

MEMORANDUM OF AGREEMENT

BETWEEN

THE SKYLINE-NATIONAL EDUCATION ASSOCIATION

AND

THE BOARD OF EDUCATION OF USD438

JULY 1, 2020 TO JUNE 30, 2021

1 **ARTICLE I—DEFINITIONS:**

- 2 A. **Administrators:** All persons employed by the Board of Education in positions requiring an administrative
3 license by regulation of the State Department of Education as stated in the current Licensure Handbook.
- 4 B. **Association:** Skyline-National Education Association, affiliated with Kansas National Education Association
5 and the National Education Association.
- 6 C. **Board:** The Board of Education of USD #438, Pratt County, Kansas.
- 7 D. **Co-curricular:** Contracted sponsor/coach activities which are part of a related course.
- 8 E. **Days:** Except when otherwise indicated, days shall mean contract days.
- 9 F. **District:** Unified School District (USD) #438.
- 10 G. **Employee:** Shall mean both licensed and classified employees.
- 11 H. **Extra-curricular:** Contracted sponsor/coach activities which are not part of a related course.
- 12 I. **KNEA:** Kansas National Education Association.
- 13 J. **NEA:** National Education Association.
- 14 K. **Non-student Contact Days:** Non-student contact days are those days during which students are not in
15 attendance and teachers are in staff meetings, in-service work, curriculum work, parent-teacher conferences,
16 teacher planning, collaboration, and other such work as may be appropriate for improvement of instruction
17 and/or the efficient operation of the school. The activities on these days shall be scheduled by the
18 superintendent.
- 19 L. **Seniority:** The period of service in the district.
- 20 M. **Student Contact Days:** Student contact days are those days during which students are scheduled to be in class
21 for instruction or other related activities.
- 22 N. **Superintendent:** Superintendent of Schools of USD #438, Pratt County, Kansas.
- 23 O. **Teachers:** All persons contracted for professional services by Skyline Schools USD #438 who are required to
24 be licensed by the Kansas State Department of Education.
- 25 P. **Workdays:** Work days are those days during which the students are not in attendance and teachers are
26 working in their rooms for the purpose of completing records and/or class preparation.

27 **ARTICLE II—BOARD'S AUTHORITY**

28 A. Board's Rights:

29 The board shall retain all rights and duties as imposed by Kansas Statutes, including but not limited to, the
30 right to establish rules and regulations governing teachers provided such rules and regulations are not covered
31 under this agreement.

32 B. Teacher's Responsibilities:

33 It shall be the duty of the teacher to keep informed concerning the rules, regulations, and policies of the
34 board as stated in the Board Policies Book. Teachers shall follow all school regulations and perform such duties
35 as directed by the principals.

36 **ARTICLE III—CONTRACT YEAR AND SCHOOL DAY**

37 A. Contract Year:

38 The contract year shall be for 173 days for returning teachers and 173.5 for new teachers. The board shall
39 have the authority to schedule the minimum number of school days required by the state statutes or state
40 department of education regulation.

41 B. New Teacher Orientation:

42 Teachers new to USD 438 will work an additional one half (.5) day for orientation. These teachers will be
43 paid at a per diem rate (salary schedule base/contract days X .5) for this additional half (.5) day. This day will
44 be scheduled by the administrators in cooperation with the new teachers.

45 C. Work Days:

46 Three Work Days shall be scheduled as part of the contract year. Work Days may be established by the BOE
47 as flex days or may be scheduled into the calendar. If scheduled into the calendar, one full day shall be placed
48 at the end of each semester and one full day shall be placed at the beginning of the school year.

49 D. Parent-Teacher Conferences:

50 Parent-Teacher Conferences shall be held outside the contract day. The number of hours shall be
51 equivalent to two contract days and be spread throughout the school year. The specific dates and times for
52 conferences shall be mutually agreed upon by the building principal and his/her staff. Parent-Teacher
53 Conferences shall count the equivalent of two (2) days toward the contract year. On the first scheduled day of
54 each Parent-Teacher Conference, the time between student dismissal and the start of the Parent-Teacher
55 Conferences shall be used at the discretion of the teacher.

56 E. Calendar Configuration:

57 If possible in configuration of the calendar, school will not be in session on the last Friday in October and
58 the Monday following Easter Sunday.

59 The total number of student contact days, non-student contact days, and workdays shall not exceed the
60 total number of contract days. The non-student contact days and workdays shall be set immediately prior to
61 the beginning of the school year, within the beginning and ending dates of the school year, or immediately
62 following the school year.

63 F. School Day Length:

64 The beginning and ending times of the school day shall be set by the board. The length of the day shall
65 include the time school is in session, plus an additional thirty (30) minutes. The arrival time for teachers shall
66 be at least fifteen (15) minutes prior to the time for classes to begin and at least fifteen (15) minutes after the
67 last regular class scheduled in the building ends. Professional staff only needs to utilize the time-clock system
68 for Leaves and Hourly Paid Positions—not daily check-in/outs.

69 G. Designated Holidays:

70 The regular and extended contract of teachers shall include the following holidays. Such holidays shall be:

- 71 • New Year's Day
- 72 • Memorial Day
- 73 • Labor Day
- 74 • Thanksgiving Day and the Friday after Thanksgiving
- 75 • Christmas Eve Day, Christmas Day, and the week following through New Year's Day

76 No teacher shall be required to perform duties on any of the above holidays. On days immediately
77 preceding schedule breaks for such holidays, the teacher's day shall end ten (10) minutes after the close of the
78 students' day.

79 H. Duty-Free Lunch:

80 Teachers will have a 25-minute duty-free lunch each day. Any activity(ies) requiring teacher attendance
81 that is scheduled during this time must be approved by the superintendent. If approved, the teacher shall be
82 compensated at the teacher's hourly rate times the 25 minutes.

83 I. Guaranteed Plan Time:

84 For the purpose of preparation, PreK-12 teachers will be granted at least 250 minutes of plan time per
85 week. Except when collaboration time with parents, administration, other staff, etc., needs to happen in order
86 for students' to be successful, this plan time shall be free of all other activities or assignments unless mutually

87 agreed upon by the teacher and board. Such agreed upon time shall be compensated at the teacher's hourly
88 rate.

89 **ARTICLE IV—LEAVES**

90 Use the pre-set Leave categories in the Automated Attendance Program when making application for leave and then
91 list in the program "Note" section the specific TYPE of leave under that category as per the Agreement:

92 **"Sick" Category:**

93 A. Sick Leave:

94 Sick leave shall be allowed for illness or disability of the teacher, unavoidable doctor appointments,
95 emergency dental appointments, hospitalization of an immediate family member, or other such health services
96 for the teacher which must necessarily be scheduled at times when the teacher is contracted to work.

97 At the beginning of each school year, each full-time teacher's sick leave shall be credited with twelve (12)
98 days of leave, the unused portion of which shall accumulate from year to year up to seventy-five (75) days. Any
99 teacher's sick leave which exceeds seventy-five (75) days at the end of a year will be reduced to seventy-five
100 (75) days. Sick leave for part-time teachers and teachers hired during the school year shall be prorated so that
101 the amount of sick leave allowed is in the same ratio to twelve (12) days as the teacher's contract is to the full
102 school year.

103 Teachers shall be paid \$50.00 for each full day of sick leave which they have accumulated over seventy-five
104 (75) days. At the time of retirement or death, teachers shall be paid \$50.00 for each full day of sick leave unused
105 up to and including seventy-five (75) days. Any days over seventy-five (75) shall be paid as noted in the first
106 sentence of this paragraph. One half this amount shall be paid for half day. (Example: A teacher with 78 1/2
107 days accumulated at the end of the contract year would be paid for three full days and one 1/2 day.)

108 The teacher may use all or any portion of his/her leave for personal illness or disability. When absent, the
109 teacher's accumulated leave will be deducted. The amount deducted when absent is calculated by hours and
110 minutes by the Automated Attendance Program.

