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Article I: Placement on Salary Schedule

All teachers shall be given full credit on the salary schedule set forth in this Agreement for full years of outside teaching experience up to a maximum of fifteen (15) years. Prior teaching experience must have been in an accredited school district in the State of Kansas or other teaching experience in a school district that is State or North Central Association accredited.

Article II: Teacher Contract Length

The salary schedule is based on a teaching contract of 181.0 days. Extra months teaching contracts shall be equated at a daily rate of the certified staff member's annual salary (less the fringe dollars) identified on the salary schedule, divided by the number of contracted days of the staff member.

Article III: Advancement on Salary Schedule

Normally, teachers shall move vertically on the schedule with each additional year of experience. Moves will be made horizontally when additional hours of education credit have been acquired, moving directly across to the next schedule and then down one step for the service increment.

Teachers at the limit of a column will remain at that point until they have accomplished necessary education credit to advance to the next column through additional hours of education credit. Such advancement shall be horizontal one column and one step down.

The hours above a degree must be taken after the degree was granted and toward an advanced degree, be graduate hours, or be approved by the superintendent. The move from one position to another, both vertically and horizontally, will be made once a year, at the beginning of the contract year. Hours earned during the summer prior to the beginning of the school year will count in determining the salary step at which the teacher will be assigned.

In order to continue vertically in one salary column, a teacher must secure a minimum of six hours of approved college credit every five years.

In-service points as converted to college hours (20--1) shall count toward movement on the salary schedule.

All in-service points may count toward re-certification. However, only those in-service points which are earned outside of the contract day, are not funded by district funds or district contributions, and are activities approved by the District Professional Development Council for points shall count toward advancement on the salary schedule.

Transcripts of accumulated in-service points and documented college credit (hours) that have been approved by the District Professional Development Council must be submitted annually to the Board office prior to May 30th for salary schedule advancement.

The maximum number of points allowed for salary schedule advancement in any one year shall not exceed 100 points and must be filed annually.

Article IV: Leaves

1. Personal Leave

   Each full-time teacher shall have five (5) days of personal leave per year. Leave for part-time teachers shall be in proportion to their full-time equivalency.

   Personal leave may not accumulate. Teachers shall have the option annually of being paid $70 for each unused personal leave day or rolling those days into sick leave, subject to the maximum accumulation of sick leave as stated in this section. This designation must be made in writing and filed with the superintendent by May 1. The designation shall remain in effect in subsequent years until changed by the teacher.

   The use of personal leave during the month of May shall be limited to emergencies or personal business that cannot be handled outside of school hours.

   Personal leave shall not be used on Professional Development, In-Service, or Workdays or to extend holidays or spring break, except in extenuating circumstances approved by the superintendent.

2. Sick Leave

   Each full-time teacher shall have nine (9) days of sick leave per year. Leave for part-time teachers shall be in proportion to their full-time equivalency.

   Teachers with an extended contract shall receive additional sick leave at the rate of 0.5 days for every ten days or portion thereof of extended time.

   Unused sick leave may accumulate up to seventy days (70).

   Use of sick leave for illness or disability purposes shall be defined as the illness or disability of the employee or illness, disability, or death in the immediate family.

   The term "immediate family" shall include spouse, child, stepchild, grandchild, siblings, parent, or grandparent. Additionally, any of the categories listed above shall be expanded to include "in-law."

   In addition to the accumulated days of sick leave, each full-time teacher shall also have for his/her use the number of days equal to his/her accumulated sick leave on the first duty day. Said days shall be referred to as "sub-deduct days." Sub-deduct days may be used for sick leave. A sub-deduct day shall provide the requesting teacher full daily salary less regular substitute wages for each sub -deduct day awarded. The purpose of a sub-deduct day is to provide a continuing income for teachers who are faced with illness or

injury and have used up all their accumulated sick leave. Sub-deduct days are in addition to the accumulated days of sick leave and may be available to a teacher when said teacher has exhausted all accumulated sick leave. Teachers, before using a sub-deduct day, shall exhaust their accumulated sick leave. Any teacher who desires a sub-deduct day shall make their request for a sub-deduct day from their building principal. Said request shall be in writing, either in paper or electronic form, and shall include the number of sub-deduct days requested and a brief explanation for the request. The building principal shall forward the request to the superintendent, building association representative where the teacher is employed, and the president of the association. Each designated person receiving the sub-deduct request shall expeditiously indicate their support for or denial of the request to the building principal based upon the information provided by the requesting teacher. If two or more persons from among those designated to review the request approve said request, the requesting teacher shall receive the agreed-upon sub-deduct day(s).

