose of increasing planning time.

4. The length of the planning period will be determined according to the time scheduled for each instructional period in each building.
5. Teachers may voluntarily accept additional teaching assignments for compensation.
   a. In the event that a secondary teacher accepts an assignment to teach during the personal planning period, the teacher shall be compensated at an additional rate of one-seventh (1/7) of his/her base contract per diem.
   b. In the event that a secondary teacher accepts an assignment in lieu of the team planning/duty period, the teacher shall be compensated at an additional one fourteenth (1/14) of his/her base salary contract per diem rate.
   c. Elementary teachers shall be compensated at the teacher's daily rate of pay for whatever portion of planning time cannot be so scheduled. Records of such planning time will be kept by the teacher and the principal and presented for payment at the end of each semester.
6. Any teacher who agrees to substitute for another teacher during his/her planning period will be compensated $20 per clock hour.
7. Each K-12 teacher will have a duty-free lunch period equal in length to the student lunch period.

C. Additional Staff Development Days

For the purposes of the remainder of Article I, Section C: "Staff" means all employees, including part-time employees, who are salaried on the teaching schedule and who are home-based in that school.

1. Optional Building Staff Development

   Building principals may institute up to two additional days of staff development per school term under the following conditions:

   a. When 66% of the staff agree to the additional days, the days become mandatory for all, including the part-time staff. The 66% approval will be computed on those ballots that are returned within the voting period.
   b. Attendees shall be compensated at their daily rate of pay.
   c. The proposed dates and plans for the staff development shall be submitted to staff for a vote by March 31st of the preceding school term for additional staff development days planned for July 1 through the first semester and no later than September 30th for additional staff development days planned from January 1 through June 30.
   d. Voting shall be completed within one week of the plan's presentation.
   e. Ballots shall be returned to the building NEA-Salina representative to preserve the anonymity of the staff.
   f. All plans for additional staff development days must be approved by the Executive Director of School Improvement no later than April 15 for those days planned for July 1 through the first semester or by October 15 for additional staff development days planned for second semester through June 30.
   g. Occasionally, staff may have prior commitments or emergencies arise that may preclude their participation. Those waivers will be granted by the building principal, in concert with the accreditation steering committee. Waiver forms will be provided by the Office of School Improvement.
   h. Those staff members who require waivers will be provided resources by the principal and will be expected to access the resources to meet the learning outcomes of the planned staff development so as to participate in the school-wide implementation.
   i. Staff who serve in more than one building must participate in the staff development of their home building, but may elect to attend an additional staff development at another site. Daily rate of pay will apply only to the home building staff development.
2. Mandatory Staff Development for Buildings Failing to Make Adequate Yearly Progress
   a. When a school falls short of making adequate yearly progress for the second consecutive year or more, the staff will be required to participate in two additional days of staff development for instructional improvement. The dates of required staff development will be set within 30 days of the official State of Kansas release of adequate yearly progress results and will occur during the current school year.
   b. Mandatory staff development days preclude a building's use of optional days.
   c. Provisions b, g, h, and i of Section C.1. also apply to mandatory staff development for failure to meet AYP.

ARTICLE II

LEAVES

Each teacher in USD #305 shall be granted ten (10) days leave for each school year. The leave shall accumulate to a maximum of one hundred twenty (120) days. Teachers with fifteen (15) or more years of service in USD #305 shall receive compensation for days of unused accumulated leave at the rate of $10 per day. Payment shall be made upon retirement or resignation. In the event of the teacher's death, compensation for the unused accumulated leave shall be paid to the teacher's survivor as designated under KPERS. Any teacher who is not covered by KPERS shall designate a survivor at the beginning of employment.

Leave shall be calculated on the basis of thirty (30) minute periods. Each period or major fraction of the period absent shall be recorded. Such leave time will be calculated on the regular workday for teachers as defined in Article I.

Teachers who have worked in the district for one year or more may choose to use Family Medical Leave (Appendix C) for

a. The birth of a son or daughter.
b. Adoption or placement of foster children.
c. Care of son, daughter, spouse or parents of the employee.
d. Personal illness.

Any teacher who uses the Family Medical Leave plan may not combine the use of leaves available under Maternity or Adoptive leave.

LEAVE USE WITH NO LOSS OF PAY
BUT WITH LOSS OF ACCUMULATED LEAVE TIME

A. Illness

1. Any or all leave time may be used for illness of the teacher.
2. A teacher may use up to twenty (20) days of accumulated leave per year for illness in the teacher's family. If the teacher must be at home to care for the family member, after the fifth (5th) consecutive day he/she may be asked to provide a physician's written verification for the need. The family member may be under a physician's care, hospitalized or at a medical appointment.

B. Illness and Disability Pool

1. A teacher who has exhausted all accumulated leave in a year may use four (4) to twelve (12) days additional leave time if the teacher has elected to participate in the pool. A complete explanation of the pool and how a teacher may participate is found in Appendix A of this agreement.
2. This pool may be used for illness or disability in the teacher's immediate family (see A.2 above).
3. After May 1, a teacher participating in the Illness and Disability Pool who has exhausted the maximum number of days allowed from the pool may petition the President of NEA-Salina for up to five additional days. This is contingent on an adequate number of days remaining in the pool and medical certification of the teacher's serious health condition or of a serious health condition in the teacher's family. If additional days are granted, they will be granted after the end of the school year.

C. Funerals

Per occurrence, five (5) days of accumulated leave may be used for funeral leave.

D. Discretionary

1. Each teacher shall be afforded two days of leave at the discretion of the teacher. Each teacher who has 45 days of accumulated leave at the end of the current school year shall be afforded one additional leave day for the next school year (cumulative total must have reached 55 days). A discretionary leave day shall not be used
   a. The day before or the day following a regularly scheduled vacation.
   b. Parent teacher conference days.
2. Teachers are encouraged to request approval for discretionary leave from the building principal at least one week before the intended absence. No more than three (3) teachers in any elementary building and no more than four (4) teachers in any secondary building shall be absent for discretionary leave on the same day. In buildings with fewer than ten (10) teachers, no more than one (1) shall be absent for discretionary leave on the same day. The approval of discretionary days may be limited based upon the availability of substitutes. During the last four working weeks of the student attendance year (20 student contact days), discretionary leave shall be subject to the following conditions:
   a. Teachers may apply for the leave but must state a reason. Participation of a teacher's child in a school play day will be considered as an acceptable use of the leave.
   b. The Executive Director of Human Resources shall determine whether to grant the proposed leave.

E. Maternity & Adoptive

Maternity and adoptive leave shall be granted in a manner consistent with federal and state laws. The employee will use personal accumulated sick leave days during maternity or adoptive leave. Disabilities caused or contributed to by pregnancy and recovery therefrom are temporary disabilities and shall be subject to provisions under the sick leave policy. Legal proceedings involving the adoption of a child shall be subject to provisions under the sick leave policy, and documentation may be required. Maternity and Adoptive leave does not apply to child care.

F. Emergency Leave, Absence during Orientation Week and Other Leaves

1. Leave may be granted when unforeseen or emergency situations prevent the teacher from fulfilling contractual duties. If discretionary leave is available, such leave shall be used first. If not, emergency leave will be deducted from accumulated leave.
2. A teacher may be granted leave to travel to an out-of-town wedding or graduation of an immediate family member, to take orals/comprehensive exams, or to attend his/her own graduation. If discretionary leave is available, such leave shall be used first. If not, emergency leave will be deducted from accumulated leave.
3. Teachers who have worked one or more years in USD #305 may be granted leave during orientation week to complete eight or more hours of college credit in summer school classes during this week if (1) prior approval is obtained from the Executive Director of Human Resources, and (2) the teacher has attended summer school during June and/or July.
4. The Executive Director of Human Resources shall make the decision regarding the leaves in subsections 1 through 3 above in conference with the teacher. In the absence of the Executive Director of Human Resources, the decision shall be made by the Superintendent.

G. Personal

Three (3) leave days per year may be used as follows:

1. Required attendance at a court proceeding.
2. Required attendance at a legal proceeding for the purchase or sale of a home in which the teacher shall reside.
3. Absence due to a summons by a governmental agency such as Internal Revenue or draft board.
4. Absence due to need for additional days to settle estate or other business connected with the death of a relative.

LEAVES WITH NO LOSS OF PAY AND NO LOSS OF ACCUMULATED LEAVE TIME

A. Professional

Professional leave is defined as absence from duty by the teacher which will result in improvement of the teacher as a teacher, the department as a whole, the school system or education as a whole. Approval for a professional leave day will be based upon the approval of the building principal. Professional days may be limited based on the availability of substitutes. Teachers are encouraged to request approval for professional leave from the building principal as soon as possible before the intended absence.

1. One day per year in alternate years may be granted for the visitation of other schools by a teacher with the recommendation of the department head, building principal and central office supervisor.
2. Two days per year may be granted for a teacher to act as a consultant, clinician, or instructor for staff development efforts at schools in or out of the system. If consultant services are outside the system and the teacher is paid for the services, the teacher is to pay the cost of the substitute.
3. Three days per year may be granted for attendance at conferences, conventions, schools, and/or professional meetings. When attendance at conferences, conventions, visits to schools, and/or attendance at professional meetings is initiated by the principal, director, central office administrator or KSDE or KBOR official (with approval of the principal and Superintendent), the teacher may exceed three days per year.
4. Elected officers of professional organizations, local, state or national, teacher-wide or subject matter oriented, or unpaid civic organizations may be granted necessary days for attendance at meetings of and for said organizations.
5. The President of NEA-Salina will be granted up to five days per year to conduct association business in the district.

B. Jury/Civil

Leave for jury duty shall be granted for any teacher so called.

Leave shall be granted for civil duty when the teacher is officially summoned by a recognized civil authority.