111 B. Family Illness:

112 A teacher shall be allowed to use his or her sick leave for the illness of any member of the teacher's
113 immediate family. Any days used under this provision must be approved by the administrators. For purposes
114 of this provision, immediate family shall include spouse, children, stepchildren, parents, in-laws, or someone
115 under the direct care of the teacher (i.e., foster child, foreign exchange students), or other relatives living in the
116 home.

117 **"Personal" Category:**

118 A. Personal Leave:

119 Up to four (4) days of sick leave shall be available each year for personal leave. Except for unique
120 circumstances, this leave shall not be used on in-service days, orientation days, teacher workdays, during the
121 first and last weeks of the school year, or the day prior to or following a regularly scheduled school vacation or
122 holiday. Any day used under the provisions provided in this paragraph must be approved by the
123 superintendent using the Leave process in the Automated Attendance program.

124 B. Maternity Leave:

125 Either parent may apply for and shall be granted maternity leave. The number of paid days shall depend
126 upon the number of accumulated leave days the employee has available. Additional unpaid days may be granted
127 through the Family Leave and Medical Act.

128 **"Bereavement" Category (specify which level in "Note" section of program):**

129 A. Bereavement of spouse or child:

130 In the event of the death of a teacher's spouse or child requires the teacher to be absent from his/her
131 professional duties, the teacher will be limited only by the number of discretionary days he/she has
132 accumulated.

133 B. Bereavement of relatives:

134 Leave allowed up to five (5) days per occurrence.

135 **"Civil" Category:**

136 A. Jury Duty:

137 A teacher called to jury duty may be paid regular school wages if said teacher endorses all jury duty pay,
138 except reimbursement for mileage and subsistence, over to the district.

139 **"Profession" Category:**

140 A. Association Leave:

141 A pool of up to five (5) days shall be available yearly for association members to use to participate in
142 activities provided by the state/national association that land on a regularly scheduled contract day. If
143 additional days are needed after the pool of days is exhausted, members may use Professional Leave without
144 reimbursement (see the Professional Leaves Category under Article IV, Leaves) to attend.

145 B. Professional Leave:

146 All teachers may be granted professional leave with pay to attend conventions and conferences related to
 147 their content area or the school improvement plan or to observe instructional programs in action in other
 148 schools with the recommendation of the principal and the approval of the superintendent.

149 1. Process:

150 a. At least one (1) week in advance of the activity, the teacher will discuss the activity with the principal
 151 and complete the required reimbursement and leave forms.

152 b. Within two (2) weeks following the activity, the teacher shall submit a written report to the
 153 superintendent and the board stating the benefits and topics of the activity.

154 2. Reimbursement Methods:

155 a. If the activity does not fall within the content area of the teacher or under the school improvement plan,
 156 fifty percent (50%) of the expenses as listed on the negotiated Professional Leave form shall be paid by the
 157 district. If attendance is on non-contract time, substitute pay will be paid to the teacher.

158 b. If the activity falls within the content area of the teacher or under the school improvement plan or if the
 159 district requests attendance, the district will pay one hundred percent (100%) of the expenses, plus
 160 substitute pay will be paid to the teacher if the activity is held on a non-contract day.

161 c. It was also decided by the Professional Leave Committee that for the purpose of professional leave the
 162 teacher salary and substitute teacher pay will not be included in the list of expenses.

163 **"LWOP" Category:**164 A. Absence without Leave:

165 Teachers who are absent without leave, as established either in this agreement or under current board
 166 policy, shall have a deduction in pay equal to one/divided by the number of contract days of their annual
 167 teaching contract for each day missed. For example: for this year, the deduction per day would be 1/173 of the
 168 annual teaching contract.

169 **Special Leave Information, No Category:**170 A. Method of Paying Substitute Teachers:

171 Substitute teachers shall be paid by the board.

172 B. Sick Leave Bank:

173 A sick leave bank shall be established under the following conditions:

174 1. Each employee shall contribute two (2) of his/her sick leave days to the bank for two years, except such
 175 contribution may be prorated using the same formula described in Article IV, A, paragraph 3, to the nearest
 176 whole day.

177 2. Any days placed in the bank by employees shall be deducted from the employee's sick leave days for the
 178 year in which the days were put into the bank.

179 3. Should the number of days in the bank fall below 150 days at the end of any fiscal year, then each
 180 employee shall contribute one day of sick leave to the bank for the ensuing contract year. Contributions to the
 181 bank shall not be made at any other time regardless of the number of days in the bank. Under no condition will
 182 any employee contribute more than two (2) days in any fiscal year.

183 4. A committee composed of three (3) teachers, one non-licensed employee, and one administrator shall
 184 oversee the bank and approve or disapprove any applications for its use. The association shall appoint the
 185 teachers to the committee and the superintendent shall appoint the other two members. The committee shall
 186 elect its own chairman annually. All applications for the use of the bank must be made in writing to the
 187 chairman of the Sick Leave Bank Committee.

188 5. An employee will not be able to use the bank until the entire employee's accumulated sick leave has been
 189 used and the employee has lost wages for two (2) days because of conditions covered by sick leave. This two
 190 (2) day loss of wages will be assessed only one time per employee during a contract year.

191 6. The maximum number of days an employee may use from the bank during any fiscal year shall be equal
 192 to one-half (1/2) of the accumulated days plus any sick leave credited to the employee at the beginning of the
 193 fiscal year, after contribution to the sick leave bank. Should an employee request days from the sick bank, the
 194 bank may provide days only to the extent of days remaining in the bank.

195 C. Extended Leave of Absence:

196 In addition to teacher leave mandated by the Family and Medical Leave Act of 1993, teachers are entitled,
 197 subject to approval of the board, to extended leaves for study, travel study (i.e. Rotary Study Exchange, etc.),
 198 health, maternity, and adoption. The length of each extended leave shall be established by the board after
 199 reviewing the request of the teacher. Extended leave shall not be considered termination of employment.
 200 Extended leaves shall be subject to the following provisions.

201 **The teacher shall:**

202 1. Receive no salary from the district when he/she is on extended leave except in the case of travel study
 203 where application can be made to utilize accumulated leave days. Once the approved accumulated leave days
 204 are exhausted, then the teacher using travel study leave shall have deducted from his/her salary one half (1/2)
 205 the per diem rate of the applicant's salary or the cost of the substitute whichever is more during his/her
 206 absence.

207 2. Retain, during the extended leave, accumulated sick leave days but will not receive credit for any
208 additional sick leave days.

209 3. Retain membership, if so desired, in the group insurance plan during extended leave for the period of
210 time allowable by the insurance company. Arrangements for payment of the insurance premium must be made
211 in advance with the superintendent. No portion of the insurance premium will be paid by the district while the
212 teacher is on leave.

213 4. Be reassigned in a regular position which is at least comparable to the one which the teacher held when
214 the extended leave commenced, exclusive of supplemental assignments. If the date of return from extended
215 leave is other than the beginning of the school year, the effective date of return shall be subject to a vacancy for
216 which the teacher is qualified. If the date of return from extended leave is the beginning of the school year, the
217 assignment shall be assured, provided the teacher notifies the superintendent on or before April 15 of his/her
218 intention to return. On or before March 15, the superintendent shall make reasonable attempts to notify the
219 teacher on leave of this provision. Upon return from travel study leave, the teacher shall be returned to the
220 position he/she held when the leave commenced and shall be placed at the position on the salary schedule
221 he/she would have attained had he/she taught in the district during such period.

222 5. Prior to resuming duties on return from an extended leave for maternity or health, the teacher shall
223 present to the superintendent a statement from a physician that the teacher is physically able to resume normal
224 duties required of his or her assignment.

225 **Application for extended leaves shall be subject to the following provisions:**

226 1. Application for extended leaves for study or travel to be effective at the beginning of a school year shall
227 be made on or before March 15 of the preceding year.

