

**MEMORANDUM OF AGREEMENT
BETWEEN
CENTER SCHOOL DISTRICT BOARD OF EDUCATION
AND
CENTER EDUCATION ASSOCIATION**

ARTICLE 1: PREAMBLE

The purpose of this Agreement is to achieve and maintain harmonious relations between the Center School District Board of Education, Administration and the Center Education Association, to provide the highest quality educational programs for the students of the Center School District, and for equitable and peaceful adjustment of differences which may arise, and to set forth the understanding reached between the parties with respect to various conditions of employment.

This Agreement has been jointly created by representatives of the Board of Education and the Center Education Association through the use of the Modified Interest Based Bargaining (MIBB) process. We are committed to continued use of the MIBB process in our work together, and to resolutions of conflict whenever possible through achievement of consensus upon acknowledgment of all parties' interests.

ARTICLE 2: RECOGNITION

The Board of Education recognizes Center Education Association as the sole and exclusive bargaining agent for employees in the bargaining unit. The bargaining unit shall consist of all full-time certified staff employed by the Center Board of Education.

ARTICLE 3: WORK WEEK

The contract week will be 40 hours; each building will establish the hours during which teachers should be present.

ARTICLE 4: TUTORING

Tutoring may be included within the regular 40 hour contract week. If additional tutoring is performed before or after the regular contract hours, teachers will be compensated for the time spent tutoring.

ARTICLE 5: DUTY FREE LUNCH

Teachers will receive an uninterrupted duty free lunch. Teachers at their sole discretion may choose to schedule meetings, planning time and other such professional obligations during their lunch.

ARTICLE 6: PLAN TIME

Certified staff and administrators recognize the importance of planning time in the daily schedule of certified staff and will work collaboratively to protect the integrity of such plan time. At each school all full-time certified staff will be provided the Missouri Department of Elementary and Secondary requirement of a minimum of 250 minutes per week of planning time during the official start and close of the school day (See Appendix A). A certified staff member's planning time can be used for professional duties as determined by the certified staff member. Administrators may request that certified staff attend meetings and conferences and participate in collegial collaboration during planning time. As much as possible, staff should know about collaborative meetings in advance so as to protect certified staff members' opportunities for preparation and fulfillment of ongoing responsibilities for classroom instruction. If a certified staff member's planning time has been excessively used for activities not determined by the certified staff member, or consistent advanced notice is not being provided, he/she will address the concerns with the building principal. The certified staff member and the principal will work collaboratively to resolve the issue.

- A. All full-time certified staff will be provided with a minimum of 250 minutes of planning time per week. Guidelines which will be observed when creating schedules and allocating certified staff planning time include the following:

1. Individual planning time should be relatively consistent within each level. Dramatic differences in planning time shall be reviewed by administration.
2. All certified staff should be utilized in an educationally sound and fiscally responsible and efficient manner.
3. Within the district's approved staffing ratios, each school administrator, with input from the building's certified staff, will have the authority to create a schedule which is effective, efficient, and equitable and which meets student/school needs with the first consideration given to maintaining low class sizes, within the allocated staffing and planning time requirements.

B. In emergency situations, when enrollment requires an additional section to be created for student enrollment, the District will make every effort to resolve the staffing deficiency. In these cases, additional teaching salary will be provided to compensate an identified teacher for additional teaching responsibilities and scheduling. In the event the school district requests a teacher to provide instruction for an additional course needed for students, the following procedure will be followed.

The compensation amount will equal the teacher's base salary (Column, Step) and dividing it by 7 which is the number of teaching sections per day.

Example:

$$\$46,464 \text{ (MS, Step 6) divided by 7 (teaching sections per day) = } \$6,637.71$$

If the need is for less than 174 days (full year), the daily amount will be calculated and then multiplied by number of days needed for instruction to reach a total amount.

$$\text{Example: } \$6,637.71 / 185 = \$35.88/\text{day} \times 87 \text{ days (semester course needs) = } \$3,121.56$$

Additional courses could be taught before school hours, after school hours, or during a teacher's plan time. In some cases, courses can be combined and taught during the same period in a secondary school. These cases are specific to secondary due to course requirements such as graduation, advanced placement,

dual credit, etc. This situation is called “skinnying”. In these cases, the compensation amount will equal the teacher’s base salary (Column, Step) and dividing it by 14.

Example: \$46,464 (MS, Step 6) divided by 14 = \$3,318.86

If the need is for less than 174 days (full year), the daily amount will be calculated and then multiplied by number of days needed for instruction to reach a total amount.