Sick leave may be used as bereavement leave.

3. Eulogizing, Singing, or Providing Music at Funerals

Occasionally, a teacher may find it necessary to be absent for reasons not covered by leave policies. Teachers will not be paid for days they do not teach, except as covered by the leave policies, or engagement in some professional activity or unusual situation approved by the superintendent or Board. Deductions of days will be made as explained below.

4. Absences not covered by sick leave policy

Occasionally, a teacher may find it necessary to be absent for reasons not covered by leave policies. Teachers will not be paid for days they do not teach, except as covered by the leave policies, or engagement in some professional activity or unusual situation approved by the superintendent or Board. Deductions of days absent will be made as explained below.

Salary payments for substitute help will be paid directly through the business office.

In the event of salary deductions after sick leave benefits have been used or when a non-school business absence occurs, the rate of pay deduction will be:

daily rate of the certified staff member's annual salary (less the fringe dollars) identified on the salary schedule divided by the number of contracted days of the staff member.

The Board of Education may require a physician's statement that the employee is not physically capable of fulfilling their regular assigned duties. Failure to provide such a statement could result in Board action to terminate sick leave benefits at that time.

5. Family and Medical Leave

In compliance with the Family and Medical Leave Act of 1993, USD 506 provides up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year and for 1,250 hours over the previous 12 months.

6. Bereavement Leave

Each certified employee shall be granted up to three (3) days of paid bereavement leave per school year upon the death of an immediate family member. For purposes of this provision, “immediate family” shall include the employee’s spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, or nephew, as well as the same relatives of the employee’s spouse (in-laws).

Bereavement leave is intended to provide employees time to attend funeral or memorial services and to manage personal or family affairs associated with the death. Bereavement leave shall not accumulate from year to year, and any unused bereavement leave shall expire at the conclusion of each contract year.

If an employee requires additional time beyond the three (3) days provided under this provision, the employee may request the use of accumulated sick leave or available personal leave, subject to approval by the Superintendent or the Superintendent’s designee.

The District reserves the right to request reasonable verification of the need for bereavement leave, including, but not limited to, an obituary, funeral program, or other appropriate documentation.

Article V: Pay for Unused Sick Leave

Unused sick leave not to exceed 70 days will be paid at the rate of $70 per day when the teacher retires or leaves U.S.D. 506 employment, provided the teacher has a minimum of 10 years of service in U.S.D. 506.

Article VI: Activity Ticket

Each teacher of U.S.D. 506 shall be issued an activity ticket, which shall be honored at all regular school functions held within the district.

Said ticket shall not be honored at basketball tournaments and special events.

Said ticket shall be honored for employee, spouse, and children who have not yet graduated from high school.

The Board of Education will have an expectation that those teachers in attendance at school

functions will assume a reasonable amount of general supervision as needed.

Article VII: Individual Development Plan (I.D.P.)

Each teacher who uses or plans to use a professional day must have an I.D.P. on file. Said plan shall be kept current annually.

Article VIII: Employee Cafeteria Plan

Employee benefits may be selected as a salary reduction from the district 125 Cafeteria Plan.

Article IX: Health Insurance Rebates or Refunds

Any refund paid by the district's health plan back to the district will be returned to the participant. Each participating employee shall receive a proportionate share of the refund based on their proportionate share of the total premium paid by all employees during the plan year the refund was earned.

Article X: Selection of Health Insurance Carrier

The Board shall review annually the health insurance company and plan annually, for the purpose of considering changes in same.

Article XI: Release From Contract

When a teacher asks to be released from a contract with the district, the Board's first obligation is to the children in the district.

If a suitable replacement can be found and it is felt that the educational program of the school will not be impaired, a teacher may be released from the obligations of a contract providing the teacher pays for the liquidated damages at the time such request is made. Accrued sick leave or unpaid compensation or other compensation against the $1,500 liquidated damages will be applied to the amount owed to the district for early release.

