

WAGONER ASSOCIATION
OF CLASSROOM TEACHERS

and

WAGONER BOARD OF EDUCATION I-19

NEGOTIATED AGREEMENT
2018-2019

Continue all provisions of the 2017-2018 Negotiated Agreement
not modified or discontinued for 2018-2019.

DURATION OF AGREEMENT

This agreement shall be continued in effect until changes by mutual agreement of both parties, subject to either party's right to Negotiation Procedure Section. All conditions of employment shall be maintained at not less than the highest minimum standards in effect in the district at the time this Agreement is signed, provided that such conditions shall be improved for the benefit of teachers as required by the express provisions of this Agreement. In witness whereof, the parties hereto have caused this Agreement to be signed by their respective presidents and attested by their respective negotiators on the day and year below written.

Wagoner Association of
Classroom Teachers

BY: Stephanie J. Repwinkel
President
Date 11-13-18

BY: R. Susan Spradlin
Lead Negotiator
Date 11-13-19

Wagoner Public Schools I19
Board of Education

BY: Bruno B. Barner
President
Date _____

BY: Michael J. Barner
Clerk
Date 12-11-2018

BY: Rog. A. Barner
Lead Negotiator
Date 12-11-18

TABLE OF CONTENTS

PAGE	
6	PREAMBLE
7	PROVISIONS
8	SECTION 1: NEGOTIATION PROCEDURES
11	No Strike Clause
12	Duration of Agreement
13	SECTION 2: RIGHTS
13	Article I: Board of Education Rights
13	Article II: Association Rights
15	Article III: Teacher Rights
16	Whistleblower's Law
16	Article IV: Reduction in Force Provisions – General and Procedures
16	Reasons for Reduction in Force
18	Criteria for Eliminating Positions
18	Priority
19	Bumping Rights
19	Action by Superintendent
19	Action by Board
19	Notice and Hearing Procedures
20	Hearing
20	Effect of Board Decision
20	Reemployment or other Employment after Reduction in Force:
20	1. Recall
20	2. Recall Procedures
20	3. Status After Recall
21	4. Interpretation and Application
21	Article V: Teacher Evaluation
21	Purpose
21	PLF: Professional Learning Focus
25	TLE: Teacher Leadership Evaluation (Tulsa Model)
27	Personnel File Review
28	Personnel File Content
28	SECTION 3: PERSONNEL POLICIES
29	Article I: Teacher Preparation
29	In-Service Professional Development
29	Off-Campus Professional Development
29	Instructional and Professional Meetings
30	Article II: Leaves of Absence

31	Article III: Short Term Absence
31	Personal Illness
31	Extended Sick Leave
33	Sick Leave Benefit Chart
33	Professional Duties
33	Civic and Community Activities
33	Legal Process Leave
33	Child Care
34	Personal Business Leave
34	Absence Due to Injury
34	Military Leave
35	Miscellaneous Provisions for Leave
35	Emergency and Bereavement Leave
36	Adoption Leave
36	School Business Leave
36	Association Leave
36	Advocacy Days Leave
37	Article IV: Teacher Employment Policy
37	Reemployment
37	Reassignment and Transfer
37	Vacancy in Promotional Positions
38	Vacancy in Non-Promotional Teaching Positions
38	New Hires
38	Private Tutoring
38	Resignation
39	Teachers and Curriculum
39	Non-Teaching Duties
40	Article V: Retirement
40	Article VI: Student Teachers
41	Article VII: Procedure for Handling Students
41	Discipline
41	Suspension or Expulsion of Students
41	Classroom Disruption by Student
41	Article VIII: Protection of Teachers
41	Assistance in Assault Cases
42	Legal Counsel
42	Compensation for Lost Time
43	Article IX: Payroll Deductions
43	Article X: Professional Cooperation
43	Article XI: Fringe Benefits
43	Health Insurance
44	Parties Eligible to Negotiate for Extra Duty Assignment Pay
44	Extra Duty Stipends
44	Technology Building Coordinator
44	Gifted and Talented

46	Article XII: Salary
46	Salary
46	Pay Warrant Schedule
47	Counselor Salary
47	Provision for one-Time Teacher Stipend
47	Attendance Bonus
48	Article XIII: Teaching Conditions
48	Contractual Work Day for Certified Teachers: 4-Day School Week
48	Annual Teacher Contract
48	Inclement Weather Days
49	Telephones
49	Conference Room
49	Classroom Disruption Minimized by Staff
49	Classroom Visitors
49	Outside Sales Persons
49	Teacher Lunch Time
50	SECTION 4: GRIEVANCE PROCEDURE
50	Article I: Purpose
50	Article II: Teacher Preparation
50	Article III: Procedure
49	Article IV: Formal Grievance Procedure
51	Level One
51	Level Two
51	Level Three
52	Level Four
52	Article V: General Provisions
54	Grievance Adjustment Form A: Complaint by Grievant
55	Grievance Adjustment Form B: Decision of Superintendent
56	Grievance Adjustment Form C: Decision of Board of Education
57	SCHEDULE A: SALARY
57	State Minimum Teacher Salary Schedule 2018-2019
58	District Additional Experience Steps and Step Related Payouts
59	Certified Teacher Contract per OK HB1065 (2016-2017)
60	SCHEDULE B: STIPENDS
60	OSSAA Stipend Bonus Schedule for the 2018-2019 (Contract Year Only)
61	Participation Stipends for Certified Teachers Only
61	General Extra Duty Stipends-Per Hour
61	District Duty Stipends
61	Gates and Concessions Stipends
62	High School Extra Duty Stipends
63	High School Department Heads/Data Coaches
63	Middle School Extra Duty Stipends

63	Middle School Department Heads/Data Coaches
63	Elementary School Extra Duty Stipends
64	Elementary School Department Heads/Data Coaches
64	Elementary School Grade Level Chair
64-66	Athletics Extra Duty Stipends
67	APPENDIX
67	TLE: Tulsa Model - Observation & Evaluation Handbook
67	PLF: Professional Learning Focus
70	Mentor/Mentee Monthly Checklists
81-83	Wagoner Public Schools Pay Scale Charts: Detailed

**NEGOTIATED AGREEMENT
WAGONER ASSOCIATION OF CLASSROOM
TEACHERS AND WAGONER BOARD OF EDUCATION
DISTRICT I-19**

Revised October, 2018

Agreement between the Wagoner Board of Education and the Wagoner Association of Classroom Teachers

PREAMBLE

This Agreement entered into this 22nd day of June 1978, by the Board of Education for the Independent School District 19, City of Wagoner, Oklahoma, hereinafter called the "Board", and the Wagoner Association of Classroom Teachers, hereinafter called the "Association".

Witnesseth:

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the students of Independent School District 19 is their actual aim and that the character of such education depends predominately upon the quality and morale of the teaching service and,

WHEREAS, the members of the teaching profession are particularly qualified to advise in the formulation of policies and programs designed to improve educational standards and,

WHEREAS, the Association is the professional organization organized to represent the majority of the professional educators employed by and serving in the district within the meaning of the law of the State of Oklahoma and, particularly, Title 70, Oklahoma State, Sec 509.1 et seq. and,

WHEREAS, it is the duty and obligation of the Board and the Association, pursuant to the law of the State of Oklahoma herein referred, to negotiate in good faith on items affecting the performance of professional services and,

WHEREAS, the parties have reached certain understanding and agreements one with the other and wish to confirm the same by reducing them in writing as part of this agreement,

Now, THEREFORE, in consideration of the covenants herein contained, it is agreed by and between the parties as follows:

7

PROVISIONS

This agreement shall become part of the contract entered into between the Board and the individual members of the Association.

Any individual contract between the Board of Education and an individual teacher, heretofore are hereafter executed, shall be subject of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications of the Agreement between the Board of Education and the Wagoner Association of Classroom Teachers shall be held valid.

NEGOTIATION SCHEDULE

(Entire section shall be deleted. Negotiated Agreement 2017-2018)

SECTION I:
PROCEDURAL AGREEMENT BETWEEN
INDEPENDENT SCHOOL DISTRICT NUMBER I-
19 and THE WAGONER ASSOCIATION OF
CLASSROOM TEACHERS

WHEREAS, the Board of Education of Independent School District Number I- 19 of Wagoner County, Oklahoma hereinafter referred to as the "Board", and the Wagoner Association of Classroom Teachers, Wagoner County, Oklahoma hereinafter referred to as the "Association", said Association being the chosen representative of the members of Wagoner Association of Classroom Teachers, hold a mutual desire and responsibility to safeguard the best interests of public school education within the district; and

WHEREAS, maximum utilization of the profession of teaching within the classroom requires that the professional teacher make available the training and experience concerning decisions which govern the practice of the teaching profession; and

WHEREAS, classroom teachers have a legitimate interest in the policies which establish the conditions of their employment; and

The Board hereby recognizes the Association as the exclusive representative for the bargaining unit consisting of all certified and licensed employees, who do not hold supervisory authority with respect to other certified and licensed employees, of the Wagoner Public Schools. The Board agrees not to 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 in regular negotiation sessions.

The Board and the Association agree to negotiate in good faith on wages, hours, fringe benefits and other terms and conditions of employment. To negotiate in good faith shall mean both parties must be willing to consider proposals in an effort to find a mutually satisfactory basis for agreement and must be willing to discuss their respective contract proposals. If either party objects to other's contract proposals, the objecting party must support its objections with rationale.

Both parties recognize that the Board has the responsibility and the authority to manage and direct all of the operations of the school district to the full extent vested in it by the laws of the State of Oklahoma. The Board and the Association shall abide by all applicable state and federal statutes, rules, and regulations. This agreement shall not abrogate the legal rights, obligations, and powers by the Board and the adoption of such rules, regulations, and policies as it may deem necessary shall be limited by the specific and expressed terms of the Board's and the

Association's ratified agreement. There shall be no negotiations on inherent managerial policy. Both the Board and the Association recognize that the Association has the equal responsibility to insure compliance of this contract by the Association. The Association will receive and investigate any specific allegation of non-compliance of this contract by the Association where specific responsibilities have been agreed to by members of the Association. All requests for this action to the Association must be in written form from the Board. Further, the President of the Association will provide a written response to the Board for the written request within twenty (20) working days from the date of receipt.

