

2023-2024

NEGOTIATED AGREEMENT

ON TERMS AND CONDITIONS OF EMPLOYMENT

FOR CERTIFIED PROFESSIONAL EMPLOYEES,

EXCLUDING ADMINISTRATORS,

BETWEEN THE

VALLEY HEIGHTS EDUCATION ASSOCIATION

AND

THE BOARD OF EDUCATION

UNIFIED SCHOOL DISTRICT 498

MARSHALL COUNTY, KANSAS

TABLE OF CONTENTS

ARTICLE I: GENERAL PROVISIONS	3
ARTICLE II: HOURS AND AMOUNTS OF WORK - DUTY DAY/FAMILY & MEDICAL LEAVE	3
ARTICLE III: HOURS AND AMOUNTS OF WORK – DUTY YEAR	4
ARTICLE IV: HOURS AND AMOUNTS OF WORK – HOLIDAYS	4
ARTICLE V: SALARY AND WAGES – EXTRA DUTY	4
ARTICLE VI: SALARY AND WAGES – DRIVER’S EDUCATION	5
ARTICLE VII: SALARY AND WAGES – NATIONAL BOARD CERTIFICATION	5
ARTICLE VIII: SALARY AND WAGES – SUPPLEMENTAL SALARIES	5
ARTICLE XIX: SALARY AND WAGES – SALARY SCHEDULE	5
ARTICLE X: SALARY AND WAGES – MILEAGE REIMBURSEMENT	5
ARTICLE XI: SALARY AND WAGES – METHOD OF SALARY PAYMENT	5
ARTICLE XII: SALARY AND WAGES – LONGEVITY ENHANCEMENT	6
ARTICLE XIII: HEALTH INSURANCE	6
ARTICLE XIV: SALARY REDUCTION	6
ARTICLE XV: PROFESSIONAL DEVELOPMENT	6
ARTICLE XVI: EVALUATIONS	7
ARTICLE XVII: LEAVES – PROFESSIONAL LEAVE	7
ARTICLE XVIII: LEAVES – ANNUAL LEAVE	7
ARTICLE XIX: LEAVES – SICK LEAVE	8
ARTICLE XX: SICK LEAVE BANK	8
ARTICLE XXI: PROFESSIONAL DEVELOPMENT	8
ARTICLE XXII: STUDENT TEACHER SUPERVISION	8
ARTICLE XXIII: BOARD POLICY DEVELOPMENT	9
ARTICLE XXIV: FACILITIES IMPROVEMENT	9
ARTICLE XXV: SCHOOL LUNCH	9
ARTICLE XXVI: EARLY RETIREMENT	9
ARTICLE XXVII: COURTESY PASS	9
ARTICLE XXVIII: SUMMER PROFESSIONAL DEVELOPMENT SALARY ENHANCEMENT PLAN	9
ARTICLE XXIX: NON-RENEWAL OF CONTRACT	9
ARTICLE XXX: COPY OF AGREEMENT	10
ARTICLE XXXI: INTELLECTUAL PROPERTY PROVISION	10
ARTICLE XXXII: USD 498 SCHOOL BOARD/TEACHER COMMITTEE	10
ARTICLE XXXIII: LIQUIDATED DAMAGES	10
ARTICLE XXXIV: EARLY NOTIFICATION	11
SUPPLEMENTAL SALARIES	11
CERTIFIED SALARY SCHEDULE	13
RATIFICATION	14
MUTUAL RELEASE FROM CONTRACT	15
APPLICATION FOR APPROVAL & REIMBURSEMENT FOR ADVANCED DEGREE	18
APPLICATION FOR SUMMER SALARY ENHANCEMENT PLAN	19
VHEA REQUEST FOR PERMISSION TO DRAW FROM SICK LEAVE BANK	20
VHEA VOLUNTARY SICK LEAVE CONTRIBUTION FORM	21
SALARY SCHEDULE ADVANCEMENT FORM	22

ARTICLE I: GENERAL PROVISIONS

The U.S.D. 498 Board of Education wishes to utilize the negotiation procedure as one way to enhance and improve faculty/Board of Education relations. This negotiated agreement shall remain in effect for one year.

Teachers within the system will be notified of any openings that occur. At the same time the opening will also be advertised and made public through normal means. No contract will be offered until after teachers within the system have had 5 days from the initial notification to make an application.

ARTICLE II: HOURS AND AMOUNTS OF WORK - DUTY DAY/FAMILY AND MEDICAL LEAVE

The normal workday is eight hours.

The professional day for all secondary classroom teachers shall consist of seven (7) periods, six (6) of which shall be instructional periods. One of the seven periods will consist of a seminar period and an MTSS intervention period. Each secondary teacher shall have at least one period each day free from 1) assigned student contact and 2) meetings for the purpose of planning and lesson preparations.

On the final day of each academic quarter, teachers may be released upon completion and submission of quarterly reports.

Each elementary teacher shall be allowed no less than forty (40) minutes each day free of 1) assigned student contact and 2) meetings for the purpose of planning and lesson preparations.