Written notice to terminate a contract may be served by a board upon any teacher prior to the time the contract has been completed, and written notice of intention to non-renew a contract shall be served by a board upon any teacher on or before the third Friday in May.

A teacher shall give written notice to a board that the teacher does not desire continuation of a contract on or before the 14th calendar day following the third Friday in May. If the board receives such notice after this date, the teacher shall pay $500 toward expenses involved in securing a satisfactory replacement.

In the event said release from contract is granted July 1 or after, said teacher shall pay a sum of $1,500 toward expenses involved in securing a satisfactory replacement.

Applicable payment toward expenses shall accompany the request for release from contract.

Article XII: Resignation or Retirement

Certified staff who turn in an official resignation or retirement letter to the Board of Education before Thanksgiving break begins will receive a $500 stipend, and if by February 1st they will receive a $250 stipend.

Article XIII: Health Insurance Benefit

The Board shall pay, in addition to salary, a fringe benefit for teachers. The Board agrees to pay the cost of the lowest tier single plan of the district-provided health insurance to be applied towards a district health insurance plan. Said benefit will not exceed **$717.00** per month. The plan will cover all certified/licensed teachers employed at least .5 FTE.

Certified/licensed teachers who began employment prior to August 11, 1998, and choose not to enroll in the district's health insurance plan will receive a benefit of $64 per month as cash. This is a fixed cash amount; it shall not increase even if the Board's contribution to the insurance plan increases. Teachers hired after August 11, 1998, must use their benefit for the purpose of purchasing the district's health insurance plan. New employees who do not wish to purchase the health insurance plan will forfeit the benefit amount. Should those who choose the cash option later decide to join the district's health plan, they shall forfeit the cash since it will be applied to the insurance plan. Furthermore, this is a one-way decision, in that a person moving from a cash option to an insurance fringe cannot later go back to the cash option.

Article XIV: Teachers' Professional Meetings and Work Days

Section A: Professional Meetings Request

1. There are appropriate and valuable professional meetings which individuals wish to attend. Such meetings would include curriculum meetings; curriculum workshops (which may not include college credit); study, consulting and/or observation of other teachers and school educational programs which merit observations; and state or regional subject and curriculum-oriented meetings, school improvement and pedagogical improvement meetings, and others as deemed valuable by the teacher and administration.

2. Requests for attendance at national meetings shall be handled individually by the Board of Education.

3. Teachers who wish to attend professional meetings should make an application to the superintendent in writing at least two (2) weeks prior to

said meeting.

4. For those professional meetings approved by the superintendent, the Board will provide the following allowances:

   a. The Board will pay a substitute, when necessary.

   b. Meal expense will be allowed not to exceed twenty-five dollars ($25) per day, or a proportionate amount. (Payment made only for meals approved in advance and upon presentation of paid receipt.)

   c. *A* school car shall be used as transportation when the car is available. When the school car is not available, mileage as per prevailing state rate from school to destination and return trip will be allowed (provided advance written approval is secured from the superintendent of Schools). Other reasonable transportation expenses, including tolls and parking, shall also be paid.

   d. Actual lodging expense, subject to the superintendent's prior approval, will be allowed for each day of the meeting.

   e. The registration fee and other related expenses shall be paid, subject to the prior approval of the superintendent.

   f. Payment to be made upon presentation of receipts, itemized statements, and a signed claim voucher by the claimant.

Section B: Professional In-service Meetings and Work Days

1. All workdays shall be free of meetings called by the administration.

2. There shall be two (2) workdays, one at the beginning of the school year and one at the end of the school year.

3. Verified Semester grades shall be due in the principal's office on or before the last teacher workday of each semester.

Article XV: LCTA Meetings

Two LCTA members shall be allowed to attend two meetings during the year without substitute pay being deducted (a maximum of four substitutes per year).

All other teachers shall be in attendance at their assigned duties on the date of the teachers' meeting.

It is hereby agreed that school shall be in session during the K.N.E.A. meetings and that the

two days shall be incorporated into the Spring Break.

The two spring break days shall not be subject to being used as "make-up days for lost school days."

Article XVI: Job Openings

Staff will be made aware of Professional Staff Vacancies within the district by district email. Vacancies will be emailed through “announce all” when the listing goes to placement bureaus, or after the Board of Education acts upon the resignation, whichever comes first.