228 2. Application for extended leaves that are to be effective at a time other than at the beginning of a school
229 year shall be made as soon as the teacher is aware that the leave is necessary.

230 3. All applications for extended leaves shall be made on the form provided by the district.

231 4. The application for extended leave shall be filed with the superintendent.

232 **ARTICLE V—EARLY RETIREMENT**

233 A. Skyline Qualifications:

234 1. Participants must have fifteen (15) years of service in the district.

235 2. The last five (5) years of a participant's service in the district, including the year during which application
236 is made for early retirement, must be continuous.

237 3. Applicants for early retirement must file for benefits by April 1 of the school year immediately prior to
238 the school year when they wish benefits to begin.

239 4. No payment pursuant to an early retirement incentive program as provided in this section shall be made
240 prior to the retirement under the provision of the Kansas public employees retirement systems for any
241 employee of the district—KSA 72-5395(a).

242 5. The program is voluntary with the board making final determination of eligibility.

243 B. Calculations:

244 The amount paid to the participant shall be determined by subtracting the base of the salary schedule from
245 the teacher's salary minus extra-curricular but including any co-curricular duty or extended contract salary for
246 the year in which application for full benefit retirement is made. The difference in these two figures shall be
247 multiplied by sixty percent (60%) to determine the amount that will be paid annually to the participant. The
248 annual amount shall then be divided by twelve (12) to determine the amount to be paid monthly. Benefits shall
249 be prorated for teachers not employed with the district full-time at the time of their retirement. Monthly
250 payment will be made on normal pay dates for teachers.

251 C. Payment:

252 Payments shall begin in September following the end of the fiscal year (June 30) in which retirement
253 occurred and continue monthly for five (5) years or until benefits would cease as noted in Item D. Payment
254 shall be made into the Skyline 403(b) program. The prospective retiree needs to inquire with the Business
255 Manager about withdrawal fee options if planning to use these funds to cover health insurance premiums.

256 D. Benefits Cease:

257 Benefits under the Skyline Early Retirement provision will cease on the earliest of the following
258 occurrences: 1) once a participant reaches his/her full retirement age as determined by the Social Security
259 system (see chart in Appendix); or 2) five (5) years after the participant has retired; or 3) at the death of the
260 participant.

261 E. Discontinuation of Benefits:

262 Should it be determined by a court of applicable law that any of the foregoing provisions relative to early
263 retirement are contrary to state or federal law, any such early retirement provisions that cannot be fixed will
264 cease and the parties will re-open bargaining on these provisions as soon as possible thereafter.

265 F. Other:

266 Participants may retain membership in the district's group health insurance program as provided by KSA
267 #12-5040(b).

268 **ARTICLE VI—SALARY SCHEDULE**

| 269 | | | | | | <u>BA+60</u> | | |
|-----|-------------|-----------|--------------|--------------|--------------|--------------|--------------|--------------|
| 270 | | | | | | Or | | |
| 271 | <u>STEP</u> | <u>BA</u> | <u>BA+15</u> | <u>BA+30</u> | <u>BA+45</u> | <u>MA</u> | <u>MA+15</u> | <u>MA+30</u> |
| 272 | 1 | 39225 | 40025 | 40925 | 41925 | 43125 | 44425 | 45825 |
| 273 | 2 | 39775 | 40575 | 41475 | 42475 | 43675 | 44975 | 46375 |
| 274 | 3 | 40325 | 41125 | 42025 | 43025 | 44225 | 45525 | 46925 |
| 275 | 4 | 40875 | 41675 | 42575 | 43575 | 44775 | 46075 | 47475 |
| 276 | 5 | 41425 | 42225 | 43125 | 44125 | 45325 | 46625 | 48025 |
| 277 | 6 | 41975 | 42775 | 43675 | 44675 | 45875 | 47175 | 48575 |
| 278 | 7 | 42525 | 43325 | 44225 | 45225 | 46425 | 47725 | 49125 |
| 279 | 8 | 43075 | 43875 | 44775 | 45775 | 46975 | 48275 | 49675 |
| 280 | 9 | 43625 | 44425 | 45325 | 46325 | 47525 | 48825 | 50225 |
| 281 | 10 | 44305 | 45105 | 46005 | 47005 | 48205 | 49505 | 50905 |
| 282 | 11 | 44985 | 45785 | 46685 | 47685 | 48885 | 50185 | 51585 |
| 283 | 12 | | 46465 | 47365 | 48365 | 49565 | 50865 | 52265 |
| 284 | 13 | | 47145 | 48045 | 49045 | 50245 | 51545 | 52945 |
| 285 | 14 | | | 48725 | 49725 | 50925 | 52225 | 53625 |
| 286 | 15 | | | 49405 | 50405 | 51605 | 52905 | 54305 |
| 287 | 16 | | | | 51085 | 52285 | 53585 | 54985 |
| 288 | 17 | | | | 51765 | 52965 | 54265 | 55665 |
| 289 | 18 | | | | 52445 | 53645 | 54945 | 56345 |
| 290 | 19 | | | | | 54325 | 55625 | 57025 |
| 291 | 20 | | | | | 55005 | 56305 | 57705 |
| 292 | 21 | | | | | | 56985 | 58385 |
| 293 | 22 | | | | | | 57665 | 59065 |
| 294 | 23 | | | | | | | 59745 |
| 295 | 24 | | | | | | | 60425 |

296 A. Conditions Pertaining to the Salary Schedule:

297 Teachers shall be allowed credit for college hours which qualify for movement horizontally on the salary
 298 schedule if those hours are successfully completed prior to the first day of the new school year. Adjustment in
 299 the contract will be made providing such hours are validated by official transcript or other verification from
 300 the college or university issuing the credit prior to October 1 of the school year covered by the contract.

301 B. Horizontal Movement for College Hours:

302 Teachers shall be guaranteed horizontal movement for approved college hours upon verification of the
 303 hours by the superintendent.

| | | |
|-----|-----------------------------------|--|
| 304 | EXTRA-CURRICULAR DUTY PAY: | |
| 305 | Category 0 | 2 Freshman Sponsors, each \$0.00 |
| 306 | | 2 Sophomore Sponsors, each \$0.00 |
| 307 | | 2 Senior Sponsors, each \$0.00 |
| 308 | Category 1 | \$353.03 |
| 309 | Category 2 | 6-9 Science Olympiad Sponsor \$706.05 |
| 310 | | 10-12 Science Olympiad Sponsor \$706.05 |
| 311 | | English as Second Language (ESL) Supervisor \$706.05 |
| 312 | | MS Quiz Bowl Sponsor \$706.05 |
| 313 | | Professional Development Committee (PDC) Chairman \$706.05 |
| 314 | | Robotics League Sponsor (6-8) \$706.05 |
| 315 | | Science Fair (split \$ amongst coordinators) \$706.05 |
| 316 | | Sound System Manager \$706.05 |
| 317 | Category 3 | 2 MS Sponsors (split \$ as determined by sponsors) \$1,059.08 |
| 318 | Category 4 | 2 Junior Sponsors, each (plus concession supervision reported on extra duty form) \$1,412.10 |
| 319 | | Academic/Scholars Bowl Sponsor \$1,412.10 |
| 320 | | Assistant Play/Drama \$1,412.10 |
| 321 | | HS Assistant Baseball \$1,412.10 |
| 322 | | HS Assistant Softball \$1,412.10 |
| 323 | | HS/MS Assistant Cross Country \$1,412.10 |
| 324 | | MS Assistant Boys Basketball \$1,412.10 |
| 325 | | MS Assistant Football \$1,412.10 |
| 326 | | MS Assistant Girls Basketball \$1,412.10 |
| 327 | | MS Assistant Track \$1,412.10 |
| 328 | | MS Assistant Volleyball \$1,412.10 |
| 329 | Category 5 | Assistant Musical \$1,765.13 |
| 330 | | Forensics Sponsor \$1,765.13 |
| 331 | | HS Pep Club Sponsor (split \$) \$1,765.13 |
| 332 | | MS Head Boys Basketball \$1,765.13 |
| 333 | | MS Head Football \$1,765.13 |
| 334 | | MS Head Girls Basketball \$1,765.13 |
| 335 | | MS Head Volleyball \$1,765.13 |
| 336 | | Play Director \$1,765.13 |
| 337 | Category 6 | HS Assistant Track \$2,118.15 |
| 338 | | MS Head Track \$2,118.15 |
| 339 | | MS Pep Club/Cheer Sponsor (split \$ as determined by sponsors) \$2,118.15 |
| 340 | Category 7 | Conditioning, year-round \$2,471.18 |
| 341 | | HS Head Baseball \$2,471.18 |
| 342 | | HS Head Softball \$2,471.18 |
| 343 | | HS/MS Head Cross Country \$2,471.18 |
| 344 | Category 9 | HS Assistant Boys Basketball \$3,177.23 |
| 345 | | HS Assistant Football \$3,177.23 |
| 346 | | HS Assistant Girls Basketball \$3,177.23 |
| 347 | | HS Assistant Volleyball \$3,177.23 |
| 348 | Category 11 | HS Head Track (Boys/Girls) \$3,883.28 |
| 349 | Category 12 | HS Cheerleader Sponsor \$4,236.30 |
| 350 | Category 13 | HS Head Football \$4,589.33 |
| 351 | | HS Head Volleyball \$4,589.33 |
| 352 | | HS Head Girls Basketball \$4,589.33 |
| 353 | | HS Head Boys Basketball \$4,589.33 |