Example: $\$3,318.86/185 = \$17.93/\text{day} \times 87 \text{ days (semester course needs)} = \$1,559.91$

ARTICLE 7: FLEX-TIME WORKDAY FOR WINTER BREAK

A teacher work day is established in the district calendar for the completion of first semester and the beginning of second semester work. Building administration shall communicate the work required and due dates to teachers in a timely manner to allow for the flexible scheduling by teachers. Teachers may choose to come in and work on the designated workday, but this is not a requirement. Teachers will determine how and when to complete their required work. Teachers are not monitored nor are attendance forms required. The timely completion of required work is evidence of the workday hours completed.

If a teacher does not fulfill the required duties in a timely manner, the teacher may be subject to disciplinary action.

The superintendent will retain the right to alter the teacher flextime work day if an emergency situation were to occur. If the superintendent decides that there is a cause for requiring teachers to be in attendance at school for an emergency, every effort will be made to consult with the Board of Education and the CEA President. Final decision with regards to the emergency provision will rest with the superintendent. The superintendent, in consultation with the CEA President, will provide a specific time and date for the completion of required work.

ARTICLE 8: BUILDING ACCESS FOR CERTIFIED TEACHERS

Certified Teachers will be given access to their assigned building(s) between the hours of 5:30 AM and 11:00 PM, 7 days a week, in order to accomplish their work. They will be given unrestricted access to all areas needed to accomplish their tasks including their classroom, copier room, teacher workroom, adult restrooms, supply closets, etc. Each teacher will be responsible to talk with their administrator to learn how to gain access to those areas which will be spelled out in building procedures. It's the responsibility of all staff members to follow building procedures including access, disarming and arming alarm system as appropriate, signing in and out, and retention of keys.

EXCEPTIONS:

Exceptions to these hours may be necessary for those teachers who are involved in student activities and will be considered on a case by case basis with their building Administrators (i.e. sports teams returning from a game, debate team leaving early for a tournament, etc.).

SUMMER ACCESS:

Teachers who will be returning for the following school year will have regular access to their assigned buildings except when those areas are restricted due to maintenance work being done. Maintenance will have the priority during the summer hours and there may be times where building access is restricted. Staff members are encouraged to contact the appropriate person to confirm access is available.

ARTICLE 9: NOTIFICATION OF TEACHING ASSIGNMENTS

Teachers will be notified before end of school year if there is a change in teaching assignment. For extenuating circumstances happening after the end of the school year teachers will be notified as soon as possible.

Late notification may allow for possible remedies which could include shadow days, sub days, extra prep time or other needs as communicated or observed between teacher and administrator.

ARTICLE 10: NOTIFICATION OF JOB POSTINGS

All certified and classified positions will be posted on the “Current Openings” web page as part of the Center School District home page. When a new job posting is listed, an automatic job alert notification will be sent to all staff who have signed up for the “job alerts” notification. Staff can sign-up for this alert on the job postings web page. The job alert notification will notify applicants once a week via email of any jobs that have opened within the last 7 days and jobs that will close in the next 7 days.

For more specific internal openings (such as 1st grade Center Elementary, Summer School, etc) these postings will be listed under “Internal Job Postings” on the “Current Openings” web page. Staff will need to create an account and log-in to see these openings. Staff members that are looking to potentially transfer will find this page helpful to keep updated on more specific job listings open in the district. Internal employees will be able to fill out the “internal application” which is usually abbreviated to communicate their interest in the open positions. Employees are required to include basic contact information. Other areas of the application are not required but candidates are more than welcome to submit any additional relevant information for their application (i.e. updated resume or letters of reference). Internal candidates will be able to apply immediately for the opening and should be interviewed, but not guaranteed the job. The principal and Human Resources will make the best fit hire.

ARTICLE 11: SUBSTITUTE PROCEDURES

It is the employee’s responsibility to notify the district if they are unable to work. In the case of an unplanned absence, the employee must contact Kelly Services and the building designee. Kelly Services may be contacted via phone at 1-866-535-5998 or online at <https://aesoponline.com>. The cutoff for inputting online is 1 hour before contract time. Personal leave must be entered a minimum of 5 days before the scheduled absence. Professional leave should be entered in a timely manner (suggested 2 weeks). See Appendix B for leave codes. For additional details see board policy GCBDA

ARTICLE 12: CLASS SIZE

The following is in reference to policy IHB concerning class size. For additional information on determining procedures see the IHB-AP (Appendix C)