9

THEREFORE, the Board and the Association do agree that the following procedures shall govern any mutual deliberations:

1. Meetings shall be conducted between a committee elected by the Board and a committee elected by the Association. Each such committee shall consist of not less than three (3) or more than five (5) members each. Each group shall designate its own spokesman or chairman. Neither party shall endeavor to establish any control over the other's selection of representatives or their use of consultants. The initial annual negotiations meeting shall be held no later than May 31st.
2. Negotiations may be initiated by either group by the submission of a written request for a meeting along with a proposed agenda to the chairman of the other group. The chairman originating the request shall arrange a suitable time and place for the meeting, which shall be held within fifteen (15) calendar days of the date of such request. If no such request is made during the time period above, negotiations will not take place for the ensuing year. The Association and the Board shall submit all of their negotiation proposals at the first session. Subsequent proposals may only be submitted upon mutual agreement of the parties.
3. The above procedure does not preclude informal meetings that may be deemed necessary and that might be called by mutual agreement.
4. The parties agree to meet at reasonable times and places and to negotiate in good faith with the other in order to expedite the spirit and letter of this agreement and the Oklahoma statute on negotiations. All meetings will be closed meetings except by mutual agreement of both chairmen. No recordings or official transcripts shall be made without mutual agreement of the parties.
5. 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.
6. The Board shall provide the Association with such public information as is necessary to be used in formulating and negotiating proposals on behalf of member certified personnel. Likewise, the Association will provide the Board with such information as is pertinent to the matters to be considered.

7. Negotiation sessions shall be scheduled at times which do not interfere with the teacher/administrator work day and the educational programs of the district. 10
8. 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. 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.
9. Negotiations shall be completed by the start of the 2nd (second) day of the Beginning of the Year District In-Service Days. Teachers will be given the opportunity to approve or disapprove the negotiated items during the BOY District In-Service Days. (*Negotiated Agreement 2016-2017*)
10. If negotiations are not successfully completed and ratified by the teachers by the first day of school, an impasse shall exist. 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. All time constraints contained herein may be extended by mutual consent of the Association and the Board. Within two (2) working days of such declaration, the parties may, by mutual agreement, request the services of the Federal Mediation and Conciliation Service.
11. 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:
 - A fact finding committee consisting of three (3) members shall be formed. One member shall be elected by the Association, and one (1) member shall be selected by the Board, within five (5) working days. The third member shall be selected by the first two (2) members as follows: Each representative shall submit a list of five (5) names. If no name is agreeable to both parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the other party's list.
 - The parties will then continue alternately striking names off each other's list until only one (1) name remains. The remaining name shall be considered as the parties' selection as the third member who will be the chairperson of the fact finding committee. The committee shall meet with the Board's duly designated representatives and with the Association's representatives for the purpose of fact finding.
 - Within five (5) working 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. 11

- 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.
- The fact finding committee shall have the 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. All hearings by the fact finding committee shall be conducted in closed session. The chairperson shall convene the committee for fact finding. The committee shall meet with the representative of both parties and, within twenty (20) calendar 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 recommendations on the issues submitted. If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) working 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) working 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 the remaining differences; provided, after fourteen (14) calendar days after the exchange of written statements, as provided for by this section, either party may discontinue such effort. All time restraints may be extended by mutual agreement.

12. If any provisions of this Agreement shall be found contrary to the law, it shall be severed from the Agreement, and all other provisions or application of this Agreement shall continue in full force and effect.

NO STRIKE CLAUSE

The procedure provided herein for resolving impasse shall be the exclusive recourse of the Association. It shall be illegal and a violation of this Agreement for the Association or the members of the bargaining unit to strike or threaten to strike as a means of resolving differences with the Board. If the members of the bargaining unit engage in a strike, then the Association shall cease to be recognized as the representative of the bargaining unit and the Board shall be relieved of the duty to negotiate with the Association. Any member of the bargaining unit engaging in a strike shall be denied the full amount of his/her wages during the period of such violation.

12

DURATION OF AGREEMENT

This Agreement shall continue in effect for successive fiscal year periods with changes coming only through the negotiation process.

SECTION 2: RIGHTS

13

ARTICLE I: BOARD OF EDUCATION RIGHTS

Parties recognize that the Board has the responsibility and the authority to manage and direct all of the operations of the school district to the full extent vested in it by the laws of the State of Oklahoma. The Board and the Association shall abide by all applicable state and federal statutes, rules, and regulations. This agreement shall not abrogate the legal rights, obligations, and powers by the Board and the adoption of such rules, regulations, and policies as it may deem necessary shall be limited by the specific and expressed terms of the Board's and Association's ratified agreement.

Both the Board and the Association recognize that the Association has an equal responsibility to insure compliance of this contract by the Association. The Association will receive and investigate any specific allegation of noncompliance of this contract by the Association where specific responsibilities have been agreed to by the Association and not specifically directed to individual members of the Association. All requests for this action to the Association must be in written form from the Board. Further, the President of the Association will provide a written response to the Board for each written request within twenty (20) days from a date of receipt.

ARTICLE II: ASSOCIATION RIGHTS

In accordance with the School Laws of Oklahoma, §88.2 the Board of Education shall deduct from the salary of each teacher an amount of money equal to the total dollars in their professional membership dues in ten (10) equal payments, said deductions to begin with the October paycheck. The deductions shall be remitted no less frequently than monthly to the Association. Any teacher not desiring the use of payroll deduction shall so state in writing to the Board by October 1.

In accordance with the School Laws of Oklahoma, §38.2, the Board shall deduct from the salary of each teacher, who so requests in writing, political contributions in ten (10) equal payments. Said deductions shall begin with the October paycheck. The deductions shall be remitted no less frequently than monthly to the teacher designated organization.

The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings and must schedule all meetings through the Superintendent's office.

The Association and its representatives shall have the right to use school facilities and equipment, including copiers, computers, or other duplication equipment at reasonable times,

14

when such equipment is not otherwise in use. Equipment may not be used by Association representatives on any time allocated for student instruction, and administrative personnel, when serving as negotiator, will not perform negotiating duties at the times allocated for prime responsibilities. The Association shall pay for the cost of all materials and supplies incidental to such use on a monthly basis.

The Association shall have the use of school mail facilities, not including the payment of postage.

The Association shall be provided with one (1) bulletin board per building for the purpose of posting notices of activities and matters of Association concern.

The Board agrees to furnish to the Association, upon request, information concerning the financial resources of the school district, including but not limited to, annual financial reports, register of certificated personnel, tentative budgetary requirements and allocations, and agendas and minutes of all Board meetings.

The President of the Association or his/her designee shall be allowed to visit schools with both the sending and receiving building principal's permission, to investigate working conditions, teacher complaints, or for other purposes relating to Association affairs.

The Association shall be on the agenda of any in-service programs conducted by the school. Placement on the agenda shall be coordinated with the Superintendent of Schools. The Superintendent of Schools or designee will contact the WACT President through school email when in-service programs are scheduled. (*Negotiated Agreement 2017-2018*)

The rights granted herein to the Association shall not be granted or extended to any competing teacher organization, except as required by law.

DISTRICT POSTING OF NEGOTIATED AGREEMENT AND BOARD POLICY BOOK

The District shall provide the Association with an official copy of the Negotiated Agreement following approval by the Board. The Association shall be permitted to make up to fifteen (15) copies of the Negotiated Agreement each contractual year using district copiers without reimbursement to the district. The District shall post a complete and current copy of the Negotiated Agreement on the District website as soon as feasible.

The Board Policy Book shall be included in the WPS website by the end of 2018-2019 school year. (*Negotiated Agreement 2018-2019*)

The Board will provide monthly to the President of the Association after all regularly scheduled Board meetings the following information, if available, to the Board members: an agenda, and after approved by the Board or after the Board meeting the following documents shall be furnished to the President of the Association: minutes of the previous meetings, reports of the treasurer, revenue reports, any budgets presented, encumbrances approved, and any information regarding personnel changes or employment circumstances.

The WACT President will be provided a copy of proposed changes to district policy that would affect certified staff, if time permits. *(Negotiated Agreement 2015-2016)*

The Association will reimburse Independent School District I-19 \$7.50 per month for reproduction of these items and for work associated with their preparation.

The District will provide an opportunity for the WACT President or designee to speak at every regular meeting of the Board.

By October 1st of each school year the superintendent or designee shall provide to the Association a list of all employees in the bargaining unit. When a new employee is hired the superintendent or designee shall email the president and the treasurer of the WACT a notice that a hire has been made within one business day and will provide that new employee's name, position, and any extra duty stipends they have been assigned. *(Negotiated Agreement, 2017-2018)*

ARTICLE III: TEACHER RIGHTS

Nothing contained herein shall be construed to deny or to restrict any teacher such rights he/she has under the laws of Oklahoma and the United States or other applicable laws, decisions, and regulations.

The teacher shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination.

The provisions of this contract shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status.

Teachers will not be required to perform any duty or act in the normal course of teaching activities which threatens anyone's physical safety or wellbeing except when personal safety of a student is involved.

A teacher shall be entitled to have present a representative of the Association during any appearance before the Board or its agents concerning any matter which could adversely affect the teacher's position, office, employment, salary, or any increments thereto pertaining. A teacher shall be given seven (7) days prior written notice of reason for such meeting or interview and shall be advised of the right to representation under this provision of the Agreement.

A professional educator shall not be disciplined, reprimanded, suspended with or without pay in status or compensation, demoted, discharged, or deprived of any professional advantage without just cause as defined in Title 70, Sections 6- 102 and 6 - 103 and subsections.