Article XVII: Reduction in Force

The following steps will be utilized by the district's administrative staff to reduce the teaching staff.

To determine the number of teaching positions to be reduced, the Board of Education and the administrative staff will ascertain the educational program for the district to meet the educational goals established by the Board.

The number of teachers needed to implement the district's education program will then be determined by the administrative staff based on those educational goals as determined by the Board.

In the event the Board decides that the size of the teaching staff must be reduced, guidelines in the rules will be followed.

1. Insofar as possible, reduction will be accomplished by attrition due to resignations and retirement.

2. Non-tenured teachers in the curricula area and/or level that the Board has determined reduction is necessary.

3. Needs for reduction beyond the above methods shall be based on program continuation, individual full certification in teaching area, need for supplemental assignments, school and district accreditation, and district tenure in the various departments or levels in which the individual is presently teaching.

   Department and levels shall be as follows:
   Elementary Primary K-6 Elementary
   Junior High Grades 7-8
   Elementary: Music, P.E., Title I, Library
   Secondary: Language, music, science, business, social science, math, guidance, vocational individual programs.

   District tenure will follow the teacher to the level or department at which they

(the teacher) are presently teaching.

Article XVIII: Daily Preparation Period and Extended Contract Rate

I. All teachers shall, in addition to a minimum twenty (20)- minute duty-free lunch period, have daily preparation time within the instructional day during which they shall not be assigned to any other duties.

2. That time shall be guaranteed as follows:
   a. Elementary - a minimum of 250 minutes weekly for a full 5-day week (no less than a 30-minute block of time on each day)

   b. High School - one class period per day

   c. Part-time teachers shall receive planning time proportionately to their equivalency.

3. An employee and an administrator may mutually agree to a teaching assignment during the employee's planning period and/or an equivalent period outside the contract day. Teachers assigned to teach during their plan time and/or equivalent class period outside the contract day shall receive additional compensation at the rate of 1/7 of their current placement on the salary schedule. It is agreed that the assignment shall not be considered part of the employee's primary contract.

When periods are traded, there will be no extended pay. Example: Teach a 7:00 a.m. class and the same number of classes as presently are being taught, leave school at the end of the school day, or come in after first period, teach the same number of classes as present, and an after-school class.

Article XIX: Calendar

The superintendent will prepare the school calendar after providing all certified staff an opportunity for input on the school calendar. The superintendent will submit a calendar recommendation to the Board for approval. A summary of staff input on the school calendar shall be shared with the Board along with the superintendent's calendar recommendation.

A list of the abbreviations or codes that are used on individual paychecks with an explanation as to what they represent and a copy of the school calendar adopted and approved by the Board shall be attached to the negotiated agreement for informational purposes as appendix items. It is specifically agreed by the Board and the Association that the inclusion of the list of abbreviations and/or the school calendar in the negotiated agreement does not make these items negotiable in the future.

Article XX: Supplemental Pay

1. Percent To Be of Individual Step

2. Supplemental pay shall be computed based on step less $2,000.

Athletics	**%**	**Other**	**%**
Senior High		**Senior High**	
Head Football	12	Band Director	9.5
Assistant Football	8	Play (maximum of 2 plays per year)	4
Head Basketball	12	Musical Vocal	4
Assistant Basketball	8	Musical Drama	4
Head Wrestling	12	Musical Instrumental	1
Assistant Wrestling	8	Intramural Dir. & Supervisor Head	4
Head Track	10	Sponsor Yearbook	4
Assistant Track	7	Head Sponsor STUCO	2.5
Head Volleyball	10	Head Sponsor Senior Class	2.5
Assistant Volleyball	7	Head Sponsor Junior Class	2.5
Head Baseball	10	Department Chair	2.5
Assistant Baseball	7	Head Sponsor Grizzly Spirit	2.5
Head Softball	10	Head Sponsor FBLA	4
Assistant Softball	7	Head Sponsor FFA	4
Boys' Tennis	8	Head Sponsor SKILLS (Health)	4
Assistant Tennis	3.5	Head Sponsor FCCLA	4
Girls' Tennis	8	Head Sponsor SKILLS	4