| | | |
|-----|--------------------------------|---|
| 354 | CO-CURRICULAR DUTY PAY: | |
| 355 | Category 2 | K-4 Combined Class Teacher Stipend (given when only one section of a grade level is offered) \$706.05 |
| 356 | Category 3 | Elementary Vocal Music (Elementary Music Classes) \$1,059.08 |
| 357 | | Family, Career, and Community Leaders of America (FCCLA) Sponsor (Family and |
| 358 | | Consumer Science Classes) \$1,059.08 |
| 359 | Category 6 | Musical (High School Choir) \$2,118.15 |
| 360 | Category 8 | Grades 7-12 Vocal Music—7-12 Choir (split \$ as determined by directors) \$2,824.20 |
| 361 | Category 10 | Instrumental Music—5-12 Band \$3,530.25 |
| 362 | | Publications & Yearbook (Journalism/Yearbook Classes) \$3,530.25 |
| 363 | Category 11 | 7-12 Athletic Director \$3,883.28 |
| 364 | | FFA Sponsor (Vocational Ag Classes) \$3,883.28 |
| 365 | | ***** |

366 Category One (1) amount shall be determined by the following formula: BA Column, Step 1 amount
367 multiplied by .009 equals category one (1) amount. Other extra duty category amounts shall be determined by
368 multiplying the category number times the amount determined for Category One (1). An extra-curricular or co-
369 curricular duty will be reviewed when there is a change in the job description or when such a review is
370 requested by the association, the holder of the duty, or the administrators.

371 C. Hourly Compensation:

372 PreKindergarten through 8th Grade teachers participating in the "Open House" and/or "Meet and Greet"
373 activities at the beginning of each school year shall be paid an hourly compensation. Each teacher will document
374 his/her participation on the Extra Duty for Academic's form located on the Skyline Web page. Name, date,
375 activity, function at activity, whom to pay (self or SNEA), and hours worked will need to be recorded in order
376 to receive this compensation.

377 D. Moving Classroom Compensation:

378 Staff requested to move classrooms by administration at the end of one school year for the start of the next
379 school year shall be paid the equivalent of one (1) day of substitute pay to cover the labor of packing and
380 unpacking the entire room in order for the custodial staff to move the classroom materials. It is understood
381 that this day is an additional day to the normal contract year as stated in Article III—Contract Year and School
382 Day.

383 E. Professional Development Committee (PDC)/Point Compensation:

384 The membership of the PDC will consist of one high school teacher, one middle school teacher, one
385 elementary school teacher, two teachers at-large, two administrators, and a non-voting staff member to provide
386 secretarial duties. Compensation shall be as follows: Approved points in the Service to Profession category, 1
387 point, \$13.00; Professional Development Activities, Knowledge Level, 1 point, \$6.50 with the opportunity to
388 multiply the points by two for Application Level and by three for Impact Level. The maximum compensation
389 that can be earned is \$1,560.00 per certification/license cycle. Even though college courses are to be
390 documented through this process, there will be no point compensation paid unless agreed by the Board of
391 Education. Because compensation is received for points, the PDC may impose limits on the number of
392 compensation points that may be earned for an IPDP activity that is related to employment or other local
393 matters. For all other information, please refer to the current Professional Development manual.

394 F. End-of-Year Compensation:

395 Each teacher may receive a percentage of his/her salary (minus any extra, co-, or virtual compensation) if
396 there is no financial cut during the fiscal year by the State of Kansas.

397 G. Board's Rights:

398 The board shall retain the right to approve/not approve teachers to extra-curricular or co-curricular duty.
399 Listing of an activity does not require that teachers be assigned or that the activity be sponsored by the school.

400 The teacher who teaches the related subjects shall be given the first option to sponsor the extra duty
401 assignment(s) which is/are directly related to his/her curriculum area(s).

402 Should an activity be scheduled and then canceled, the board will pay only for the time during which the
403 activity was actually in effect as it compares with the total time normally required to complete the activity.

404 The salary for an activity added to the extra-curricular or co-curricular duty schedule after ratification of
405 this agreement shall be set by the board. The salary will then become negotiable for subsequent school years.

406 H. Teachers substituting for other Teachers:

407 With administrative approval only, teachers substituting for other teachers shall be paid an hourly rate
408 based upon substitute teacher pay for each class period taught.

409 I. Notification of Teaching Assignment for the Following Year:

410 Before the end of the school year in May, PreK-12 teachers will be notified of their teaching assignments
411 for the following year (for 7-12, the courses to be taught each semester; for K-6, the grade level to be taught).
412 Teachers will also receive the course time schedule and tentative class rosters/student numbers per class to
413 aide in class preparation. It is noted that there may be unforeseen circumstances that may occur during the
414 summer to cause changes to the teaching assignment and every effort will be made to notify the affected
415 teacher(s) as soon as possible of the situation.

416 J. Extended Contracts:

417 1. Athletic Director. The Athletic Director may be required to work up to two (2) weeks of regular work
418 days in addition to the regular contract year. The amount and schedule of time will be established by the
419 superintendent or his/her designee. The amount for the Athletic Director's daily rate shall be eighty (80)
420 percent of his/her normal daily rate.

421 2. Teaching during the Summer. School enrichment/additional learning programs offered during the
422 summer are not guaranteed to happen every year. When it is scheduled, staff hired will be paid an hourly wage
423 calculated from the base salary. Notification to apply to be a teacher for a program(s) offered during the
424 summer will be sent out in the spring. The hours and amounts of work will be determined once the number of
425 students attending is finalized.

426 3. Technology Staff. Staff members hired to assist with technology during non-contract hours will be paid
427 at the hourly rate of his/her regular contract. Designated staff will be required to track his/her hours and to
428 submit those hours to the Business Manager for payment.

429 4. Vocational Teachers. All vocational teachers except the Vocational Ag teacher shall be paid an additional
430 40 hours of compensation at the teacher's normal hourly rate in order to complete-pathway requirements (hours
431 will be prorated accordingly for teachers with less than full-time contracts). These requirements may be
432 completed during the regular contract year or as soon as possible following the last day of the school year.
433 Activities to be completed during these hours include the updating and maintenance of current pathway courses,
434 equipment, and required documentation; implementation of new pathways, when applicable; attendance at
435 KSDE Pathway workshops; other items that may be deemed necessary to be sure the Pathways fully comply
436 with all regulations; and any other work agreed upon by the administration and teacher.