LEAVES WITH PARTIAL PAY WITH NO LOSS OF ACCUMULATED LEAVE TIME

A. Sabbatical

One year sabbatical leave may be granted to one (1) to three (3) full-time teachers per school year. Those teachers on approved leave shall engage in professional study during the school term period that they would normally be employed by the BOE as teachers. A contractual agreement shall be made between the teacher and the BOE assuring a minimum of twenty (20) approved graduate hours to be completed during the period of the sabbatical leave. Failure to complete the mutually-agreed graduate hours during leave time shall obligate the teacher to refund all money received on leave to the BOE. Complete procedures for sabbatical leave are found in Appendix B of this agreement.

B. Temporary Military Duty

Teachers who are members of units of the National Guard or Reserve Forces of the United States and who are called to serve a mandated tour of duty for training or other military service by proper authority pursuant to the laws of the United States or of the State of Kansas shall be granted a leave of absence not to exceed fifteen (15) days during a contract period. Teachers called to serve shall select those duty options which least interfere with the educational program of the district. The leave request must be accompanied by a copy of active duty orders. The BOE may request a letter from the commanding officer stating that the training could not be taken at a time when school was not in session. The teacher shall be reimbursed by the district to make up any difference between his/her base contract daily rate and his/her military base pay during this leave of absence.

LEAVES WITH LOSS OF FULL PAY
BUT NO LOSS OF ACCUMULATED LEAVES

A. Non-educational Conventions

The teacher may attend a convention or a business meeting with his/her spouse once every five (5) years.

B. Child Care Leave

1. Child care leave, without pay, of not more than one school year may be granted with agreement of the BOE that the teacher who has taught in the district three to six years will be returned to service at the end of the leave if a position is open for which the teacher is qualified. A teacher who has taught in the district seven or more years will be guaranteed a position in the district at the end of child care leave.
2. A teacher returning from child care leave will be placed on the salary schedule at the same placement he/she was entitled at the time the leave was granted. The teacher's application for child care leave must be filed with the Executive Director of Human Resources on or before May 10.
3. No later than March 1, the teacher who is on child care leave must declare in writing his/her intention~~s~~ to return. It is expected that if a teacher who has indicated his/her intention to return to the district has been offered a contract, the contract will be signed and returned within fourteen (14) days after its receipt.

C. Exchange Teaching

Teachers who have been employed by USD #305 for at least five (5) years may apply for a one (1) year leave without pay as an exchange teacher through a recognized program. The pay provisions may be waived depending upon the provisions of the exchange.

D. Extended Health Leave

1. Teachers whose personal illness, including disability or contributed to by pregnancy or recovery therefrom or serious health condition of an immediate family member (child, spouse, or parent of the teacher) may be granted a leave of absence without pay for the remainder of the contract year once all accumulated leave, FMLA leave, and days granted from the sick leave pool are exhausted.
2. The applicant for extended health leave shall submit a physician's statement setting forth the nature of the illness or incapacity.
3. Upon return, the teacher may also be required to submit a physician's statement certifying his/her capacity to assume professional duties.

E. Association Business

Teachers who are members of a recognized teachers' organization may be granted a leave without pay to serve as a president of the state or national affiliate. The leave shall be limited to the terms of the office allowed by the affiliate.

F. Long Term

1. Long-term leave (up to one (1) year) may be granted by the BOE for reasons of the teacher's personal well-being, professionally-related employment, travel or other reasons.
2. To apply for this leave, a teacher must have been employed by the district for ten (10) consecutive years.
3. Application must be submitted in writing to the Superintendent on or before March 1 of the contract year preceding the year for which the absence is requested. If extenuating circumstances requiring consideration for long term absence occur after March 1, the teacher shall petition the Board of Education through the Human Resources Director for waiver of the time requirement for notification.
4. The teacher shall be notified, in writing, by April 10, or within 30 days if the request is made after March 1, whether the leave shall be granted.
5. The teacher may voluntarily maintain health insurance benefits by payment of quarterly premiums to the business office prior to the date established by that office.

6. Prior service in the district shall determine placement on the salary schedule upon the teacher's return to the district.
7. The teacher must inform the district on or before May 10 if she/he does not plan to return to the district.
8. The returning teacher shall be placed in an assignment in accordance with his/her certification.
9. This leave may be granted contingent upon a satisfactory replacement.

G. Political Leave

1. Leave time may be granted by the BOE to allow a teacher to serve in a local, state or national political office.
2. The length of the leave will be determined by the responsibilities of the office and the length of term.
3. Teachers who wish to run for elected office must apply for political leave prior to filing for election.
4. Teachers on political leave must re-apply for leave prior to filing for re-election.
5. The teacher may elect to maintain health insurance benefits by payment of quarterly premiums to the business office prior to the date established by that office.
6. A Teacher~~s~~ returning from political leave shall be returned to an assignment in accordance with his/her certification.
7. Upon return from such leave, the teacher shall be given credit for each full semester actually taught. Placement on the salary schedule may be between vertical steps if teacher has taught a full semester. The teacher on leave shall retain all accumulated leave and retirement benefits.

ARTICLE III

SALARY AND ADDITIONAL COMPENSATION

A. Salary Schedule Provisions

The USD #305 salary schedule is an index schedule that includes salary based on experience and training, additional compensation and longevity pay. Personnel shall be placed on the salary schedule using the following criteria:

1. Vertical placement shall be determined as follows:
   a. Upon entering the system, each teacher shall be given full credit for all complete years of teaching in any school accredited by a state department of education or a college or university provided that the teacher held a valid teaching certificate from a state department of education.
   b. Partial years of teaching outside USD #305 shall not be considered as years for vertical credit on the salary schedule.
   c. Partial years of USD #305 employment, either full or part-time, shall be counted as a full year for vertical credit if the total days under contract are 80 or more. Part-time contracts for the total school year within USD #305 shall be counted for vertical movement for each year of service.
   d. A teacher who obtains the maximum step for any column may move only one step vertically in any one year after qualifying for the next column of advanced degree status.
   f. Upon entering the school system, each non-teaching employee licensed to practice independently shall be given credit on the salary schedule for all professional experience in his/her field.

2. Horizontal placement on the scale shall be determined as follows:
   a. Initial placement will be based on the teacher's highest degree and graduate hours earned following the awarding of the degree.
   b. Occupational and physical therapists will be placed on the MS+60 Column.
   c. Advancement to an intermediate column higher than a degree column is contingent upon the teacher having earned the additional number of graduate credit hours or PDP points. Graduate hours must be earned following the awarding of the graduate degree. PDP points or graduate hours may be used solely or in combination for horizontal advancement.
   d. Credit hours earned from the accumulation of points for application and impact may be used for horizontal movement on the salary schedule. Professional development points shall be awarded as defined in the USD #305 Professional Development Handbook. Upon the teacher's successful completion of application, one-fourth of the knowledge points earned will be awarded for salary movement; at the impact level, three-fourths of the knowledge points will be awarded.
   e. The Executive Director of Human Resources may approve selected undergraduate credits beyond the BA degree for horizontal advancement if such hours are deemed relevant to a teacher's assignment and the courses are not available for graduate credit.
   f. Teachers who earn master's degrees which require a minimum of sixty (60) graduate semester hours (or their equivalent in quarter or third hours) shall qualify for placement on the MS+30 column of the salary schedule. This provision is applicable only when the teacher is working in the area of this MS degree.
   g. Social workers who are required to earn continuing education units to maintain their license and when such units cannot be part of an individual development plan may count the hours worked outside regular contract hours in lieu of board credit hours for the purpose of horizontal salary advancement. Twenty hours of continuing education work completed on off-contract hours will be equal to one board credit.
   h. Not later than April 1 of the school year preceding the anticipated move, teaching staff shall notify the Executive Director of Human Resources of their intent to move horizontally on the salary schedule. A form will be provided by the Executive Director of Human Resources for intent to move horizontally. Any teacher who fails to so notify the Executive Director of Human Resources shall be ineligible to move horizontally during the next contract year.
   i. Official notification of additional hours must be reported to the Executive Director of Human Resources no later than October 1 if the teacher is to gain horizontal movement for the year.

3. Longevity:

   Credit for longevity steps will be given on the basis of one year credit for each full year of teaching in any non-305 school accredited by a state department of education, and one year credit for each full or partial year (80 or more days) of teaching in USD #305.

4. Employer Paid Health Benefit:

   $360 for single or family per month toward district health insurance for those who qualify.

5. Substitute Teacher Pay - USD #305 teachers under contract will be paid $20 an hour for substituting.

B. Extended Contract

1. Contracts which extend a certified employee's work days beyond the base teaching contract, i.e. extended-day contracts, are subject to the provisions of KSA 72-5412a, Supplemental Contracts of Employment: Authority, and shall be reviewed annually by the Board of Education. The BOE shall have the discretion to grant or discontinue extended days. The discretion to accept or refuse any or all of the extended days rests with the teacher.
2. A teacher will be compensated at his or her daily rate of pay for each extended contract day.
3. By March 15, the Human Resources Office shall mail notification to teachers whose contracts will be modified for the ensuing school term, and a complete listing shall be sent to the NEA-Salina President.
4. The BOE shall, by September 1 of each year, provide the NEA-Salina President with a list of bargaining unit members who have extended contracts for the current school year. The list shall include the name, position, building assignment(s), and length of the extension for each extended contract recipient.

C. Required Meetings outside the Duty Day

For teachers assigned to USD #305 K-12 attendance centers, identified meetings outside the duty day initiated by administrators shall be compensated at the rate of $20 per hour. Attendance at such meetings shall be required when building administrators and a majority of teachers impacted agree to times and dates.