A secondary classroom teacher shall not be permanently assigned a seventh instructional period unless mutually agreed to by the teacher and the Board. Secondary classroom teachers permanently assigned a seventh instructional period shall receive additional compensation at the rate of one-seventh of their base contracted salary. In the event it is necessary to temporarily assign any teacher to a seventh instructional period, the administration shall first attempt to find a substitute from the district's approved substitute list. If an approved substitute is not available, then the administration may temporarily assign a teacher to a seventh instructional period. Any teacher temporarily assigned to cover instructional periods by an administrator during their scheduled plan time will be compensated at the rate of \$20 per plan period lost.

Nothing in this agreement can or will be used to prohibit the development of block scheduling at the junior-senior high school and can be adopted after Board consideration.

The Family and Medical Leave Plan is considered a part of this Agreement by reference, see U.S.D. #498 Board of Education policy GARI.

ARTICLE III: HOURS AND AMOUNTS OF WORK – DUTY YEAR

For the 2022-2023 school year, start times for the Valley Heights - Waterville Elementary will be 8:05 – 3:30; Valley Heights Jr/Sr. High School 8:05 – 3:25; Valley Heights – Blue Rapids Elementary will be 8:05 – 3:30. The basic contract for teachers shall be 182.0 days for the school year 2023-2024. Teachers on extended contracts shall receive their daily rate of pay for the days worked beyond the length of the regular contract. This means, for example, the Vocational Agriculture teacher will receive 10 days pay times the amount of daily pay as determined by dividing the employee base contract by 182.0 days for school year 2023-2024. The following extended contracts exist for the school year 2023-2024:

- Librarian - 1 day per building
- Vocational Agriculture - 10 days
- Counselor - 8 days

Each teacher will submit a plan for the extended contract days to be approved by the Building Leader and Superintendent by May 1. Once completed, the teacher must submit documentation of tasks completed and hours worked.

Further, the Board of Education reserves the right to increase the number of days for extended contracts or put additional staff on extended contracts as necessary to meet district needs.

Teachers will have three (3) days to be used for preparation in their classroom, one before school starts, one before 2nd semester starts, and one at the end of the school year. Additional days would be for district or building level professional development as scheduled by the administration. If the first day of classes is a half day with students, the afternoon will be used as teacher preparation time.

ARTICLE IV: HOURS AND AMOUNTS OF WORK – HOLIDAYS

There shall be one five-day period each spring semester during which no regular school shall occur. This five-day period will include one Saturday and Sunday. The Spring Break shall occur as near the end of the third nine weeks as effective calendar planning permit. Further, it will be the intent of the Board of Education when effective calendar planning permits to continue the practice of not holding regular school on Good Friday. When effective calendar planning permits, the five-day Spring Break will be extended to six days if possible. Good Friday will be observed before a sixth day is added to Spring Break. When a regular school day is canceled due to weather or other causes beyond the control of the district those days will be made up to the extent possible. In order for the designated number of student contact days to be met, the following options exist: extend the school year; shorten scheduled breaks and/or holidays; have school on scheduled staff work days. Another option may include lengthening the school day by a prescribed number of minutes. When possible the administration will solicit input from staff as to the preference of how the days will be made up.

ARTICLE V: SALARY AND WAGES - EXTRA DUTY

The following duties will be paid \$15.00 per hour selling tickets, supervision of lunchroom, bus supervision while on the bus outside school hours, sponsoring class parties, score keeping, time keeping, supervision of detention hall, and assisting in pre-enrollment outside school hours.

Extra duty payment, other than that covered by supplemental contracts, will be made monthly, through the school term.

\$20.00 per hour will be paid to teachers attending administration-called meetings, or other professional duties as assigned by administration outside of the regular contract day.

ARTICLE VI: SALARY AND WAGES - DRIVER'S EDUCATION

The summer driver's education instructor shall be compensated at the rate of **\$25.00** per hour.

ARTICLE VII: SALARY AND WAGES – NATIONAL BOARD CERTIFICATION

Teachers who have attained certification from the National Board of Professional Teacher Standards shall earn an additional step down on the salary schedule and will be paid an incentive bonus each year in the amount prescribed in State Statute 72-2166 (currently \$1000 a year). This bonus will be paid for as long as the teacher retains a valid master teacher license and for the duration of their employment with USD 498.

ARTICLE VIII: SALARY AND WAGES - SUPPLEMENTAL SALARIES

Supplemental contract salaries will be paid according to the 22-23 base salary of \$38,500 utilizing a one year lag. The position and % allowed for each position are on the attached Supplemental Salary Schedule.

ARTICLE IX: SALARY AND WAGES – SALARY SCHEDULE

The base salary for the 2023-2024 contract year shall be \$41,000 with steps across and down for certified teachers as per the salary schedule.

Certified staff frozen in previous contract years will be placed at the appropriate level. The 2023-2024 salary schedule is attached and made a part of this agreement. On the salary schedule the columns carrying hours beyond a degree are columns with post-degree hours. Post-degree hours may either be graduate or undergraduate hours in any field, but must have been earned after the degree in addition to which they are being counted.

The salary schedule shall consist of the following columns and steps: BS Column steps 0 through 11; BS+15 hrs column steps 0 through 28; MS column steps 0 through 28; MS+15 hrs steps 0 through 28; MS+30 hrs steps 0 through 28; MS+45 hrs steps 0 through 28; and MS+60 hrs steps 0 through 28.