16

WHISTLEBLOWER'S LAW: *(Negotiated Agreement 2017-2018)*

HB 1952 (effective November 1, 2017) states that no school district shall prohibit or take disciplinary action against teachers for:

1. Disclosing public information to correct what the teacher reasonably believes evidences a violation of the Oklahoma Constitution or law or a rule promulgated pursuant to law;
2. Reporting a violation of the Oklahoma constitution or state or federal law; or
3. Taking any of the above actions without giving prior notice to the teacher's supervisor or anyone else in the teacher's chain of command.

"Reporting" means providing a spoken or written account to a supervising teacher, administrator, school board member, representative from the State Department of Education, law enforcement official, district attorney and/or parent or legal guardian of a student directly impacted by the actions.

Each school district shall post or publish a copy of this section of law in locations where it can reasonably be expected to come to the attention of all teachers.

Nothing in this law, shall be construed to allow a teacher to violate students' or parents' rights to confidentiality and protection under the Family Educational Rights and Privacy Act (FERPA).

ARTICLE IV: REDUCTION IN FORCE PROVISIONS CERTIFIED **TEACHING PERSONNEL REDUCTION IN FORCE**

(Negotiated Agreement 2016-2017, entire Article)

GENERAL:

REASONS FOR A REDUCTION IN FORCE

A teacher may be non-reemployed when the board decides that due to a financial exigency or a program change for institutional reasons or a decline in enrollment or other business necessity as determined by the Board, a reduction in teaching staff is necessary.

In the event of such a situation, effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement.

Additional Definitions from HB 2957 (2016), pg. 3 ff.:

DEFINITIONS

For the purpose of this section, the following terms have the stated meanings:

1. "Financial exigency" means a reduction in the school district's financial resources resulting from declining enrollment or any other action or event that in the sole judgment of the board of education will result in a reduction in the school district's current or future operating budget.
2. "Program change" means any elimination, curtailment or reorganization of a curriculum offering, program or school operation or a reorganization or closing of a school or consolidation of two or more individual schools or school districts that is unrelated to financial exigency.

3. "Declining enrollment" means a decrease in the school district's total enrollment.
4. "Dismissal" means the discontinuance of the teaching service of an administrator or teacher during the term of a written contract, as provided by law.
5. "Nonreemployment" means the nonrenewal of the contract of an administrator or teacher upon expiration of the contract.
6. "Career teacher" means a teacher who:
 - a. Is employed by a school district prior to the 2017-2018 school year and has completed three (3) or more consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, or
 - b. Is employed for the first time by a school district under a written continuing or temporary teaching contract during the 2017-2018 school year and thereafter:
 - 1) has completed three (3) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract and has achieved a district evaluation rating of "superior" as measured pursuant to the TLE as set forth in Section 6-101.16 of HB 2957 for at least two (2) of the three (3) school years,
 - 2) has completed four (4) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, has averaged a district evaluation rating of at least "effective" as measured pursuant to the TLE for the four-year period, and has received district evaluation ratings of at least "effective" for the last two (2) years of the four-year period, or
 - 3) has completed four (4) or more consecutive complete school years in one school district under a written continuing or temporary teaching contract and has not met the requirements of subparagraph a or b of this paragraph, only if the principal of the school at which the teacher is employed submits a petition to the superintendent of the school district requesting that the teacher be granted career status, the superintendent agrees with the petition, and the school district board of education approves the petition. The principal shall specify in the petition the underlying facts supporting the granting of career status to the teacher.
7. "Probationary teacher" means a teacher who
 - a. is employed by a school district prior to the 2017-2018 school year and has completed fewer than three (3) consecutive complete school years as a teacher in one school district under a written teaching contract, or
 - b. is employed for the first time by a school district under a written teaching contract during the 2017-2018 school year and thereafter and has not met the requirements for career teacher as provided in paragraph 4 of this section; (see previous career teacher definition #6).

8. "Teacher hearing" means the hearing before a school district board of education after a recommendation for dismissal or nonreemployment of a teacher has been made but before any final action is taken on the recommendation, held for the purpose of affording the teacher all rights guaranteed by the United States constitution and the constitution of Oklahoma under circumstances and for enabling the board to determine whether to approve or disapprove the recommendation.

CRITERIA FOR ELIMINATING POSITIONS.

The primary criterion in effectuating any reduction in force shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the school district. In evaluating its program, the superintendent and the board will consider the elimination of teaching positions, not the teachers occupying those positions. In deciding which positions to eliminate, the superintendent and the board will consider the curriculum, the needs of students and those extra duty assignments that require special skill or expertise.

Probationary teachers in positions to be eliminated will be nonrenewed or dismissed before career teachers.

PRIORITY

In determining which teacher(s) will be non-reemployed when one or more of a number of identical positions is eliminated, the following criteria, in this order, shall govern:

1. The school district will reemploy the career teacher who has attained a TLE rating of Effective or above in two (2) of their last three (3) years of employment. If fewer than three (3) years of ratings are not available, then the most recent TLE rating will be used.
2. If the teachers are equal under the above criteria, then the teacher(s) who has the most seniority in the school district will be retained. Seniority is defined as: Total years of full- time, contracted employment in the Wagoner Public School District.
3. If the teachers are equal under the above criteria, the school district will retain the teacher having the most versatile certificate in order to enable the school district to have flexibility in planning future classes offered.
4. If the teachers are equal under the above criteria, the school district will retain the teacher(s) who are National Board certified for that position.
5. If the teachers are equal under the above criteria, then the school district will retain the teacher(s) who currently holds a contracted extra duty assignment, IF, after the reduction in force, that teacher will continue to be assigned such extra duty assignment.
6. If the teachers are equal under the above criteria, the school district will retain the teacher with the most advanced academic degree status.

7. If the teachers are equal under the above criteria, the school district will retain the teacher chosen by a lot drawing made by the district superintendent in the presence of an authorize representative of the WACT.

BUMPING RIGHTS

If a teacher's position is eliminated and the teacher scheduled to be non-reemployed (after going through the criteria in section "D" above) has a TLE rating of Effective or above, then that teacher will be given bumping rights to another position for which the teacher is certified to teach, if the other position is currently held by a teacher who has a TLE rating that is below Effective.

Under these circumstances, the teacher with the TLE rating below Effective will be non-reemployed.

If two (2) or more teachers in a specific position have the same TLE rating, then the priority process of section "D" will be used to determine who is non-reemployed.

PROCEDURES:

When the decision has been made by the BOE to RIF, with or without the recommendation of the Superintendent, the Superintendent and WACT President will meet for the purpose of a mutual meeting whereby the RIF Procedures will be reviewed by both parties. Procedures and protocols will be reviewed as well as responsibilities of both parties. This meeting must occur before the RIF Procedures can progress to the next step. (*Negotiated Agreement, 2017-2018*)

ACTION BY SUPERINTENDENT

The superintendent, upon receipt of the board's preliminary determination of the necessity for a reduction in force, or upon the superintendent's own volition, shall submit to the board the superintendent's written recommendations for terminating particular teaching positions. In making recommendations, the superintendent (i) shall not be limited to considering only positions in the areas or programs designated by the board and (ii) shall consult with each principal or other administrator in whose school or unit a position elimination/termination is proposed and (iii) shall take into consideration the criteria set out herein.

ACTION BY BOARD

In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation, the board may initiate action without such recommendation provided that it adheres to the other provisions of this policy.

NOTICE AND HEARING PROCEDURES

Prior to taking any action to non-reemploy a teacher due to a reduction in force, whether acting on a recommendation of the superintendent or on its own volition, the board shall provide notice and an opportunity for hearing to the affected teacher; provided, however, because the law does not provide nonrenewal hearings for teachers on temporary contracts, no hearing opportunity shall be afforded any teacher on a temporary contract with notice of the expiration of the temporary teacher's contract at the end of the school year being provided to the temporary

teacher. The notice and board hearing procedures shall be the same as those provided by Oklahoma law and board policy regarding dismissal and nonreemployment of teachers for cause. Notice of a recommendation of nonreemployment shall be given to the teacher prior to the 1st Monday in June.

HEARING

At the hearing, evidence may be presented by the administration and the teacher, as to (i) whether a reduction in force is reasonably necessary and is being made in good faith and for the best interests of the school district and (ii) whether the recommendation to not renew the specific teacher is being made in good faith and pursuant to the process set out herein.

EFFECT OF BOARD DECISION.

The decision of the board based on the evidence presented at the hearing shall be final and unappealable.

REEMPLOYMENT OR OTHER EMPLOYMENT AFTER REDUCTION IN FORCE:

1. RECALL

To be considered for reemployment, the teacher shall have attained a TLE rating of Effective or above in 2 (two) of their last 3 (three) years of employment. If fewer than three (3) years of ratings are not available, then the most recent TLE rating will be used.

For 1 (one) school year after the effective date of non-reemployment due to a reduction in force, the board of education shall not fill the specific position previously held by a teacher who was non-reemployed due to a reduction in force without first offering such position to the non-reemployed teacher.

Reemployment shall be in reverse order of termination according to the provisions of Section D. Priority.

2. RECALL PROCEDURES

The offer of reemployment shall be made personally or by certified mail, return receipt requested, and the teacher shall be notified that if he/she wishes to accept, he/she must do so in writing within five (5) calendar days of receipt of notice or within ten (10) calendar days of the postmark on the envelope in which the offer is mailed, whichever is shorter. Failure to receive timely acceptance of the offer of reemployment eliminates all reemployment rights of the teacher.

3. STATUS AFTER RECALL

A career teacher who has been non-reemployed and who is then reemployed within one (1) school year shall be reinstated as a career teacher. A probationary teacher who is non-reemployed but is then reemployed within one school year shall be given credit for the time already served as a probationary teacher for the purpose of determining eligibility for career teacher status.

4. INTERPRETATION AND APPLICATION

The interpretation and application of any provision of this policy shall be the exclusive province of the board of education.

ARTICULAR V: TEACHER EVALUATION

PURPOSE

The purpose of teacher evaluation in the District is to improve the quality of instruction. In seeking this goal, two primary objectives are acknowledged. First, the observation and evaluation of teacher performance is intended to identify the teacher's strengths and weaknesses, to agree upon strategies for reinforcing strengths and remediating weaknesses, and to follow through on the steps designed to improve the teacher's performance. The second objective of evaluation is to provide a rational basis for administrative decisions regarding continued employment.