Assistant Tennis	3.5	Head Scholar's Bowl	5
Head Golf	8	Director of Summer Conditioning	6
Assistant Golf	3.5	Debate	5
Cross Country	10	Forensics	5
Ass't. Cross Country	3.5	Head Sponsor KAY	2.5
Head Swim	8	Head Sponsor NHS	2.5
Assistant Swim	3.5		
Varsity Cheer	12		
Fresh Cheer	5		
Dance Sponsor	7		
Athletics	**%**	**Other**	**%**
Junior High		**Junior High**	
Football	7	Head Scholar's Bowl	3
Boys' Basketball	7	Yearbook Sponsor	3
Girls' Basketball	7	Elementary Music/Band	3
Volleyball	7		
Track	7		
Wrestling	7		
Cheer Sponsor	7		
Assistant Coach(es)	4		

* Supplemental Pay Gatekeepers and Ticket Takers for Musicals and Junior/Senior Plays; Pep Club Trip Sponsor; Official Clock Keeper for home volleyball, football, basketball, wrestling; Official Scorekeeper for home volleyball, football, basketball, wrestling, baseball, softball, track meets: $15 per hr. with a minimum of $50 per assignment

Supplemental pay for travel relative to multiple school assignments on the same school day shall be the prevailing state rate per mile, on August 1 of the current school year, for the predetermined district calculation of distance traveled from an assigned school to the next assigned school in the same school day. Travel payments shall be paid monthly for actual predetermined total miles driven by the teacher assigned to multiple buildings in a single school day, for the time period beginning the 1st of each month and concluding the last day of the same month prior to each district monthly payroll date.

From	To	Miles	From	To	Miles
Altamont	Bartlett	14.06	Bartlett	Edna	9.76
Altamont	Edna	13.02	Bartlett	Mound Valley	21.26
Altamont	M. View	7.96	Edna	Mound Valley	13.00
M. View	Bartlett	20.92	Edna	LCHS	13.22
M. View	Edna	20.72	M. View	LCHS	7.87
M. View	M. Valley	15.16	M. Valley	LCHS	7.66

Supplemental Pay for building-level technology support and committee meetings that meet beyond the duty day and are assigned or approved in advance by the superintendent shall be compensated at $10 per hour.

Supplemental Pay Summer Trip Sponsors:

Sponsors who sponsor approved summer state and national trips shall be paid at the rate of $72 per day except that if the sponsor is on an extended contract the trip days to be sponsored may, at the discretion of the superintendent, be traded for extended contract days.

Supplemental Pay In-School Suspension Supervising:

Teachers who supervise, at the request of the building administrator, the in-school suspension after the close of the school day shall be paid at the rate of $6 per hour for the time they supervise the students being detained.

Supplemental Pay Summer School:

Supplemental pay for summer school shall be at the Board-approved daily substitute teacher amount for a workday no less than five (5) hours.

Supplemental Pay for Curriculum Development:

Supplemental pay for approved curriculum development outside the contract day shall be eleven ($11) dollars per hour employed.

Supplemental Pay for Summer Institute:

As funds are available annually and approved by the Board of Education, the superintendent and/or his/her designee, in consultation with the Professional

Development Committee, shall schedule an in-district professional learning opportunity designated "Summer Institute" for certified staff members. Participation shall be voluntary; however, those certified staff members choosing to voluntarily participate in Summer Institute may be required by the superintendent to participate in all or a majority of the scheduled professional learning opportunities as a condition of being allowed to participate in Summer Institute.

Certified staff members choosing to participate in Summer Institute shall be compensated at a rate of no less than eleven ($11) dollars per hour. Based upon an annual review of available funding, the superintendent may recommend to the Board a Summer Institute hourly payment, which may exceed eleven ($11) dollars per hour. Said payment, as recommended by the superintendent and approved by the Board, shall not obligate the Board to similar payments in future years.

The Board approved payment amount for Summer Institute shall be made only to those certified staff members participating in the designated Summer Institute professional learning opportunity. Certified staff members shall not substitute other professional learning opportunities for Summer Institute payment.

Supplemental Pay for Summer Driver Education:

Driver's Education instructors will be paid $150.00 per student.

Supplemental Pay for National Board-Certified Teachers:

The Board shall pay a $1000 annual stipend for National Board for Professional Teaching Standards, National Board-Certified Teachers during the life of the NBPTS license. This stipend shall be in addition to any state stipend for same.