Considerations to add to the chart: (in no particular order)

- 10-15% for K-2 and 15-20% for 3-12 for grades or core classes over Center guidelines will prompt review and determination of additional staffing. For example, 2nd grade classes of 23 jump to 25 each. Performing arts courses (band, vocal music and theater) should only exceed DESE guidelines up to 35. If class sizes reach over 15-20% above the 35 the same process of review and determination of additional staffing will be prompted to ensure students are well-supervised and to maintain safety standards.
- Time of year
- Equity between buildings/grade levels
- Space availability including number of rooms and size of rooms
- Depth/quality of teacher applicant pool
- Residency/transience and history of the enrollment in a grade-level (also refer to 10-year study)
- Clarification of guidelines for teacher/student ratios rather than class or course numbers
- Budget
- 10 day “hold” period to ensure the class size is going to stay consistent

ARTICLE 13: NOTIFICATION OF REVISIONS TO BOARD POLICY

Notification of proposed Board of Education policy additions and changes including the tentative Board meeting agenda and related materials will be provided to the CEA president or designee for review at the same time as the Board or administration is notified.

CEA must notify the Center Board Secretary by 9:00 am on the day of the meeting by filling out the appropriate form (or e-mail) that they wish to speak and be specific on the reason for speaking during the School Board meeting.

CEA will be given notification of policy meetings and policies to be discussed.

ARTICLE 14: CALENDAR COMMITTEE

The Calendar Committee is charged with developing the academic calendar. The committee should complete its recommendations by consensus and report these to the Board of Education no later than the regular December Board Of Education meeting.

The Committee will be made-up of the following representatives:

- 1 Facilitator (Executive Director of Human Resources)
- 3 Representatives from Central Office
- 6 CEA Certified Staff Representatives from district buildings
- 2 Classified Staff Representatives from district buildings
- 2 Representatives from the community
- 1 Representative from building administration

The certified staff member will be selected by the President of Center Education Association or her/his designee.

ARTICLE 15: DISTRICT INSURANCE COMMITTEE

Purpose – The purpose of the District Insurance Committee is to represent District employees and to make recommendations to the Board of Education as they relate to health benefits, the District wellness program, and the wellness incentive. The Committee will meet on an as needed basis throughout the year to review current practices and to prepare for the next school year.

The District Insurance Committee will be made up of 15 voting staff members. The 15 member committee will be named by September 1st of each school year and will serve one year terms. The CEA should communicate the teacher building representatives to the Director of Business by September 1st.

The 15 member committee will be made of the following members:

- 8 Certified employees paid off of the Certified Teacher Salary Schedule
- 1 employee from each school building named by the CEA
- 1 Director of Business/CFO/Assistant Superintendent
- 1 Administrator Named by Administration
- 4 Non-Certified employees Named by Administration
- 1 District Benefits Coordinator

Additional members may be named by both the CEA and Administration but will not be voting members of the committee.

ARTICLE 16: GRIEVANCE PROCEDURE

CSD #58 is committed to maintaining a positive and productive workplace and educational environment that is free from discrimination, harassment, retaliation. Employees must immediately report to the district for investigation any such incident or behavior that could constitute discrimination, harassment, retaliation, or when a potential violation or misinterpretation of a policy or procedure has occurred. Grievance forms (AC) relating to discrimination, harassment, and retaliation are found under Board of Education Policies, AC-AF2 (Appendix D). In the case of potential violations or misinterpretations of district policy, employees should follow the grievance process by filling out the appropriate form in the appendix of this agreement.

CSD #58 is also committed to ensure there are no violations, misinterpretations, or misapplications of a published district policy, procedure, or regulation.

Grievance forms (GBM) relating to policy violations or misinterpretations of district policy are located in Board of Education Policies GBM-AF1 (Appendix D).

ARTICLE 17: TEACHER EVALUATION

Every teacher is evaluated annually. The Board requires a program of comprehensive, performance-based evaluations for the teachers/certified staff in order to ensure high-quality staff performance that improves student achievement. The process includes both scheduled and unscheduled classroom observations, performance goals, conferences and other data collected in the teacher's professional development portfolio.

The documents and data for the evaluation process are housed on TalentEd. The TalentEd platform can be accessed through the district website via the staff page. Each teacher should have a unique username and password.

Certified staff fall into one of two evaluation categories: formative and summative. Before staffs are tenured they complete a summative evaluation every year. After they are tenured they complete a formative evaluation annually and a summative at minimum every five years.