PLF: TEACHER EVALUATION #1

PROFESSIONAL LEARNING FOCUS (*Negotiated Agreement 2017-2018*)

Per the Oklahoma legislature, 2017 session, teacher evaluations are in transition the 2017-2018 school year:

According to state law, A Professional Learning Focus must be established every year regardless of the exemption status of a teacher (from the teacher's evaluation). A Professional Learning Focus is an individualized program of professional development and shall replace Professional Development in the 2017-2018 school year.

For the 2017-2018 school year: School districts shall incorporate the Professional Learning Focus on a pilot program basis. Every school shall participate in the PL Focus pilot year.

Districts may choose to have at least 25% of the teaching faculty participate in the pilot year.

For the 2018-2019 school year and beyond: School districts shall fully incorporate and put into operation the growth goal as well as the qualitative components of TLE. PL Focus should be introduced and explained to participants at the beginning of the year. PL Focus should be established by the end of the first quarter of the school year. "Established" means designed collaboratively by participant and evaluator as well as approved by evaluator. PL Focus documentation should be completed by the end of the school year. However, the intended goal may extend over multiple years.

Integrating Professional Learning Focus into the Teacher and Leader Effectiveness System (OKSDE)

22

Student achievement is directly correlated to teacher quality and school leadership. "For teachers and school and district leaders to be as effective as possible, they continually expand their knowledge and skills to implement the best educational practices." (Mizell, 2010)

The evaluation process, when used properly, is a vehicle for educator growth. Meaningful feedback, collaboration, and mentoring are all part of the improvement cycle for any professional. Parallel to these efforts is the need for continual, meaningful professional learning opportunities. Research has shown that educators who participate in well-designed professional development activities get better results from their students (Guidance for the Reading First Program, 2002). This rationale is why integrating individualized programs of professional development into the Teacher and Leader Effectiveness (TLE) system is so important.

House Bill 2957 establishes that every policy of professional development adopted by a school district board of education shall provide for the development of a Professional Learning Focus (PL Focus) for each teacher and administrator. Recognizing that many districts may already have similar processes implemented while others may require specific guidance for creation of a PL Focus, the following guidelines have been established to ensure consistency across districts while allowing for local control:

A Professional Learning Focus must be established every year regardless of exemption status. PL Focus should be introduced and explained to participants at the beginning of the year. This may be completed on an individual basis, by teams, or whole group

PL Focus should be established by the end of the first quarter of the school year
“Established” means designed collaboratively by participant and evaluator as well as approved by evaluator.

Documentation should take place on the district-approved PL Focus template. (SDE Templates are at the end of the proposals list.)

This document can be altered during the school year. The PL Focus can be enhanced as needed. PL Focus documentation should be completed by the end of the school year. However, the intended goal may extend over multiple years.

Anyone evaluated under TLE must complete a Professional Learning Focus
PL Focus is developed by the teacher or administrator in collaboration with the evaluator. PL Focus should not be dictated by the evaluator. The idea is to allow the teacher or administrator to actively engage with learning practices that are evidence-based, research practices that correlate with increased student achievement and meet the professional improvement needs of each participant.

PL Focus is tailored to address a specific area identified through the qualitative component of the TLE (i.e. Tulsa Model, McRel, Marzano). At least one specific indicator/element should be documented as the primary PL Focus.

The identified indicator/element does not have to be the lowest performance area of the evaluation.

Participants are supported by resources available and supplied by districts and Oklahoma State Department of Education. Participant should help identify, within reason, resources that could aide in the implementation of the PL Focus

PL Focus activities may include but not limited to: Presenter-led workshops.

Individual or faculty studies of books, scholarly articles, and video productions.

Peer observations.

Committee studies to address student achievement issues.

Work related to a specific subject area or areas associated with obtaining an advanced degree or professional certification.

Action research projects designed to improve student achievement.

Participation in local, regional, or state initiatives associated with the development or implementation of curriculum standards.

Work related with obtaining National Board Certification.

PL Focus cannot increase professional development point requirements. The intent is to focus on professional training rather than to increase it. The PL Focus will replace Professional Development in 2018-2019.

Rating scale will not be attached to Professional Learning Focus. The intent is not to grade the PL Focus, but to make personalize learning a goal for all participants each year.

School districts are responsible for monitoring compliance. Documentation should include:

Identified area of focus (associated with indicator or element from district-approved TLE qualitative framework)

Identified resources requested to attain goal.

Minimum of one documented checkpoint visit. Best practice is to complete at least two checkpoints during the year

Reflective component where the educator may provide feedback related to their PL Focus.

Signature and date lines for evaluator and educator Templates will be made available, but districts may choose to create their own document.

Professional Learning Focus documentation should be attached to final evaluation. Verification of proper PL Focus implementation may be required during accreditation visits. Principals have been given the PLF forms for the participants 2017-2018 school year.

PLF Chart: *(Negotiated Agreement 2018-2019)*

<i>(existing) Professional Development</i>	<i>(new) Professional Learning Focus</i>
<i>This is the old law that remains in effect with no changes:</i>	<i>This is the new PLF (PD) law containing the following:</i>
<ul style="list-style-type: none"> • 5 Day maximum PD per school 	<ul style="list-style-type: none"> • PLF does not change the PD law at

<p>year. District decides how many days.</p> <ul style="list-style-type: none"> • 1 hour of PD = 1 point; 75 pints/hours needed per each 5 year period. • Teachers need to track their own PD hours/points. <p>PD is determined by the district and any negotiated agreements. It is a mandatory participation.</p>	<p>all in that it does not increase the maximum number of days for PD in the school calendar or increase the point/hour numbers per 5 year period.</p> <ul style="list-style-type: none"> • PLF has no min/max time allowances. (Administrators are required to do a PLF also.) <p>PLF is determined by the teacher and is of their own choosing. It is subject to the following requirements:</p> <ul style="list-style-type: none"> • Must be connected with a component in the TLE teacher rubric. • Teacher choice, but the PLF should be something new the teacher will learn and it must be applied to their classroom in order for growth to be measured. • PLFs can be collaborative. <p>PLF cannot be opted out of because of high TLE evaluation scores. Everyone does one; no exemptions.</p> <p>The district will supply the teachers with the necessary PLF forms for the teachers.</p>
<p>A Professional Learning Focus may be piggybacked with a Professional Development planned by the District as long as it is linked to the TLE Rubric, new learning, and taken back into the classroom with the students. The teacher decides if they want to link their PLF to a district presented PD.</p> <p>Example using Leader in Me Professional Development: LIM can use up a maximum of 5 days of PD per school year. All teachers who are involved in LIM MUST attend the trainings. Teachers can voluntarily choose to do a PLF that is connected to the LIM training, thus completing PD and PLF requirements in tandem. Again, the PLF is subject to the above named requirements and Forms must be completed and submitted to the building principals.</p>	

TLE: TEACHER EVALUATION #2

NOTIFICATION - ASSIGNED EMPLOYEES

1. Within two (2) weeks after the beginning of each school term, the building principal or appropriate supervisor shall acquaint each employee under his/her supervision with the evaluation procedures, standards, and instruments and advise each employee as to the

designated supervisor who will observe and evaluate his performance. The purpose of the orientation is to achieve mutual understanding of the evaluation system. No evaluation shall take place until such orientation has been completed.

2. A new employee or an employee reassigned after the beginning of the school term shall be notified by the appropriate supervisor of the evaluation procedures in effect. Such notification shall be within two (2) weeks of the first day in the new assignment.

FREQUENCY OF EVALUATION

1. Teacher evaluations shall be done according to the provisions of the Tulsa Model of TLE.
2. A teacher may request a performance evaluation at any time.

METHOD OF EVALUATION

1. The evaluator is to complete the CONFIDENTIAL EVALUATION by rating the teacher's performance on the agreed upon Evaluation Forms attached to this document as Schedule III. Each Ineffective and/or Needs Improvement rating requires that the evaluator complete a Personal Development Plan, specifying what the teacher should do to overcome that particular inadequacy.
2. The Personal Development Plan form is intended primarily to supplement the CONFIDENTIAL EVALUATION, as described above. However, if the evaluator observes a single area of ineffective or needs improvement performance that needs immediate correction, the Personal Development Plan may be used to cite the deficiency and give instructions for correcting the problem.
3. Administrators are encouraged, as the performance issues may dictate, to meet informally with a teacher before issuing a Personal Development Plan.
4. A PDP may also be given for conduct that occurs at a time other than formal observation or which does not relate to any particular evaluation criteria. According to Tulsa Model this is called a "stand-alone PDP."

PERSONNEL AFFECTED

1. This provision shall apply to all regular employees defined by law as teachers.
2. Teachers on temporary contracts shall be subject to evaluation, but shall not be afforded job rights unless otherwise specified by state law.

PROCEDURE FOR EVALUATION

1. All observations of the classroom teaching performance of any teacher shall be conducted openly and with the full knowledge of the teacher and all evaluations shall be made by a qualified and certified administrator. Teachers will be provided with a minimum two-week period of time during which their observation will be conducted. Notification must be provided no later than the end of the teacher work day, if an observation will be conducted the following day.

2. No evaluation of any teacher's classroom performance shall be completed and filed unless and until the evaluating administrator shall have observed the teacher at work at least two (2) times, or three (3) times if the teacher shall promptly after the second observation request that he be observed again. No teacher shall receive adverse comments from any observer in the presence of pupils.
3. Each teacher shall be given a copy of any written evaluation report intended for his file and shall have the opportunity to discuss such report with the evaluating administrator. After such discussion, the teacher shall sign the report, indicating only that he/she has read and discussed the evaluation. The teacher's signature does not indicate agreement with the report. The teacher shall have the right to place in his file a response/rebuttal to any written evaluation within twenty (20) work days of receipt of the evaluation. The response/rebuttal shall be attached to the written evaluation. This response/rebuttal shall be submitted by the teacher to the evaluator and signed by the person making the original evaluation, as an acknowledgement that it has been called to his/her attention.
4. Any adverse evaluation of a teacher's performance placed in his file may be subject to the grievance procedure herein set forth, but only on the ground of the evaluator's non-compliance with TLE procedures, bad faith and/or discrimination.
5. In addition to formal observations, the teacher evaluation may also include performances observed by evaluating administrator at times other than formal observations, i.e. outside of the classroom.