Any certified teacher with ten to fourteen years of employment in USD #498 will receive an additional \$250. Years fifteen through nineteen will be an additional \$350. Years twenty through twenty-four will be an additional \$550. Year twenty-five and above will be an additional \$750.

New teachers to the district will be placed on the salary schedule by comparing their education and number of years experience with existing teachers on the schedule.

It is the sole responsibility of the certified staff member to provide the completed advancement application to the Board Clerk no later than July 1 of the year the application is made. A Salary Schedule Advancement form is included in this Negotiated Agreement.

ARTICLE X: SALARY AND WAGES - MILEAGE REIMBURSEMENT

The mileage paid for itinerant teachers will be established on an individual basis. The teacher, principal, and superintendent will meet to determine the itinerant teacher's schedule. Mileage will be paid for the number of miles the teacher is required to travel after reaching the first assigned center in the morning until reaching the last assigned center in the afternoon. Said mileage will be multiplied by the current district mileage rate and compensation made at the end of each semester. The mileage rate for 2023-2024 will equal the State of Kansas mileage reimbursement rate.

ARTICLE XI: SALARY AND WAGES - METHOD OF SALARY PAYMENT

Salary and supplemental salary payments will be directly deposited in twelve (12) equal installments on the 10th of the month, or nearest the 10th that's not a weekend date, in the bank designated by the employee. The district is not liable for delays in deposits.

ARTICLE XII: SALARY AND WAGES – LONGEVITY ENHANCEMENT

Any certified staff may participate in a pre-tax 403(b) or Roth District Matching Contribution Plan. The district will match the employee contribution up to 3% of the base salary. However, there is no limit to how much the employee can opt to contribute.

ARTICLE XIII: HEALTH INSURANCE

The Board will provide a single membership health insurance for all certified staff for the 2022-2023 school year. Certified staff who have the board-provided single health insurance may opt to pick another option if the teacher provides the district with written permission to take the additional cost of the selected option from their salary.

ARTICLE XIV: SALARY REDUCTION

The school district shall establish a program in conformity with Section 125 of the Internal Revenue Code of 1954 as amended, and in compliance with applicable rules and regulations issued by the Internal Revenue Service for Salary Reduction. Any employee may reduce his/her salary by an amount up to the statutory limit on non-taxable benefits as set forth in the program.

The employee shall make any salary reduction request within six (6) working days after commencing work in USD 498. As per our Section 125 Plan, that reduction shall remain in force throughout the twelve (12) ensuing months or through the August pay period or upon termination of employment with the district, whichever first occurs. In the event that the health insurance carrier increases the amount of the premium for health insurance during the term of the plan, the teacher shall have the right to have his/her salary reduced accordingly to cover the increase.

One service administration company shall administer the salary reduction program. Items by which the employee may reduce his/her contract are as follows:

- (a) Health Insurance
- (b) Cancer Insurance
- (c) Salary Protection Insurance
- (d) Dental and Vision Insurance
- (e) Unreimbursed medical expenses not covered by insurance
- (f) Dependent care assistance

If none of these options are chosen, the employee shall receive his/her total salary in cash and may purchase the above benefits from his/her total salary as a salary deduction.

A plan participant will be allowed to change health care insurance status if the change is due to a change in family status (marriage, divorce, death of spouse or child, or birth or adoption of child).

ARTICLE XV: PROFESSIONAL DEVELOPMENT

Incentive for Certification -

Any teacher who has been employed by the Board for at least one school year may make a written request to the Board of Education for the Board to reimburse the teacher for certification attained by the teacher in a new field of study. If the Board should agree to such request, the Board will reimburse the teacher for books and tuition necessary for the teacher to attain such certification on the condition that the teacher submit receipts for the payment for such books and tuition and further submit proof from the college or university that the teacher has satisfactorily completed the course or courses of study. In addition, before the Board will agree to such reimbursements, the teacher shall enter into a written agreement with the Board, upon mutually agreed upon terms including, but not limited to, the teacher's agreement to sign an employment contract for the following school year.

The Board may request that a teacher who has been employed by the Board for at least one school year attain certification in a new field of study. If the Board should make such request and the teacher agrees to the request, the Board will reimburse the teacher for books and tuition necessary for the teacher to attain such certification, on the condition that the teacher submit receipts for the payment for such book and tuition and further submit proof from the college or university that the teacher has satisfactorily completed the course or courses of study. Such reimbursement is further conditioned on the teacher entering into an agreement with the Board, upon mutually agreed-upon terms including, but not limited to, the teacher's agreement to sign an employment contract for the following year.

Incentive for Advanced Degree –

The Board of Education will reimburse \$250 per credit hour, with a maximum of \$2,250 per calendar year, for work towards or beyond an advanced degree in an area of teaching methods, assessments, or subject matter taught. A max of three staff per calendar year for this incentive, if any additional it will be at the Board's discretion. Credit must be granted from an NCATE or similar accredited institution. Board written permission must be obtained prior to enrolling in a class/program of study and reimbursement will occur upon verification of successful completion of each course. Teacher will submit an official transcript to gain reimbursement. IF a teacher leaves before the completion of their fifth year after participation in the Incentive for Advanced Degree, they must reimburse USD 498 100% of tuition paid by the district.