In order for the elementary and middle school teachers to receive compensation, meetings shall fall under one of the following categories:

1. Staff Development/Staff Meetings
2. School Improvement
3. Grade Level Meetings or District-Wide Department Meetings
4. School Initiative, such as Poverty, Reading First, Literacy First, etc.
5. Grading State Assessments (only when assigned outside the duty day)
6. Curriculum Committees
7. Committees selecting textbooks

In order for high school teachers to receive compensation, meetings shall fall under one of the following categories:

1. Curriculum Committees
2. Committees selecting textbooks

Teachers may volunteer for other tasks outside the duty day with the understanding that compensation will not be offered.

D. Special Salary Provisions

Certain positions will receive pay in addition to the base and/or extended contract for duties that are a part of the base contract. These positions and amounts are

1. School psychologists and social workers $2000

$32,00 Schedule Base	Base %	Year 1	Year 2	Year 3	Year 4	Year 5+
High School Debate	0.140	$ 4,480	$4,614	$4,749	$4,894	$5,040
High School Drama (per semester)	0.119	$3,808	$3,922	$4,036	$4,160	$4,284
High School Forensics	0.140	$4,480	$4,614	$4,749	$4,894	$5,040
High School Journalism	0.090	$2,880	$2,966	$3,053	$3,146	$3,240
Middle School Journalism	0.054	$1,728	$1,780	$1,832	$1,888	$1,944
High School Vocal	0.125	$4,000	$4,120	$4,240	$4,370	$4,500
Middle School Vocal	0.074	$2,368	$2,439	$2,510	$2,587	$2,664
Head Band	0.153	$4,896	$5,043	$5,190	$5,349	$5,508
Asst. Band	0.116	$3,712	$3,823	$3,935	$4,055	$4,176
Band Co-Directors	0.090	$2,880	$2,966	$3,053	$3,146	$3,240
Middle School Band	0.082	$2,624	$2,703	$2,781	$2,867	$2,952
Orchestra	0.138	$4,416	$4,548	$4,681	$4,824	$4,968

E. Advanced Payment

With the following exceptions, no payment shall be made on a salary or employment contract until the regular payment date as specified in the contract:

1. A teacher new to USD #305 may receive a payment of $1,200 on or before August 15 provided the following criteria are met:
   a. The $1,200 does not exceed the teacher's earned wages on the date of payment.
   b. The teacher notifies the business office when the contract is signed and a W-4 withholding and a retirement form is submitted on or before August 1.
2. The $1,200 paid in August will be subtracted from the total contract and the remainder will be paid in twelve (12) equal payments.

F. Salary Schedule/Supplemental Pay Schedules (Appendix E)

Placement on the supplemental schedule will be as follows:

1. All teachers without experience in the supplemental assignment, either in USD #305 or another school district, will be placed on step one.
2. All teachers with experience in the position in USD #305 will be given credit for such experience at the rate of one step for each year of experience.
3. All teachers hired from another school district with experience in the same supplemental assignment will be given credit for such experience at the rate of one half (1/2) step for each year of experience with a maximum placement of step three.
4. All prior experience in a position, either head or assistant, shall count for placement in all assistant positions.
5. Only prior experience in a head position will count for placement in a head position.
6. All teachers in a position will advance one step each year.

G. Adding New Supplemental Positions

The Board may create new supplemental positions as necessary. The Superintendent will calculate a salary amount for that position that is in keeping with the supplemental salary schedule, immediately notify the bargaining unit, and submit this new salary to the Supplemental Salary Committee for review upon the opening of regular negotiations.

H. QPA Chair Provision

Elementary QPA Chairs will be compensated at $20 per hour for a maximum of 45 hours. Elementary QPA Chairs will submit a monthly log based on hours previously approved by their building administrator. Secondary QPA chairs will be provided release time at a maximum of 45 hours with prior approval by the building administrator.

I. Passes to School Athletic Events

Presentation of the teacher's identification badge will admit the teacher and one guest to all regular season events not held at the Bicentennial Center. Admission to BiCenter events, including the Salina Invitational Tournament, will require the I.D. badge and $2 per person for the teacher and one guest. KSHSAA-sponsored events are not governed by this policy.

J. Guidelines for Supplementary Pay for Athletic Events

1. Teachers within the system shall have opportunity to work for pay at athletic events held by the district high schools and middle schools. Supplementary pay for working athletic events shall be $12.50 per hour for senior high events and $10 per hour for middle school events.
2. Teachers shall direct their applications to the building athletic/activity director at the host school for the events they wish to work. Such application shall be made during the first two weeks of the contract year. Forms and procedures for application are provided online at www.305.com/STAFF/index htm. Each building athletic/activity director shall be responsible for scheduling workers for events hosted at his/her school.
3. Efforts will be made to distribute assignments equitably throughout the year among those desiring to work. Building athletic/activity directors shall also be responsible for training sessions to prepare workers for jobs requiring specialized training.
4. Workers not performing their assignments while on duty shall forfeit their pay and be removed from the list of workers.

K. I.R.C. Section 125/Other Benefits

1. Teachers may utilize a salary reduction agreement to use pretax dollars or a salary deduction agreement to use after-tax dollars to purchase coverage(s) as available from BOE designated vendor(s)as follows:
   a. Cancer Insurance
   b. Dependent Care Expense Reimbursement Plan
   c. Medical Care Expense Reimbursement Plan
   d. Health insurance
   e. Heart & Stroke Insurance
2. Teachers may utilize a salary deduction agreement to use after-tax dollars to purchase coverage(s) as available from BOE designated vendor(s) as follows:
   a. Life Insurance
   b. Short Term Disability Insurance
3. The BOE shall name the insurance carriers to be utilized in the program, taking into consideration the recommendations of the Manager of Human Resources and of the Benefits Committee.
4. Enrollment in the Section 125 plan shall be done prior to September 1st of the contract year.
5. New teachers hired into the district after the enrollment period may select and enroll in the plan within their first thirty (30) calendar days of employment. Once enrolled, the teacher comes under the provisions of the plan.
6. Once the enrollment period has passed, the only changes allowed will be those permitted by Internal Revenue regulations and the insurance vendor, i.e., change in marital or family status including marriage, divorce, death of a spouse or child, or the birth or adoption of a child, or spouse gaining or losing employment. A teacher must complete the necessary paperwork within thirty (30) days of the qualifying event in order for the change to be made effective.

7. The BOE shall provide each teacher a description of the coverage provided herein, which shall include a clear description of conditions and limits of coverage as provided above. When requested by the teacher, the BOE shall provide applications and, when necessary, information about the program.
8. The BOE shall provide to each teacher on his/her paystub an annual record of pretax salary reduction by annual and monthly computations so that each teacher has an official record of such deductions.
9. The total compensation that each teacher receives from the district may be used to purchase benefits on either a before-tax or an after-tax basis depending on his/her preference. A teacher's total compensation shall include salary, additional compensation (as defined on the salary schedule), and supplemental pay as applicable.

L. Mileage Allowance

Teachers authorized to use their personal car for school purposes will be compensated at the end of each month at the rate per mile established by the BOE.

M. Tax Deferred Annuities

1. In accordance with K.S.A. 72-8603, the BOE shall provide all teachers the opportunity to execute a payroll deduction agreement for contributions to a tax-deferred annuity. A teacher desiring to establish such an agreement may contact the district's Human Resources Department for further information.
2. Contribution changes will be placed into the payroll system within 30 days of the Business Office receiving correct and complete-information from the district's third party administrator. Changes may be made as necessary to keep the contract current with federal and/or state tax laws.

N. Pay Day

1. Each teacher shall be paid in twelve (12) installments on the 25th of each month or the preceding Friday if the 25th falls on a weekend. If the pay date falls during an extended holiday, the teacher will be paid on the last working day before the holiday.
2. Summer checks shall be given by the June pay date if the teacher has elected to have a lump sum payment.

O. Relocation Expense

Teachers may be provided a uniform relocation expense.

P. Excess Meeting Time Compensation Provision for Special Education Teachers

Special education teachers will be compensated at their daily rate of pay for one additional day of special education staffings.

ARTICLE IV

PROFESSIONAL APPRAISAL

A. Introduction, Philosophy, and Objectives

1. Introduction. A school system has the responsibility to create a favorable professional climate for the teacher entering the profession as well as for the experienced teacher striving to improve teaching effectiveness. Salina Unified School District #305 works toward this goal through its program of teacher appraisal in which individual needs, abilities and desires are considered within the overall objective of improving student growth.

   The insight and growth of the teacher resulting from participation in the appraisal process are more significant than the process itself. Effective evaluation is a continuous, constructive and cooperative experience between the evaluator and the evaluatee, with the evaluator assisting evaluatees in improving their professional performances throughout their careers. (Evaluatee in this document refers to the individual being evaluated.)

2. Philosophy of Evaluation. USD #305 believes that Salina's students deserve the highest quality of instruction. To insure quality instruction for every student, performance appraisal of all certified personnel is essential and is one of the district's primary responsibilities to students, patrons, and staff.

   a. Effective professional appraisal

      (1) reflects research-based standards
      (2) is systematic and continuous
      (3) embodies standards of excellence
      (4) is cooperatively developed between evaluator and evaluatee

   b. Professional growth results from

      (1) maximizing strengths and managing weaknesses
      (2) setting realistic goals
      (3) providing resources
      (4) defining responsibilities
      (5) establishing strategies for continuous improvement
      (6) fostering self-reflection
      (7) monitoring performance

   Through the commitment, beliefs, and process outlined above, the goal of providing quality instruction for every USD #305 student will be achieved.