PROCEDURE FOR FILING

1. The evaluator shall be responsible for submitting to the building principal, as often as required, the Teacher's Observations, which will be kept by the building principal.
2. The evaluator shall be responsible for submitting to the building principal, as often as required, the Teacher's Evaluation. The building principal will keep the original Teacher's Evaluation and submit a copy to the Superintendent's office for the teacher's personnel file.
3. Evaluation records shall be confidential and access to such records shall comply with State and Federal law.

PROVISIONS FOR AMENDMENTS

1. The procedures, criteria, instruments, and process of evaluation shall be subject to review and appraisal as required by law and the negotiations process. Any legislative act, State Department ruling, or court decision which makes any part of this provision unlawful will in no way invalidate the rest of this provision.

27

DETAILED SPECIFICS OF THE OBSERVATION AND EVALUATION PROCESS

1. The TLE Observation & Evaluation Handbook for Evaluators Using the Tulsa Model and the Rubric/Observation Forms delineate the specific steps, time lines and processes

that operationalize the Rubric/Observation/Processes and Feedback/Support components. These processes include the Personal Development Plan Process/Form and the intensive 2-month feedback and support process, which complements and follows the Personal Development Plan for select staff members.

2. The TLE Observation & Evaluation Handbook for Evaluators using the Tulsa Model and the Rubric/Observation Forms are a part of the Negotiated Agreement and subject to the negotiation process. Said documents are incorporated by reference and will be available on the district website.
3. Changes, additions and/or deletions to The TLE Observation & Evaluation Handbook for Evaluators using the Tulsa Model and the Rubric/Observation Forms shall follow the established procedures of agreed upon Memorandum of Understanding in process, format and design. If such changes, additions and/or deletions occur during the term of this Contract date/time, identified errata documentation will be attached to The TLE Observation & Evaluation Handbook for Evaluators Using the Tulsa Model.
(TLE revisions: Negotiated Agreement 2014-2015)

PERSONNEL FILE REVIEW

1. Each employee shall have the right at any time to review the contents of their personnel file. A representative of the Association, at the employee's request, may accompany the employee in this review.
2. The Board or its administrative representative, including building principals, shall not establish any separate personnel file which is not available for the employee's inspection.
3. Personnel files of each employee shall only be available to the individual concerned, the rating Principal, the Superintendent, the Board of Education, and the school where the employee may designate in writing that others are to review individual items in their file.

PERSONNEL FILE CONTENT

28

1. Each employee's personnel file shall contain only the following:
 - a. all teacher evaluation reports,
 - b. copies of official personnel action,
 - c. letters of commendation, reprimand, or omission of duty, and
 - d. other materials mutually agreed upon between the Principal and the individual.
 All items listed will be maintained in the office of the building Principal in a locked cabinet accessible only to the Principal or Superintendent.

2. The employee shall have the right to respond to all materials contained in said file and to any materials to be placed in said file in the future. Such employee responses shall become part of the said file.
3. Any complaints directed toward an employee which are placed in his/her personnel file are to be promptly called to the teacher's attention in writing.
4. Items other than those listed above will be filed in the Superintendent's office. Contracts, financial records, transcripts, and certificates are to be filed in the Superintendent's office.
5. All files of terminated personnel will be maintained in the office of the Superintendent.

**AMENDMENTS OR CHANGES TO THIS POLICY OR THE RATING INSTRUMENT
MAY BE NEGOTIATED**

SECTION 3: PERSONNEL POLICIES

ARTICLE I: TEACHER PREPARATION

IN-SERVICE PROFESSIONAL DEVELOPMENT

1. In-service education consists of experience which is planned to help individuals and groups in their work. The Superintendent of Schools is responsible for the development, maintenance, and operation of an appropriate program of employee service improvement by means of in-service training. He/she, therefore, has the power under budget control to grant temporary leaves of absence or to assign certain employees the responsibility of participating in professional conferences in or out of the city. One aspect of this responsibility is the development and effective operation of a curriculum planning special course, and other special activities which will provide a complete and adequate system of instruction and care for all pupils attending school.

2. OFF-CAMPUS PROFESSIONAL DEVELOPMENT

For the 2018-2019 school year, the Board may (as money is available) pay \$75.00 per professional development day which is completed outside the scheduled contract year's 30-hour PD days. This will cap at five (5) days per teacher per fiscal year. *(Negotiated Agreement 2018-2019)* Requirements for these days include:

- the PD must occur outside the city/school district of Wagoner.
- the PD must be pre-approved by the teacher's principal and/or superintendent of schools.
- The teacher's building principal can require the recipient of the PD funding to present to their school.

PD registration/participation expenses, if any, will be paid by the District if approved, as well as the \$75 per day.

A CPR course that results in certification shall count as one of the PD days.

3. INSTRUCTIONAL AND PROFESSIONAL MEETINGS

School personnel responsible for scheduling meetings shall clear the time, place, and date with the Superintendent of Schools. Insofar as possible building meetings, departmental meetings, and general faculty meetings should be scheduled far enough in advance to give teachers adequate notice.

In the 2017-2018 school year, FLEX PROFESSIONAL DAYS were introduced to the school calendar. With Superintendent approval, each building (EECC, WR Teague, Central Intermediate, Wagoner Middle School and Wagoner High School) may schedule their own Professional Development Days on the BOE approved school calendar. These FLEX PROFESSIONAL DAYS are subject to Section III. Article XIII: Teaching Conditions. *(Negotiated Agreement 2017-2018)*

4. The Association has the right to encourage all certified personnel of the Wagoner School System to join the WACT, the OEA, and the NEA. Teachers are expected to attend and participate actively in those professional organizations. All teachers are encouraged to participate in professional activities which are designed to improve the performance of their teaching assignments. There will be loss of pay for non- attendance when school is dismissed for professional meetings unless sick leave is applied for under the provisions of this contract and the attendance of teachers will be reported by providing a copy of the official sign in sheet for state meetings to the Superintendent of Schools by the Association. The Superintendent will be responsible for securing the attendance check on the administrators.

30

ARTICLE II: LEAVES OF ABSENCE

An employee who has worked for the school system for three consecutive years may be granted a leave of absence. Leaves of absence may be granted for one year for the following reasons:

- Child care
- Personal illness
- Caring for a sick member of the immediate family
- Military service (including reserve duty training)
- Further study

Request for leave of absence for personal illness or caring for a sick member of the immediate family must be accompanied by a physician's statement.

Teachers are returned from leave of absence in accordance with the Board's regulations. Request for a return from a leave of absence for a personal illness must be accompanied by a physician's statement. Upon the expiration of a leave of absence the teacher shall be returned as agreed by individual written agreement between the teacher and the Board. Teachers returning from leaves of absence shall return with any preexisting career or probationary status and seniority that had been accrued prior to the commencement of the leave of absence. All time during a leave of absence shall not count towards career or probationary status or seniority.

Military leaves of absence granted by the Board or recall to active duty from a reserve or retired status in the event of a national emergency shall be counted for tenure and seniority.

Upon expiration of a leave of absence, the teacher will be returned to a position in his/her field of certification. All leaves of absence automatically expire on June 30th of each year provided an earlier date has not been approved by the Board. The Board may extend a leave if circumstances warrant such an extension.

The Board shall provide temporary leave of absence with pay for the time necessary for appearance in legal proceedings in which the school is defendant or plaintiff, or appearance in legal proceedings in which an employee of the school is defendant or plaintiff as a result of that employment.

ARTICLE III: SHORT TERM ABSENCE

31

1. PERSONAL ILLNESS

At the beginning of each school year each professional educator shall be credited with ten (10) days of leave at full salary for personal, accidental injury, or illness in the immediate family. The immediate family is defined as the employee, employee's spouse, children or any person for whom the employee is responsible.

Unused sick leave shall be accumulated from year to year as long as the employee remains continuously in the system provided the maximum sick leave credit shall be reduced by one day for each day the employee is absent for any reasons covered by the sick leave policy. Sick leave may be accumulated up to a maximum of one hundred thirty (130) days; and professional educators who are retiring under the Oklahoma Teacher Retirement System rules and regulations shall be reimbursed for unused sick leave at the rate of twenty-five dollars (\$25.00) per day upon termination of employment provided that they have been in the Wagoner System a minimum of six (6) years.

Educators who terminate employment with Wagoner Public Schools that do not apply for OTRS benefits are not entitled to any compensation for accumulated sick leave.

Accounting for accumulation of sick leave in excess of the district's maximum permitted accumulation: the school district shall record all days of unused Sick Leave in excess of one hundred thirty (130) days so that those days may be available to report to the Oklahoma Teacher Retirement System. This is the only purpose for which these days will be tracked and recorded. Teachers may receive confirmation of the days recorded by the district in excess of the one hundred thirty (130) days upon request to the Office of the Superintendent.

Accumulated sick leave days in excess of one hundred thirty (130) shall be applied first for OTRS credit upon retirement.

2. EXTENDED SICK LEAVE

If, after exhausting all sick leave, a teacher is absent from his/ her duties due to extended illness, the teacher shall receive a full contract salary less the amount actually or normally paid a substitute for his/her position for an additional twenty (20) days.

Sick Leave Bank/Sick Leave Sharing Program: Sick Leave Bank and transfer of sick leave days between certified personnel.

The administration of the Sick Leave Bank shall be the responsibility of the superintendent due to current HIPA requirements for privacy. (*Negotiated Agreement 2017-2018*)

- No transfer of sick leave will be accepted from a teacher that has less than twenty (20) accumulated sick leave days.