ARTICLE XVI: EVALUATIONS

Each teacher shall be evaluated as required by state law.

ARTICLE XVII: LEAVES - PROFESSIONAL LEAVE

The number of professional leave days is to be unlimited; however, said leave must be used for workshops or school visitations that are of value to the school district or correlated to the individual's contracted assignment in U.S.D. 498.

State meetings or visitations of not more than three duty days may be approved by the administration (Principal and Superintendent). Said request must be delivered to the Superintendent's office on a professional leave form at least 72 hours prior to the requested leave.

Requests for longer periods of leave must appear on the Agenda and be acted upon by the Board of Education at a regular meeting. The district will pay required reasonable expenses incurred by the individual employee attending approved activities. Any out-of-state travel will require board approval.

ARTICLE XIII: LEAVE - ANNUAL LEAVE

All full time teachers will be granted 12 days of annual leave for the 2023-2024 contract year. Leave shall be pro-rated for any teacher who is contracted for less than full time or who begins employment after the beginning of the normal contract year or ends employment prior to the end of the contract year. Leave may not be shared or "donated" between employees.

Annual Leave may be used for personal, sick, bereavement, or business leave. The district uses an on-line Absence Management program to track use of leave. All leave must be entered into the Absence Management program regardless of whether a substitute is needed or not.

Any annual leave unused at the end of the school year will be transferred into the employee's Sick Leave account which shall accrue to a maximum of 60 days. All requests for use of annual leave must be approved in Frontline by the building principal.

Annual leave will not be granted in conjunction with a holiday, vacation, or during the last week of school unless it is an emergency situation. This leave requires the approval of the principal and superintendent, and the request should be made in advance when possible.

ARTICLE XIX: LEAVES - SICK LEAVE

Sick leave will be allowed for: (1) employee's illness; (2) illness including pregnancy, childbirth, and recovery there from of a family member; (3) doctor appointments; (4) funerals for immediate family and close relatives; (5) maternity allowance is limited to the number of days considered as illness and verified by a medical doctor; and (6) other days as approved by the superintendent of schools. If a teacher has used all accumulated leave, their pay will be docked at the current substitute teacher pay.

Any teacher who is receiving workers' compensation benefits will have this amount of pay received for sick leave pay reduced by the amount of workers' compensation received for days not worked.

Upon a bona fide retirement, either at the normal retirement age of 62 or when eligible for KPERS, the certified staff member will receive \$50.00 per day up to and including 30 days of accumulated sick leave. At the beginning of each school year a written record of sick leave will be given to each teacher and the Association President. This record will include the number of days accumulated prior to the current year, number allocated for the current year, and the total number available for the current year.

ARTICLE XX: SICK LEAVE BANK

New staff will automatically have one (1) day deducted from their annual leave for placement in the certified sick leave bank. In the event that the number of days in the sick leave bank falls below one and a half times the number of teachers employed by the Board of Education, a minimum of one (1) day of each teacher's sick and/or annual leave shall be transferred to the sick leave bank. Except for days contributed by new staff, the maximum number of days in the sick leave bank shall not exceed three (3) times the number of teachers employed. At any time prior to May 15th, teachers may voluntarily contribute sick and/or annual leave days to the sick leave bank so long as the maximum number of days permissible in the bank is not exceeded. The Association shall maintain a form for the voluntary contribution of sick and/or annual leave days in the bank. Sick and/or annual leave days transferred to the bank shall not be eligible for purposes of the buy-back provisions of Article XVIII in the event a teacher leaves the employment of USD 498 for any reason.

The Valley Heights Education Association shall administer the use of sick leave bank days. The Association shall appoint a person to act as a liaison with the USD #498 Central Office for the purpose of monitoring the number of days contributed to and used from the sick leave bank. Any teacher who first exhausts his or her own sick and annual leave accumulation may request use of the sick leave bank days by making a written application to the Association. Approval or denial of the application shall be in the sole discretion of the Association, except that sick leave bank days shall be used only for a teacher's personal or immediate family illness or disability.

ARTICLE XXI: PROFESSIONAL DEVELOPMENT

The Professional Development Committee, composed of one certified representative from each elementary building and three certified representatives from the junior-senior high school and two building administrators shall make recommendations to the Board of Education for the planning and conducting of Professional Development for the certified staff. The Superintendent will serve as an ex-officio member. Professional Development shall be determined by the Board of Education.

ARTICLE-XXII: STUDENT TEACHER SUPERVISION

An amount equal to the reimbursement money received by the district for placement of student teachers will be paid directly to the supervisory teacher. Assignment of student teachers shall be by mutual agreement between the district and the individual supervisor teacher.

ARTICLE XXIII: BOARD POLICY DEVELOPMENT

When possible, teachers will have input into the making of new policies.

ARTICLE XXIV: FACILITIES IMPROVEMENT

If a teacher desires improvements in facilities, they should be written on end of year requisitions for consideration.