For more specific information refer to Board Policies GCN and GCN-AP(1

ARTICLE 18: SALARY AND BENEFITS

1. In what we believe is the first time to occur since the implementation of the current salary schedule, we will add an additional step to the first six columns of the Certified Teacher Salary Schedule. With this, it was agreed that all eligible employees will receive a step increase (over 99% of all employees).
2. \$200 will be added to the Certified Teacher Salary Schedule. The same percentage increase will be applied to all other schedules as well.
 1. Additional compensation was agreed upon for secondary teachers who teach an additional course or teach two different courses at the same time.
 2. The Board had previously approved to cover a nearly 10% increase (~\$200,000) to our District insurance.
 3. From a purely visual change, the Certified Teacher Salary Schedule will now begin with “Row 1”. In the past, the first row was labeled “Row 3”.
All employees on the schedule will be appropriately placed to correspond to the older version of the Certified Teacher Salary Schedule.

The 2019-2020 salary schedule for teachers is attached (Appendix E).

ARTICLE 19: GRADUATE CREDIT/SALARY ADVANCEMENT

It is a goal of the Center School District that teachers continue to engage in quality professional development that enables each teacher to grow and improve professionally. The district has two paths of professional development.

Path 1- (Internal) Approved Center School District professional development courses: Courses are designed in advance by district administration (and do not need pre approval). These courses are typically offered as half credit or full credit. Staff will be compensated \$375 per credit hour (15 contact hours x \$25 per hour). If courses are offered at less than 15 contact hours, staff will be compensated at \$25/hour. These courses will not be used for advancement on the salary schedule.

Path 2- (External) Approved external graduate courses and programs:

Teachers may register for graduate level education courses and programs at approved institutions as defined by the Cooperating School Districts of Greater Kansas City (CSDGKC). The list of approved institutions is included in the

district approval form. Note that courses may not be duplicated and must be offered by the college of education or a field directly related to your teaching assignment. All courses must be pre-approved by the Executive Director for Human Resources using the appropriate district-provided approval form. (Appendix F) Please submit course requests 2-4 weeks in advance to allow for approval to be granted prior to registration and payment to a college/university. For opportunities that may fall outside of these specifications, submit district-provided approval form and contact the Human Resources office.

In order to be approved, a course must be a graduate level course. A graduate level course is any course that is aligned to, or can be proven to be a part of a graduate program of study with any of the approved colleges or university from the CSDGKC list. It is important to note that a staff member does not need to actually complete the full graduate degree or program, however the courses selected must be offered in one of those programs. The list of schools approved for degree or certification earning programs is attached (Appendix G).

ARTICLE 20: UNUSED DAY REIMBURSEMENT

Effective with the 2019-2020 school year, staff will be compensated (according to the payment schedule below) for each additional day of short-term leave (Sick and Personal) they have accumulated on an annual basis over the maximum number of 100 total unused days as of June 30 of each school year.

Effective with the 2019-2020 school year, staff will also receive this compensation rate (according to the payment schedule below) when they leave the district for all occasions with exception to those outlined in this policy.

1. Beginning on July 1st, 2019, compensation for unused sick days will experience a 185% increase. Please note that on June 30th, 2019, returning employees with more than 100 accrued leave days will be paid the current rate (\$35/day for certified staff and \$31/day for non-certified staff) “down” to 100 days to fully implement the collective bargaining agreement. A follow-up email will give additional explanation. These **new** amounts will be used starting July 1st, 2019:
 - a. 6 or more years of service:
 - i. Certified Employees: \$100/day
 - ii. Non-Certified Employees: \$90/day

- b. 1-5 years of service:
 - i. Certified Employees: \$75/day
 - ii. Non-Certified Employees: \$67.50/day

PAYMENT SCHEDULE

Certified staff members with 1-5 years of continuous district employment will be reimbursed at the rate of \$75 per day for any unused “Sick” and “Personal” leave.

Certified staff members with 6 or more years of continuous district employment will be reimbursed at the rate of \$100 per day for any unused “Sick” and “Personal” leave.

Classified staff members with 1-5 years of continuous district employment will be reimbursed at the rate of \$67.50 per day for any unused “Sick” and “Personal” leave.

Classified staff members with 6 or more years of continuous district employment will be reimbursed at the rate of \$90.00 per day for any unused “Sick” and “Personal” leave.