3. The Framework for Teaching by Charlotte Danielson was selected as the basis for USD #305's appraisal system because it is researched-based and provides a clearly defined framework to help teachers improve their instruction. More specifically, the framework

   a. identifies principles of effective practice and classroom organization such as maximizing student learning and promoting student engagement.
   b. provides common vocabulary.
   c. contains themes of equity, cultural sensitivity, high expectations, developmental appropriateness, accommodating students with special needs and appropriate use of technology.
   d. parallels the school improvement initiatives.
   e. stands on research-based and field-tested data to ensure that teachers show significant gains.

B. Criteria

The main focus of the appraisal program is objective observation with major attention directed toward professional growth of the teacher. A listing of professional areas and performance rubrics are found in the Professional Appraisal System Manual.

The evaluation documents are the Summative Evaluation Form and the Professional Growth Plan Summary or Professional Development Knowledge Plan on www.mylearningplan.com which will be submitted by the primary evaluator to the Executive Director of Human Resources prior to April 1.

C. General Evaluation/Appraisal Procedures

1. In order to insure that expectations are clearly understood among all parties, on-going dialogue between evaluatee and evaluator is an essential component of evaluation.
2. All documents used in the evaluation of teachers are contained in the Professional Appraisal System Manual.
3. Teachers who are transferred from one building to another will remain on their original schedule of evaluation unless the job requirements change significantly.
4. Primary evaluators shall be the principals of individual buildings who may further delegate such duties to subordinate administrators. The CKCIE Coordinators and the building principal shall be considered joint primary evaluators of CKCIE employees.
5. The evaluator may have access to and may review previous evaluation reports as prescribed by law.
6. The frequency, dates, forms and procedures for regularly scheduled evaluations will be determined by the guidelines in the Professional Appraisal System Manual and shall comply with the state statutes regarding employment.
   a. Additional observations may be initiated by administrator or teacher request. Evaluations initiated by teacher or administrator request will not be required to comply with notification guidelines of the Professional Appraisal System Manual. It will be noted on the final summative report that the observation(s) was/were initiated by teacher or administrator request.
   b. All observations of the work performance of a teacher will be conducted openly and with the full, but not necessarily prior, knowledge of the teacher being observed. The use of eavesdropping, public address or audio system, hearsay evidence or surveillance devices is strictly prohibited.
7. The evaluator shall review the written report of the summative evaluation in consultation with the evaluatee who shall acknowledge the evaluation report by his/her signature thereon. At any time not later than fourteen (14) calendar days after such presentation, the evaluatee may respond thereto in writing. Responding statements will be filed with the original evaluation form.
8. The evaluatee shall receive a copy of all written material placed in the evaluation record and has the opportunity to respond, verbally and/or in writing, to such materials.
9. An evaluatee's signature upon the evaluation is required but does not necessarily constitute agreement with such evaluation.
10. The primary evaluator shall submit all evaluations conducted within the building to the Executive Director of Human Resources who will review such evaluation and place it in the personnel file of the evaluatee. One file will be kept by the primary evaluator and an official file will be kept in the Human Resources office. All evaluation reports and responses thereto shall be maintained in the evaluation files for a period of not less than three (3) years from the date each evaluation is made.
11. Teachers may request to be evaluated at any time, and a building administrator may evaluate any teacher in his/her building at any time.
12. Evaluation/appraisal documents shall be confidential as prescribed by law.

D. Flowcharts and Procedures are in the Professional Appraisal System Manual for:

1. First Year In USD #305
   a. Beginning Teachers (first year of teaching)
      (1) Participate in the Induction Program and will not complete a formal *Professional Growth Plan Form* or Professional Development Knowledge Plan on www.mylearningplan.com
      (2) Statement of purpose
      (3) Flowchart

   b. Experienced Teachers New to USD #305
      (1) Complete a *Professional Growth Plan Form* or Professional Development Knowledge Plan on www mylearningplan.com
      (2) Statement of purpose
      (3) Flowchart

2. Second Year in USD #305
    a. Complete a *Professional Growth Plan Form* or Professional Development Knowledge Plan on www mylearningplan.com
    b. Statement of purpose
    c. Flowchart
3. Third Year in USD #305 and Any Tenured Teacher in a New Assignment
    a. Complete a *Professional Growth Plan Form* or Professional Development Knowledge Plan on www mylearningplan.com
    b. Statement of purpose
    c. Flowchart
4. Tenured Teachers
    a. Complete a *Professional Growth Plan Form* or Professional Development Knowledge Plan on www mylearningplan.com
    b. Statement of purpose
    c. Flowchart
5. Professional Assistance for Tenured Teachers

    Awareness Phase

    (1) Statement of purpose
    (2) Complete the *Awareness Phase Plan Form*
    (3) Flowchart and procedures

    Professional Support Phase

    (1) Statement of purpose
    (2) Team Develops a *Professional Support Phase Action Plan*
    (3) Flowchart and procedures

E. For All Staff

1. In conjunction with the primary evaluator, each evaluatee who is to be formally evaluated will make final determination of his/her goal for a professional growth plan or professional development knowledge plan which will be stated in writing.
2. Administrator and teacher will establish the prearranged observation date.
3. The evaluatee's professional growth plan is one part of the total evaluation. The primary purpose of a professional growth plan is to improve instruction. Evaluators must share responsibility in helping professional staff attain the stated objective. A professional growth plan must reflect the ideas of the evaluatee and the evaluator as to the success or lack of success of the plan. Special problems with materials, supplies, and/or equipment that result in difficulties in attaining the growth plan goal must be noted on the evaluation form.
4. Barring illness or other unforeseen circumstances, all post-observation conferences will be completed within three (3) school days following the classroom observation.

F. Special And/Or Traveling Teachers

1. Evaluatees who serve in more than one building will be evaluated according to the schedule in the building in which they are scheduled for a major part of their time or their assigned home-base building. Administrators in other than the home base building or majority time building in which the evaluatee serves are encouraged to have input into the evaluation process. This evaluation input will be reported on the standard forms shared with the evaluatee and signed by both evaluator and evaluatee before forwarding to the primary evaluator. This information becomes a part of the summative evaluation which is prepared by the primary evaluator.
2. Principals/Coordinators who supervise CKCIE staff are encouraged to have input into the evaluation process. Such input will be reported on the standard forms, shared with evaluatee and signed by evaluator and evaluatee before forwarding to the evaluatee's primary evaluator. This information shall become a part of the summative evaluation, which is prepared by the primary evaluator.

G. Informal Evaluation

These policies do not preclude informal conferences or observations between evaluatee and colleague or supervisor, which will not necessarily be placed in the evaluatee's personnel file. The evaluatee shall receive a copy of any written material that is generated during informal evaluation if such material is to be placed in the evaluatee's evaluation record. The evaluatee has the opportunity to respond, verbally and/or in writing, to such material.

H. Unscheduled Evaluations

Teachers may request to be evaluated at any time, and a building administrator may evaluate any teacher in his/her building at any time. Evaluations initiated by teacher or administrator request will not be required to comply with the notification guidelines of the Professional Appraisal System Manual. Administrators or teachers initiating an unscheduled evaluation will notify the other party in writing prior to the evaluation.

I. Professional Assistance Plan for Tenured Teachers

The improvement of teachers is the major intent of evaluation. Teachers who have not demonstrated satisfactory improvement during the evaluation process may be placed on a professional assistance program as identified in the Professional Appraisal System Manual.

J. Evaluation Files

No materials shall be placed in any teacher's evaluation file unless such materials contain the signature of the teacher indicating he/she has seen a copy of the material.

K. Resources

Evaluation forms shall be standardized throughout USD #305 and can be found at www.usd305.com and in the Professional Appraisal System Manual.

L. The Professional Appraisal System Is A Process, Not A Product

1. Yearly, the Superintendent or his/her designee and President of NEA-Salina will establish a committee of teachers, administrators, and a BOE member/community representative to survey those currently participating in the evaluation process and to recommend changes in the Professional Appraisal System.
2. Recommended improvements must be approved by NEA-Salina and the BOE through the negotiations process.

ARTICLE V

DISCIPLINE AND PROBATION

A. Discipline of Teacher

1. A teacher's suspension, probation, or disciplinary transfer may be appealed using the procedures outlined in levels 1-5 of Article VI.
2. At least 24 hours before a conference with an administrator during which a teacher may-receive a written reprimand, the teacher shall be advised of the nature of the meeting. The teacher is entitled to have present at the conference a representative(s) of his/her choice. If the representative(s) is employed by the district, the representative(s) shall receive "released time."
3. No disciplinary action shall be taken against any teacher on the basis of a complaint before a conference is held and before names of the complainants and the nature of the complaint have been given to the teacher in writing.

ARTICLE VI

GRIEVANCE PROCEDURE

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 teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

A. Definitions

Grievance shall mean a complaint by a teacher alleging a violation, misinterpretation, or misapplication of this negotiated agreement or a written contract.

Grievant shall mean the person, persons, or NEA-Salina who institutes the grievance. “Grievant" shall also include the grievant's representative, as defined below.

Representative shall mean the person, persons, or NEA-Salina representing the grievant. The Representative, at the grievant's direction, may possess any and all rights and responsibilities granted to the teacher under this section.

Party in Interest shall mean the person, persons or the NEA-Salina and any party named in the grievance who would reasonably be expected to take action to resolve the grievance.

B. Procedure

1. Level One – Building

   Informal Phase: The grievant may first discuss the grievance with his/her principal or other immediate supervisor to resolve the matter informally. Notification of the grievance must be made within ten (10) school days after the grievant learns of the act or condition on which the grievance is based. The principal or immediate supervisor shall present his/her decision in writing to the grievant within five (5) days after their meeting.