ARTICLE-XXV: SCHOOL LUNCH

Elementary teachers will have a "duty free" lunch period but will deliver their students to the lunchroom and pick up their students from the lunchroom at designated times to be set by the principal.

ARTICLE XXVI: EARLY RETIREMENT

The USD 498 Board of Education will discuss options for early retirement with any certified employee.

ARTICLE XXVII: COURTESY PASS

The U.S.D. 498 courtesy pass will be good for the employee, spouse, and any dependents of public school age living at home. As part of the retirement package, anyone who retires under the provisions listed for regular retirement or KPERS retirement will be granted a courtesy pass to Valley Heights' activities.

ARTICLE-XXVIII: SUMMER PROFESSIONAL DEVELOPMENT SALARY ENHANCEMENT PLAN

The following are the rules and procedures for this program. An application form is attached.

Rules and Procedures

1. Program limited to USD #498 employees.
2. The primary focus of this program is curriculum development and/or effective use of technology.
3. Compensation per day is determined by dividing the base salary by the number of contract days
4. You may not be paid twice for participating in this program, i.e. if you are getting a stipend for attending a conference you cannot also receive payments under this plan. A second example, which would not qualify you for compensation under this program, would be a class that would cause you to move on the salary schedule.
5. The professional development pool will be limited to a total of 78 days.
6. Each teacher is limited to two days of compensated time each summer.
7. Teachers on extended contracts are expected to utilize those contract days before being eligible for this program.
8. Any teacher who changes their curriculum or grade assignment receives 2 days for preparation time.
9. Approval by the Superintendent is required for payment.
10. Professional Development days scheduled by the administration in addition to the teacher requested days occurring during non-contract days will qualify under this Plan. Teachers will be compensated at the base salary rate divided by the number of contract days. The scheduled days may require mandatory attendance by selected staff as designated by administration.

ARTICLE XXIX: NON-RENEWAL OF CONTRACT

Teachers may be non-renewed for substandard performance and/or after the completion of a Plan of Improvement. Violations of policy or other wrongdoing may result in non-renewal or immediate termination.

The BOE must notify teaching staff by the third Friday in May of their intent to renew or non-renew teachers. Teachers have 10 business days to respond with their intent. In the event of contract non-renewal, the employee given notice of intent to non-renew will be granted a hearing with a hearing board composed of (2) Board of Education members, (2) VHE members, and (1) Building level administrator that is NOT the direct supervisor of the teacher. (Includes non-renewal for any reason). The right to a hearing is subject to the following conditions:

1. The teacher must make a written request for hearing to the superintendent within 10 business days of receiving notice of non-renewal, or the right to hearing is waived;
2. At the hearing, the Hearing Board will state the reason for non-renewal of the teacher. The teacher will then be given the opportunity to respond and state any defenses against the non-renewal.
3. The hearing is intended to be informal, is not judicial in nature, and is not subject to the procedural rules of a court or administrative proceeding.
4. Any representative chosen by the teacher is permitted to advise and counsel, but the teacher is expected to present his or her own case.
5. The Hearing Board will consider the non-renewal decision and present a recommendation to the Board of Education.
6. The Board of Education's decision on the appeal is final.

ARTICLE-XXX: COPY OF AGREEMENT

Within ten (10) work days after either ratification of a negotiation agreement, issuance of a unilateral contract, or the first day of regular classes at the beginning of the school year, whichever shall last occur, the Board of Education will post a copy of either the negotiated agreement or unilateral contract on the USD 498 website and, in addition, provide three copies to the Association.

ARTICLE XXXI: INTELLECTUAL PROPERTY PROVISION

A "work for hire" is work that the teacher is employed and paid to create as part of the teacher's employment. The Board and the Association recognize that, except in the case of "works for hire", the teacher who writes or produces any work shall own the exclusive rights thereto, including ownership of the copyright. "Works for hire", and the copyright of such works, belong to the Board. A teacher who uses district equipment or facilities to create a copyrightable work that is not a part of his or her teaching duties agrees to grant the Board a royalty-free license to use or to perform that work.

ARTICLE XXXII: USD 498 SCHOOL BOARD/TEACHER COMMITTEE

A USD 498 School Board/Teacher Committee will be formed to discuss topics pertaining to the school district. The committee will contain two school board members, all district administrators and four teachers. The teachers will be selected by VHE, with one teacher selected from the Blue Rapids building, one teacher selected from the Waterville building, and two teachers from the Junior/Senior High School. This committee will meet once a semester at a time to be determined by those involved with the committee. The agenda will be formed by district administration but a section will be given for the teachers to present topics for discussion.

ARTICLE XXXIII: LIQUIDATED DAMAGES

Teachers who resign later than two weeks (14 days) after the third Friday in May will be liable for damages according to the following timeline:

Two weeks (14 days) after the third Friday in May through June 30	\$2,500
July 1 through the third Friday of the following May	\$5,000

The teacher shall remit payment to USD #498 within 15 days of the board approval of the resignation. The BOE may waive application of this damage clause under extreme or emergency circumstances.