ARTICLE 21: PARENT-TEACHER CONFERENCES

Center School District buildings are expected to schedule and provide 16 hours of Parent-Teacher Conference time during the academic school calendar year. Parent-Teacher Conference times can be scheduled outside of contract hours and will be compensated accordingly by use of the two scheduled October “no student contact days”. No conferences should be scheduled on the 2nd “no student contact day”. A copy of each building’s Parent-Teacher Conference times will be on file at district office by September 1 of each academic school year. Each building will schedule days that work best for their students and families.

ARTICLE 22: SEVERABILITY

Each and every clause of this contract shall be deemed severable from each and every other clause of this contract. In the event that any clause(s) shall be determined finally to be in violation of any law, only the said clause(s) shall be deemed of no force and effect, and then only to the extent that any may be in violation. Should such a determination occur, it will not impair the validity and enforceability of the rest of the contract, including any and all provisions in the remainder of any clause, sentence or paragraph in which the offending language may appear.

DURATION OF THE AGREEMENT

This Agreement shall become effective July 1, 2019 and remain in force through June 30, 2020. Should either party desire to reopen negotiations for this Agreement, said party shall serve the other with written notice not less than sixty (60) calendar days prior to the termination date. Should such timely notice be served, bargaining shall commence at a date that is mutually agreed upon by the parties.

Center Education Association Representative: Kamela Bates

_____ Executed this date: _____

Center School District Administration Representative: Dr. Michael Weishaar

_____ Executed this date: _____

Center Board of Education Representative: Marcie Calvin

_____ Executed this date: _____

APPENDIX

- A. Missouri Department of Elementary and Secondary Planning Time
- B. Substitute Leave Codes
- C. Center Board of Education Policy IHB concerning class size
- D. Center Board of Education Policies GBM-AF1 concerning grievances
- E. 2019-2020 Certified Teacher Salary Schedule
- F. District-provided Graduate Education Approval Forms
- G. Cooperating School Districts of Greater Kansas City (CSDGKC) Approved Institutions
- H. District-provided Graduate Education Verification Form

Appendix A

Missouri Department of Elementary and Secondary Education/Planning Time

“Planning Time—Each full-time classroom teacher, including kindergarten teachers, shall have a minimum of two hundred fifty (250) minutes of scheduled planning time each school week. It is desirable to have fifty (50) minutes of planning time each day. Planning time is calculated between the official start and close of the school day and does not include travel time, lunch time, or time before or after school. (Planning time is not required for administrators, counselors, or librarians.)”

MSIP 5 Resource Standard-11

Wiegand, Amber. “Planning Time.” Missouri Department of Elementary and Secondary

Education, 1 May 2014, dese.mo.gov/quality-schools/mo-school-improvement-program/planning-time.

Appendix B

Substitute Leave Codes

Code	Example/Notes
Comp Time	N/A to certified staff
Jury Duty	Please provide summons to HR
Personal	Blackout dates apply
Professional>Curriculum Development	Benchmark test writing
Professional>New Teacher Training	
Professional>Other	
Professional>PBIS Training	
Professional>Professional Leave: Building Initiated	Building specific training or initiative
Professional>Professional Leave: District Initiated	District training or initiative not covered in another code
Professional>Special Education Training	
Professional>Student Assessment Activities	Release time for one on one assessments
Professional>Title I Training	
Professional>Title II Training	
Professional – Note name of workshop, location, funding source	Non-district sponsored training or conference
School Business>Field Trip	Teacher takes one or part of class
School Business – note workshop name and location	Out of building on official school business
Sick>Bereavement	Immediate family only
Sick>Personal Business	Religious holiday, business during working hours, explanation requested
Sick>Sick	Unplanned
Sick>FMLA	Can only be entered by Kelly

Appendix C

Center Board of Education Policy IHB concerning class size

The Board of Education is aware that class size impacts student achievement, and the Board directs the superintendent to work with the administrative staff to assign a reasonable number of students to each class and building in the district.

The Board will adopt target class sizes for the various grade levels after considering the recommendations of the superintendent or designee. The superintendent or designee will annually review these target class sizes and recommend changes when necessary. The Board understands that achieving these targets is dependent upon the financial, physical and staffing resources available to the district and that the district might be required to exceed its target class sizes in some instances in order to educate its resident students. However, the Board will not admit a nonresident student if the admission would cause the district to exceed the target class sizes or student-to-teacher ratios, or exceed the capacity of its existing buildings. In no event shall the Board-established target class size exceed the “Desirable” standard established by the Missouri Department of Elementary and Secondary Education (DESE).