   Formal Phase: If the grievant is not satisfied with the disposition of his/her grievance on an informal basis, or if no decision has been rendered within five (5) school days after discussion of the grievance, he/she may pursue the grievance by filing in writing with the principal. The grievant shall have fifteen (15) school days after notification of the grievance disposition or, should no action have been taken, twenty (20) days following the first discussion of the grievance to file the written grievance. Within five (5) school days after receipt of the written grievance, the principal, or his/her immediate supervisor, shall meet with the grievant. The principal or his/her immediate supervisor shall present his/her decision in writing to the grievant within five (5) school days after the meeting.

2. Level Two - Executive Director of Administrative and Student Support Services

   If the aggrieved person is not satisfied with the disposition of his/her grievance at the formal phase of level one, he/she may file the grievance with the Executive Director of Administrative and Student Support Services. The grievant shall have ten (10) school days to file the grievance. Within five (5) school days after receipt of the written grievance, the Director shall meet with the grievant in an effort to resolve it. The Director of Administrative and Student Support Services shall present his/her decision in writing to the grievant within five (5) school days after the meeting.

3. Level Three – Superintendent

   If the grievant is not satisfied with the disposition of his/her grievance at level two, he/she may file the grievance with the Superintendent. The grievant shall have ten (10) school days after notification of the grievance disposition to file. Within five (5) school days after receipt of the written grievance, the superintendent shall meet the grievant in an effort to resolve it. The Superintendent shall present his/her decision in writing to the grievant within five (5) school days after the meeting.

4. Level Four - Board of Education

   If the grievant is not satisfied with the decision at level three, he/she may file an appeal in writing with the BOE. The grievant shall have fifteen (15) school days after notification of the grievance disposition to file. Within fifteen (15) school days after the receipt of the written grievance, the BOE or a panel of two (2) of their members

shall hold a hearing on the grievance. The hearing shall be conducted in executive session. Within fifteen (15) school days after the conclusion of the hearing, the BOE shall render a decision in writing to the grievant.

5. Level Five - Advisory Arbitration

   a. If the grievant is not satisfied with the disposition of the grievance at Level 4, within ten (10) school days, he/she may submit the grievance to advisory arbitration. If any questions arise as to arbitrability, such question will first be ruled upon by the arbitrator selected to hear the dispute.

   b. Within ten (10) school days after such written notice of submission to arbitration, the BOE or its designee and grievant shall attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the BOE and grievant are unable to agree upon an arbitrator or to obtain such a commitment within the ten (10) school day period, each shall submit within three (3) days, names of three (3) persons as its nominees to serve as arbitrator. The name of one nominee shall be removed from the combined list of six (6) nominees by lottery within two (2) days, and the arbitrator shall be selected from the remaining five (5) nominees.

      Upon determination of the final five (5) nominees, the BOE and grievant shall determine by lot which shall have the right to strike the first name. The one so selected shall strike the first name within two (2) days of determination of the final list, and the parties shall alternately strike until one name remains. The striking process shall take no more than three (3) days.

   c. The arbitrator so selected shall confer with the BOE designee and the grievant and hold hearings promptly and shall issue his/her decision not later than twenty (20) school days from the date of the close of the hearings or if oral hearings have been waived then from the date the final statements and proofs are submitted to him/her. Neither party shall be permitted to assert in the arbitration proceedings any evidence which was not submitted to the other party in prior hearings on this grievance. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which is in violation of the terms of this agreement. The decision of the arbitrator shall be submitted to the BOE and the grievant and shall be advisory only.

   d. Upon receipt of the decision of the arbitrator, the BOE, at its next regular meeting, shall determine whether to accept or reject the decision. At this meeting, the grievant shall have the right to be present and, with the BOE, the right to present arguments for or against the arbitrator's decision. The BOE's decision shall be communicated to the grievant in writing within five (5) days and shall be the final disposition of the grievance within the procedures.

   e. The costs of the services for the arbitrator, including per diem expenses, if any, and his/her travel and subsistence expenses and the cost of any hearing room shall be borne equally by the BOE and the grievant. All other costs shall be borne by the party incurring them. The expenses of the arbitration shall be at the rates provided in the Kansas state statutes.

C. Non-Reprisal

No reprisals of any kind shall be taken by the BOE or by any representative of the administration against any grievant, any party in interest, any member of the teachers' rights committee, or any other participant in the grievance procedure by reason of such participation.

D. Miscellaneous

1. Time Limits: The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the progress. The time limits specified may, however, be extended by mutual agreement.
2. Year-End Grievance: In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) workdays thereafter.
3. Association Grievance: If a grievance affects a group of teachers and appears to be associated with system-wide policies, it may be submitted by the NEA-Salina directly at Level 3.
4. Scheduling: Conferences held under this grievance procedure shall be scheduled at a time and place which shall afford a fair and reasonable opportunity for all persons entitled to be present to attend, including witnesses. Every effort shall be made to hold conferences at a mutually agreeable time. Processing of a grievance shall not be conducted during the time when class is in session for the involved parties.
5. Separate File: All documents, communication, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
6. Forms: Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the BOE and the NEA-Salina and given appropriate distribution by the NEA-Salina so as to facilitate operation of the grievance procedure. The cost of preparing such forms shall be borne by the BOE.
7. Initial notification to NEA-Salina: Each time a grievance is filed, the Superintendent shall have five (5) school days to inform NEA-Salina of the issues involved in the grievance, date the grievance was filed, level of the grievance, and the grievant's school. The name of the grievant shall be provided only if expressly authorized by the grievant on the grievance form.
8. Post Notification: Following the meeting at each grievance level, NEA-Salina will be provided with a statement that informs NEA-Salina of the decision.

ARTICLE VII

REDUCTION IN FORCE

In the event it becomes necessary to reduce teaching staff beyond that which can be accommodated by attrition, the Superintendent and his staff will utilize the following guidelines for identifying those teachers whose contracts will be nonrenewed or terminated.

1. Length of continuous service in the district.
   Retention of teachers shall be on the basis of the length of their most recent continuous service to the district unless the Superintendent and his staff determine a teacher with a shorter length of most recent continuous service in the district is better qualified for a particular position. The original date of hire shall be used to break ties between staff in length of continuous service in the district.
2. Qualification for a position.
   To determine whether a teacher with less continuous service in the district is better qualified for a particular position, the following criteria, in order of importance, shall be considered by the Superintendent and his staff:
   a. NCLB-Highly Qualified status.
      Administrative staff shall determine whether the teacher holds, at a minimum, a bachelor's degree and a valid Kansas certificate with all appropriate endorsement(s) for the position on file at the time of the RIF.
   b. Professional performance information.
      Administrative staff shall consider the totality of the information provided by the teacher's Professional Appraisal System (PAS) and disciplinary record.
   c. Experience in the specific position.
      Administrative staff shall consider but not be limited to consideration of the following indicators: length of teacher's actual experience in the specific teaching assignment and the recency of actual experience in the specific teaching assignment.
   d. Continued Professional Development.
      Administrative staff shall consider but not be limited to consideration of the following indicators: coursework/training taken by the teacher beyond the bachelor's degree relevant to the position; the teacher's success in the coursework/training; the quality of the coursework/training; the recency of the coursework/training.
   e. Date of Hire.
      In the event more than one teacher with less continuous service is better qualified for a particular position than a teacher with longer continuous service, and, as between the multiple better qualified teachers, all things being equal, the teacher with the earlier original date of hire by the District shall be retained.

B. RIF Rehiring Procedure

1. Teachers affected by a reduction in force shall be placed on a preferential hiring list for a period of two (2) years.
2. If rehired within the two-year period, a teacher nonrenewed/terminated due to a reduction in force (RIF) shall receive credit for accumulated unused sick leave accrued prior to the teacher's nonrenewal/termination.
3. For determining salary upon rehire, and subject to the approval of the Deputy Superintendent, the teacher shall receive longevity credit for teaching, supervisory or administrative experience in a similar or like position held during the two-year period. If no credit is given, the teacher will be placed on the salary scale of the negotiated agreement applicable at the time of rehire at the step earned at the time of the RIF.

C. Notice

The school district will observe the provisions of the continuing contract statutes in Kansas to notify teachers that their contracts will be nonrenewed or terminated because of necessary reduction in staff.

ARTICLE VIII

SALINA PUBLIC SCHOOLS RETIREMENT PLAN

A. Employer and Employee Paid Contributions

1. A Retirement Plan Portfolio will be established for each teacher employed in USD #305. This portfolio will contain up to two (2) accounts. An Employer Paid Account will be initiated for each teacher. An Employee Paid Account will be initiated for each teacher at his/her request.

2. USD #305 will contribute $1,000 per contract year into each full-time teacher's Employer Paid Account. Contributions will be prorated for teachers who work less than full-time in a certified position and/or are employed for less than a full contract year.

3. Upon beginning his/her 6th contiguous year as a teacher employed by USD #305, each teacher will become vested in 10% of the amount contained within his/her Employer Paid Account. The vested portion will continue to increase by an additional 10% per year until the teacher is 100% vested upon beginning his/her 15th contiguous year with USD #305.

   Vesting Schedule:

Year(s)	Amount Vested
1 – 5	0%
6	10%
7	20%
8	30%
9	40%
10	50%
11	60%
12	70%
13	80%
14	90%
15	100%

   A teacher who terminates employment with USD #305 after the beginning of his/her 6th year may leave the vested amount in the Employer Paid Account, thereby retaining contiguous vesting status upon returning to a teaching position with USD #305 at a future date.

4. A teacher may voluntarily contribute from salary an amount of his/her choosing into the Employee Paid Account. Voluntary contributions may not exceed the amount allowed by Federal and State laws and regulations. A teacher who chooses to make contributions into his/her Employee Paid Account will be fully vested in this account immediately.

5. The USD #305 Retirement Plan Oversight Committee, made up of representatives from the BOE, administration and NEA-Salina, will select and maintain a group of investment options, including Conservative, Moderate and Aggressive investment tracks. Teachers must select from these options for all investments into their Retirement Plan Portfolio. Separate investment options may be made for a teacher's Employer Paid Account and his/her Employee Paid Account. Employer Paid Contributions for teachers who do not make investment elections will be placed in the Moderate investment track.