- Sick leave days will be transferred from one person to another only after all accumulated sick leave has been exhausted.
- The receiving teacher can only use the sick leave bank for the remaining school year and then he/she must use the twenty (20) day extension in contract or leave of absence if it extends into the next school year.
- ~~The receiving teacher in need shall make a written request for transferred days of sick leave to the WACT President.~~
- ~~A request for Sick Leave Bank use must be presented to the Superintendent by the WACT President three (3) working days in advance of the exhausted sick leave of the requesting certified person. (Deleted: Negotiated Agreement 2017-2018)~~
- ~~A form letter will be presented to the Superintendent by the WACT President which will list the requesting person's name and the donor with the number of days donated.~~
- ~~This form letter used is part of the Sick Leave Bank Policy. (Deleted: Negotiated Agreement 2017-2018)~~
- Transfer of sick leave shall be only on a voluntary basis by donating teachers.
- ~~This bank shall be administered by a three (3) member committee of the WACT. One member from each level; High School 9-12, Middle School 6-8, and Elementary PK-5. (Deleted: Negotiated Agreement 2017-2018)~~
- In the event that more than one teacher wishes to donate sick leave, the first and subsequent donor shall be drawn by chance.
- Unused Sick Leave Bank which has been donated will revert back to the donating teacher.
- The need for transfer days of sick leave shall be considered at an end, when the teacher reports back to work with a doctor's release to return to work.
- Sick Leave Bank is transferable between all certified personnel.
- A teacher who is retiring from teaching and who has accumulated more than one hundred twenty (120) unused sick leave days may donate up to ten (10) unused sick leave days to a pool from which days may be given to teachers who request and qualify for donations of sick leave days from other teachers. This pool will provide sick leave days to teachers requesting donations of sick leave before days donated by other teachers are provided.

Sick Leave Benefit Chart

(2015-2016 Negotiated Item.)

<p>First Step: Use all of your own sick leave. When it is used up, proceed to Optional Step 2 or go on to Step 3-your choice.</p> <p><i>(2014-2015 Negotiated Contract)</i></p>	<p>Optional 2nd Step: You may use the Sick Leave Bank or Sharing Program.</p> <p><i>(2014-2015 Negotiated Contract)</i></p>	<p>Step 3: You can then be absent up to an additional 20 days having only substitute teacher pay deducted from your salary (even if a sub is not hired).</p> <p><i>(Oklahoma Education Law Book: Section 142 A.)</i></p>	<p>Step 4: After Steps 1-3 are exhausted, each additional absence for eligible teachers will be deducted from your monthly paycheck in the amount equaling your contracted salary amount divided by your contracted number of hours with a 4-Day Week school year calendar or contracted number of days with a 5-Day Week school year calendar.</p>
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3. PROFESSIONAL DUTIES

Absence without loss of pay to the teacher may be granted by the Principal, upon the approval of the Superintendent, for professional duties.

4. CIVIC AND COMMUNITY ACTIVITIES

Leave without loss of pay to the teacher to participate in civic and community activities may be granted by the Principal upon the approval of the Superintendent when such leave has a direct relationship to the school and/or educational welfare (or is designed to contribute to the better school-community relations).

Professional leave without loss of pay will be given a teacher to testify for a fellow teacher before a hearing panel if such teacher is a called witness.

5. LEGAL PROCESS LEAVE

Teachers shall be granted leave to serve on a jury or as a witness subpoenaed in a criminal, civil or juvenile proceeding or as otherwise ordered to appear by the court. A teacher shall be paid his/her full contract salary less any compensation received for such service, exclusive of parking, mileage reimbursement, and meals.

6. CHILD CARE

Following the birth of a child, an employee who is released by her medical provider to return to work (or her spouse or the child's father, if also a district teacher) and whose child does not have a medical condition necessitating the care of the parent, the teacher may take unpaid leave for the remainder of the current work year. A career teacher may have up to an additional two (2) years of unpaid childcare leave under the provisions of subsection 1 above.

7. PERSONAL BUSINESS LEAVE

All teachers shall be granted three (3) days of non-cumulative, personal business leave per year to conduct personal business. Personal business leave is a period of times which cannot be scheduled during non-duty hours. A completed leave form for the intended personal business hours shall be submitted at least twenty-four (24) hours prior to commencement of the leave day to the ~~building Principal~~ Superintendent of Schools. *(Negotiated Agreement 2018-2019)* Due to potential staffing problems faculty are encouraged not to take personal business leave immediately before or after a holiday, vacation, or professional workday.

Personal business leave cannot be taken to perform services for compensation outside the school district.

For personal business leave in excess of these three (3) days, when approved by the Superintendent of Schools, the school will pay the substitute and deduct the amount of the substitute's pay from the affected employee's pay. Personal business leave shall not be cumulative from one school year to another, but unused leave days will be reimbursed at the rate of ~~forty-five dollars (\$45.00)~~ one hundred dollars (\$100.00) per day at the end of the school year. *(Negotiated Agreement 2018-2019)*

8. ABSENCE DUE TO INJURY

Absence due to injury incurred in the course of a teacher's employment shall not be charged against the teacher's sick leave days. The Board of Education shall pay to such teachers the difference between their salaries and benefits received from Workman's Compensation for the duration of such absence.

9. MILITARY LEAVE

A certified teacher who is a member of the Oklahoma National Guard or any reserve component of any branch of the United States military, shall, when ordered by proper authority to active or inactive service, be entitled to a leave of absence from employment for the period of active service, without loss of status or efficiency rating.

During the first thirty (30) regular scheduled work days of the leave of absence in any fiscal year, the teacher shall receive their full regular pay from the district. During the remainder of the leave of absence the school district may pay them an amount equal to the difference between the teacher's full regular pay from the school district and their Reserve Component's pay when they are ordered by proper authority to active or inactive service.

If it is deemed necessary for the best interest of the students to provide for the performance of the duties of their positions during such absence, the school district will fill a vacancy in the teaching position by hiring a substitute or temporary teacher. When the teacher returns from active or inactive duty, they shall return to their previous position of employment. The contract of the temporary teacher or substitute who replaces the teacher entering military service is automatically terminated when the serviceman returns and applies for re-employment.

35

Weekend drills are not “active service.” Leave with pay applies to active duty or service for training purposes.

10. MISCELLANEOUS PROVISIONS FOR LEAVE

- All absences in excess of the ones provided for in these policies shall be at full pay loss.
- In order that maximum benefits may be provided to all employees in time of valid need, it is imperative that proper controls be used to eliminate the misuse of the various types of leave in this policy. An employee who abuses the leave policy is subject to disciplinary action.
- Teachers shall be given a written accounting of accumulated sick leave days by September 10th of each school year.
- Any employee may be required to submit appropriate evidence concerning the cause of absence in order to qualify for sick leave benefits. Appropriate evidence may include any of the following at the direction of the Office of the Superintendent:
 - a. A physician's statement endorsed by the employee.
 - b. The employee's statement endorsed by the Principal or immediate supervisor.
 - c. Copies of claims submitted for insurance.
 - d. Other information as may be indicated by the circumstances.

Appropriate evidence will be submitted as indicated below:

- a. When requested by the Principal or Office of the Superintendent.
- b. Sick leave claimed on days of unusual or inclement weather.
- c. Sick leave claimed on days immediately preceding or immediately following holidays or non-work days other than weekends.
- d. Sick leave claimed during the last four weeks of employment.

11. ~~EMERGENCY LEAVE~~ EMERGENCY AND BEREAVEMENT LEAVE

Five (5) days non-cumulative emergency and bereavement leave shall be provided each year. These five (5) days shall be granted with full pay for emergencies or bereavement. Emergency leave may not be utilized for the following:

- To seek other employment.
- To participate in social or religious activities.
- To perform services for compensation outside the school district.

- For entertainment, recreation, or vacation, or
- Leave which could be taken under some other provision of this agreement.

36

The reason for the emergency must be given in writing to the building Principal on the first day of return from the emergency leave on a form provided by the building Principal.

Bereavement may be used in case of death in the immediate family of the employee or spouse. The immediate family is defined as the husband or wife, children, brother, sister, and parents (or legal guardian), *grandparents and grandchildren* of either the employee or his/her spouse.

Emergency and Bereavement leave of two (2) days may be used to cover other deaths and may be used in full or half day increments not to exceed two (2) days per school year. (*Negotiated Agreement 2017-2018*)

12. ADOPTION LEAVE

Teachers that legally adopted a child under the age of five (5) years may be permitted to take one temporary leave of absence for a period not to exceed ten (10) school days during the school year in which the adoption occurs. The acquisition of the child by court adoption procedures must occur during the one hundred eighty (180) days listed on the school calendar in order for the teacher to make application for adoption leave. An application for adoption leave must be in the form of a written request to the requesting teacher's building Principal. The building Principal will endorse the application, indicating approval or disapproval and forward it to the Superintendent of Schools for final approval. An application for adoption leave will provide any and/or adequately determine that the adoption is the result of a court action. The cost of this type of leave is to be shared equally by the affected teacher and the district. The teacher's half of the total cost of the substitute(s) is to be deducted by the district and the district will pay the substitute(s) for services rendered.

13. SCHOOL BUSINESS LEAVE

Teachers who are assisting any program or teacher within the school district will be allowed to take School Business Leave days at the request of the program supervisor or teacher with the approval of both Principals involved.

14. ASSOCIATION LEAVE

Absence without loss of pay to the teacher shall be granted by the Principal, upon approval of the Superintendent, for the purpose of representing the WACT as teacher delegates at officially called meetings or assemblies. This leave is not to be in excess of two (2) consecutive days per school year and will not exceed three (3) delegates per assembly. WACT will pay substitute costs for teacher delegates.

15. ADVOCACY DAYS LEAVE (*Negotiated Agreement 2018-2019*)

Specifics include the use of district vehicle and a advocating in groups. Mondays and Fridays are not good advocacy days as well as Wednesday because of the committee meetings that occur. Further specifics shall be determined by the BOE and WACT.

