

2021-2022  
Negotiated Agreement  
Between  
The Jones Board of Education  
And  
The Jones Education Association

Changes were made to the following pages: 11, 20, 29, 46

2021-2022

JEA Officers

President	Tenae Davis
President-Elect	
Vice President	Pam Dooling
Secretary	Taylor Wood
Treasurer	Joan Stanolis
OEA Delegate	Taylor Wood
OEA Delegate (Alt.)	Tenae Davis

Building Representatives

High School	Joan Stanolis/Pam Dooling
Middle School	Susan Gierhart
Elementary	Andrea Brawdy

Bargaining Committee

High School	Pam Dooling*
	Joan Stanolis*
Middle School	Taylor Wood*
Elementary School	Tenae Davis*

\* Denotes JEA Bargaining Team

## Table of Contents

Procedural Agreement.....	2
Article I – General Conditions of Employment	
Section 1 – Work Year .....	7
Section 2 – Teacher Work Day .....	8
Section 3 – Assignment.....	9
Section 4 – Vacancies.....	10
Section 5 – Duties .....	11
Section 6 – Personnel Files.....	12
Section 7 – Teacher Evaluation.....	13
Section 8 – Reduction in Force .....	14
Section 9 – Grievance Procedure.....	17
Section 10—Right to Representation .....	19a
Article II – Leave Plan	
Section 1 – Sick Leave.....	20
Section 2 – Personal Business Leave .....	21
Section 3 – Bereavement Leave .....	22
Section 4 – Emergency Leave (omitted 1996-97).....	23
Section 5 – Extended Leave.....	24
Section 6 – Professional Enrichment Leave .....	25
Section 7 – Sick Leave Bank.....	26
Article III – Compensation	
Section 1 – Salary .....	27
Section 2 – Retirement.....	28
Section 3 – Extra Duty Pay Schedule .....	29
Section 4 – Game Duty Pay .....	31
Section 5 – Athletic Passes .....	32
Section 6 – Health Insurance .....	33
Section 7 – Pay Day Schedule .....	34
Section 8 – Compensation for Recertification.....	35
Section 9 – Lane Changes .....	36
Section 10 – Compensation for Traveling Teachers .....	36A
Article IV – Association Rights	
Section 1 – Distribution of Information.....	37
Section 2 – Use of School Facilities .....	38
Section 3 – Use of Equipment.....	39
Section 4 – Calendar.....	40
Section 5 – Board Meeting Information.....	41
Section 6 – Right to Representation at Board Meetings .....	42
Section 7 – Extra Duty Summary.....	42A
Article V – General Provisions	
Section 1 – Definitions.....	43
Section 2 – Contract Reference .....	44
Section 3 – Reproduction of Agreement.....	45
Section 4 – Duration.....	46
Appendix 1 – Grievance Forms .....	47
Appendix 2 – Teacher Evaluation Forms .....	52
Appendix 3 – Organization Forms.....	60
Appendix 4 – Extra Duty Contract.....	62

# Procedural Agreement

## **1. Purpose**

The Board of Education of the Jones Public Schools and the Jones Education Association recognize the need for an orderly process of communication for administering employer/employee relations which conform to Oklahoma Statutes 70-509.1 through 70-509.10.

## **2. Statement of Recognition**

This agreement is made and entered into by and between the Jones Education Association, hereinafter termed the "Association", and the Board of Education of the Jones Public Schools, hereinafter termed the "Board".

The Board hereby recognizes the Association as the exclusive representative for the bargaining unit consisting of all certified and licensed employees, excluding administrators, of the Jones Public Schools. The Board agrees not to negotiate with any individual nor recognize any other employee organization as the representative of the members of the bargaining unit for the duration of this Agreement.

Further, no individual member of the bargaining unit shall negotiate with the Board except through their duly recognized bargaining representative.

## **3. Scope of Bargaining**

- 3.1 The Board and the Association agree to negotiate in good faith on wages, hours, fringe benefits, and other terms and conditions of employment.
- 3.2 The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by State and Federal law, including the right to make policy, rules and regulations which are not inconsistent with the Negotiated Agreement.
- 3.3 There shall be no negotiations on inherent managerial policy including the function and programs of the Board, the determination of the Board's budget, the organizational structure and staffing needs of the schools, and the selection of personnel new to the district.

## **4. Negotiations Procedure**

### **4.1 *Negotiation Teams***

The Board and the Association shall each designate in writing, at the first negotiation session, the names of not more than five (5) persons who shall serve as their respective representatives for negotiation pursuant to the provisions of this Agreement. Each party shall also designate the person on its team who will serve as spokesperson.

### **4.2 *Opening Negotiations***

4.2.1 Between April 1 and April 30 of each ensuing year, either the Association or the Board shall submit a written request for negotiations to commence to the other party, if it desires there to be negotiations for that year. If no such request is made during the time period above, negotiations will not take place for the ensuing year.

4.2.2 The first negotiations session shall occur on a mutually agreeable date not more than thirty (30) days from the date of the written request to open negotiations.

4.2.3 The parties will exchange proposals at the initial negotiating session. Subsequent proposals may only be submitted upon mutual agreement of the parties.

### **4.3 *Negotiations Sessions***

4.3.1 Only members of the respective negotiation teams may be present during negotiation sessions. Other parties may be permitted to be present only by mutual agreement of the parties.

4.3.2 No recordings or official transcripts shall be made without mutual agreement of the parties.

4.3.3 Negotiations will be conducted at the times, dates and places mutually agreed upon by the parties. The time, date, place and agenda of subsequent sessions will be set by mutual agreement of the parties prior to the close of each negotiation session.

4.3.4 Negotiation meetings shall be scheduled at times which will not interfere with the teacher work day and the educational programs of the district.

#### 4.4 *Tentative Agreement*

- 4.4.1 Both parties agree that it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations, and to reach tentative agreements subject to ratification by the Board and the Association.
- 4.4.2 When tentative agreement is reached on any item, it shall be reduced to writing, and signed and dated by the spokesperson of each team. When tentative agreement is reached on all items, they shall be submitted first to the membership of the Association for ratification and then to the Board for ratification.

#### **5. Impasse**

- 5.1 If negotiations are not successfully concluded (all items have been tentatively agreed upon) by the first day of school, an impasse shall exist. Additionally, an impasse will be declared if either party fails to ratify the contract upon their first vote. At any earlier time following the initial negotiation session, either party may declare an impasse, or by mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.
- 5.2 Within two (2) days of such declaration, the parties shall request the services of the Federal Mediation and Conciliation Service. If such services are available within twenty (20) days they will be utilized. If not available within twenty (20) days, mediation will be used only by mutual agreement.
- 5.3 If the mediation process has been utilized and has failed to bring about agreement on all items or if the mediation process was not utilized, the unresolved items shall be submitted to fact finding as follows:
  - 5.3.1 A fact finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Association, and one (1) member shall be selected by the Board, within five (5) days. The third member shall be selected by the first two (2) members as follows:

The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of potential fact finders from the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur with the party losing the toss striking a name from the list. The parties will then continue alternately striking names from the list until only one name remains. The person whose name remains on the list will serve as the chairperson of the fact finding committee.