The superintendent or designee may modify the target class size in situations where the classroom is substantially smaller than the average classroom or when other staffing or physical limitations exist. The superintendent or designee may also modify the target class size when necessary for specialized instruction or in situations where equipment is limited, such as music, art, drama, computer or specialized science courses.

IHB-AP(1)

Student enrollment in individual classes will be consistent with the following guidelines:

Grades	Minimum Standards	Desirable Standards	Center School Dist. Guidelines
K-2	25	17	23
3-4	27	20	25
5-6	30	22	28
7-12	33	25	31

2. High school beginning and advanced classes in the same subject may be combined. (Example: Spanish I and Spanish II.) Total enrollment shall not exceed 15 students.
3. High school advanced classes in the same subject may be combined. (Example: Spanish III and Spanish IV.) Total enrollment shall not exceed 20 students.
4. Enrollment in performing arts classes may exceed the state minimum standard regular class-size limits if adequate supervision and facilities are provided.
5. High school physical education classes may enroll up to 45 students.

Appendix D

Center Board of Education Policies GBM-AF1 concerning grievances

The Center School District #58 is interested in employee concerns and ideas for improving the district. District employees are encouraged to discuss concerns with supervisors and the administrative staff so that issues may be addressed in a timely fashion.

Grievance

Because violations of Board policies, regulations and collective bargaining agreements are particularly problematic, the Board has developed this formal process for addressing these grievances.

Grievance processing should be viewed as a positive and constructive effort to establish the facts upon which the grievance is based and to accurately implement Board policies, regulations or collective bargaining agreements. The Board strictly prohibits discrimination or retaliation against an employee for filing a grievance and directs all district employees to cooperate in the grievance process.

If more than one district grievance process might apply to a particular concern, the superintendent or designee will decide which process will govern. If any part of a grievance includes allegations of illegal discrimination or harassment, or if the grievance is factually similar to a complaint filed by the same employee regarding illegal discrimination or harassment, the entire grievance will be resolved in accordance with policy AC.

Definitions

Days – Calendar days, whether occurring during the regular school year or during the summer, but excluding: weekends; district-designated holidays (whether on the original school calendar or designated thereafter); winter and spring breaks and other Board-designated breaks; and closings due to inclement weather, illness, natural disaster, or other emergencies.

Grievance – An allegation by an individual employee that a collective bargaining agreement or a specific, written, Board-adopted policy or regulation has been

violated or misinterpreted. A grievance does not include concerns regarding performance evaluations or remedial documents, nonrenewal of contracts, reduction in force or termination. This policy does not apply if another Board policy or regulation or state or federal law provides due process, a hearing or a different method for addressing the issue.

Grievant – A district employee who has filed a grievance.

Immediate Supervisor – The individual to whom the grievant is directly responsible. For example: a teacher’s immediate supervisor is the building principal.

Performance Evaluations or Remedial Documents – Any assessment of employee performance including, but not limited to, notice of deficiencies, job targets, professional development plans and professional improvement plans.

Grievance Process

1. The grievance must be in writing, on the forms provided by the district, and include a copy of the provision of the collective bargaining agreement, policy or regulation alleged to be violated or misinterpreted, as well as a statement of the relief requested.
2. Grievances will be processed according to the step-by-step process outlined below, with the following exceptions. If a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step. If a grievance is directly based on official Board action, the grievance shall be directed to the Board secretary. The grievance may be heard by the Board at the sole discretion of the Board.
3. No new information may be added and no new claims may be made after Step 1. Each subsequent appeal will address only the facts and issues presented at Step 1.
4. The deadlines established under this policy may be extended upon the written request of the grievant or the supervisor, but the final decision regarding any extension shall be made by the superintendent at his or her sole discretion. Investigation and reporting deadlines will be extended when more time is

necessary to adequately conduct an investigation and to render a decision. The grievant will be notified when deadlines are extended.

5. Failure of the grievant to appeal within the timelines given will be considered acceptance of the findings and remedial action taken. The district will not consider late appeals.

6. Once a decision is rendered under this grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.

7. Because the point of a grievance is to provide resolution outside the court system, an employee is not entitled to bring an attorney to grievance proceedings. Once an attorney becomes involved in the process, the superintendent or designee will refer the matter to the district's private attorney and the grievance process will end.

Grievances will be processed according to the steps outlined below.