37

ARTICLE IV: TEACHER EMPLOYMENT POLICY

REEMPLOYMENT

The Board shall reemploy the regularly employed teachers prior to the first Monday in June.

ISSUANCE OF TEACHER CONTRACTS

Certified teachers shall have their school year contracts issued to them by the 1st pay period in August and shall be returned within five (5) days. *(Negotiated Agreement, 2017-2018)*

ASSIGNMENT

The Superintendent of Schools shall place any certified teacher where he/she is the most qualified and will render the most valuable service.

REASSIGNMENT AND TRANSFER

A teacher is free to ask for a change of assignment or transfer, and such a request, accompanied by a statement of the reason for the request, should always be submitted in writing to the Superintendent.

A transfer initiated by the Administration will be made only after a meeting between the affected teacher and the Superintendent of Schools if a meeting is requested by the affected teacher.

If a teacher is required to re-locate their instructional room, they will be provided by the principal a Teacher Relocation Form which will include specific responsibilities that the teacher will complete and specific responsibilities that the custodian will complete. The relocated teacher will also be paid seventy-five dollars (\$75.00) and it will be considered one of their extra PD days. This does not apply to teachers relocating instructional rooms at their own request. *(Negotiated Agreement 2018-2019)*

The Superintendent agrees to work with Building Principals on their site-based budget. Site-based budgets will incur the cost of reassignment and or supplies as needed. *(Negotiated Agreement 2017-2018)*

When a reduction in the number of teachers in a building is necessary, qualified volunteers shall first be reassigned; then reassignment shall be made on the basis of school district needs. A teacher's tenure shall be a major consideration on the choice of assignment.

VACANCY IN PROMOTIONAL POSITIONS

Any vacancy in a position that a certified teacher is qualified to fill which occurs during the school year shall be publicized by the superintendent or designee with the issuance of a NOTICE OF VACANCY five (5) school days during the teaching year in advance of filling such vacancy. Publication shall include a notice posted in every school building, an email to all certified teachers and posting on the District's website and/or Facebook page. In addition to the school year filing requirements during the summer, vacancies may also be publicized in the local newspaper.

Within the allotted days following the initial posting of the vacancy, any teacher who desires to fill any such vacancy shall file their application with the Superintendent in writing on an

approved form which shall be provided by the personnel department upon request. *(Negotiated Agreement 2017-2018)*

VACANCY IN NON-PROMOTIONAL TEACHING POSITIONS

Current employees shall be advised of any non-promotional teaching vacancies, occurring or created within the system during the school year. Prior to advertising or offering these positions to others outside the Wagoner Public Schools System, the Superintendent shall furnish a position of vacancy notice to the President of the WACT five (5) school days before any vacancy is advertised and/or posted.

During the period of June 1 to August 1, vacancies will be posted on the bulletin board in the lobby of the Administration Building. During the period of August 1 to the day the teachers report, the provisions of this paragraph are not binding upon the Board and/or the Administration staff infilling existing vacancies.

NEW HIRES

For the 2017-2018 school year, new hires shall receive a semester by semester contract for the 1st year. They may continue with a semester by semester contract for the 2nd year or upon recommendation by their principal, they may receive a 1 year contract.

Each new hire shall be assigned a mentor teacher for their first year.

Definitions:

1. Newly Certified Teacher refers to a person who is newly certified to teach by the OKSDE and has no previous teaching experience.
2. New Teacher to the District with previous teaching experience.

Compensation in the form of a stipend shall be given:

New Certified Teacher

- Mentor will receive \$1,500.00 (\$750.00 per semester).
- Mentoree will receive \$500.00 (\$250.00 per semester).

New Teacher to the District

- Mentor will receive \$500.00 (\$250.00 per semester).
- Mentoree will receive \$250.00 (@125.00 per semester)

We have adopted Duncan Public Schools' Mentor Program and it follows in the Appendix *(Negotiated Agreement 2017-2018)*

PRIVATE TUTORING

Teachers employed by the Wagoner School System are expected, as a professional courtesy, to consult with a child's teacher and Principal prior to entering a private tutoring arrangement with the parents of that child.

RESIGNATION

Any staff member intending to resign his/ her employment shall notify the Superintendent in writing by certified mail no later than fifteen (15) days after the first Monday of June.

TEACHERS AND CURRICULUM

Teachers will be involved in the development of curriculum.

Teachers will be provided with curriculum and resources for the instruction of the students in their classes by the BOE. The superintendent agrees to work with the building principals on site-based budgets to eliminate the lack of curriculum and resources. Teachers may submit POs for curriculum and resource needs to their building principal. In the absence of the building principal, POs may be directly submitted to the superintendent or his designee. Teachers are encouraged to convey their curriculum needs to their principals.

The district's Instructional Technology Coach will provide teachers with additional curriculum resources, such as OERs and essential websites for subject matters. (*Negotiated Agreement 2017-2018*)

NON-TEACHING DUTIES

The Board and Association acknowledge that a teacher's primary responsibility is to provide learning experiences and that his/her energies should be channeled into this responsibility to the fullest extent. Therefore, they agree:

- Teachers in middle school and senior high school shall have one period for planning and preparation.
- ~~Each elementary school teacher shall be provided a minimum of two hundred (200) minutes of planning time per/week.~~ Each elementary school teacher shall be provided a minimum of two hundred (200) minutes of planning time per/week. No period of time less than 50 minutes shall be considered preparation/planning time. In the event that there is a staffing shortage in a building that would affect the 50 consecutive minutes, the building principal, the building teachers and a representative from WACT would meet to determine the best solution to allow the teachers effective planning times. In addition to the provisions for individual planning time in the current negotiated agreement, additional collaborative planning time during the instructional day shall be provided for the purpose of PLC's, teaching teams, grade-level teams, subject teams, building wide faculty meeting, etc. (*Negotiated Agreement 2017-2018*)
- Every effort will be made to assure that a teacher's planning period is used for that intended purpose.
- Every effort will be made to curtail and/or make equitable extra assignments to be performed before or after school.
- Teachers required by building Principals to be used as substitutes during their planning period will be paid at a rate of twelve dollars and fifty cents (\$12.50) per/hour.
- It is agreed that it will be incumbent upon each building Principal to insure that the number of duty teachers will be held to a minimum consistent with the needs for adequate student supervision and student safety as determined by the building Principal.
- Athletic workers will be paid in accordance with Schedule C which is attached hereto for informational purposes only.
- Agree to make every effort to install book shelves and/or shelving, and where feasible locked storage cabinets, when a work order has been submitted to and approved by the building Principal.
- Summer School instruction opportunities for credit courses will be offered first to Wagoner Public School teachers at the site where the course is being offered for credit, then to teachers at other sites in the District. In each case the opportunity to teach will be rotated year to year among qualified teachers currently involved in teaching the same classes during the regular school year. Any teacher who would like to teach Summer School is

encouraged to inform, in writing, both the Principal of the school and the Curriculum Director. When no teacher is found in the Wagoner School system who wants to teach a class, then the position may be filled by anyone who meets the requirements.

ARTICLE V: RETIREMENT

Retirement/incentive will be re-opened in January 2009 for review of the Superintendent's proposal, if any, which may be implemented pending funds available.

The BOE Retirement Incentive program will not be re-instated for the 2018-2019 school year due to current fiscal instability. The BOE shall determine the retirement award.

From the Pension Protection Act, the vesting schedule increases from five (5) years to seven (7) years for TRS members who enter the system on or after November 1, 2017. (HB 1162, effective November 1, 2017)

ARTICLE VI: STUDENT TEACHERS

The quality of teaching done in any classroom is determined in a measure by the kind of preparation the candidate for a certificate receives. Since his/her practice teaching experience, and actual classroom situation under the guidance of a competent, experienced teacher, is basic to his/her success, the Wagoner Schools will cooperate in providing such opportunities to practice teachers of colleges whose teacher-training programs are approved.

Only those teachers in the Wagoner Schools who desire to serve as supervising teacher in such a program will have student teachers assigned to them.

Supervising teachers shall have priority in receiving tuition credits from institutions which offer such credit. The administration of the school and the supervising teacher from the college will inform the teacher of this credit at the time the teacher accepts the student teacher.

Teachers who supervise student teachers shall have the option to use earned tuition credit for themselves or they may transfer the credit to a teacher of their choice in the Wagoner School System. Supervising teachers who elect not to utilize or transfer the earned tuition credits will release them in writing to the Association. Distribution of the earned tuition credit will be made by a committee of teachers. The committee shall consist of one teacher from each campus in the school system. Teachers to serve on the committee will be appointed by the Association. The committee shall have the responsibility of establishing guidelines to be used in the awards and to make the awards each semester according to the guidelines. 41

ARTICLE VII: PROCEDURE FOR HANDLING STUDENTS

DISCIPLINE

The Oklahoma School Code grants teachers the same disciplinary rights as parents. When corporal punishment should be administered, it shall be in the presence of the Principal or another certified person. Corporal punishment shall not be administered in the presence of other children.

SUSPENSION OR EXPULSION OF STUDENTS

When a student becomes a disruptive element that violates the regulations of the school, threatens the morale, or affects the welfare of other students, he may be suspended or expelled under the Board of Education Policy: (Refer to the student handbook policy from High School, Middle School, and Elementary School). The teacher of the affected pupil will be consulted along with the parents prior to readmitting the pupil to class. If the teacher is unable to attend the conference, the Principal will readmit the pupil and will consult with the teachers as soon as is possible.

CLASSROOM DISRUPTION BY STUDENT

Determination of disciplinary action regarding pupil disruption of the teaching- learning process will be made by the Building Level Administrator or his/her designee after consultation with the affected teacher. If the action results in removal of the student from the classroom, the student will return to the class- room at a time considered appropriate by the Administrator following consultation with the student, the parents and the affected teacher.

ARTICLE VIII: PROTECTION OF TEACHERS

ASSISTANCE IN ASSAULT CASES

All cases of assault suffered by a teacher in connection with his/her employment shall be reported in writing by the teacher to the Principal, who shall then transmit the report to the Superintendent. The teacher shall send a copy of the report to the President of the WACT. In any case of assault upon a teacher or a complaint or suit by a third party as a result of action taken by the teacher while performing his/her duties, the Board shall render assistance to the teacher by working with law enforcement and judicial authorities.