- 5.3.2 The committee shall meet with the Board's representatives and with the Association's representatives for the purpose of fact finding.
- 5.3.3 Within five (5) days after the selection of a chairperson, the representatives of the parties shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished to the chairperson and other members of the committee. Each item being submitted to fact finding shall show the last position taken by each negotiating team.
- 5.3.4 The cost for the services of the fact finding committee, including per diem expenses, if any, and actual and necessary travel expenses shall be shared in the following manner: the Board shall assume the expenses of the representative selected by the Board, the Association shall assume the expenses of the representative selected by the Association, and the expenses of the third member shall be shared equally by the Board and the Association.
- 5.3.5 The fact finding committee shall have authority to establish procedural rules, conduct investigations, and hold hearings during which each party shall be given an opportunity to present its case with supporting evidence.
- 5.3.6 All hearings by the fact finding committee shall be conducted in closed session.
- 5.3.7 The chairperson shall convene the committee for fact-finding. The committee shall meet with the representative of both parties and, within twenty (20) days after the fact finding hearing, shall present its written recommendation to the Board and the Association. The report shall set forth findings of fact and recommendation on the issues submitted.
- 5.3.8 If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and the Association. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume a good faith effort to resolve differences; provided, after fourteen (14) days after exchange of written statements as provided for by this section, either party may discontinue such effort.

## **6. Savings Clause**

- 6.1 If any provision of this agreement shall be found contrary to law it shall be severed from the Agreement, and all other provisions or applications of the Agreement shall continue in full force and effect.

## **7. Duration of Agreement**

- 7.1 This Agreement shall continue in effect for successive fiscal year periods unless notice is given, in writing, pursuant to Section 4 Negotiations Procedure of this Procedural Agreement by either party that the party desires to modify, amend or terminate this Agreement.
- 7.2 In the event that the Association disbands or otherwise ceases to be the recognized bargaining agent, this Agreement shall be null and void on that date of such disbanding or cessation or representation.

## ARTICLE I - General Conditions of Employment

### SECTION I - Work Year

Teachers are professional employees and as such are not bound by the Fair Labor Standards Act hourly pay requirements. As a result, teachers will be expected to work the number of hours and days necessary to accomplish the educational goals of the school district as determined by the annual school calendar, not to exceed 181 days.

## Section 2 – Teacher Work Day

- A. Unless regular assigned daily duties require otherwise, the teacher's work day will be 7½ hours. Due to differences in bus schedules, the building principal will determine the actual time the 7½ hours will include.
- B. Meetings and/or conferences required by the administration may extend beyond the teacher work day.

### Section 3 – Assignment

- A. Teachers shall be assigned within the scope of their certification as prescribed or authorized by the State Department of Education.
- B. Teachers shall be notified of their tentative teaching assignment for the ensuing year prior to the last day of school. If a change in assignment is deemed by the superintendent or his/her designee to be essential to the best interest of the children, the superintendent or his/her designee shall hold a conference with the affected teacher(s) to acquaint the teacher(s) with the needs of the district.
- C. Teachers may express their preference for teaching assignments for the ensuing year to the principal prior to April 1.

## Section 4 – Vacancies

- A. Notice of vacant certified positions shall be posted at the superintendent's office and at each building site for at least six (6) consecutive working days. Such notice shall be mailed to the Association at the time of posting.
- B. Teachers may request a transfer by notifying the superintendent, in writing within the posting period. Currently employed teachers who apply for a vacant position will be considered before outside applicants are considered. Teachers will be notified, in writing, whether the request for transfer has been granted or denied and the reason(s) why transfer was denied.
- C. At the conclusion of the contract year, a teacher may file a request with the Association and the superintendent's office to be considered for unanticipated summer vacancies. Notice of vacant certified positions during the summer shall be posted at the superintendent's office for at least six (6) consecutive working days. Such notice shall be mailed to the Association and any interested applicant on file at the time of posting. Currently employed teachers who apply for a vacant position will be considered before outside applicants.

## Section 5 – Duties

- A. At the beginning of each school year, the principal, after receiving input from the meeting with teachers, shall establish a duty schedule. Said schedule shall assign duties to teachers on a rotating and equitable basis.
- B. Secondary classroom teachers shall be scheduled for a minimum of 225 minutes of planning time each week. Said planning time shall be scheduled during the student day.
- C. Elementary and Middle School classroom teachers shall be scheduled for a minimum of 200 minutes of planning time each week. Said planning time shall be scheduled during the student day when possible.
- D. Each teacher shall be scheduled for a minimum of thirty (30) minutes of duty-free lunch time on days that he/she does not have duty.
- E. Teachers may be required to supervise another teacher's class (e.g. forego scheduled planning time, dispersal of students into another class) in order to fulfill responsibilities related to the school.
  - 1. Covering of classes and dispersal of students into another class shall be on a rotating and equitable basis.
  - 2. If a teacher is required by the building administrator to supervise another teacher's class, the teacher shall be compensated at the following rate:
    - a. Secondary teacher will be compensated at the rate of twenty (20) dollars per class covered.
    - b. Elementary teacher will be compensated at the rate of ten (10) dollars per half day or twenty (20) dollars per full day to cover for another teacher.
- F. Any teacher not receiving planning time as stated in paragraphs B & C, through written agreement with the administration, shall be compensated for lost time at a rate of \$5250.00 per school year (amount to be adjusted if compensation is for one semester or trimester).

## Section 6 – Personnel Files

- A. An official file shall be maintained in the office of the superintendent. Unofficial working files may be maintained in the office of each principal.
- B. Material that may adversely affect a teacher's employment status may not be placed in the teacher's official file until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher shall have the right, within two (2) weeks, to affix a written response to said material.
- C. A teacher, or upon written authorization, the teacher's designee, may review the contents of the teacher's official file or unofficial working files during normal business hours, but not during the duty time of the teacher or designee. The teacher is entitled to receive a copy of any documents contained therein with the teacher paying the cost of reproduction.
- D. Access to a teacher's official file or unofficial working files will be limited to: the teacher or the teacher's designee, district employees who have a need to review the file in order to complete a job responsibility, members of the Board of Education, public agencies upon official request, otherwise as required by law.
- E. Any allegation or anonymous charge which is unproven through a thorough documented investigation shall not be placed in a teacher's official file.

## Section 7 – Teacher Evaluation

- A. Evaluations of teachers shall be based upon the appropriate Evaluation Marzano Protocol and data collection on the iObservation program in accordance with TLE.
- B. Career teachers receiving a superior or highly effective rating under the TLE will be evaluated once every three (3) years. All other career teachers will be formally evaluated at least once during each school year, at least ten (10) days prior to the May Board Meeting. All probationary teachers will be formally evaluated at least twice during each school year, once by November 15 and once by April 10. Regardless of evaluation status, each year all teachers shall complete an individualized Professional Learning Focus program as required by state law and district policy.
- C. All teachers will be evaluated by administrative personnel who have participated in the required training of the State Department of Education. Each teacher will be notified at the beginning of each school year which administrator has been designated as his/her evaluator.
- D. Formal classroom observations for the purpose of evaluation shall be conducted openly with the full knowledge of the teacher.
- E. All evaluations shall be made online on the approved program forms.
- F. Complaints shall not be incorporated into the teacher's evaluation unless the teacher has been informed of the complaint.
- G. A copy of each formal written or electronic evaluation shall be provided to the teacher at or prior to a conference held between the teacher and the evaluating administrator. The teacher shall acknowledge receipt of the evaluation through iObservation.
- H. The teacher may, within ten (10) school days of the evaluation conference, respond to the evaluation in writing and said response will be attached to the formal evaluation.
- I. At the beginning of the year, the principal shall acquaint teachers with the evaluation procedures.
- J. If the Final Evaluation Score Scale is marked Ineffective, the principal will develop a Growth Plan.  
If the Final Evaluation Score Scale is marked Needs Improvement, the principal will provide verbal and/or written guidelines for improvement.

## Section 8 – Reduction in Force

### Definitions:

Hire Date – Date teacher is hired by the Board of Education

Break in Service – There is no break in service if the teacher teaches the last day of the year and the first day of the next school year.