437 The Vocational Ag teacher may have up to an additional 160 hours of work that is to be completed during
438 the summer as agreed upon with the superintendent. Compensation shall be at the teacher's normal hourly
439 rate. The activities for the 160 hours needs to be presented to the superintendent in writing for approval prior
440 to starting the work. Upon approval of the activities, the teacher shall use the time-clock system to document
441 the hours worked or, if not in the building, e-mail the Business Manager to document the daily hours. Payment
442 will be made using regularly scheduled pay dates for any hours documented in the summer.

443 Expenses required by the state to meet other obligations to maintain funding shall be borne by the district.
444 For the teacher assigned to the In-House Training class, additional planning time shall be allowed during the
445 school day.

446 **ARTICLE VII—FRINGE BENEFITS**

447 A. Section 125 Flexible Benefit Plan:

448 Teachers are eligible for participation in the District's Section 125 Flexible Benefit Plan if they meet the
449 eligibility requirements as described in the adoption agreement for that plan. Any teacher wishing benefits
450 listed in the plan will have his/her compensation reduced to provide those benefits.

451 B. Fringe Benefit Pool:

452 Starting with the 1997-98 school year, all eligible employees hired into the district will be required to
453 participate in the district's health insurance program if there is one in effect; so long as the district has enough
454 participants to sustain a health insurance program, eligible employees, new to the district, who are covered by
455 another policy may opt out of this benefit. USD 438, as a member of the Kansas Educator's Insurance Trust
456 (KEIT) health insurance program, shall pay for Option KE4, BDE Triple Option, Afford-A-Blue Choice #3, which
457 is a full single health insurance policy under Option KE4, BDE Triple Option, Afford-A-Blue for all teachers. If
458 an employee wishes to increase his or her coverage under this plan, the additional costs will be at the expense
459 of the teacher.

460 The board-provided health insurance benefit for professional employees covers a 12-month period and
461 shall be renewable annually at the coverage level determined by the employee. The district group health
462 insurance coverage becomes effective October 1 of the year in which the employee enrolls. For those employees
463 who complete their employment contracts for the school year, the district's health insurance program
464 continues for 12 months of benefits ending September 30 or until a former employee becomes eligible for group
465 health insurance under a new employer's plan. Should employment be terminated prior to the end of the
466 employee's contract, health insurance coverage will stop at the end of the last month the employee works.
467 Should the district's group health insurance carrier require an end to coverage on the last day of the month the
468 school year ends, the district will continue to pay its portion of the health insurance premium for a former
469 employee as COBRA coverage until September 30 or until the former employee becomes eligible for group
470 health insurance under a new employer's plan.

471 District employees with service of 10 years or more who wish to continue district group health insurance
472 coverage after retirement may do so pursuant to K.S.A. 12-5040. Written application filed with the clerk of the
473 board shall be within 30 days following retirement of the employee. Coverage under the employee group health
474 care benefits plan may cease to be made available upon (1) the retired employee attaining age 65 years, (2) the
475 retired employee failing to make required premium payments on a timely basis, or (3) the retired employee
476 becoming covered or becoming eligible to be covered under a plan of another employer.

477 C. Annuity Policies:

478 Any teacher may have deductions from his/her compensation to purchase a 403(b) policy. Teachers shall
479 select a company within the accepted portfolio from which to purchase the 403(b), determine the amount of
480 the 403(b), and notify the Business Manager of their choice. The company and amount can only be changed
481 during quarterly enrollment periods.

482 D. Waiver of Textbook and Technology Fees:

483 Teachers who are employed by the district and whose child(ren) also attend USD 438, shall not have to pay
484 textbook or technology fees for said child(ren).

485 ARTICLE VIII—Nurse

486 The School Nurse, as a member of the bargaining unit, shall have all rights and privileges of this negotiated
487 agreement. The Nurse's salary will change annually by a percent equal to the average percent of salary change
488 for teachers.

489 ARTICLE IX—GRIEVANCE PROCEDURE**490 Section 1—Definition of a Grievance:**

491 The board recognizes the right of employees to express their grievances and to seek a solution concerning
492 disagreements that may arise. A grievance is a complaint by a teacher or group of teachers based on an alleged
493 violation, misinterpretation or misapplication of the written contract, board policy or administrative
494 regulation.

495 Section 2—General Rules:

496 A. It is the policy of the board to assure every teacher the opportunity to have the unobstructed use of this
497 grievance procedure.

498 B. The purpose of these proceedings is to secure, at the lowest possible level, just and fair settlement of
499 grievance by teachers.

500 C. Since the resolving of grievances should be expedited as much as possible; the time limits at each level
501 shall be regarded as maximum number of days. Time limits, however, may be extended by mutual agreement
502 when circumstances justify doing so.

503 D. At any level of this procedure, either party may have other persons accompany them and serve as their
504 representative.

505 E. All documents, communications, and reports dealing with the processing of a grievance will be filed in a
506 separate file and will not be kept in the files of any of the participants.

507 F. For any grievance which has not been resolved by the end of the contract year, working days will be
508 defined as Monday through Friday with any legal holidays being excepted.

509 Section 3—Steps in Processing a Grievance:

510 Level One. In the event that a teacher believes there is a basis for a grievance, the teacher shall first discuss
511 the complaint on an informal basis with his/her building principal.

512 Level Two. If the teacher is not satisfied with the disposition of his/her complaint at Level One, or if no
513 decision has been rendered within five (5) working days of the initial discussion, the teacher may file the
514 grievance in writing simultaneously with the president of the association, if the teacher wishes to involve the
515 association, and the principal within ten (10) working days of the Level One conference. Within five (5) working
516 days after receipt of the written grievance, the principal will meet with the teacher and his/her representative.
517 The principal must state his/her position on the grievance in writing to the teacher filing the grievance, within
518 five (5) working days after the conference.

519 Level Three. If the teacher is not satisfied with disposition of his/her grievance at Level Two, or if no
520 decision has been rendered within five (5) working days of the Level Two conference, the teacher may transmit
521 the grievance at Level Three by filing a written statement of the grievance with the superintendent. The teacher
522 has ten (10) working days from the date the Level Two decision is rendered, or if no decision was rendered,
523 then (10) days from the date the decision should have been rendered. The written statement to the
524 superintendent must include copies of the written statements involved in Level Two. Copies of the grievance
525 filed with the superintendent will be sent simultaneously to the principal and the president of the association,
526 if the teacher wishes to involve the association. Within ten (10) working days after receipt of the written
527 grievance, the superintendent or his/her designee will meet with the teacher and the teacher's representative.
528 Both parties may request other involved staff members to be present. The superintendent must make a ruling
529 in writing within five (5) days. A copy of the superintendent's ruling will be sent to the teacher and the principal
530 involved at Level Two.

531 Level Four. If the teacher is not satisfied with the disposition of the grievance by the superintendent, or no
532 disposition has been made within five (5) working days of such meeting, the grievance may be transmitted to
533 the board by filing a written copy thereof with the Clerk of the Board. This copy must be filed within ten (10)
534 days of the Level Three conference. The board, no later than its next regular meeting or two calendar weeks,
535 whichever shall be later, shall hold a hearing on the grievance. All parties may be accompanied by
536 representatives of their choice or legal counsel.

537 The decision of the board shall be considered as final and shall be rendered within thirty (30) working days
538 of the hearing on the grievance or the next BOE meeting whichever comes first.

539 ARTICLE X—REDUCTION IN TEACHING STAFF

540 In the event the board decides that the size of the teaching staff must be reduced, these guidelines shall be
541 followed.

542 Reductions in licensed staff may be required due to decreasing enrollments, changes in financial support,
543 changing programs or other factors and shall be in accordance with the educational goals established by the
544 board. When possible, the normal procedures of resignations, retirements, and other methods of attrition of
545 staff will be used to accomplish such reductions.