ARTICLE XXXIV: EARLY NOTIFICATION

Teachers who notify the Superintendent of their intent to retire or resign at the end of the current contract year shall receive a bonus. To be eligible, the notice must be received in the District Office by one of the deadlines listed below *and* the teacher must fully complete his/her current contract: The bonus will be paid in the final paycheck of employment with the district.

NOTICE DEADLINE	Incentive Bonus
Last contract day of the fall semester	\$750
February 1st	\$500

SUPPLEMENTAL SALARIES

Supplemental contract salaries are based on the base for the 2022-2023 school year. The position, percent allowed for each position, and the current salaries are listed below:

<u>POSITION</u>	<u>% Allowed Each Employee</u>	<u>Suggested # Employees</u>
Activities Director	12	1 for Jr.-Sr. High School
Debate	5	1
F.F.A.	6	1
FACS Club	3	1
Forensics	7	1
Forensics Assistant	2	1
Mentor Teacher	2	As assigned
Music - Instrumental	1	1
Music - Vocal	6	1
Yearbook Sponsor	4	1
ESOL	2	As needed
Webpage Coordinator	2	1
Art Club	2	1
Test Coordinator	1	2
MTSS Coordinator	6	4
FBLA Sponsor	4	1
FBLA Assistant Sponsor	2	1

The following positions are eligible for longevity pay. Longevity Pay will be an additional 1% for every five (5) consecutive years at one position at Valley Heights.

<u>POSITION</u>	<u>% Allowed Each Employee</u>	<u>Suggested # Employees</u>
Class Sponsors	4	1
Junior Class Sponsors	5.5	as assigned
Drill Team	4	1
Cheerleading	5	2
KAYS	1	2

National Honor Society	2	1
Play - High School		
(7% Head Director; 2% per Assistant; max 2;)		3
Scholars Bowl - Jr. High	2	1
Scholars Bowl - Sr. High	4	1
Student Council	3	1
PDC Chair	2	1
Concessions Coordinator	7	1
6th Grade Leadership Team	1	2
Elementary Music	1	1

ATHLETIC COACHES

	<u>% Allowed Each Employee</u>	<u>Suggested # Employees</u>			
		<u>JR. HIGH</u>		<u>SR. HIGH</u>	
		<u>Boys/Girls</u>		<u>Boys/Girls</u>	
Football	12			1	
Assistant Football	7			as assigned	
JH Football	9	1			
Assistant JH Football	7	1			
Volleyball	12			as assigned	
Assistant HS Volleyball	7			1	
JH Volleyball	9	1			
Assistant JH Volleyball	7	1			
Basketball	12			1	1
Assistant HS Basketball	9			1	1
JH Basketball	9	1	1		
Assistant JH Basketball	7	1	1		
Track – Head Jr.-Sr. Coach	11	One person for Jr.-Sr. High School			
Assistant Track	6	1	1	1	1
Golf	8			1	
Assistant Golf	6			as assigned	
Weight Lifting	4	One person			
Summer Weights	5	One person			
Cross Country	8	One person			

* This position will only exist if the number of participants require an additional coach as determined by staff and administration.

The number of employees allowed shall be as determined by the Board. In the event that fewer than the maximum number of employees are assigned a particular position, the percent allowed for each such employee shall not increase.