#### A. Needs of the School District and Students

1. When it becomes necessary for the Board to reduce the total number of certified and/or resident employees in the bargaining unit, the student and program needs of the district will be the primary criteria in establishing priorities for those to be released.
2. In implementing a reduction in force, the position or positions to be eliminated will be determined by the Board first and, thereafter, following procedures will be used to determine the teacher or teachers to be released as a result thereof.
3. Before any reduction in force is suggested to the Board of Education, the Administration and the Association will hold meetings to fully discuss the situation.

#### B. Non-renewal and Displacement Sequences

1. A resident teacher in an eliminated position will be released first.
2. A probationary teacher (1<sup>st</sup> 3 years) in an eliminated position will be released second. However, if a probationary teacher is certified and qualified to best meet the needs of the students for a position held by a resident teacher, the probationary teacher will be reassigned to that position and the resident teacher will be displaced and released.
3. A career teacher in an eliminated position will be released third. However, if a career teacher is certified and qualified to best meet the needs of the students for a position held by a resident or probationary teacher, the career teacher will be reassigned to that position, and the resident or probationary will be displaced and released.
4. The teacher identified for release must have on file in the superintendent's office, either the proper certification or evidence of eligibility for such certification in order for the displacement to occur. Certification must be on file at the time of the presentation of the recommendation to reduce force.

5. If there is more than one teacher certified and qualified to displace another teacher in accordance with the procedures in sections B.2 or B.3 above, the following criteria, in priority order, will be used to determine which teacher or teachers will be displaced and released.
  - a. Seniority – years of continuous teaching experience within the district.
  - b. Certification: Standard, then Provisional, the Temporary
  - c. Years of local district teaching experience in the position to be retained
  - d. Academic degrees: Doctorate, then Masters, then Bachelors.
  - e. Recommendations of Principal and/or Superintendent.
6. For the purposes of Reduction in Force, an administrator may be able to displace a teacher according to section B.5.

#### C. Notice

1. Career and Probationary teachers
  - a. Termination Hearing
    - (1) Teachers that have been recommended for nonrenewal shall be notified, in writing by certified mail, return receipt requested, that they have been recommended for nonrenewal as a result of need to reduce force and of their right to a hearing before the local Board.
    - (2) The teacher must request the hearing, in writing by certified mail, return receipt requested, within ten (10) days of receipt of notice of nonrenewal.
    - (3) If a nonrenewed teacher requests the hearing in writing, the Board will conduct a hearing providing the nonrenewed teacher due process.
  - b. Notification

The teacher's address as it appears on the school district's record shall be deemed to be the correct address. It shall be the teacher's responsibility to see that the school district has his/her current address on file.

2. Temporary Teachers

Temporary teachers' contracts expire automatically at the end of the contract term. Temporary teachers are not entitled to any of the notice rights of procedures herein prescribed for career or probationary teachers nonrenewed as a result of reduction in force.

D. Recall

1. Teachers who are released because of reduction in force will be notified for one (1) year from the date of release of subsequent vacancies in positions for which they are certified and qualified to best meet the needs of the students. Teachers will be offered re-employment in reverse order of release according to the provisions of this policy.
2. Throughout the calendar year of the reduction, released teachers will be placed on a recall list. Teachers on this recall list will be notified by certified mail of position vacancies. A teacher shall remain on the recall list unless the teacher:
  - a. Does not accept a position within ten (10) days from the mailing of notice of vacancy as provided above; or
  - b. Waives recall in writing; or
  - c. Notifies the school district that he/she desires to be removed from the recall list.
3. It shall be the teacher's responsibility to see that the district has his/her current address on file, and that address will be used for recall purposes.
4. A teacher who is recalled shall be given credit for all previous teaching experience approved by the State Department of Education. Teachers recalled from the recall list shall be reinstated as to number of years of experience, if any.

## Section 9 – Grievance Procedure

### A. Purpose

The purpose of this procedure is to secure at the lowest possible level equitable solutions to a claim of contract violation by the grievant.

### B. Definitions

1. A “grievance” is a claim by a teacher or teachers that there has been a violation, misinterpretation, or misapplication of the terms of this Negotiated Agreement that has affected that teacher or teachers.
2. The “grievant” is the Association, the teacher or teachers making the claim.
3. The “party in interest” is the teacher or teachers making the claim, or any person who might be required to take action, or against whom action might be taken in order to resolve the claim.
4. “Days” except when otherwise indicated shall mean working days.

### C. Procedure

#### 1. Level I

- a. A teacher with a grievance shall first discuss the grievance individually with the principal within ten (10) days of the alleged violation, citing the article and section alleged to have been violated with the objective of resolving the grievance informally.
- b. No written record will be made.

#### 2. Level II

- a. If the grievant is not satisfied with the disposition of his/her grievance at Level I, he/she may file the grievance in writing within ten (10) days of the article and section alleged to have been violated and the specific remedy sought.
- b. The principal shall schedule and hold a formal meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.

3. Level III

- a. If the grievant is not satisfied with the disposition of his/her grievance at Level II, he/she may file the grievance within five (5) days of the Level II response with the superintendent.
- b. The superintendent shall schedule and hold a meeting with the grievant within five (5) days after receipt of the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.

4. Level IV

- a. If the grievant is not satisfied with the disposition of his/her grievance at Level III, he/she may file the grievance within five (5) days of the Level III response for transmittal to the Board.
- b. The Board will hear the grievance at its next regularly scheduled meeting or a special meeting which has been called for that purpose. The Board shall transmit its written decision to the grievant within five (5) days of the meeting. The decision of the Board shall be final. Nothing in this section shall be construed so as to deny a grievant any appeal rights available under the law.

D. Right to Representation

The grievant and the administration may each be represented by a person of their own choosing at Levels II, III, and IV of this procedure.

E. General Provision

1. Decisions rendered at Levels II, III, and IV of the grievance procedure will be in writing, setting forth the decisions and the reasons therefore and will be transmitted promptly to all parties in interest and to the Association.
2. The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.
3. Necessary forms for the filing of grievances shall be mutually agreed upon by the Association and the Board and be made a part of this Agreement.
4. Copies of official grievances, all documents, communication, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.

5. No reprisals shall be taken against the grievant, any witness, or other participant in the grievance procedures by reason of such participation.
6. Failure in any step of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.
7. Failure to communicate the decision on a grievance at any step of this procedure within the specified time limits shall permit the grievant to proceed to the next level.
8. All meetings and hearings, with the exception of those at Level IV under this procedure, shall not be conducted in public.
9. All meetings and hearing shall include all parties in interest, and with the exception of those at Level I under this procedure, may include witnesses and selected representatives.
10. Time limits at any level may be extended by mutual agreement, and such agreements shall be reduced to writing and placed in the record for that grievant.
11. Grievances affecting grievants at more than one (1) site and/or grievances where the principal is without the authority to act may be filed commencing at Level III of this procedure.

## Section 10 – Right to Representation

- A. The Board and the Association agree that any conference or meeting between an administrator and a teacher is meant to be informative and/or productive. The Administrator will make every attempt to communicate the purpose of a conference or meeting to the teacher beforehand. The parties are to conduct themselves with the highest degree of professionalism.
- B. Any meeting scheduled solely to discuss teacher's rights as set forth by the negotiated agreement must follow the grievance procedure as outlined in Article I, Section 9.
- C. If after a meeting or conference that was not scheduled for purposes of a written/recorded reprimand or other disciplinary action the administrator or teacher believes the conference or meeting was in violation of some aspect of the negotiated agreement the conference may be rescheduled by either party. At this time the teacher or administrator may choose to have a JEA representative or administrator join him/her in the rescheduled meeting, as set forth in Article I, Section 9, paragraph D.
- D. During a Plan for Improvement conference, the teacher may have an observer present to ensure the provisions of the negotiated agreement are met. The observer may participate in the conference with the approval of the principal.
- E. Any teacher who is the subject of a conference scheduled for the purpose of a written/recorded reprimand or other disciplinary action, shall be notified in writing, at least one (1) working day prior to the conference, of both the nature of the subject to be discussed and the right to representation (JEA representative or administrator).