546 If the necessary staff reductions cannot be accomplished through normal attrition, the superintendent will
547 recommend to the board the names of those teachers to be non-renewed. Dates of notification shall correspond
548 with those of the continuing contract law.

549 The process of selecting teachers for non-renewal will also involve consideration of (not listed in order of
550 importance): performance evaluations, skills, contribution to extra-curricular programs, educational goals and
551 needs of the district, areas of licensure which may be required to maintain school district accreditation, special
552 qualifications that may require specific training and/or experience, and state and federal regulations which
553 may mandate certain employment practices.

554 If two or more teachers have the same years of service, licensure, qualifications, training, skills, and
555 evaluations in a teaching area deemed necessary to fulfill the district's educational goals, the superintendent
556 will recommend the tenured teacher, if any, for the position in question. If all of the teachers have the same
557 number of years of service, licensure, qualifications, training, skills, and evaluations and all are tenured, the
558 teacher(s) who best meet(s) the needs of the district considering the factors outlined above will be retained.

559 Where a determination based on the foregoing criteria cannot be made, length of uninterrupted service
560 shall be considered as an additional factor and part-time or non-tenured teachers shall have the lowest priority
561 for retention.

562 Those teachers who have not been reemployed as a result of a reduction-in-force shall be considered as
563 "released with honor" and shall be considered for reemployment with the district for a period of two years
564 following the date of non-renewal when vacancies occur for which they are qualified. Upon reemployment, the
565 teacher shall resume the position on the salary schedule attained during previous employment except that the
566 length of time represented by the break in service shall not be included as service with the district. Should any
567 teacher, who has been non-renewed and then reemployed, take early retirement, that teacher's service in the
568 district shall be considered as continuous but no service credit shall be given for the years that the teacher was
569 not employed by the district.

570 Teachers non-renewed for reasons of staff reduction shall be given priority for substitute teaching
571 opportunities in fields or areas where they are qualified.

572 **ARTICLE XI—FAIR DISMISSAL OF TEACHERS**

573 1. The Board and Association agree to the mutual benefit of a Fair Dismissal procedure for experienced
574 teachers. This provision balances the relative security earned through an extended and successful probationary
575 period with employer expectations of continued quality professional performance.

576 2. For the first three years of professional employment with the district, teachers are considered
577 probationary and may be non-renewed prior to the statutory deadline for any reason except as protected by
578 Constitutional or other nondiscrimination protections.

579 3. Starting in Year Four of teaching with the district, teachers shall have earned non-probationary status.
580 At its discretion, the Board may formally grant non-probationary status to any teacher earlier.

581 4. Non-probationary teachers may be non-renewed for good cause, including any ground which is put
582 forward by the school board in good faith and which is not arbitrary, irrational, unreasonable, or irrelevant to
583 the school board's task of building up and maintaining an efficient school system.

584 5. If the proposed nonrenewal is to be based on poor job performance, the district evaluation procedure
585 shall be followed. The non-probationary teacher will be informed his/her performance is substandard and the
586 full evaluation process will be utilized, including a measurable plan of improvement. The plan of improvement
587 shall be collaboratively developed but the final decision on the plan rests with the principal.

588 6. If the nonrenewal is based on other reasons, including disciplinary factors or reduction in force, those
589 separate procedures as outlined in the Agreement shall be followed.

590 7. If the non-probationary teacher is non-renewed, he/she shall be notified by certified mail prior to the
591 statutory continuing contract date. The notification shall include the reasons for the nonrenewal, as well as all
592 evidence used to support the board's decision which the board will use at a hearing. The non-renewed teacher
593 will have fourteen calendar days from the receipt of the letter to file a written request for a hearing. The
594 decision as to whether the hearing shall be open or closed will be at the discretion of the teacher.

595 8. Within seven calendar days, the parties shall meet and select a mutually agreeable party to be the hearing
596 officer. If that is not possible, the hearing officer shall be an arbitrator selected by alternately striking names
597 from either the KSDE list or the AAA list.

598 9. During the hearing, the entire basis for the nonrenewal shall be proffered by the district. The teacher
599 may challenge the district's evidence and present evidence in his/her own behalf. If, in the opinion of the
600 hearing officer, more time and/or information is needed for an appropriate decision, it shall be allowed.
601 Otherwise, the hearing shall be closed at the end of the presentations. The decision by the hearing officer shall
602 determine whether to sustain or reverse the nonrenewal and reinstatement of any lost pay, and shall be
603 rendered in writing to both parties within seven calendar days.

604 10. It is the intention of the parties that the decision be rendered prior to August 1 and all reasonable efforts
605 should be made to accomplish that goal.

606 11. If the teacher prevails, he/she is reinstated in full. If the Board prevails, the nonrenewal is final. The
607 decision is binding on both parties with no appeal.

608 12. The teacher shall pay for his/her expenses, including any witnesses and/or representation. All other
609 expenses of the hearing shall be paid by the district.

610 **ARTICLE XII—EVALUATIONS**

611 A. Evaluation Document(s):

612 Copies of the current negotiated Student and Family Support Coordinator Evaluation document and Tech
613 Coordinator Evaluation document, and a copy of the Evaluation Procedures (GBI-R) are located in the Appendix
614 of this agreement. Teachers are evaluated using the states' evaluation program.

615 B. Evaluation Timeline:

616 1. First two consecutive school years of employment—every teacher shall be evaluated at least one time
617 per semester by not later than the 60th school day of the semester, except that any teacher who is not employed
618 for the entire semester shall not be required to be evaluated.

619 2. Third and fourth years of employment—every teacher shall be evaluated at least one time each school
620 year by not later than February 15.

621 3. After the fourth year of employment—every teacher shall be evaluated at least once in every three years
622 by not later than February 15 of the school year in which the teacher is evaluated.

623 C. Evaluation Procedures:

624 All evaluations will be in writing, conducted by the designated evaluator, using the appropriate instrument
625 as adopted by the board of education. Procedures for evaluation have been negotiated and are located in the
626 Appendix of this agreement.

627 **ARTICLE XIII—MISCELLANEOUS**

628 A. Distribution of the Agreement:

629 Copies of the agreement shall be made at the expense of the board within thirty (30) days after the
630 agreement is ratified by both parties. An electronic copy of the agreement will be given to each teacher when
631 he/she signs a contract for the school year covered by the agreement.

632 Five paper copies of the agreement will be provided to the association by the board without charge.

633 B. Dues Deductions:

634 Dues deductions will be withheld from teachers' checks upon written request to Business Manager by the
635 individual teachers, via the association. A monthly deduction will be made equal to the amount of dues to be
636 withheld divided by the number of checks the teacher has yet to receive on his or her contract.

637 Teachers under contract on or before August 15 of any year covered by the agreement shall notify the
638 Business Manager prior to September 15 if dues deductions are to be made.

639 C. Intellectual Property:

640 The teacher who writes or produces any works used in or out of the classroom setting shall own the
641 exclusive rights thereto, including ownership of the copyright.

642 D. Maintenance of Standard:

643 As included in Board policies and procedures, all terms and conditions of employment applicable on the
644 signing date of this Agreement shall be maintained at not less than the standards in effect prior to signing. This
645 Agreement shall not be interpreted or applied to deprive employees of professional advantages previously
646 enjoyed unless expressly stated in this Agreement.

647 E. Payroll Date:

648 All school employees will be paid on or before the 16th of each month. An employee who is retiring at the
649 end of the school year, shall have all financial matters settled and paid on or before the 31st of May.

650 F. Position Openings:

651 Positions falling within the bargaining unit that become available through resignations, retirements, or
652 added positions shall be posted on the outside door of the school safe and e-mailed to all staff at least one (1)
653 day before being posted publicly. If a current teacher is interested in applying for an opening, the teacher needs
654 to contact his/her designated principal to interview for the position. Current teachers making such application
655 will not jeopardize any current teaching assignment. There are no guarantees that current teachers will be
656 selected to fill the open position.