Informal Grievance (Step 1)

It is acknowledged that it is usually most desirable for the grievant and the involved person or persons to resolve grievances through free and informal communication. Therefore, within ten work days following knowledge of the act or condition complained of, the grievant shall discuss with the involved person or persons the issue at point. Both parties shall attempt to resolve the dispute at this level, but if it appears that the dispute cannot be resolved at this level, the grievant shall advise the involved person/persons of his or her intent to avail himself or herself of the next step of this process.

Immediate Supervisor (Step 2)

If the grievance cannot be resolved as outlined in Step 1, the grievant shall reduce the grievance to writing within five work days of the discussion required in Step 1, setting forth specifically the act or condition that is the basis of the grievance and submit it to the grievant's immediate supervisor. The written grievance shall include a statement of the results of Step 1.

Within five work days of receipt of a grievance, unless the time is expired with the permission of the grievant, the immediate supervisor shall investigate and render a decision or recommend a course of action. His/Her decision shall be in writing and shall include a statement of the reasons upon which his or her decision is **based**.

Superintendent or Designee (Step 3)

If the grievant is not satisfied with the disposition of the grievance at Step 2, or if no decision has been rendered within five work days after the immediate supervisor received the grievance, the grievant will have ten work days in which to submit his or her written grievance to the superintendent. The superintendent or his or her official designee shall arrange for a hearing of the grievance to take place within ten work days of receipt of the grievance. The parties involved shall have the right as they deem necessary to develop facts pertinent to the grievance at the hearing.

The grievant may select two persons to accompany and/or represent him or her as long as neither person is an attorney. Upon conclusion of the hearing, the superintendent or his or her official designee will have ten work days to provide a written decision, together with reasons for his or her decision, to the grievant.

School Board or Board Committee (Step 4)

If the grievant is not satisfied with the disposition of the grievance at Step 3, or if no decision has been rendered within the specified time, the grievant will have ten work days in which to avail himself or herself of the final step of the grievance process by submitting his or her written complaint to the Board of Education. The Board of Education, at its sole discretion, may decide to hear the grievance. If the Board does decide to hear the grievance, a hearing date will be set to take place within 20 work days of receipt of the grievance. The grievant may select two persons to accompany and/or represent him or her as long as neither person is an attorney. Upon conclusion of the hearing, the Board of Education will have 20 work days to provide a written decision, together with the reasons for the decision, to the grievant. The decision of the Board of Education is final.

Exceptions to Time Limits

When a grievance occurs under extraneous circumstances such as illness or the required absence from town of an involved person, the time limits herein may be extended by mutual consent of the involved parties.

Failure to follow time limits constitutes waiver of access to the process.

Regular Work Duty Interference

Grievance discussions and processing shall not interfere with the grievant's regular work duties.

Documentation

A grievant will receive a written response or report regarding his or her grievance, but the grievant and persons investigated in the course of the grievance are not entitled to view or receive copies of the investigation file or notes taken during the investigation, unless required by law. If an employee is disciplined as a result of the grievance, the discipline may be recorded in the employee's personnel file and discussed with the employee. Information recorded in an employee's personnel file will not be shared except as provided in Board policy or required by law.

Grievance forms available on

[https://simbli.eboardsolutions.com/SB_ePolicy/SB_Exhibit.aspx?PC=GBM-AF\(1\)&Sch=229&S=229&T=A&C=G&Z=E&St=ADOPTED&RevNo=1.01&PG=6&SN=true](https://simbli.eboardsolutions.com/SB_ePolicy/SB_Exhibit.aspx?PC=GBM-AF(1)&Sch=229&S=229&T=A&C=G&Z=E&St=ADOPTED&RevNo=1.01&PG=6&SN=true)

Appendix E

CENTER SCHOOL NO. 58
 CERTIFIED TEACHER'S SALARY SCHEDULE
 2019-2020
 SCHOOL YEAR

STEP	I BS	II BS+10	III BS+20	IV MS	V MS+10	VI MS+20	VII EDS MS+38	VIII EDD MS+60	STEP
1	\$36,883	\$38,399	\$39,916	\$41,737	\$43,254	\$44,770	\$46,286	\$47,803	1
2	\$38,399	\$39,916	\$41,432	\$43,402	\$44,919	\$46,435	\$47,952	\$49,468	2
3	\$39,916	\$41,432	\$42,949	\$45,071	\$46,588	\$48,104	\$49,621	\$51,137	3
4	\$41,432	\$42,949	\$44,465	\$46,740	\$48,257	\$49,773	\$51,290	\$52,806	4
5		\$44,465	\$45,982	\$48,409	\$49,925	\$51,442	\$52,958	\$54,475	5
6		\$45,982	\$47,498	\$50,078	\$51,594	\$53,111	\$54,627	\$56,144	6
7			\$49,015	\$51,743	\$53,260	\$54,776	\$56,293	\$57,809	7
8				\$53,260	\$54,776	\$56,293	\$57,809	\$59,326	8
9				\$54,776	\$56,293	\$57,809	\$59,326	\$60,842	9
10				\$56,293	\$57,809	\$59,326	\$60,842	\$62,358	10
11					\$59,326	\$60,842	\$62,358	\$63,875	11
12						\$62,358	\$63,875	\$65,391	12
13								\$66,908	13