   NOTE: This plan in no way limits additional voluntary contributions into separate qualified retirement accounts with qualified providers up to the amount(s) allowed by state and federal laws and regulations.

6. A teacher may access the vested portion of his/her Employer Paid Account upon termination of an employment contract with USD #305.

7. Employer and Employee Paid Contributions and growth thereon will be considered taxable income upon distribution from the plan. Further, a penalty for early withdrawal may apply for distributions made prior to the age allowed by State and Federal laws and regulations. Qualified Rollover options may allow a terminated teacher to defer taxation until a later date.

8. If any provision of this plan is determined to be in violation of federal or state laws or regulations, then the entire plan shall immediately terminate and shall be of no further force or effect unless re-adopted by the Board of Education of USD #305.

B. Phase Out Option

1. Upon retirement, eligible teachers may choose to relinquish the portion of the vested amount in their Employer Paid Account equal to the amount that would have been in their account had they invested in the Moderate Investment track and thereby participate in the Phase Out Option described below.
2. Eligibility - A teacher may choose the Phase Out Option if he/she
   a. Was employed as a full time teacher in a certified position by USD #305 during the 2001-02 contract year.
   b. Has 15 years or more of full-time employment as a teacher in a certified position with USD #305 (uninterrupted by any other employment) immediately prior to retirement.
   c. Will be less than the age for full Social Security retirement as of August 31 of the year he/she plans to retire.
   d. Retires prior to the 2018-19 contract year.
   e. Has a combined total of age plus credited years of service in KPERS that is equal to or greater than 85.

   OR

   f. Meets the requirements of a, b, c and d above and is not less than 60 years of age by August 31 of the year he/she retires.
3. Application – A teacher may apply for the Phase Out Option by giving written notice to the Executive Director of Human Resources. Such written notice shall be submitted on or before the first (1st) day of April preceding the anticipated retirement date. The BOE may waive application of this date under extreme or emergency circumstances. The application shall include the following information:
   a. A statement of the teacher's desire to retire and choose the Phase Out Option.
   b. The anticipated date of retirement.
   c. The teacher's birth date and age on the date of retirement.
   d. Number of years contiguously employed as a teacher with USD #305.
   e. Whether the teacher desires health insurance coverage through the USD #305 health insurance program.
4. A teacher choosing the Phase Out Option may receive variable annual payments each year beginning in January of the year following his/her retirement and shall receive payments each year until the year he/she reaches the age for full Social Security retirement eligibility as of August 31. The total benefit a qualifying teacher may receive is $35,000 (minus any amount in his/her Employer Paid Account which is less than would have been accumulated had the teacher invested in the Moderate investment track), or $7,000 per year, whichever is the lesser amount.
   a. Upon retirement, any amount in the teacher's Employer Paid Account that is above the amount that would have been in the account had he/she invested in the Moderate Investment tract will be distributed to the teacher.
   b. All Phase Out benefits terminate upon the death of the teacher.

ARTICLE IX

OTHER

A. Orientation Week Policy

During orientation week and on the scheduled teacher workdays, teachers in all buildings will observe the workday hours of their building. No more than one hour during designated workdays shall be used for meetings of any kind.

B. Duration of Agreement

This agreement shall bind the parties for a period of one year from July 1 through June 30 of the contract year and shall not be amended except by mutual agreement and in writing.

C. Liquidated Damages

1. Teachers who resign after June 5 will be liable for damages according to the following schedule:

June 5 - June 30	$1000
July 1 through the 3rd Friday of the following May	$3000

2. The teacher shall remit payment to USD #305 within 15 days after Board approval of the resignation.
3. The BOE may waive application of this damage clause under extreme or emergency circumstances.

D. Early Notification Incentive

Teachers who notify the Executive Director of Human Resources by February 1 of their intent to retire or resign at the end of the current contract year shall receive a $305 bonus. To be eligible, teachers must complete their current contract.

E. District Committees

All district committee members shall be appointed by the Superintendent. When such committees include teacher representation, the majority of the teachers selected as representatives for said committees will be appointed from a list of teachers submitted to the Superintendent by the President of NEA-Salina. These committees may make recommendations to the BOE and NEA-Salina negotiating teams.

F. Contract Waiver

The executive committee of NEA-Salina and the Board may agree to grant one or two-year waivers from the negotiated agreement for selected schools. Schools desiring a waiver of selected negotiated agreement provisions may make application for such a waiver on the district-adopted waiver form.

G. Posting of Vacancies

1. During the school term, the Executive Director of Human Resources, upon knowledge of such positions, shall notify the president of NEA-Salina and shall post in all school buildings, at the BOE office, and online at www.usd305.com, a list of vacancies and newly created positions, including summer school.
2. During the summer break, vacancies and newly created positions shall be posted in the BOE office and online along with notification to the President of NEA-Salina.

3. The vacancy / position listing shall include
   a. Position title
   b. Building
   c. Status: e.g. permanent, temporary, part-time, or itinerant
   d. Qualifications desired
   e. Person to contact for further information
   f. Date by which applications must be submitted
4. In-building transfers may occur before the posting of any vacancy.
5. In emergency situations,such as a vacancy that must be filled immediately due to resignation/death or a vacancy requiring specialized skills / knowledge not readily available in-district, the Executive Director of Human Resources shall notify the president of NEA-Salina that the position may be filled outside the terms of this agreement.

H. Transfers

1. Philosophy
   All teachers should be placed in the school and department that will best fit the educational needs of the students of the district as determined by the BOE. While consideration will be given to the teacher's placement preference, transfers shall be used to maintain a proper balance of experience and specialized competence among the schools of the district.
2. Definitions
   a. The movement of a teacher to a different assignment, grade level, subject area, or building shall be considered a transfer.
   b. Both unfilled positions and newly created positions shall be considered vacancies.
3. Voluntary Transfer
   a. In September of each school term, all teachers will receive a Transfer Request Form from the Executive Director of Human Resources. Any teacher wanting to make a change (see 2a. of this section) shall complete the form, attach a current resume, and submit the materials within fifteen working days to the Human Resources office. The Executive Director shall prepare a list of desired in-district transfers that principals shall review before any posted vacancy is filled.
   b. To apply for a specific posted vacancy, a teacher who has not filed the Transfer Request Form in September may submit that form and a current resume to the Director of Human Resources with a copy to the building principal. If the teacher has submitted the Transfer Request Form in September, a request to transfer to a specific posted position can be accomplished by calling the Human Resources Office which will forward the application materials to the building principal.
   c. When a certified staff member applies for a posted vacancy as in the preceding section, the principal may (1) accept an in-district transfer request, (2) request that a transfer applicant interview along with other applicants, (3) deny, in writing, the transfer request.
   d. Transfer Request Forms shall be available on the district website and in the office of each building.
4. Involuntary Transfer

   Any staff member subject to an involuntary transfer will be allowed to resign prior to July 1 without paying liquidated damages.
5. District Reorganization Transfer

   Whenever a district reorganization involving multiple buildings or grades is anticipated, the district representatives will meet with the Association to develop an orderly process that permits teacher choice to the extent possible.

I. Safe Schools

If a teacher is hospitalized or at home under doctor's orders due to an assault arising out of and in the course of his/her employment, no loss of pay or accumulated leave time will occur.

J. Appropriate Attire

Teaching is a profession and teachers are expected to act and dress as professional individuals. It is recommended that teachers reflect the attitude and purpose of their teaching situations. It shall be the duty of the principal to consult with teachers who do not dress in a professional manner.

K. Personnel Files

Professional employees shall have access to their own personnel file maintained in the Human Resources Department with the exception of confidential references/recommendations. The procedure shall be as follows:

1. The employee shall contact the HR department to schedule an appointment during regular business hours.
2. A photo ID must be presented at the time of the review.
3. The review will be made in the presence of an HR staff member.
4. The employee may make notes of the contents of his/her file.
5. The employee may request HR to make copies of specific documents. The employee shall pay the cost of copies.
6. The employee may not remove any of the contents of the file nor alter any document.
7. The employee shall sign and date a document indicating that the review has occurred.

APPENDIX A

ILLNESS AND DISABILITY POOL

A. Any teacher may contribute illness leave days to the pool. Any day so contributed shall be deducted from the teacher's leave accumulation. Days contributed by a teacher become a permanent part of the pool and shall not be refunded to that teacher.

1. Each teacher who wishes to offer a contribution to the pool will complete a form for that purpose, developed by the Executive Director of Human Resources.
2. Before October 1 of each year, completed forms shall be returned to the President of NEA-Salina who will prepare the list of pool participants and submit it to the Executive Director of Human Resources.
3. The yearly pool shall consist of 250 days. Any days remaining in the pool as of June 30 will be carried over to the next school year.
4. If the total days contributed by teachers are less than 250 on October 1 (or the nearest working day), all names of pool participants shall be randomly selected until a total of 250 days has been reached.
5. When accumulated days of the pool permit, the President shall, for the purpose of the drawing, strike the names of teachers who contributed last year so that no participant must contribute a leave day successively for two years.
6. Teachers whose names are drawn shall be notified by the President of NEA-Salina and a list of those contributors submitted to the Human Resources Office for deduction of a day from the accumulated sick leave of each.
7. Pool participants whose names are not drawn shall be notified by the President of NEA-Salina.

B. Any teacher who has formally contributed to the pool is eligible to make application for illness or disability leave from the pool after he/she has exhausted all accumulated leave.