657 G. Reimbursement for Background Check Expenses needed for License Renewal (this will sunset when all current 658 teachers on staff have passed his/her background check):

659 Teachers will be reimbursed up to \$50.00 under the following circumstances to help cover expenses
660 incurred for a background check upon license renewal:

661 A. Will reimburse if:

- 662 1. Teacher applies for renewal BEFORE current license expires.
- 663 2. Teacher continues to teach for the district during the year of license renewal.

664 B. Will NOT reimburse if:

- 665 1. Teacher allows the current license to expire.
- 666 2. Teacher does not pass the background check.

*See the Professional
Learning Link under
"Other" on the Skyline
Website
(skylineschools.org) for
information on how to be
reimbursed for this item.*

667 H. Resignation/Release from Contract:

668 The board shall consider any licensed employee’s resignation which is submitted to the board in writing.
 669 The board may accept resignations from employees under contract when the resignations are accompanied by
 670 full payment for any applicable liquidated damages due to the board for release from contract pursuant to the
 671 negotiated agreement.

672 1. Liquidated Damages. After the June notification date, a teacher who has signed his/her contract or
 673 accepted a teaching position in the district for the coming year shall not be released from that contract until a
 674 competent replacement has been contracted in his/her place. Liquidated damages may be assessed as follows:

| | |
|-----------------------------------|------------|
| June Notification Day to July 31: | \$1,000.00 |
| August 1 to May Notification Day: | \$3,000.00 |

675 Resignations brought about by an occurrence which is not within the power of the employee to change and
 676 resignations which will, in the board's judgment, result in better education for the students involved shall be
 677 given special attention by the superintendent and board. Such occurrence will include but not be limited to the
 678 following: the resignation of a spouse when the family, because of business reasons, must move from the school
 679 district; death in the family; or illness on the part of the employee. Release from contract in these cases will not
 680 be automatic but granted only upon approval of the board.

681 In the event the teacher terminates employment in the district without compliance with board policy, the
 682 board may request the Professional Practices Commission to consider the suspension of the teacher's
 683 certificate for one year.

684 2. Early Notification of Retirement Incentive. Teachers will receive an incentive if they meet the
 685 qualifications for KPERS retirement and notify the superintendent/BOE in writing on or before the BOE
 686 meeting as listed below of the retirement year. One must begin his/her KPERS withdrawals following the
 687 current contract year to receive the incentive as follows:

| | |
|-----------------------|------------|
| November BOE Meeting: | \$1,500.00 |
| December BOE Meeting: | \$1,250.00 |
| January BOE Meeting: | \$1,000.00 |

688 3. Incentive pay for early notification of Retirement will be included in the last district paycheck of the
 689 contract year for the employee.

690 I. Savings Clause:

691 If any provision of this agreement or any application of this agreement is held to be contrary to law, then
 692 such provision or application shall not be deemed valid except to the extent permitted by law, but all other
 693 provisions or applications shall continue in full force and effect.

694 ***Memorandum of Understanding during Covid19 crisis:***

711 **Lunch Supervision:**

712 If a teacher volunteers to give up their 25-minute duty-free lunch time to supervise students
 713 who must eat lunch in the classroom, this supplemental duty shall be paid at the teachers’ hourly
 714 rate of pay.

**A P P E N D I X
P A G E S**

Item A: Retirement Age Chart



Retirement benefits by year of birth

[\(En Español\)](#)

No matter what your full retirement age (also called "normal retirement age") is, you may start receiving benefits as early as age 62 or as late as age 70.

If you retire early

You can retire at any time between age 62 and full retirement age. However, if you start benefits early, your benefits are reduced a fraction of a percent for each month before your full retirement age.

[The chart below](#) lists age 62 reduction amounts and includes examples based on an estimated monthly benefit of \$1000 at full retirement age. **Click on your year of birth** to find out how much your benefit will be reduced if you retire between age 62 and full retirement age.

Note: If your birthday is on January 1st, we figure your benefit as if your birthday was in the previous year.

Full Retirement and Age 62 Benefit By Year Of Birth

| Year of Birth ^{1.} | Full (normal) Retirement Age | Months between age 62 and full retirement age | At Age 62 ^{2.} | | | |
|---------------------------------|------------------------------|---|---|--|--|--|
| | | | A \$1000 retirement benefit would be reduced to | The retirement benefit is reduced by ^{3.} | A \$500 spouse's benefit would be reduced to | The spouse's benefit is reduced by ^{4.} |
| 1937 or earlier | 65 | 36 | \$800 | 20.00% | \$375 | 25.00% |
| 1938 | 65 and 2 months | 38 | \$791 | 20.83% | \$370 | 25.83% |
| 1939 | 65 and 4 months | 40 | \$783 | 21.67% | \$366 | 26.67% |
| 1940 | 65 and 6 months | 42 | \$775 | 22.50% | \$362 | 27.50% |
| 1941 | 65 and 8 months | 44 | \$766 | 23.33% | \$358 | 28.33% |
| 1942 | 65 and 10 months | 46 | \$758 | 24.17% | \$354 | 29.17% |
| 1943-1954 | 66 | 48 | \$750 | 25.00% | \$350 | 30.00% |
| 1955 | 66 and 2 months | 50 | \$741 | 25.83% | \$345 | 30.83% |
| 1956 | 66 and 4 months | 52 | \$733 | 26.67% | \$341 | 31.67% |
| 1957 | 66 and 6 months | 54 | \$725 | 27.50% | \$337 | 32.50% |
| 1958 | 66 and 8 months | 56 | \$716 | 28.33% | \$333 | 33.33% |
| 1959 | 66 and 10 months | 58 | \$708 | 29.17% | \$329 | 34.17% |
| 1960 and later | 67 | 60 | \$700 | 30.00% | \$325 | 35.00% |

As found at web address: <http://www.ssa.gov/retire2/agereduction.htm>

Item B: Evaluation Procedures and Documents

GBI-R EVALUATION PROCEDURE

1. All evaluations will be in writing, conducted by the designated evaluator, using the appropriate instrument as adopted by the board of education.
 2. Every teacher in the first two consecutive school years of employment shall be evaluated at least one time per semester by not later than the 60th school day of the semester, except that any employee who is not employed for the entire semester shall not be required to be evaluated; and that every employee during the third and fourth years of employment shall be evaluated at least one time each school year but not later than February 15; and that after the fourth year of employment every employee shall be evaluated at least once in every three years by not later than February 15 of the school year in which the employee is evaluated.
 3. All employees shall evaluate themselves with the appropriate instrument and discuss the self-evaluation with the designated evaluator. Self-evaluations shall not become a part of the evaluatee's permanent file.
 4. The principal shall evaluate all certified employees under his jurisdiction.
 5. The superintendent shall also evaluate any teacher at the request of the principal, teacher or board of education.
 6. The superintendent shall evaluate all principals.
 7. The board of education shall evaluate the superintendent.
 8. Prior to the evaluation, the evaluator shall meet with the evaluatee in a pre-conference to discuss the teacher's self-assessment and the lesson to be observed. The goal of this conference is to prepare the principal for the observation. Pre-observation will be held three (3) school days prior to the evaluation.
 9. Data used on/by the evaluator to complete the evaluation will be obtained from one or more formal evaluations that shall last at least 45 minutes and/or an entire class period. At no time may the evaluation include any information gathered from anonymous sources; however, with written consensus of the parties, walk-through and/or informal observations by the evaluator may be used in completing the formal evaluation document.
 10. The evaluator shall hold a post conference with the evaluatee to read and discuss the evaluation document within five (5) school days following the evaluation. An evaluatee may bring representation of his/her choice to the evaluation post conference. The evaluatee shall sign the document to acknowledge such presentation and may respond thereto in writing within two (2) weeks following the presentation.
 11. The evaluation documents and any written response thereto shall become a part of the employee's permanent records for a period of not less than three years from the date of evaluation. Such records are to be kept under lock and key. Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluatee, evaluator, superintendent, State Board of Education as provided by statute and the administrative staff (by written request) of any school to which the employee applies for employment. The board of education may review any or all evaluation documents and responses thereto when sitting as a board at any regular or special meeting.
-

USD 438, Skyline Schools Evaluation Form for PreK-12 Student and Family Support Coordinator

Name: _____

1st Evaluation Date: _____

2nd Evaluation Date: _____

PERFORMANCE COMPETENCIES

| Meets Criteria | | Growth Desirable | | Does Not Meet Criteria | | Not Applicable | |
|-----------------|-----------------|------------------|-----------------|------------------------|-----------------|-----------------|-----------------|
| 1 st | 2 nd | 1 st | 2 nd | 1 st | 2 nd | 1 st | 2 nd |

A. THE INSTRUCTIONAL PROCESS

- A.1. Maintains professional growth and development.
- A.2. Develops Educational Programs for students.