C.I.			C.I.	
1		\$64,552	\$67,585	1
2		\$65,229	\$68,262	2
3		\$65,906	\$68,939	3
4		\$66,583	\$69,616	4
5		\$67,260	\$70,293	5
6		\$67,937	\$70,970	6
7		\$68,614	\$71,647	7
8		\$69,291	\$72,324	8
9		\$69,968	\$73,001	9
10		\$70,645	\$73,678	10
11		\$71,322	\$74,355	11
12		\$71,999	\$75,032	12
13		\$72,676	\$75,709	13
14		\$73,353	\$76,386	14
15		\$74,030	\$77,063	15

Index: \$33,850

Steps do not necessarily correlate with years of experience

Staff in In-School Suspension (ISS) and Learning Lab positions will be frozen on the BS (I) Column.

Appendix F
District-provided Graduate Education Approval Form
Center School District

Center School District
Salary Schedule Advancement
Credit Approval

The Center School District requires that all graduate level courses submitted for advancement on the teacher's salary schedule must be approved in advance by the Executive Director for Human Resource Services. In accordance with this policy, please work closely with Human Resources to gain approval prior to registering and paying tuition for coursework desired to be used for such advancement.

Send Completed Survey to Dr. Kyle Palmer for Approval

Teacher's Name: Click or tap here to enter text.

Date: Click or tap to enter a date.

Work Site: Choose an item.

Request to take a course for (Term): Choose an item.

Year: Choose an item.

Indicate if the course is a part of a degree, certification or continuing program: Choose an item.

If a part of a degree program, select the degree: Choose an item.

If a part of certification program, state the certification: Click or tap here to enter text.

Course Name: Click or tap here to enter text.

Course Number: Click or tap here to enter text.

College/University: Choose an item.

Comments: Click or tap here to enter text.

Staff Signature

Date:

(Office of Human Resources use only)

Date Received

Date Approved

Received (Jennifer Hamilton)

Approved (Dr. Kyle Palmer)

Appendix G

Cooperating School Districts of Greater Kansas City (CSDGKC) Approved Institutions

School districts will accept educational graduate degrees and graduate courses taken as a part of a certification program from the following colleges/universities.

Arizona State University	Park University
Arkansas State University	Rockhurst University
Avila University	Saint Louis University
Baker University	South Dakota State University
Central Methodist University	Southwest Baptist University
Emporia State University	Truman State University
Evangel University	University of Central Missouri
Florida Institute of Technology	University of Kansas
Fontbonne University	University of Missouri Columbia
Graceland University	University of Missouri Kansas City
Kansas State University	University of Missouri St. Louis
Lindenwood University	University of Nebraska Lincoln
MidAmerica Nazarene University	Webster University
Missouri State University	Western Governors University
Missouri Western State University	William Jewell College
Northwest Missouri State University	William Woods University

Appendix H
District-provided Graduate Education Verification Form



**Notice of Credit for Movement on the Salary Schedule
2019-2020**

All courses submitted for movement on the salary schedule MUST HAVE PRIOR APPROVAL from the Director of Human Resources. Credit hours for movement on the salary schedule are limited to 6 HOURS PER SEMESTER during the school term, per [Board Policy GCBA-R4](#)

Teachers may progress on the salary schedule by submitting ORIGINAL OFFICIAL TRANSCRIPTS for courses taken to Human Resource Services by September 15th of each school year.

Name:

Date:

Building:

Teaching Assignment:

I believe that I will move from LEVEL:

to LEVEL: .

Only graduate credits in education courses through approved institutions will be accepted.

NOTE: To receive credit, original official transcripts must be received in Human Resources on or before September 15th.

Please return this form to Human Resources by September 15th, 2019.

This information will be utilized to ensure that all credits are counted and proper salary adjustments occur.

Graduate Credit(s)

September 1, 2018 – August 31, 2019

Institution	Course Name	Course #	Credit(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