1. Application must be made on a form provided for that purpose and a copy submitted to the President of NEA-Salina. Forms will be available from the personnel department.
2. The teacher who makes application for illness leave from the pool must be hospitalized and/or under the care of a physician. The application must contain the signature of the physician giving care plus the recommendation that the teacher must be absent from work due to the condition of his/her health. Such statement, if used, must be attached to the application.
3. Days granted from the pool for illness/disability of a member of the teacher's immediate family shall require the family member be hospitalized and/or under the care of a physician. A physician's written verification may be required (Immediate family as per Article II,A.2).
4. Teachers shall be eligible to apply for days from the pool in accordance with the following schedule:

During Year of Service in USD #305	Maximum Number of Days that May Be Requested in One Contract Year
1st	4
2nd	6
3rd	8
4th	10
5th or beyond	12

5. Approval of application shall be made by the President, NEA-Salina.
6. Written notification of approval or other disposition of the application will be made by the applicant to the President, NEA-Salina.
7. All record keeping regarding the pool shall be maintained by the NEA-Salina and reported to the Executive Director of Human Resources.
8. As soon as the leave is approved by the NEA-Salina, notification will be made to the Human Resources Office.
9. Teachers receiving illness leave days from the pool are not obligated to "pay back" those days to the pool. It is the intent that such days are not lent but are granted to the individual.

APPENDIX B

SABBATICAL

One year sabbatical leave may be granted to one (1) to three (3) full-time teachers per school year. Those teachers on approved leave shall engage in professional study during the school term period that they would normally be employed by the BOE as teachers under contract. A contractual agreement will be made between the teacher and the BOE assuring a minimum of twenty (20) approved graduate hours to be completed during the period of the sabbatical leave. Failure to complete the mutually-agreed graduate hours during leave time will obligate the teacher to refund all money received while on leave to the BOE.

1. All teachers with seven (7) years of service in the USD #305 who are fully certified to teach in Kansas are eligible for sabbatical leave.
2. All interested and eligible teachers will submit the planned course of study to the Executive Director of Human Resources for prior approval before making application to the screening committee for sabbatical leave.
3. All applications for sabbatical leave should be submitted to the selection committee no later than January 15 of the year in which the fall term of the sabbatical year would occur. Comprehensive statements as defined in Section 4 of this article will be due within thirty (30) days after the initial application is submitted.
4. Comprehensive statements outlining the plans of the applicant for the sabbatical must be submitted to the selection committee. The statement will accompany the general information form which covers the applicant's professional preparation.
5. NEA-Salina will be responsible for providing a committee to screen applications for sabbatical. Names of the teachers selected by this committee will be submitted to the BOE for consideration and approval.
6. The screening committee will review each application and recommend to the BOE. The BOE will make its decision on these applications either within fifteen (15) days of their receipt or no later than March 1 of the school year prior to the period of the sabbatical leave.
7. As a condition for selection, sabbatical leave will improve the professional competence of the individual.
8. The recipient of the sabbatical will agree not to accumulate increment benefits for the year's leave but will receive the difference between the salary of the teacher applying at the time of application and that of a new teacher with no experience and a BA degree. This stipend will be paid in twelve (12) monthly installments.
9. The individual on leave will retain accumulated retirement and leave benefits.
10. Teachers on leave will sign a written agreement to return to the USD #305 for a period of two (2) years following the expiration of the sabbatical (barring illness or injury). If the teacher fails to abide by this agreement, any stipend received will be returned to the district within a two-year period beginning when the teacher notifies the district of his/her desire not to return. The method of stipend recovery shall be monthly, semiannually, or annually. The amount of stipend to be recovered shall include the net salary paid to the teacher and fixed costs such as but not limited to F.I.C.A., worker's compensation, and unemployment insurance payments. Terms of stipend recovery, including full costs and payment dates, shall be stipulated in a written agreement executed between the district and the teacher.
11. All college credits earned during the leave will be applied to salary increase in accordance with the regulations as set forth in this agreement.
12. Every effort will be made to return the individual to the assignment he or she held prior to the leave or one of mutual benefit to both USD #305 and the teacher. Teachers returning from sabbatical are not guaranteed employment in any area for which they may be newly certified by their sabbatical studies.

APPENDIX C

USD #305 FAMILY AND MEDICAL LEAVE PLAN

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period with the exception of #6. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may take an aggregate of no more than 12 weeks of leave for a birth or adoption of a child or to care for a child or parent with a serious health condition.
Leave is available because of

1. the birth of a child of the teacher and to care for the child
2. the placement of a child with the teacher for adoption or foster care
   (Leave for 1 or 2 must be taken within 12 months of birth or placement.)
3. the need to care for a spouse, child, or parents of the teacher because of a serious health condition
4. a serious health condition of the teacher that prevents him/her from performing the job functions
5. "Any qualifying exigency" arising out of the fact that the spouse, son, daughter of parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation.
6. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

The leave shall normally be unpaid leave. However, if the teacher has any paid vacation, personal, sick or disability leave, the leave shall be used first and counted toward the annual family and medical leave. The superintendent/designee will notify the teacher prior to or during the leave period that the leave has been designated as paid family and medical leave.
The teacher is eligible for family and medical leave upon completion of 12 months of service in the district and employment of at least 1250 hours during the preceding year.
During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any teacher portion of the cost shall be paid by the teacher to the clerk of the board by the payroll date or other time as he/she and superintendent/designee may agree. The board may terminate group health coverage if the teacher's payment is not received within 30 days of the due date.
When leave is foreseeable, the teacher shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practical.
Upon the professional employee providing notice of need for leave, the employer will notify the professional employee of

1. the reasons that leave will count as family and medical leave
2. any requirements for medical certification
3. employer requirement of substituting paid leave
4. requirements for premium payments for health benefits and teacher responsibility for repayment if employer pays teacher share
5. right to be restored to same or equivalent job
6. any employer-required fitness-for-duty certifications

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the Superintendent/designee.

Leave Begins More than Five Weeks Before Semester End

If a teacher takes FMLA leave for any reason and begins the leave more than five (5) weeks before the end of a semester, the district may require the teacher to remain absent until the end of the semester if:

The leave will last at least three (3) weeks,and the teacher would have returned to work during the three-week period before the end of the semester.

Leave Begins Fewer than Five Weeks Before Semester End

If a teacher takes FMLA leave for a reason other than his or her own serious health condition, and the leave begins fewer than five (5) weeks from the end of the semester, the district may require the teacher to remain on leave until the end of the semester if:

The leave is longer than two (2) weeks, and the teacher would have returned to work in the two weeks before the end of the semester.

Leave Begins Fewer than Three Weeks Before Semester End

If a teacher takes FMLA leave for a reason other than his or her own serious health condition, and the leave begins three weeks or fewer from the end of the semester, the district may require the teacher to remain on leave until the end of the semester if:

The leave is more than five (5) working days.

APPENDIX D

SALINA TEACHER SALARY SCHEDULE 2010-2011

	BA (1)	BA + 10 (2)	BA + 20 (3)	MS (4)	MS + 10 (5)	MS + 20 (6)	MS + 30 (7)	MS + 45 (8)	MS + 60 (9/10)
A1	$32,851	$33,574	$34,592	$35,775	$36,957	$38,140	$39,290	$40,440	$41,918
*	$32,000	$32,704	$33,696	$34,848	$36,000	$37,152	$38,272	$39,392	$40,832
	100.0%	102.2%	105.3%	108.9%	112.5%	116.1%	119.6%	123.1%	127.6%
B2	$32,704	$33,408	$34,720	$35,776	$36,992	$38,144	$39,264	$40,416	$41,824
	102.2%	104.4%	108.5%	111.8%	115.6%	119.2%	122.7%	126.3%	130.7%
C3	$33,408	$34,144	$35,712	$36,864	$37,984	$39,136	$40,256	$41,440	$42,848
	104.4%	106.7%	111.6%	115.2%	118.7%	122.3%	125.8%	129.5%	133.9%
D4	$34,144	$34,848	$36,704	$37,824	$39,008	$40,128	$41,280	$42,400	$43,808
	106.7%	108.9%	114.7%	118.2%	121.9%	125.4%	129.0%	132.5%	136.9%
E5	$34,848	$35,552	$37,696	$38,848	$39,968	$41,152	$42,272	$43,424	$44,832
	108.9%	111.1%	117.8%	121.4%	124.9%	128.6%	132.1%	135.7%	140.1%
F6	$35,840	$36,576	$38,720	$39,840	$40,992	$42,112	$43,264	$44,416	$45,824
	112.0%	114.3%	121.0%	124.5%	128.1%	131.6%	135.2%	138.8%	143.2%
G7	$36,864	$37,536	$39,680	$40,864	$41,984	$43,136	$44,256	$45,408	$46,816
	115.2%	117.3%	124.0%	127.7%	131.2%	134.8%	138.3%	141.9%	146.3%
H8	$37,824	$38,560	$40,704	$41,824	$42,976	$44,128	$45,280	$46,400	$47,808
	118.2%	120.5%	127.2%	130.7%	134.3%	137.9%	141.5%	145.0%	149.4%
I9	$38,848	$39,552	$41,696	$42,848	$43,968	$45,120	$46,240	$47,424	$48,832
	121.4%	123.6%	130.3%	133.9%	137.4%	141.0%	144.5%	148.2%	152.6%
J10	$39,840	$40,544	$42,688	$43,808	$44,992	$46,112	$47,264	$48,384	$49,824
	124.5%	126.7%	133.4%	136.9%	140.6%	144.1%	147.7%	151.2%	155.7%
K11	$40,832	$41,536	$43,680	$44,832	$45,952	$47,136	$48,256	$49,408	$50,816
	127.6%	129.8%	136.5%	140.1%	143.6%	147.3%	150.8%	154.4%	158.8%
L12			$44,704	$45,824	$47,008	$48,096	$49,248	$50,400	$51,840
			139.7%	143.2%	146.9%	150.3%	153.9%	157.5%	162.0%
M13				$46,816	$47,968	$49,120	$50,240	$51,392	$52,800
				146.3%	149.9%	153.5%	157.0%	160.6%	165.0%
N14				$47,808	$48,960	$50,112	$51,264	$52,384	$53,824
				149.4%	153.0%	156.6%	160.2%	163.7%	168.2%
O15				$48,832	$49,952	$51,104	$52,224	$53,408	$54,816
				152.6%	156.1%	159.7%	163.2%	166.9%	171.3%
P16							$53,248	$54,368	$55,808
							166.4%	169.9%	174.4%
Q17-20							$54,240	$55,392	$56,800
							169.5%	173.1%	177.5%
R21-24	$41,582	$42,286	$45,454	$49,582	$50,702	$51,854	$54,990	$56,142	$57,550
S25-28	$42,082	$42,786	$45,954	$50,082	$51,202	$52,354	$55,490	$56,642	$58,050
T29-32	$42,582	$43,286	$46,454	$50,582	$51,702	$52,854	$55,990	$57,142	$58,550
U33-36	$43,082	$43,786	$46,954	$51,082	$52,202	$53,354	$56,490	$57,642	$59,050
V37-	$43,582	$44,286	$47,454	$51,582	$52,702	$53,854	$56,990	$58,142	$59,550