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |

B. ORGANIZATION AND MANAGEMENT

- B.1. Has supplies, materials, and equipment ready for use.
- B.2. Keeps student records current and readily available.
- B.3. Allocates time based on the needs of the counseling program and the needs of the students.

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| | | | | | | | |

C. GUIDANCE PRACTICES

- C.1. Maintains a current knowledge of test information.
- C.2. Makes students aware of resources available to gather information about careers and post-high opportunities.
- C.3. Develops and maintains a plan to assist students with educational planning.

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| | | | | | | | |

D. COUNSELING PRACTICES

- D.1. Develops and maintains counseling practices to assist students with their personal and social development.

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|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |

E. THE SCHOOL CLIMATE

- E.1. Creates a physical environment that makes students feel welcome.
- E.2. Creates an atmosphere that is conducive to positive interaction.
- E.3. Maintains positive building environment.
- E.4. Promotes the development of self-control in the students.
- E.5. Promotes positive self-concept.

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F. PROFESSIONAL RELATIONSHIPS

- F.1. Demonstrates sound professional judgment.
- F.2. Maintains a positive attitude.
- F.3. Interacts positively with other staff members.
- F.4. Interacts positively with community and parents.
- F.5. Meets assigned building and district responsibilities.
- F.6. Works to complete building, district, and Board of Education goals.

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Additional Comments (continue on back if needed):

My signature below indicates receipt of a copy of this evaluation. I may or may not agree with the comments and reserve the right to respond in writing within ten (10) school days.

Employee Date

Employee Date

Supervisor 1st Conference

Supervisor 2nd Conference

USD 438, Skyline Schools Evaluation Form for PreK-12 Tech Coordinator

Name: _____

1st Evaluation Date: _____

2nd Evaluation Date: _____

PERFORMANCE COMPETENCIES

| Meets Criteria | | Growth Desirable | | Does Not Meet Criteria | | Not Applicable | |
|-----------------|-----------------|------------------|-----------------|------------------------|-----------------|-----------------|-----------------|
| 1 st | 2 nd | 1 st | 2 nd | 1 st | 2 nd | 1 st | 2 nd |

A. THE INSTRUCTIONAL PROCESS

- A.1. Maintains professional growth and development.
- A.2. Assists with the development of Educational Programs related to Technology.

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B. ORGANIZATION AND MANAGEMENT

- B.1. Has supplies, materials, and equipment ready for use.
- B.2. Keeps the Student Information System (PowerSchool) up to date and accurate.
- B.3. Follows through on tasks/projects until completion.
- B.4. Maintains security and integrity of the school's technology infrastructure.

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C. IMPLEMENTATION

- C.1. Maintains a current knowledge of hardware and software used in the building.
- C.2. Provides relevant training and support to teachers and students.
- C.3. Provides current information regarding available resources including software, hardware, and web-based materials.
- C.4. Develops and maintains a current Technology Plan.

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D. KNOWLEDGE AND TRAINING

- D.1. Continues to seek training and gain knowledge to support the technology needs of the District.

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E. THE SCHOOL CLIMATE

- E.1. Creates a physical environment that makes staff and students feel welcome.
- E.2. Easily adapts to changes in the workplace, requirements, schedule, and priorities.
- E.3. Practices safe work habits and identifies ways to improve the safety of the work environment.

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F. PROFESSIONAL RELATIONSHIPS

- F.1. Demonstrates sound professional judgment.
- F.2. Maintains a positive attitude.
- F.3. Interacts positively with other staff members.
- F.4. Interacts positively with community and parents.
- F.5. Meets assigned building and district responsibilities.
- F.6. Works to complete building, district, and Board of Education goals.

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Additional Comments (continue on back if needed):

My signature below indicates receipt of a copy of this evaluation. I may or may not agree with the comments and reserve the right to respond in writing within ten (10) school days.

Employee Date

Employee Date

Supervisor 1st Conference

Supervisor 2nd Conference

Item C: Professional Leave Form

Professional Leave

Agreement and Reimbursement Form

Skyline Schools

20269 W US Highway 54, Pratt, KS 67124

620-672-5651

To be completed by applicant and administrator upon activity approval.

| | |
|--------------------|--|
| Employee Name: | |
| Activity Dates: | |
| Activity Location: | |
| Activity: | |

Reimbursement Options:

| | |
|---|-----------|
| Attendance requested by administration (100% of expenses paid + sub pay for non-contract days)? | Yes OR No |
| Attendance requested by teacher (50% of expenses paid + sub pay for non-contract days)? | Yes OR No |
| Will be funded by a grant program? (specify grant terms below) | Yes OR No |
| | |
| Other, by mutual agreement? (specify terms below) | Yes OR No |
| | |
| Report required two weeks following event to Sup/BOE for reimbursement? | Yes OR No |

Expense Worksheet (complete first three columns together):

| District Will Pay | EXPENSE DESCRIPTION | Anticipated Cost | Actual Cost by Finance Clerk |
|------------------------------------|----------------------|------------------|------------------------------|
| Click to select response | Mileage--# of miles: | | |
| | School Vehicle: | | |
| | Registration: | | |
| | Hotel--# of nights: | | |
| | Meals--# of meals: | | |
| | Sub pay--# of days: | | |
| | Other: | | |
| | Other: | | |
| Total Anticipated Expenses: | | | <u>\$0.00</u> |

Don't forget to attach ALL receipts!

===For Office Use Only===

Yes or No Report Submitted?

Total Reimbursement based on Actual Cost: \$ _____

Please print on purple-colored paper . . . a copy of this form will be returned to you with reimbursement.

_____ **Staff Initials** _____ **Administration Initials**

694 H. Length of Agreement:
695 This agreement shall be in effect from July 1, 2020, through June 30, 2021.

696 **ARTICLE XII—RATIFICATION**

697 This agreement has been duly ratified as certified below by those parties concerned:

August 24, 2020

September 14, 2020

698 _____
699 Date ratified by the Association

Date ratified by the Board

700 _____
701 President, Association

President, Board of Education

702 _____
703 Attested by:
704 Association Chief Negotiator

Attested by:
Clerk of the Board

694 H. Length of Agreement:
695 This agreement shall be in effect from July 1, 2020, through June 30, 2021.

696 **ARTICLE XII—RATIFICATION**

697 This agreement has been duly ratified as certified below by those parties concerned:

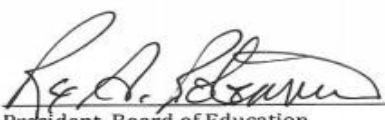
August 24, 2020

September 14, 2020

698 _____
699 Date ratified by the Association

Date ratified by the Board

700 
701 President, Association


President, Board of Education

702 
703 Attested by:
704 Association Chief Negotiator


Attested by:
Clerk of the Board