In those instances where, in the judgment of the administrator, the seriousness of the situation requires immediate attention the one working day period may be waived.

## ARTICLE II – Leave Plan

### **Teachers employed part-time or less than the full academic year shall have leave prorated to reflect time of employment**

#### Section I – Sick Leave

- A. The Board shall provide each certified personnel ten (10) days of sick leave each year, which can be taken in one-half day or full day increments, for use in case of personal injury, illness, pregnancy, or personal injury or illness in the immediate family.
- B. Unused sick leave days may accumulate to a maximum of one-hundred ten (110) days. The Board will maintain records of days above any actual sick leave accumulation, up to one hundred and twenty (120) days, for the purpose of reporting to the Oklahoma Teachers Retirement System.
- C. Upon retirement, an employee shall be paid for all unused sick leave days earned in this district, up to a maximum of one-hundred (100) days based on the following schedule; if the district receives a signed copy of the Application to Retire as provided by the Oklahoma Teachers Retirement System sixty (60) days prior to the date of retirement, the rate will be \$25 per day; if the district receives a signed copy within less than 60 days, the rate will be \$20 per day. All unused sick leave days accumulated by an employee and sold back to the district are applicable toward use with the Oklahoma Teachers Retirement System.
- D. At the end of the school year, any full-time certified personnel who has not used any sick leave days will be paid a bonus of three hundred dollars (\$300.00) and any full-time certified personnel who has used one (1) day of sick leave will be paid two hundred and fifty dollars (\$250.00). A less-than full-time certified personnel (less than 120 days) will receive a pro-rated bonus.

## Section 2 – Personal Business Leave

- A. Each teacher shall be provided five (5) days of leave to conduct personal business that demands the teacher's presence at a time that school is in session. The first three (3) days used shall be paid by the school district. The cost of the substitute teacher's pay shall be deducted from the teacher's salary for the fourth (4<sup>th</sup>) and fifth (5<sup>th</sup>) days used. If any of the first three (3) days are not used, those days will be added to the teacher's accumulated sick leave.
- B. A teacher who will be absent for reasons of personal business shall provide the administration with at least twenty-four (24) hours written notice. Any personal business day(s) taken with less than twenty-four (24) hours notice shall be considered the fourth (4<sup>th</sup>) and/or fifth (5<sup>th</sup>) personal business day(s). The cost of a certified substitute teacher, whether hired or not, shall be deducted from the teacher's salary. After the fourth (4<sup>th</sup>) and fifth (5<sup>th</sup>) personal days are used without twenty-four hours notice, any additional short notice days will be paid by the teacher according to section E. In the event of an emergency, the principal has the authority to waive the 24-hour notice. The reason for the emergency must be given.
- C. No more than one teacher or ten percent (10%) of the staff at any one location shall be granted personal leave on any single day. Personal leave will be granted on a first-come, first-served basis.
- D. At the discretion of the building principal, the provisions in section C may be expanded.
- E. To use more than five (5) days of personal business leave, the teacher must have prior administrative approval and shall have one (1) day's salary deducted per day used.
- F. At the discretion of the building principal, personal leave may be denied during the last two (2) weeks of school.

### Section 3 – Bereavement Leave

- A. Each teacher shall be provided seven (7) days of paid leave which may be used in the case of a death.

## Section 5 – Extended Leave

- A. In case of extended illness or disability, and after all sick leave has been exhausted, the amount actually or normally paid to a certified substitute teacher shall be deducted from the daily contractual salary of the teacher, for a period not to exceed twenty (20) days.
- B. If the teacher is unable to return to duty after the twenty (20) day period above, the teacher shall be placed on extended leave without pay until the end of the contract period, or until the teacher is able to return to work during the contract period. When the teacher recovers sufficiently to perform regular duties and returns to work during the contract period, the teacher shall be returned to the position he/she held prior to the leave.
- C. If the teacher is unable to return to duty at the end of the contract period, the teacher may request and may be granted an extended leave without pay for the ensuing school year. When the teacher recovers sufficiently to perform regular duties and return to work, the teacher shall be returned to the position he/she held prior to the leave, or another position for which the teacher is qualified.
- D. In addition to the extended leave policy above, the Board agrees to abide by all provisions of FMLA (Family Medical Leave Act).

## Section 6 – Professional Enrichment Leave

Upon application to and approval from the building principal and/or the Superintendent professional enrichment leave shall be granted to teachers to attend conferences, workshops and meetings without loss of pay.

## Section 7 – Sick Leave Sharing

- A. Any personnel who has exhausted his/her regular sick leave may request additional days from the Superintendent. He/she will present the facts of the situation to the staff for consideration. Following this, donations of days will be requested from sympathetic personnel. If that is then exhausted, the process will be repeated as often as necessary.
- B. With prior board approval, the donor shall retain eligibility for the sick leave bonus and the recipient will not be eligible for the bonus.

Jones Public Schools  
2021-2022 Compensation Schedule  
(Bachelors)

(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H-1)	(H-2)
		<i>Additional</i>	<i>District</i>	<i>District</i>	<i>Total</i>	<i>Cash</i>		<i>FBA for</i>	<i>FBA for</i>
	<i>Base</i>	<i>Salary</i>	<i>Paid</i>	<i>Paid</i>	<i>District</i>	<i>In Lieu of</i>	<i>OR</i>	<i>Major Med.</i>	<i>Major Med.</i>
STEP	<i>Salary</i>	<i>(TRS Credit)</i>	<i>Life</i>	<i>Ret.</i>	<i>Comp.</i>	<i>FBA</i>		<i>thru 12-31-21</i>	<i>effect. 1-1-22</i>
						<b>MONTHLY BENEFITS</b>			
0	36,748.65	60.15	25.08	2,707.77	39,541.65	69.71		615.90	615.90
1	37,162.64	103.41	25.08	2,695.67	39,986.80	69.71		615.90	615.90
2	37,576.64	145.65	25.08	2,684.59	40,431.95	69.71		615.90	615.90
3	37,991.58	188.15	25.08	2,673.32	40,878.13	69.71		615.90	615.90
4	38,405.58	233.33	25.08	2,659.30	41,323.29	69.71		615.90	615.90
5	38,855.82	278.76	25.08	2,647.76	41,807.42	69.71		615.90	615.90
6	39,297.47	325.26	25.08	2,634.50	42,282.32	69.71		615.90	615.90
7	39,740.08	372.82	25.08	2,620.26	42,758.24	69.71		615.90	615.90
8	40,181.74	421.44	25.08	2,604.88	43,233.14	69.71		615.90	615.90
9	40,623.40	471.12	25.08	2,588.44	43,708.04	69.71		615.90	615.90
10	41,597.33	521.87	25.08	2,611.00	44,755.28	69.71		615.90	615.90
11	42,067.60	573.67	25.08	2,594.60	45,260.95	69.71		615.90	615.90
12	42,537.88	626.54	25.08	2,577.12	45,766.62	69.71		615.90	615.90
13	43,007.19	680.48	25.08	2,558.51	46,271.26	69.71		615.90	615.90
14	43,477.47	735.47	25.08	2,538.92	46,776.93	69.71		615.90	615.90
15	43,965.87	791.53	25.08	2,519.62	47,302.09	69.71		615.90	615.90
16	44,436.14	848.65	25.08	2,497.89	47,807.76	69.71		615.90	615.90
17	44,906.41	906.83	25.08	2,475.11	48,313.43	69.71		615.90	615.90
18	45,376.69	966.07	25.08	2,451.27	48,819.10	69.71		615.90	615.90
19	45,846.96	1,026.38	25.08	2,426.35	49,324.77	69.71		615.90	615.90
20	46,336.31	1,087.75	25.08	2,401.82	49,850.96	69.71		615.90	615.90
21	46,806.58	1,150.18	25.08	2,374.78	50,356.63	69.71		615.90	615.90
22	47,277.81	1,213.68	25.08	2,346.75	50,863.32	69.71		615.90	615.90
23	47,748.08	1,278.23	25.08	2,317.60	51,368.99	69.71		615.90	615.90
24	48,218.36	1,343.85	25.08	2,287.38	51,874.66	69.71		615.90	615.90
25	49,576.71	1,410.53	25.08	2,322.94	53,335.26	69.71		615.90	615.90
26	49,983.08	1,410.53	25.08	2,353.52	53,772.21	69.71		615.90	615.90
27	50,388.48	1,410.53	25.08	2,384.04	54,208.13	69.71		615.90	615.90