Professional Learning Communities:

The district will provide transportation to teachers required to attend Professional Learning Community meetings in any town that is not their home school.

**Supplemental pay for work done outside the workday.*

Article XXI: Salary Schedule 2026-2027

The Board reserves the right to pay more than the schedule provides in any position if they deem it best for the welfare of the children in our schools.

The salary schedule shall include seven (7) columns labeled as Column B: Bachelor of Science (B.S.), Column C: B.S. + 15, Column D: B.S. + 40 or M.S., Column E: M.S. + 15, Column F: M.S. + 30, Column G: M.S. + 45, Column H: M.S. + 60, or M.S. + M.S., or Ed.S.

26-27 Salary Schedule:

2026-2027 Salary Schedule

ROW/ COLUMN		BS 1 B	BS+15 2 C	MS 3 D	MS+15 4 E	MS+30 5 F	MS+45 6 F1	MS+60/ 7 G	MS+MS
1	00YRS Exp.	46630	47430	48430	49530	50730	51930	53130	$600.00 increments
2	01YRS Exp.	47230	48030	49030	50130	51330	52530	53730	
3	02YRS Exp.	47830	48630	49630	50730	51930	53130	54330	
4	03YRS Exp.	48430	49230	50230	51330	52530	53730	54930	
5	04YRS Exp.	49030	49830	50830	51930	53130	54330	55530	
6	05YRS Exp.	49705	50505	51505	52605	53805	55005	56205	$675.00 increments
7	06YRS Exp.	50380	51180	52180	53280	54480	55680	56880	
8	07YRS Exp.	51055	51855	52855	53955	55155	56355	57555	
9	08YRS Exp.	51730	52530	53530	54630	55830	57030	58230	
10	09YRS Exp.	52405	53205	54205	55305	56505	57705	58905	
11	10YRS Exp.		53955	54955	56055	57255	58455	59655	$750.00 increments
12	11YRS Exp.		54705	55705	56805	58005	59205	60405	
13	12YRS Exp.		55455	56455	57555	58755	59955	61155	
14	13YRS Exp.		56205	57205	58305	59505	60705	61905	
15	14YRS Exp.		56955	57955	59055	60255	61455	62655	
16	15YRS Exp.			58780	59880	61080	62280	63480	$825.00 increments
17	16YRS Exp.			59605	60705	61905	63105	64305	
18	17YRS Exp.			60430	61530	62730	63930	65130	
19	18YRS Exp.			61255	62355	63555	64755	65955	
20	19YRS Exp.			62080	63180	64380	65580	66780	
21	20YRS Exp.			62980	64080	65280	66480	67680	$900.00 increments
22	21YRS Exp.				64980	66180	67380	68580	
23	22YRS Exp.					67080	68280	69480	
24	23YRS Exp.					67980	69180	70380	
25	24YRS Exp.						70080	71280	
							**	*	
			$800 increment	$1000 increment	$1100 increment	$1200 increment	$1200 increment	$1200 increment	

* The bottom step on Column 7 will have 1.0% accumulating increase per year.

** The bottom step on Column 6 will have .5% accumulating increase per year.

Article XXII: Appeal Procedure for Problems

The purpose of the appeal procedure is to facilitate free, easy, and effective communication between teachers and the administrative staff in order to secure, in good faith, at the lowest possible level, equitable solutions to problems relative to the negotiated agreement, which may arise from time to time.

The number of people involved in the appeal proceedings is to be minimal, and the appeal proceedings are to be kept as informal as may be appropriate at any level of the appeal procedure.

When a teacher has a problem relative to the negotiated agreement, the following appeal procedures shall be followed.

1. Discussion of the problem between the teacher and the building principal within five working days after the problem occurs.

2. If a satisfactory solution is not forthcoming from the above conference, the teacher may request within five working days an interview with the superintendent of Schools relative to the problem. The superintendent will then arrange a conference within ten working days after such request with all parties involved in the problem and will make every effort to arrive at a fair and professional solution. The superintendent will make his written response to the appellant within ten working days after the conference.