Salary figures above include longevity pay calculated according to the following schedule:

In years 21-24 $750
In years 25-28 $1250
In years 29-32 $1750
In years 33-36 $2250
In years 37 or more $2750

NOTE: Row A1 includes five additional inservice paid days for beginning teachers.	* Beginning teachers use this row to compute their daily rate of pay.	NOTE: Experienced teachers new to USD #305 will be paid for the two additional days required pre-service at their daily rate.

Employer Paid Health Benefit: $360 for single or family per month toward district health insurance for those who qualify.

APPENDIX E
SUPPLEMENTAL PAY SCHEDULE 2010-2011

$32,000	Schedule Base	%	Step 1	Step 2	Step 3	Step 4	Step 5
Level I		0.167	$5,344	$5,504	$5,669	$5,840	$6,015
	Basketball, High School, Head Coach						
	Football, High School, Head Coach						
	Swimming, Head Combined						
	Track, High School, Head Combined						
Level II		0.148	$4,736	$4,878	$5,024	$5,175	$5,330
	Baseball, Head Coach						
	Cheerleader Sponsor, High School						
	Soccer, Head Coach						
	Softball, Head Coach						
	Volleyball, High School, Head Coach						
	Wrestling, High School, Head Coach						
Level III		0.110	$3,520	$3,626	$3,734	$3,846	$3,962
	Cross Country, Head Coach						
	Events Manager, Middle School (annual)						
	Football, High School, Head Assistant						
	Swimming, Assistant, Combined						
	Track, High School, Head Assistant						
Level IV		0.092	$2,944	$3,032	$3,123	$3,217	$3,313
	Basketball, High School, Assistant						
	Department Chairs, High School						
	Football, High School, Assistant						
	Football, Middle School, Head						
	Golf, Head Coach						
	Soccer, Assistant						
	Tennis, High School, Head						
	Track, Middle School, Head Combined						
	Trainer per season, (fall & winter/spring)						
	Wrestling, High School, Assistant						
Level V		0.074	$2,368	$2,439	$2,512	$2,588	$2,665
	Baseball, Assistant						
	Basketball, Middle School, Head						
	Concessions, per season, (fall & winter/spring)						
	Debate, Assistant						
	Events Manager, High School (season)						
	Forensics, Assistant						
	Softball, Assistant						
	TA Coordinators, Middle School						
	Track, High School, Assistant						
	Volleyball, High School, Assistant						
	Volleyball, Middle School Head						

	Wrestling, Middle School, Head						
Level VI		0.065	$2,080	$2,142	$2,207	$2,273	$2,341
	Cross Country, Assistant Football, Middle School, Assistant Golf, Assistant Tennis, High School, Assistant						
Level VII		0.055	$1,760	$1,813	$1,867	$1,923	$1,981
	Basketball, Middle School, Assistant Department Chairs, Middle School Drill Team, High School PDC President, Secretary, Vice President Quiz Bowl Sponsor Stuco, High School Tennis, Middle School, Head Coach Textbook Manager Track, Middle School, Assistant Volleyball, Middle School, Assistant Weight Room, High School Wrestling, Middle School Assistant						
Level VIII		0.052	$1,664	$1,714	$1,765	$1,818	$1,873
	Intramural Director, Middle School						
Level IX		0.044	$1,408	$1,450	$1,494	$1,539	$1,585
	Cheerleader Sponsor, Middle School Elementary Area Coordinators K-12 Coordinator Nurse Coordinator Social Work Coordinator Textbook Manager, Middle School						
Level X		0.037	$1,184	$1,220	$1,256	$1,294	$1,333
	Junior Class Sponsor Pep Club, High School Senior Class Sponsor Stuco, Middle School Tennis, Middle School, Assistant						
Level XI		0.026	$832	$857	$883	$909	$936
	Elementary Curriculum Specialist						
Level XII		0.018	$576	$593	$611	$629	$648
	Color Guard, High School Drill Team, Middle School Pep Club, Middle School						

Level XIII		0.015	$480	$494	$509	$525	$540
	Class Sponsor, Middle School Freshmen Class Sponsor Intramural Coach, Middle School National Honor Society Sophomore Class Sponsor						
Level XIV		0.0126	$403	$415	$428	$441	$454
	Computer Coordinator						
Level XV		0.010	$320	$330	$339	$350	$360
	Building Resource Specialist						

APPENDIX F

2010-2011 School Calendar

AUGUST						2010
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10•	11•	12*	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						2010
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						2010
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	(13)	14•	15▪	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						2010
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						2010
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	(21)	22*	23	24	25
26	27	28	29	30	31	

Classes Begin		August 16
Classes End		May 19
AUG.	10	Teachers Begin
	16	First Day of School
SEPT.	6	Labor Day Recess
OCT.	13	End of First Quarter
	14	Inservice
	15	Inservice/Teacher Workday
	18	Start of Second Quarter
NOV.	24,25,26	THANKSGIVING RECESS
DEC.	21	End of Second Quarter
	22	Teacher Workday
	23-31	WINTER RECESS
JAN.	3	Classes Resume
	3	Start of Third Quarter
	17	Inservice
MAR.	3	End of Third Quarter
	4	Inservice/Teacher Workday
	7	Start of Fourth Quarter
	21-25	SPRING RECESS
MAY	15	Graduation
	19	Last Day for Students
	20	Last Day for Teachers
	30	Memorial Day

GRADING PERIOD

August – October	42 days
October – December	44 days
January – March	43 days
March – May	49 days
STUDENT CONTACT DAYS	**178 DAYS**
TOTAL CONTRACT DAYS	**188 DAYS**

LEGEND

_____	No School
*	Teacher Workday
( )	End of Quarter
▪	Inservice/Teacher Workday (one half day each)
•	Inservice

JANUARY						2011
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17•	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						2011
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						2011
S	M	T	W	T	F	S
		1	2	(3)	4▪	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						2011
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						2011
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	(19)	20*	21
22	23	24	25	26	27	28
29	30	31				

This calendar may be altered at the discretion of the Salina USD 305 Board of Education. Approved March 9, 2010.

APPENDIX G

2011-2012 TENTATIVE SCHOOL CALENDAR
SALINA PUBLIC SCHOOLS

AUGUST 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9•	10•	11*	12*	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	(12)	13•	14▪	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	(21)	22*	23	24
25	26	27	28	29	30	31

Classes Begin		August 11
Classes End		May 17
AUG.	9	Teachers Begin
	15	First Day of School
SEPT.	5	Labor Day Recess
OCT.	12	End of First Quarter
	13	Inservice
	14	Inservice/Teacher Workday
	17	Start of Second Quarter
NOV.	23,24,25	THANKSGIVING RECESS
DEC.	21	End of Second Quarter
	22	Teacher Workday
	23-30	WINTER RECESS
JAN.	2	WINTER RECESS
	3	Classes Resume
	3	Start of Third Quarter
	16	Inservice
MAR.	1	End of Third Quarter
	2	Inservice/Teacher Workday
	5	Start of Fourth Quarter
	19-23	SPRING RECESS
MAY	13	Graduation
	17	Last Day for Students
	18	Last Day for Teachers
	28	Memorial Day

GRADING PERIOD

August – October	42 days
October – December	45 days
January – March	42 days
March – May	49 days
STUDENT CONTACT DAYS	**178 DAYS**
TOTAL CONTRACT DAYS	**188 DAYS**

LEGEND

____	No School
*	Teacher Workday
( )	End of Quarter
▪	Inservice/Teacher Workday (one half day each)
•	Inservice

JANUARY 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16•	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH 2012						
S	M	T	W	T	F	S
				(1)	2▪	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	(17)	18*	19
20	21	22	23	24	25	26
27	28	29	30	31		

This document represents the efforts of the USD #305 Salina Board of Education and the NEA-Salina working cooperatively to reach mutual agreement on the 2010-2011 Negotiated Agreement to improve education in our school district.

Members of the 2010-2011 Negotiations Bargaining Team included

NEA-Salina
Negotiations Team

Darren Brooks
Jessica Painter
Lisa Mahler*
Carol White
Kay Barriger
Lisa Larson

* Head Negotiator/Team Leader

Board of Education
Negotiations Team

Carol Brandert
A.J. D'Angelo*
Mike Lowers
Phil Black
Lisa Peters
Shanna Rector
Betty Amos
Leigh Hendrix

*Head Negotiator/Team Leader