(A) Step - Salary placement level.

(B) 2021-22 Base Salary - Negotiated base salary.

(C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional compensation.

(D) District Paid Life - Amount district pays for \$10,000 of life insurance.

(E) District Paid Retirement - District paid teachers' retirement at 7% of Total District Compensation (Col. F). Total Retirement remitted to TRS by the district is reduced by the TRS Credit (Col. C).

(F) Total District Compensation - Total of columns B through E.

(G) Cash in Lieu of Flexible Benefit Allowance - Teachers **not** enrolled in the District's Health Insurance Plan shall receive from the state a payment in lieu of health insurance in the amount of \$69.71 per month.

(H-1) Flexible Benefit Allowance for Major Medical - Teachers enrolled in the District's Health Insurance Plan shall receive from the state a Flexible Benefit Allowance (FBA) for Major Medical payment of \$615.90 per month through December 31, 2021. Any excess FBA over the cost of the major medical coverage may be used to purchase additional benefits or may be taken as taxable compensation. No employee shall receive FBA payment less than provided for by state law.

(H-2) Flexible Benefit Allowance for Major Medical - Teachers enrolled in the District's Health Insurance Plan shall receive from the state a Flexible Benefit Allowance (FBA) for Major Medical payment of \$615.90 per month beginning January 1, 2022.

National Board Certified teachers will receive an additional \$1000 on the base salary.

Total Compensation is 2.57% above state minimum + \$2000

Jones Public Schools  
2021-2022 Compensation Schedule  
(Masters)

(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H-1)	(H-2)
	Base	Additional	District	District	Total	Cash		FBA for	FBA for
STEP	Salary	Salary	Paid	Paid	District	In Lieu of	OR	Major Med.	Major Med.
		(TRS Credit)	Life	Ret.	Comp.	FBA		thru 12-31-21	effect. 1-1-22
MONTHLY BENEFITS									
0	38,074.57	60.15	25.08	2,807.57	40,967.37	69.71		615.90	615.90
1	38,488.57	103.41	25.08	2,795.47	41,412.52	69.71		615.90	615.90
2	38,902.56	145.65	25.08	2,784.39	41,857.68	69.71		615.90	615.90
3	39,317.51	188.15	25.08	2,773.12	42,303.86	69.71		615.90	615.90
4	39,731.50	233.33	25.08	2,759.10	42,749.01	69.71		615.90	615.90
5	40,181.74	278.76	25.08	2,747.56	43,233.14	69.71		615.90	615.90
6	40,623.40	325.26	25.08	2,734.30	43,708.04	69.71		615.90	615.90
7	41,066.01	372.82	25.08	2,720.06	44,183.96	69.71		615.90	615.90
8	41,507.66	421.44	25.08	2,704.68	44,658.86	69.71		615.90	615.90
9	41,950.27	471.12	25.08	2,688.32	45,134.79	69.71		615.90	615.90
10	43,394.48	521.87	25.08	2,746.27	46,687.70	69.71		615.90	615.90
11	43,864.75	573.67	25.08	2,729.87	47,193.37	69.71		615.90	615.90
12	44,335.03	626.54	25.08	2,712.39	47,699.04	69.71		615.90	615.90
13	44,805.30	680.48	25.08	2,693.85	48,204.71	69.71		615.90	615.90
14	45,274.62	735.47	25.08	2,674.18	48,709.35	69.71		615.90	615.90
15	45,763.97	791.53	25.08	2,654.96	49,235.54	69.71		615.90	615.90
16	46,234.24	848.65	25.08	2,633.23	49,741.21	69.71		615.90	615.90
17	46,704.52	906.83	25.08	2,610.45	50,246.88	69.71		615.90	615.90
18	47,174.79	966.07	25.08	2,586.61	50,752.55	69.71		615.90	615.90
19	47,645.06	1,026.38	25.08	2,561.70	51,258.22	69.71		615.90	615.90
20	48,135.37	1,087.75	25.08	2,537.23	51,785.43	69.71		615.90	615.90
21	48,605.64	1,150.18	25.08	2,510.20	52,291.10	69.71		615.90	615.90
22	49,075.91	1,213.68	25.08	2,482.09	52,796.77	69.71		615.90	615.90
23	49,547.14	1,278.23	25.08	2,453.01	53,303.46	69.71		615.90	615.90
24	50,017.41	1,343.85	25.08	2,422.79	53,809.13	69.71		615.90	615.90
25	51,410.11	1,410.53	25.08	2,460.94	55,306.65	69.71		615.90	615.90
26	51,815.51	1,410.53	25.08	2,491.45	55,742.57	69.71		615.90	615.90
27	52,220.92	1,410.53	25.08	2,521.96	56,178.49	69.71		615.90	615.90

(A) Step - Salary placement level.

(B) 2021-22 Base Salary - Negotiated base salary.

(C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional compensation.

(D) District Paid Life - Amount district pays for \$10,000 of life insurance.

(E) District Paid Retirement - District paid teachers' retirement at 7% of Total District Compensation

(Col. F). Total Retirement remitted to TRS by the district is reduced by the TRS Credit (Col. C).

(F) Total District Compensation - Total of columns B through E.

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(H-2) Flexible Benefit Allowance for Major Medical - Teachers enrolled in the District's Health Insurance Plan shall receive from the state a Flexible Benefit Allowance (FBA) for Major Medical payment of \$615.90 per month beginning January 1, 2022.

National Board Certified teachers will receive an additional \$1000 on the base salary.