3. If, in the teacher's estimation, the superintendent's solution does not result in understanding and justice for the employee, the teacher within ten working days may request in writing a conference meeting with the Board of Education to discuss the problem. In such request, the teacher shall state the problem, the negotiated item involved, and the solution sought, together with any other information such teacher believes is pertinent. This will be an informal meeting held in executive session at the next regularly scheduled Board of Education meeting.

At the next regularly scheduled Board meeting, all parties to the problem will be present, and each shall be allowed to speak, in executive session, on their behalf. The President of the Board of Education acts as chairman at the meeting.

The Board of Education's written decision to the appellant, principal, and superintendent, following said meeting, shall be binding, but shall not set a precedent in any other proceedings.

A prepared form for filing a written appeal relative to a problem is attached as an addendum to this document.

Article XXIII: Reproduction of Negotiated Agreement

The district office will provide each new teacher with a copy of the negotiated agreement and furnish requested copies for each LCT*A* building representative. The district will also publish the negotiated agreement on the district website.

Article XXIV: Duty-Free Lunch Period

Each professional employee shall receive a 20-minute duty-free lunch period.

Article XXV: Work Day and Meetings

1. Arrival and Departure Time
   The teachers' workday shall be seven (7) hours and forty (40) minutes, including the duty-free lunch. Any absences from the building during the scheduled workday shall require approval of the building principal.

2. Meetings
   Unless excused by the person in charge, each teacher shall be present at all teacher meetings called by the Board of Education, superintendent, or principal. On the days there is a faculty meeting in a given building, and as determined by the building administrator more time is needed than is available for the meeting, the building administrator may, for that day, adjust the starting and ending time of the work day so as to give a longer single meeting period, in so long as the teacher work day does not exceed seven (7) hours and fifty (SO) minutes.

   The building principal shall give written notice at least one (1) week in advance of a meeting that will adjust the starting and ending time of the workday.

   No faculty meeting or compensatory time for secondary teachers will begin prior to five minutes after school is dismissed.

Article XXVI: Duration of Agreement

This agreement becomes effective July 1, 2026, and expires June 30, 2027.

Article XXVII: Dues Deduction

The Board of Education shall, upon the written request of a teacher by September 1, deduct teacher association dues within a given contract year, in the amount and over the pay periods indicated on the written form.

The Board shall make a monthly reimbursement each month to the local association of the total dues collected to date for the month, with a list of names and amounts deducted.

Teachers dropping their membership shall notify the LCTA by August 15, and the LCTA shall notify the Board clerk by September 1.

Article XXVIII: District Personnel Files

The school district maintains a district personnel file for each employee of the district.

Individual district personnel files shall be accessible to the respective employee for inspection during reasonable school business hours upon written request to the administrator who is custodian of the individual file.

The individual shall be entitled upon request, at no expense to the individual, to copies of items in the individual file.

Article XXIX: Facility and Equipment Use

The Association shall be allowed access to and use of the district facilities such as buildings, copy machines and computers, etc. The Association will provide paper and consumable supplies for Association business, but will be allowed reasonable use of paper for the purpose of the bargaining process. All use of buildings and equipment shall be scheduled with the appropriate building principal.

No privacy exists for the use of school computers, and appropriate district staff can examine any school computer at any time.

Article XXX: Sick Leave Pool

There is hereby established a pool of sick leave days for use by teachers. The sick leave pool shall be used in the event of major illness or disability. This pool is not intended for brief absences and will be implemented as follows:

1. Each teacher shall be a member of the sick leave pool and eligible for the benefits therein.

2. Each teacher shall transfer one (1) leave day each year to the sick leave pool. If the accumulated days in the sick leave pool are more than 300 days on August 1 of any year, employees who have donated to the pool for a minimum of 3 years will not be required to transfer their 1 leave day.

3. Days transferred by an employee become a permanent part of the pool and will not be returned. At the end of each contract year, the unused days in the sick leave pool shall be carried over into the sick leave pool for the next contract year.

4. If the accumulated days in the sick leave pool are less than 100 days on August 1 of any year, each employee shall contribute two days to the pool that year. Additionally, if the pool is depleted during any year, the committee shall take action as needed to meet the needs of the members of the pool.

5. Before using the sick leave pool, each employee shall have depleted

his/her accumulated sick and personal leave.