2023-2024 Certified Salary Schedule

Step	BS	BS+15	MS	MS+15	MS+30	MS+45	MS+60
	\$41,000.00						
1	\$41,000.00	\$41,500.00	\$42,500.00	\$43,000.00	\$43,550.00	\$44,150.00	\$44,800.00
2	\$41,500.00	\$42,000.00	\$43,200.00	\$43,700.00	\$44,250.00	\$44,850.00	\$45,500.00
3	\$42,000.00	\$42,500.00	\$43,900.00	\$44,400.00	\$44,950.00	\$45,550.00	\$46,200.00
4	\$42,500.00	\$43,000.00	\$44,600.00	\$45,100.00	\$45,650.00	\$46,250.00	\$46,900.00
5	\$43,000.00	\$43,500.00	\$45,300.00	\$45,800.00	\$46,350.00	\$46,950.00	\$47,600.00
6	\$43,500.00	\$44,000.00	\$46,000.00	\$46,500.00	\$47,050.00	\$47,650.00	\$48,300.00
7	\$44,000.00	\$44,500.00	\$46,700.00	\$47,200.00	\$47,750.00	\$48,350.00	\$49,000.00
8	\$44,500.00	\$45,000.00	\$47,400.00	\$47,900.00	\$48,450.00	\$49,050.00	\$49,700.00
9	\$45,000.00	\$45,500.00	\$48,100.00	\$48,600.00	\$49,150.00	\$49,750.00	\$50,400.00
10	\$45,500.00	\$46,000.00	\$48,800.00	\$49,300.00	\$49,850.00	\$50,450.00	\$51,100.00
11	\$46,000.00	\$46,500.00	\$49,500.00	\$50,000.00	\$50,550.00	\$51,150.00	\$51,800.00
12		\$47,000.00	\$50,200.00	\$50,700.00	\$51,250.00	\$51,850.00	\$52,500.00
13		\$47,500.00	\$50,900.00	\$51,400.00	\$51,950.00	\$52,550.00	\$53,200.00
14		\$48,000.00	\$51,600.00	\$52,100.00	\$52,650.00	\$53,250.00	\$53,900.00
15		\$48,500.00	\$52,300.00	\$52,800.00	\$53,350.00	\$53,950.00	\$54,600.00
16		\$49,000.00	\$53,000.00	\$53,500.00	\$54,050.00	\$54,650.00	\$55,300.00
17		\$49,500.00	\$53,700.00	\$54,200.00	\$54,750.00	\$55,350.00	\$56,000.00
18		\$50,000.00	\$54,400.00	\$54,900.00	\$55,450.00	\$56,050.00	\$56,700.00
19		\$50,500.00	\$55,100.00	\$55,600.00	\$56,150.00	\$56,750.00	\$57,400.00
20		\$51,000.00	\$55,800.00	\$56,300.00	\$56,850.00	\$57,450.00	\$58,100.00
21		\$51,500.00	\$56,500.00	\$57,000.00	\$57,550.00	\$58,150.00	\$58,800.00
22		\$52,000.00	\$57,200.00	\$57,700.00	\$58,250.00	\$58,850.00	\$59,500.00
23		\$52,500.00	\$57,900.00	\$58,400.00	\$58,950.00	\$59,550.00	\$60,200.00
24		\$53,000.00	\$58,600.00	\$59,100.00	\$59,650.00	\$60,250.00	\$60,900.00
25		\$53,500.00	\$59,300.00	\$59,800.00	\$60,350.00	\$60,950.00	\$61,600.00
26		\$54,000.00	\$60,000.00	\$60,500.00	\$61,050.00	\$61,650.00	\$62,300.00
27		\$54,500.00	\$60,700.00	\$61,200.00	\$61,750.00	\$62,350.00	\$63,000.00
28		\$55,000.00	\$61,400.00	\$61,900.00	\$62,450.00	\$63,050.00	\$63,700.00
29							
30							
	Vertical	Vertical	Vertical	Vertical			
	\$500.00	\$500.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00
	Horizontal	Horizontal	Horizontal	Horizontal			
	\$500.00	\$500.00	\$1,000.00	\$500.00	\$550.00	\$600.00	\$650.00

RATIFICATION

The respective negotiating teams, the Association and the Board, hereby acknowledge, ratify and approve the above and foregoing agreements to be in effect for one year beginning August 31, 2023 and ending June 30, 2024 with salaries open for negotiations each year plus each side can submit two (2) other items for negotiations according to Chapter 284, 1970 Session Laws of Kansas, as amended.

Valley Heights Education Association

By Angelabell Williams
(President)

Date 8.16.23

USD #498 Board of Education

By Sharon Osborne
(President)

Date 8-16-23

By Janetha Parker
(Secretary)

Date 8/16/23

By Jane Med
(Clerk)

Date 8/16/23

APPENDIX A

MUTUAL RELEASE FROM CONTRACT

The following represents the Mutual Release from Contract between (NAME OF PROFESSIONAL EMPLOYEE), hereinafter referred to as " _____ ", and UNIFIED SCHOOL DISTRICT NO. 498, MARSHALL COUNTY, KANSAS, hereinafter referred to as "DISTRICT", and its BOARD OF EDUCATION, hereinafter collectively referred to as "BOARD", entered into this ___ day of _____, 20__.

WHEREAS, " _____ " is a tenured professional employee employed by the BOARD, and

WHEREAS, on _____, 20__, " _____ " submitted his/her formal request to be released from his/her contract with BOARD, effective with the end of the ____ – ____ school year, and

WHEREAS, the BOARD has determined that it is in the best interests of the school district to release " _____ " from his/her contract with Board for the ____ - ____ school year (*succeeding school year*), effective with the end of the ____ – ____ school year (*current school year*).

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. Upon receipt of a fully executed copy of this Mutual Release " _____ " shall submit a letter of resignation, with the effective date of his/her resignation to be June 30, 20__.

Upon receipt of " _____ 's" letter of resignation, BOARD shall accept the resignation and release " _____ " from his/her contract with Board for the ____ – ____ (*succeeding school year*) school year and all succeeding school years.

2. " _____ 's" letter of resignation shall state that his/her resignation is a voluntary resignation.

3. The BOARD will pay " _____ " \$14,000.00, less applicable payroll deductions. Said amount shall be paid to " _____ " by way of two (2) payroll checks, with the

first payroll check to be paid with the DISTRICT'S normal September 20__ payroll date, and with the second payroll check to be paid with the DISTRICT'S normal January, 20__ payroll date.