Total Compensation is 2.57% above state minimum + \$2000

Jones Public Schools  
2021-2022 Compensation Schedule  
(Doctorate)

(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H-1)	(H-2)
	Base	Additional	District	District	Total	Cash		FBA for	FBA for
	Salary	Salary	Paid	Paid	District	In Lieu of	OR	Major Med.	Major Med.
STEP	Salary	TRs Credit	Life	Ret.	Comp.	FBA		thru 12-31-21	effect. 1-1-22
<b>MONTHLY BENEFITS</b>									
0	39,400.50	60.15	25.08	2,907.37	42,393.09	69.71		615.90	615.90
1	39,814.49	103.41	25.08	2,895.27	42,838.25	69.71		615.90	615.90
2	40,228.48	145.65	25.08	2,884.19	43,283.40	69.71		615.90	615.90
3	40,643.43	188.15	25.08	2,872.92	43,729.58	69.71		615.90	615.90
4	41,057.42	233.33	25.08	2,858.90	44,174.73	69.71		615.90	615.90
5	41,507.66	278.76	25.08	2,847.36	44,658.86	69.71		615.90	615.90
6	41,950.27	325.26	25.08	2,834.18	45,134.79	69.71		615.90	615.90
7	42,391.93	372.82	25.08	2,819.86	45,609.69	69.71		615.90	615.90
8	42,833.58	421.44	25.08	2,804.48	46,084.59	69.71		615.90	615.90
9	43,276.20	471.12	25.08	2,788.12	46,560.51	69.71		615.90	615.90
10	45,661.90	521.87	25.08	2,916.94	49,125.79	69.71		615.90	615.90
11	46,132.17	573.67	25.08	2,900.53	49,631.46	69.71		615.90	615.90
12	46,602.45	626.54	25.08	2,883.06	50,137.13	69.71		615.90	615.90
13	47,072.72	680.48	25.08	2,864.52	50,642.80	69.71		615.90	615.90
14	47,542.04	735.47	25.08	2,844.85	51,147.44	69.71		615.90	615.90
15	48,032.35	791.53	25.08	2,825.70	51,674.65	69.71		615.90	615.90
16	48,502.62	848.65	25.08	2,803.97	52,180.32	69.71		615.90	615.90
17	48,972.89	906.83	25.08	2,781.19	52,685.99	69.71		615.90	615.90
18	49,443.17	966.07	25.08	2,757.35	53,191.66	69.71		615.90	615.90
19	49,913.44	1,026.38	25.08	2,732.43	53,697.33	69.71		615.90	615.90
20	50,404.70	1,087.75	25.08	2,708.04	54,225.57	69.71		615.90	615.90
21	50,874.97	1,150.18	25.08	2,681.01	54,731.24	69.71		615.90	615.90
22	51,345.24	1,213.68	25.08	2,652.90	55,236.91	69.71		615.90	615.90
23	51,816.47	1,278.23	25.08	2,623.82	55,743.60	69.71		615.90	615.90
24	52,286.74	1,343.85	25.08	2,593.60	56,249.27	69.71		615.90	615.90
25	53,722.36	1,410.53	25.08	2,634.98	57,792.95	69.71		615.90	615.90
26	54,127.77	1,410.53	25.08	2,525.50	58,228.87	69.71		615.90	615.90
27	54,533.17	1,410.53	25.08	2,556.01	58,664.79	69.71		615.90	615.90

(A) Step - Salary placement level.

(B) 2021-22 Base Salary - Negotiated base salary.

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(H-2) Flexible Benefit Allowance for Major Medical - Teachers enrolled in the District's Health Insurance Plan shall receive from the state a Flexible Benefit Allowance (FBA) for Major Medical payment of \$615.90 per month beginning January 1, 2022.

National Board Certified teachers will receive an additional \$1000 on the base salary.

Total Compensation is 2.57% above state minimum + \$2000

## Section 2 – Retirement

The Board shall pay each teacher's contribution to the Oklahoma Teachers Retirement System at a rate of seven percent (7%) on the teacher's total compensation.

## SECTION 3 – Extra Duty Pay Schedule

w/ OSSAA competition

Ag Education _____	3,500.00	
Band (MS/HS Combined) _____	2,800.00	3,800.00
Academic Coach _____	1,250.00	
M.S. Academic Coach _____	500.00	
Yearbook Advisor _____	1,500.00	
High School _____	300.00	
Middle School _____	200.00	
Elementary School _____	300.00	
Drama and Speech _____	1,000.00	
HS Science Lab Supervisor _____	500.00	
Vocal Music (MS/HS Combined) _____	1,500.00	2,500.00
Counselor _____	Base+10%	
Virtual Academy		
District Administrator _____	3,000.00	
HS Lead Teacher _____	2,000.00	
MS Lead Teacher _____	2,000.00	
Elementary Lead Teacher _____	2,000.00	
Department Head/Lead Teacher ( <b>see below</b> ) _____	400.00	
Technology Director _____	1,200.00	
Tech Site Coordinator (3) _____	500.00	
District Test Coordinator _____	1,500.00	
District Psychometrist _____	1,500.00	
District Psychologist _____	1,500.00	
Dean of Students _____	3,500.00	
Saturday School _____	125.00 per 3-hour session	
Elementary Car-rider Pick-up Duty _____	500.00 per teacher per year	
After School Tutor		
1-5 students _____	25.00 per hour	
6-10 students _____	30.00 per hour	
11 + students _____	35.00 per hour	

Specific site tutoring budgets will be set by the superintendent and may be eliminated as necessary. Site principals will assign teachers to the tutoring schedule based on past interest and performance, and subject/grade-level needs. This is the minimum rate of pay. Grants and or other funding may provide additional funding based on additional criteria.

### **Department Head/Lead Teacher**

Maximum 5/building: Elem – 1/grade; MS/HS – the 4 core subjects + Fine Arts

Responsibilities, as determined by site principal, include, but not limited to: Collection and utilization of data for the department. Meet with teachers to make sure learning is being tracked: how is data being used, how are students being tracked and helped to improve, etc.

## Sponsorships

Amount listed is per person; if only 1 sponsor assigned where multiple are allowed, he/she will receive two times the amount listed.

H.S. Honor Society (2) _____	500.00
M.S. Honor Society (min. 2/max. 4) _____	500.00
H.S. Student Council (2) _____	500.00
M.S. Student Council (min. 2/max. 4) _____	500.00
H.S. FCA _____	500.00
M.S. FCA _____	500.00
H.S. Jones Against Drugs _____	500.00
H.S. Mu Alpha Theta _____	500.00
H.S. Planet Earth _____	500.00
M.S. Science _____	500.00
H.S. Spanish _____	500.00
H.S. FBLA _____	500.00
H.S. Mock Trial _____	500.00
H.S. Key Club (2) _____	500.00
H.S. FFA _____	500.00
H.S. FHA _____	500.00
H.S. Pep Club _____	500.00
H.S. Art _____	500.00
Elem. K-Kids (2) _____	500.00
Builder's Club (2) _____	500.00
Garden Club Coordinator (2) _____	500.00
STEM Director (District) _____	700.00
STEM Assistant ( <b>see below</b> ) _____	500.00
Senior Class sponsor (2) _____	700.00
Junior Class sponsor (2) _____	700.00
Book Club _____	500.00
GSA _____	500.00

- Any changes made to the extra duty pay schedule shall not adversely affect anyone continuously employed prior to the change (if they are currently in the same extra duty assignment). Should the Board and/or Administration create an extra duty position the parties agree to meet to negotiate the rate of pay for this position.
- Extra duty assignments will be made by the principal, after first asking for volunteers.
- The school will no longer pay math and science teachers an extra \$500.00 as an extra duty. All current teachers drawing this extra duty pay for math and science that teach math and/or science full time (teach math and/or science all class periods except 1 prep period) will be grandfathered in. Adopted 1995-96.
- Clubs must complete form provided by the administrator as it relates to their organization (see appendix).
- STEM Assistant: number per building will be determined by the building principal with the approval of the superintendent; each will earn the amount listed above.