6. Sick leave pool days are intended to provide for absences caused by prolonged and serious diseases or disabilities for the employee or his/her immediate family as described below. That would include intermittent absences due to follow-up care related to the initial condition. Except as related to the underlying serious medical condition, sick leave pool days are not intended for medical or dental appointments.

7. The application form will include a written statement from the employee's physician certifying that the employee is incapable of performing his/her duties as a result of the prolonged illness or disability. The physician may be asked to certify in writing the number of days of absence the given illness or disability requires. The completed form should be returned to the office of the Superintendent, who will forward it to the committee.

8. Employees would be eligible for a number of days depending on longevity of sick leave pool membership. These limits are for each illness/disability; a separate situation would also be eligible for consideration by the committee in the same school year.

9. (Years = donated to the sick leave pool)
    - Years 1-5 10 days
    - Years 6-10 20 days
    - Years 11-15 30 days
    - Years 16-20 40 days
    - Years 21 and up days as supported by one's physician

10. Catastrophic Clause: During a catastrophic emergency, the employee may apply to the sick leave pool committee for additional days. The committee will review each catastrophic emergency request on an individual basis.

11. The sick leave pool may not be used to cover employees who are receiving pay from workers' compensation or KPERS disability.

12. The provisions of this section shall apply only to illness/disability of the employee, spouse, child, grandchild, sibling, or parent of the employee or his/her spouse.

13. The sick leave screening committee shall consist of:
    - LCTA President
    - Superintendent or Assistant Superintendent
    - LCTA Building representative from the applicant's building

14. A request must receive at least 2 votes to be approved.

15. The committee will make a decision within 10 days of the request. Written notification of the decision will be made by the committee to the applicant.

16. No committee member shall vote on his/her own request or the request of a family member.

17. Days as used throughout this article refer to duty days.

18. The District Office will maintain a record of the days contributed to the Pool and days granted by the Pool Bank and regularly make such record available.

Article XXXI: Tuition Pool

1. The Board provides $30,000 per fiscal year for the tuition pool. There shall be no carryover of unused funds from one fiscal year to the next

2. The tuition pool shall be limited to graduate classes related to a teacher's content area. All courses must be approved by the superintendent prior to the start of the class for which reimbursement is being requested. The tuition reimbursement form is found in the negotiated agreement.

3. The district shall pay up to 3 hours of tuition and fees, excluding books and materials, upon proof of the successful completion of the course. The academic year runs from July 1 through June 30th.

4. Employees can apply for additional credit hours, but reimbursement is not guaranteed. Additional credit hours may be funded if there are funds available.

5. Final transcripts along with receipts for tuition and fees shall be presented to the district office within 30 days of the completion of the course.

6. In the event the total amount of the pool is exhausted, the fees shall be paid in the order the requests were submitted for reimbursement.

7. The superintendent may identify the need for a current staff member to voluntarily add an additional teaching endorsement to their current Kansas teaching license. Should said staff member voluntarily choose to add the requested endorsement, the Board of Education reserves the right to negotiate terms and conditions with said staff member for the payment of any or all related expenses specific to the acquisition of said endorsement.

Article XXXII: Teacher Evaluation

Career teachers are professional educators who are in or beyond their fifth year. Career teachers may choose between two evaluation systems.

One is the traditional summative system in which the administrator makes periodic classroom observations. The administrator then fills out a summative report and holds a conference with the teacher.

The alternative is a self-analysis/self-reflection system outlined as follows:

I. The career teacher indicates by September 15 of each year whether they intend to follow the self-assessment or the summative evaluation model.

2. The career teacher completes a written self-assessment by September 15.

3. By the end of September, the career teacher participates in a self-assessment conference with the administrator. The purpose of this conference is to define/refine the growth target selected by the teacher.

4. The target must be data-based and student-centered. How will the growth target improve student learning?

5. After the growth target is selected, a growth plan is developed.

6. The teacher participates in two conferences reflecting on the process. One shall be prior to February 15 and the second at the end of the school year.

7. This may end an annual cycle or lead to a continuation of the same growth goal for the next year.

8. The self-assessment instrument shall be included in the appendix. This shall be for information purposes only.

Article XXXIII: Teachers in Need of Improvement

If a building principal or other administrator charged with supervision duty judges a teacher's performance to be substandard, that administrator shall notify the teacher in writing of the improvements needed. The administrator shall develop a plan of improvement.