4. For the sole consideration listed herein," _____" hereby and for his/her heirs, executors, administrators, successors and assigns, waives, releases, acquits and forever discharges the BOARD, DISTRICT, the DISTRICT'S agents and employees, and all other persons of and from any and all claims, actions, causes of action, grievances, demands, rights, damages, attorney fees, costs, expenses, and compensation, and any claims whatsoever, including but not limited to any and all claims under state or federal law, including but not limited to any rights or causes of actions under the Kansas Constitution, the Constitution of the United States, the Kansas Continuing Contract Law (K.S.A. 72-5410 *et seq.*), the Kansas Due Process Procedure; Contract Termination Act (K.S.A. 72-5436 *et seq.*), the Kansas Act Against Discrimination (K.S.A. 44-1001 *et seq.*), the Rehabilitation Act of 1973 (29 U.S.C. §701 *et seq.*), Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e *et seq.*), the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 *et seq.*) and all amendments thereto, the Civil Rights Act of 1871 (42 U.S.C. §1983 and §1985), the Civil Rights Act of 1991 (Pub. L. No. 102-166, 105 Stat. 1071 [1991]) and all amendments thereto, the Age Discrimination in Employment Act (29 U.S.C. §621 *et seq.*) and all amendments thereto including the Older Workers Benefit Protection Act and all amendments thereto, and the Civil Rights Attorneys' Fees Act (42 U.S.C. §1988) and all amendments thereto, which he now has or which may hereafter accrue on account of or in any way arising out of the employment of " _____" by BOARD and DISTRICT.

5. Further, for the sole consideration listed herein, the BOARD and DISTRICT hereby and for their successors and assigns, waive, release, acquit and forever discharge " _____" of and from any and all claims, actions, causes of action, grievances, demands, rights, damages, attorney fees, costs, expenses, and compensation, and any claims whatsoever, including but not limited to any and all claims under state or federal law, and specifically releases " _____" from any further

contractual liability under the Kansas Continuing Contract Law, 72-5410 *et seq.*) and the Kansas Due Process Procedure; Contract Termination Act (K.S.A. 72-5436 *et seq.*).

6. “ _____ ” acknowledges that he/she has had twenty-one (21) days prior to execution of this Agreement to consider it. For a period of seven (7) days following the execution of this Mutual Release from Contract, “ _____ ” may revoke the Mutual Release from Contract, and the Mutual Release from Contract shall not become effective or enforceable until the 7-day revocation period has expired. “ _____ ” is advised that he/she should consult an attorney before signing this Mutual Release.

7. By executing this Mutual Release from Contract, the parties affirm that they understand it fully, and they acknowledge that it represents the entire agreement between them

IN WITNESS WHEREOF, the parties have hereunto set their hands in duplicate the day and year first above written.

(Name of Professional Employee)

BOARD OF EDUCATION OF
UNIFIED SCHOOL DISTRICT NO. 498,
MARSHALL COUNTY, KANSAS
And UNIFIED SCHOOL DISTRICT NO. 498,
MARSHALL COUNTY, KANSAS

By _____
President of the Board of Education of USD 498
Marshall County, Kansas

ATTEST:

Clerk of the Board of Education

APPLICATION FOR APPROVAL AND REIMBURSEMENT FOR ADVANCED DEGREE

DATE: _____

NAME: _____

NAME OF PROGRAM OF STUDY/CLASSES ENROLLING _____

NAME OF INSTITUTION _____

IS THIS A MASTER LEVEL PROGRAM? _____

NUMBER OF HOURS COMPLETED IN PROGRAM _____

NUMBER OF HOURS REMAINING TO COMPLETE PROGRAM _____

This form must be completed and signed by the Superintendent and Teacher prior to enrolling in a class or program of study. Reimbursement will occur upon verification of successful completion of each course.

Superintendent
Date: _____

Teacher
Date: _____

Office Use Only:

Course Name _____ Date Completed _____

Reimbursement Date _____

Application Form for Summer Salary Enhancement Plan

1. Name _____

2. Date of Application _____

3. Number of Days Requested (Circle one) 1 day 2 days

3. Describe Activity Including Benefit to Students:

5. Other Faculty Involved

6. Date(s) of Activity _____

7. _____
(Signature of Building Principal)

Send to Superintendent - Superintendent will return to you - when you have completed your activity, sign and return to Central Office.

8. Approve _____ Disapprove _____

Superintendent's Signature _____

Return to the Superintendent for approval. Form will be returned to you after activity is approved. When activity is complete, sign and return the completed form to the Superintendent.

Sign and resubmit to the Central Office for Payment When The Activity is Complete.

Signature of Teacher

Valley Heights Education Association

Request for Permission to Draw from the Sick Leave Bank

Date: _____

Name: _____

Date Current Illness Began: _____

Number of Days Requested: _____

Statement of pertinent information for the committee (attach additional sheets if needed):

I hereby authorize central office staff to make my personnel records pertaining to sick leave available to the Committee.

Employee's Signature

Valley Heights Education Association Voluntary Sick Leave Contribution Form

Date: _____

Name: _____

Number of days contributing: _____

I hereby authorize central office staff to transfer the above number of days to the sick leave bank. I acknowledge that these days shall not be eligible for purposes of the buy-back provisions of Article XVIII of the negotiated agreement.

Employee's Signature

Salary Schedule Advancement

I hereby request to move on the salary schedule as follows:

Transcripts:

University _____ Number of Hours _____ Date _____

University _____ Number of Hours _____ Date _____

University _____ Number of Hours _____ Date _____

Inservice Points:

Number of Points _____ (20 inservice points per credit hour) = _____ hours

Step _____ to Step _____

Signed _____ Date _____

Approved: _____

The staff member is responsible for submitting staff development and college transcripts to the Central Office for the purpose of moving across the salary schedule no later than July 1 of the year application is being made.