## ATHLETICS:

	<u>w/o CDL</u>	<u>w/ CDL</u>
<b>Basketball (Girls &amp; Boys)</b>		
H.S. Head	4,850.00	5,500.00
H.S. Assistant	1,400.00	2,000.00
9 <sup>th</sup> Head	1,000.00	
9 <sup>th</sup> Assistant	700.00	
8 <sup>th</sup> Head	1,000.00	1,500.00
8 <sup>th</sup> Assistant	700.00	1,000.00
7 <sup>th</sup> Head	1,000.00	1,500.00
7 <sup>th</sup> Assistant	700.00	1,000.00
<b>Football</b>		
H.S. Head	5,750.00	6,500.00
H.S. Assistant	2,000.00	2,600.00
H.S. Part time Assistant	500.00	
9 <sup>th</sup> Head	1,000.00	
9 <sup>th</sup> Assistant	700.00	
8 <sup>th</sup> Head	1,000.00	1,500.00
8 <sup>th</sup> Assistant	700.00	1,000.00
7 <sup>th</sup> Head	1,000.00	1,500.00
7 <sup>th</sup> Assistant	700.00	1,000.00
Football Filmer	300.00	
<b>Track (Girls &amp; Boys)</b>		
H.S. Head	2,500.00	3,200.00
H.S. Assistant	750.00	1,500.00
9 <sup>th</sup> Head	600.00	
8 <sup>th</sup> Head	600.00	1,000.00
8 <sup>th</sup> Assistant	300.00	500.00
7 <sup>th</sup> Head	600.00	1,000.00
7 <sup>th</sup> Assistant	300.00	500.00
<b>Softball – Fast Pitch</b>		
H.S. Head	3,900.00	4,800.00
H.S. Assistant	1,000.00	2,000.00
8 <sup>th</sup> Head	800.00	1,200.00
8 <sup>th</sup> Assistant	300.00	600.00
7 <sup>th</sup> Head	800.00	1,200.00
7 <sup>th</sup> Assistant	300.00	600.00
<b>Volleyball</b>		
H.S. Head	3,900.00	4,800.00
H.S. Assistant	1,000.00	2,000.00
8 <sup>th</sup> Head	800.00	1,200.00
8 <sup>th</sup> Assistant	300.00	600.00
7 <sup>th</sup> Head	800.00	1,200.00
7 <sup>th</sup> Assistant	300.00	600.00
<b>Softball – Slow Pitch</b>		
H.S. Head	3,000.00	3,800.00
H.S. Assistant	800.00	1,500.00
<b>Baseball</b>		
H.S. Head	3,900.00	4,800.00
H.S. Assistant	1,000.00	2,000.00
8 <sup>th</sup> Head	800.00	1,200.00
8 <sup>th</sup> Assistant	300.00	600.00
7 <sup>th</sup> Head	800.00	1,200.00
7 <sup>th</sup> Assistant	300.00	600.00
<b>Tennis (Girls &amp; Boys)</b>		
H.S. Head	750.00	
<b>Weightlifting</b>		
H.S. Head	750.00	
<b>Golf (Girls &amp; Boys)</b>		
H.S. Head	1,500.00	2,000.00
<b>Cross Country</b>		
H.S. Head	1,200.00	1,500.00
M.S. Head	600.00	800.00
Assistant	400.00	
<b>Cheerleaders</b> (If more than one cheer sponsor, salary will be divided between sponsors)		
High School	2,800.00	3,800.00
Middle School	1,500.00	

#### Section 4 – Game Duty Pay

- A. When selecting persons to work at athletic events, the principal shall ask for volunteers, first from district employees and then from the booster club. If sufficient number of volunteers is not secured, the principal may assign teachers on a rotating and equitable basis.
- B. District employees working at athletic events shall be compensated at the rate of thirty dollars (\$30.00) per time of service, not to exceed four (4) games in one evening without extra compensation.

## Section 5 – Athletic Passes

Each teacher shall be given an athletic pass that will admit the teacher and his/her spouse and/or children to all local athletic events at no charge.

## Section 6 – Health Insurance

All teachers who work twenty (20) or more hours per week are eligible for paid health insurance. If you take health insurance through the school, 100% of the designated individual state premium in the form of a flexible benefit allowance (FBA) will be paid. Teachers not enrolled in the District's health insurance plan shall receive from the state a payment in lieu of health insurance in the amount of \$69.71 per month. Those teachers who opt out of the health insurance program may utilize the above amount toward any of the following fringe benefits:

1. Section 125 plan offerings
2. Taxable cash payment

## Section 7 – Pay Day Schedule

- A. Each year, all certified personnel will receive their first (1<sup>st</sup>) check on the fifteenth (15<sup>th</sup>) working day of the year and then will receive a check on the twentieth (20<sup>th</sup>) of each month, September through May.
- B. Upon checkout, certified personnel will receive one (1) check, and on June twentieth (20<sup>th</sup>) receive one (1) check.
- C. If the twentieth (20<sup>th</sup>) falls on a day that certified personnel are not in school, they shall be paid on the last working day prior to the twentieth (20<sup>th</sup>) (e.g. Christmas, Spring Break, weekends, etc.).
- D. The school will offer direct deposit to certified personnel.

## Section 8 – Compensation for Recertification

Any teacher who is required by the administration to go back to school in order to teach outside the field in which they were originally hired to allow them to maintain employment in the district, will be reimbursed for books and tuition, and mileage at the current federal rate per mile by the district. This will only apply to teachers certified in the field they were hired to fill when employed by Jones School District.

## Section 9 – Lane Changes

Any certified personnel who achieve a higher salary lane shall receive the contracted compensation as of the print date on the new teaching certificate. The new certificate must be received by the Superintendent's office within 10 working days of the print date.

## Section 10 – Compensation for Traveling Teachers

- A. Teachers making trips between sites will be paid the current federal rate per mile for a designated distance of 3.5 miles from the Middle School to the High School, 0.8 miles from the High School to the Elementary School, and 3.7 miles from the Middle School to the Elementary School.

Example: High School to the Middle School is 3.5 miles.  
High School to the Middle School and back to the High School is 7 miles.  
High School to the Middle School to the Elementary School is 7.2 miles.

- B. If a school vehicle is available for such teacher, and the teacher chooses to use his/her personal vehicle he/she will not be reimbursed for mileage.

## ARTICLE IV – Association Rights

### Section 1 – Distribution of Information

- A. The Association may use the school mail boxes, school email, and bulletin boards if available, to distribute information related to the official business of the Association.
  - 1. Such material shall not suggest, urge, or propose any action by a teacher to violate, ignore, or resist any terms of this Agreement or Administrative regulation or policy.
  - 2. No political campaign material may be distributed through the school mail boxes or bulletin boards.

## Section 2 – Use of School Facilities

- A. The Association may use school facilities for meetings at the building level, upon approval of the principal, outside the student day.
- B. The Association may use school facilities for other meetings, upon approval of the Superintendent, outside the teacher work day.

### Section 3 – Use of Equipment

- A. The Association may use the copy machine in the superintendent's office, outside the teacher work day, when it is not in use for school business. The Association shall reimburse the district ten (10) cents per copy, and shall supply its own paper.
- B. Other equipment may be used, if available, with permission of the building principal.

## Section 4 – Calendar

The Association may provide input to the Superintendent, prior to the \*April Board Meeting, regarding the school calendar for the ensuing year. In order for the Association to solicit suggestions and provide informed input to the Superintendent, the Association President shall be provided with a copy of the proposed calendar(s) at least two weeks prior to the \*April Board meeting.

\*If the calendar will be presented to the School Board and voted on in a different month, the above statement will reflect that month.

## Section 5 – Board Meeting Information

The following information will be made available to the Association president prior to all regular and special board meetings:

1. Agenda (electronic or hard copy; provided at least one working day prior)
2. Unofficial minutes of the last meeting
3. The following financial reports:
  - a. Lunch reports
  - b. Treasurer's
  - c. Activity fund
  - d. Purchase orders
  - e. Superintendent's financial report

## Section 6 – Right to Representation at Board Meetings

The Association shall be provided a space on the agenda of regular Board Meetings, during which the Association may make a presentation to the Board.

## Section 7 – Extra Duty Summary

The Association President shall be provided, prior to May 1<sup>st</sup>, with an itemized list of all extra-duty positions and pay for the current school year.

## ARTICLE V – General Provisions

### Section 1 – Definitions

- A. DISTRICT: Independent School District No. 9, Oklahoma County
- B. BOARD: The Board of Education of the District
- C. ASSOCIATION: Jones Education Association
- D. SUPERINTENDENT: Superintendent of the District
- E. ADMINISTRATOR: All supervisory personnel employed by the District:  
Superintendent, Principals, and Assistant Principals
- F. TEACHER: Employees who are required by the position in which employed to  
be licensed or certified as teachers or entry year teachers as  
those terms are defined in Oklahoma Statutes: 70-1-116 and who  
do not hold supervisory authority with respect to other teachers.
- G. PARTIES: The Board and the Association
- H. DAYS: School Days unless otherwise specified

## Section 2 – Contract Reference

This Agreement and Appendices shall be incorporated by reference into each employee's individual teaching contract with the same force and effect as though fully set forth therein.

### Section 3 – Reproduction of Agreement

The Association will provide copies of updated contract pages (2 copies) to the Superintendent within thirty (30) days of ratification.

An up-to-date copy of the negotiated agreement will be available on the district's website. The Association will be responsible for maintaining this information.

#### Section 4 – Duration

- A. This Agreement represents the full and complete agreement entered into by the Board and the Association.
- B. The terms and conditions of this Agreement shall remain in full force and effect and bind the parties during the 2021-2022 school year and shall remain in effect until replaced by a subsequent Agreement negotiated in accordance with the Procedural Agreement.

Approved by the Parties:

For the Board:

*Dr. Carl Johnson*

\_\_\_\_\_  
Signature

September 2021

\_\_\_\_\_  
Date

For the Association:

*Tenae Davis*

\_\_\_\_\_  
Signature

September 2021

\_\_\_\_\_  
Date

FORMAL GRIEVANCE PRESENTATION (Level II)  
(To be completed by the grievant)

Grievant \_\_\_\_\_

Date of Occurrence \_\_\_\_\_

School \_\_\_\_\_

Principal \_\_\_\_\_

Statement of Grievance:

Citation of articles and/or sections alleged to have been violated:

Action Requested:

\_\_\_\_\_  
(Signature of Grievant)

\_\_\_\_\_  
(Date Filed)

Distribution (2 copies)

1 Grievant

1 Principal

DECISION OF PRINCIPAL (Level II)  
(To be completed by the Principal)

Grievant \_\_\_\_\_

Date of Meeting \_\_\_\_\_

School \_\_\_\_\_

Principal \_\_\_\_\_

Decision of Principal and reasons therefore:

Date of Decision \_\_\_\_\_  
(Signature of Principal)

Grievant Appeal: (may be appealed by the Grievant within five (5) days of Level II decision)

( ) I hereby appeal the above decision to the Superintendent, Level III

Date of Appeal: \_\_\_\_\_  
(Signature of Grievant)

Distribution (3 copies)

2 Grievant  
1 Principal

(Principal will return copy to Grievant – Grievant will send 3<sup>rd</sup> copy to Superintendent)

DECISION BY SUPERINTENDENT (Level III)  
(To be completed by the Superintendent)

Grievant \_\_\_\_\_

Date of Hearing \_\_\_\_\_

School \_\_\_\_\_

Principal \_\_\_\_\_

Decision of Superintendent and reasons therefore:

Date of decision \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Superintendent)

Grievant's Appeal: (may be appealed by Grievant within five (5) days of Level III decision)

(    ) I hereby appeal to the Board of Education, Level IV

Date of appeal \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Grievant)

Distribution (4 copies)

2 Grievant  
1 Principal  
1 Filing

Jones Public Schools  
Teacher Response to Evaluation

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Subject or Grade Taught \_\_\_\_\_ School Year \_\_\_\_\_

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The signature of the Principal on this response does not necessarily mean the principal agrees with the opinion expressed herein, but merely indicates the principal has a copy of the response.

Note: All written responses must be on this form. If more space is needed, use additional forms. This page is part of an evaluation document containing \_\_\_\_ pages. (Total number of pages submitted by the evaluator and the teacher being evaluated.)

Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_

## MEMORANDUM

To:

From:

Date:

Subject: **Admonishment and Plan of Improvement**

The following performance and conduct has come to my attention, which causes concern. This is your written admonishment and notice of deficiency in the areas listed below and a plan of improvement for addressing these deficiencies. Your failure to correct these deficiencies may result in a recommendation for your suspension, demotion, non-reemployment, or termination.

**I. Identified Poor Performance:**

**II. Corrective Action to Be Taken and Assistance to Be Provided:**

**III. Monitoring of Compliance:**

I will be monitoring your compliance with the requirements of this Admonishment and am available to answer any questions you may have with respect to how to comply with this Admonishment. You are expected to comply with all requirements of this Admonishment immediately and will continue to be monitored for 60 (sixty) school days.

**IV. Admonishment:**

**Your failure to correct the problems noted above within the time specified or any repetition of such problems or behavior may result in a recommendation for your dismissal or non-reemployment.**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

Acknowledgment of receipt of admonishment this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date



















**Organization Recognition Form**

For school year \_\_\_\_\_

Club: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_

Officers: \_\_\_\_\_  
\_\_\_\_\_

Dues required: \_\_\_\_\_ Amount: \_\_\_\_\_

Number of members: \_\_\_\_\_ (List names)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This club will meet \_\_\_\_\_ times this year.

The goals and activities planned for this year are as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization Agenda

Date: \_\_\_\_\_

Club: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_

Number of members present: \_\_\_\_\_ Absent: \_\_\_\_\_

Items discussed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time began: \_\_\_\_\_ Time ended: \_\_\_\_\_

Next meeting (tentative): \_\_\_\_\_

Sponsor signature: \_\_\_\_\_

EXTRA DUTY ASSIGNMENT  
FOR  
JONES PUBLIC SCHOOLS  
Independent School District I009  
OKLAHOMA County, JONES, OK

\_\_\_\_\_ has been assigned an 'Extra Duty' for this school year in the capacity of:

The EMPLOYEE will be paid \_\_\_\_\_ during the school year for the performance of this 'Extra Duty.'

IT IS EXPRESSLY UNDERSTOOD BY THE EMPLOYEE THAT:

1. This 'Extra Duty' assignment in no way grants tenure to the EMPLOYEE in the 'Extra Duty' assignment.
2. This 'Extra Duty Assignment Memorandum' is completely severable from the employee's teaching contract.
3. This 'Extra Duty' assignment is not subject to the continuing contract law of the State of Oklahoma. This 'Extra Duty' assignment applies only for this school year and does not provide the EMPLOYEE with any assurance this assignment will continue in later school years.
4. Written notice on non-renewal of an 'Extra Duty' assignment for the ensuing year shall be made to the EMPLOYEE by the Superintendent. The EMPLOYEE shall have a right to appear before the Board regarding the non-renewal of the 'Extra Duty' assignment.

The EMPLOYEE has read and understands these provisions:

Signed this \_\_\_\_\_ day of August, 20\_\_\_\_

\_\_\_\_\_  
(Employee)

\_\_\_\_\_  
(Board Member)