42

LEGAL COUNSEL

If criminal or civil proceedings are brought against a teacher which alleges that he/she has committed an assault in connection with his/her employment, such teacher may request the Board to furnish legal counsel to defend him.

COMPENSATION FOR LOST TIME

If an assault on a teacher results in loss of time, the teacher shall be paid his/her full contract salary less any workman's compensation (excluding medical payments) awarded to the teacher for lost time. This payment shall not be counted against sick leave to which the teacher is entitled. Absence for this section shall not extend more than one(1) year beyond the contract year in which the assault occurred. A one(1) year leave of absence may be granted at this time upon a doctor's recommendation, and with approval from the Board.

ARTICLE IX: PAYROLL DEDUCTIONS

43

The Board of Education shall deduct the following in accordance with state and federal laws and regulations as applicable from each professional educator's salary:

- Tax-shelter annuities.
- Federal and state taxes.
- Professional association dues.
- Political contributions.
- Teacher's credit union of the teacher's choice.
- Contribution to the Teacher Retirement System, reducing each teacher's contract salary to the maximum necessary for the Board to tax shelter each individual's total contribution to the Teacher Retirement System. All such deductions under this item will be labeled as "Board Paid". Four hundred eighty dollars (\$480) of what the district pays of a teacher's portion of retirement will be in addition to the Teacher's salary on State Minimum Salary Schedule. *(2015-2016 Negotiated Agreement)* HB 1622, November 1, 2017 requires a school district to notify a teacher in writing if the district intends to provide retirement benefits to a teacher such that the teacher's salary would be less than the minimum salary schedule. All teachers shall receive this written notice for the 2018-2019 school year.
- Any amount designated by the district sponsored insurance carrier as the teacher's portion of the payment for a family plan on any district sponsored health/medical insurance program.

ARTICLE X: PROFESSIONAL COOPERATION

WACT shall provide the superintendent a list of not more than 3 teachers from each building to meet to discuss and make recommendations for the district calendar for the ensuing year. *(Negotiated Agreement 2017-2018)*

The district will solicit input from the certified staff before a calendar is recommended for adoption to the Board of Education.

ARTICLE XI: FRINGE BENEFITS

PURPOSE

The concept of this article is to provide a fringe benefit schedule which reflects adequate compensation for professional training and experience.

HEALTH INSURANCE

The Board shall provide the Oklahoma State Employee Group Insurance program of health insurance to the amount of a single person's premium for all full-time professional educators employed by Independent School District 19, Wagoner, Oklahoma. Coverage includes:

- Comprehensive Medical
- Group Life Insurance
- Dental Care

44

A single premium shall be paid on a monthly basis. If both husband and wife are certified employees the options permitted by OSEEGIB shall be applicable. Any additional sum due by the employee for Fringe Benefits will be made through payroll deductions.

It is specifically agreed between the Board and the Association that in the event of death of any employee who is covered under the terms of the Oklahoma State and Education Employees Group Insurance, the spouse of such employee shall have the right to continue said policy for the period allowed by state and federal law, provided full premium payments are made by the spouse to cover all fringe benefit premiums due to the carrier.

The Board of Education and the Association further agree that an employee may continue his/her fringe benefit program during an approved leave of absence if and as permitted by law.

PARTIES ELIGIBLE TO NEGOTIATE FOR EXTRA DUTY ASSIGNMENT PAY

No teacher can negotiate independently of the WACT for extra duty assignment pay commencing school year 1982-1983.

EXTRA DUTY STIPENDS

The following scale lists the extra duty assignments for Independent School District 19, Wagoner, Oklahoma. (*Negotiated Agreement 2016-2017*) Extra duty assignments shall be compensated in accordance with Schedule B which is attached hereto and made a part hereof.

TECHNOLOGY BUILDING COORDINATOR

A High School and a Middle School Technology Building Coordinator position shall be added to the Extra-Duty Stipend List: \$5,000.00 (each). Their responsibilities shall be to oversee any repairs in their respective building. The Technology Building Coordinator shall be required to work an additional one hour each instructional day and also will work a total of 160 hours in addition to the 1283 hours in the certified teacher's contract like the school counselors.

(*Negotiated Agreement 2016-2017*)

GIFTED AND TALENTED COORDINATOR

The following positions and pay shall be added to the Extra-Duty Stipend List:

- High School Gifted and Talented Coordinator @ \$500.00
- Middle School Gifted and Talented Coordinator @ \$500.00
- Central Intermediate Gifted and Talented Coordinator @ \$500.00
- Teague Elementary Gifted and Talented Coordinator @ \$500.00
- Ellington Early Childhood Center Gifted and Talented Coordinator @ 500.00

Money shall be made available by the Board for the funding of the Gifted and Talented curriculum, activities, field trips, etc. The superintendent shall be responsible for providing the GT Coordinators with a description of this position for accountability purposes.

45

(Negotiated Agreement 2016-2017)

The Extra-Duty Stipend List shall reflect the following changes: *(Negotiated Agreement 2016-2017)*

- High School Academic Team Head Coach – fix typo error, changing \$200.00 to \$2,000.00.
- Change Middle School Academic Team to Middle School Academic Team Coach (2) @ \$1,200.
- Increase Fast Pitch Middle School Head Coach to \$1500.00.
- Increase Middle School Head Baseball Coach to \$1500.00.
- Add Middle School Boys Head Soccer Coach @ \$1,000.00.
- Add Middle School Boys Assistant Coach @ \$500.00.
- Add Middle School Girls Head Soccer Coach @ \$1,000.00.
- Add Middle School Girls Assistant Soccer Coach @ \$500.00.
- Increase PAC director to \$4000.00.

The following are changes to the Volleyball coaches' stipends which reflects the current "split salary" arrangement:

- HS Assistant Volleyball Coach: \$1,500.00
- MS Volleyball Coach: \$2,000.00
- Assistant MS Volleyball Coach: \$500.00

The Extra-Duty Stipend List shall reflect the following changes: *(Negotiated Agreement 2017-2018)*

OSSAA Stipend Bonuses shall be continued for the 2017-2018 school year

New Stipends:

Softball field maintenance \$2000.

Baseball field maintenance \$2000.

Cross Country course maintenance \$1000.

Cross Country Assistant Coach \$1500.

Middle School Yearbook \$500.

Off Campus Professional Development Participation \$75.00 (3 day max) (see restrictions)

New Certified Teacher

- Mentor will receive \$1,500.00 (\$750.00 per semester).
- Mentoree will receive \$500.00 (\$250.00 per semester).

New Teacher to the District

- Mentor will receive \$500.00 (\$250.00 per semester).
- Mentoree will receive \$250.00 (@125.00 per semester).

Corrected and additional Extra-Duty Stipends. *(Negotiated Agreement 2017-2018)*

Rename football varsity assistant as Offensive Coordinator

Rename football varsity assistant as Defensive Coordinator

Remove Assistant PAC Director from the list

Remove Drumline and Replace with Assistant Band Director

High School yearbook is listed twice, remove one position.

Change ELL Coordinator from \$1500 to \$3000.

Add Gifted and Talented Stipend to the Middle School \$500.

Add Gifted and Talented Stipend to Ellington \$500.
 Add Gifted and Talented Stipend to Teague \$500.
 Add Gifted and Talented Stipend to Central \$500.
 9th grade Assistant Football (2) is listed as 1.
 8th grade Assistant Football (2) is listed as 1.
 7th grade Assistant Football (2) is listed as 1.
 Boys Varsity Basketball Assistant (2) is listed as 1.
 Girls Varsity Basketball Assistant (2) is listed as 1.
 Baseball Varsity Assistant (2) is listed as 1.
 Softball Varsity Assistant (2) is listed as 1.
 Wrestling Varsity Assistant (2) is listed as 1.
 Wrestling Middle School Assistant Coach (2) is listed as 1.

ARTICLE XII: SALARY

SALARY SCHEDULE

All eligible employees shall advance one step on the Oklahoma State Minimum Salary Schedule; shall also include the Additional District Experience Steps 26-30 which were previously permanently added to the Negotiated Agreement. *(Negotiated Agreement 2016-2017; 2017-2018; 2018-2019).*

The added steps will be equal to the last step currently on the district salary schedule. *(2015-2016 Negotiated Item; 2017-2018; 2018-2019)*

Certified Teachers on 31 and more steps shall receive a salary bonus of \$425.00 for the 2016-2017; 2017-2018; 2018-2019 School Year. *(Negotiated Agreement 2016-2017; 2017-2018; 2018-2019).* This additional District Experience Step related payout shall continue for 2017-2018; 2018-2019, including the bonus of \$425. *(Negotiated Agreement 2017-2018; 2018-2019).*

A new Salary Table that includes the 2018-2019 State Minimum Salary Schedule and steps plus additional salary information to enable teachers to have a fuller understanding of their complete salary package is attached hereto as Schedule A and made a part hereof. *(Negotiated Agreement 2017-2018; 2018-2019)*

The State Minimum Salary Schedule shall be in effect for the 2018-19 school year. *(Negotiated Agreement 2018-2019)*

PAY WARRANT SCHEDULE

Teachers shall receive pay warrants on the 25th of each month beginning in August, 2016. *(Negotiated Agreement 2016-2017)*

Availability of summer warrants shall be established by the district and notification shall be provided to all teachers.

PREVIOUS TITLE 1 TEACHER OVERPAYMENT

(removed from Negotiated Agreement 2017-2018)

COUNSELOR SALARY

Clarification of High School Counselor's salary and contract work days:

The High School Counselor will be provided with a job description by the administration. The High School Counselor's salary will be a regular teacher's contract plus counselor stipend. *(2014-2015 Negotiated Agreement)*

Due to the change to a 4-Day School week, days for School Counselors shall be changed from days to hours. High School and Middle School Counselors will work a total of 160 hours in addition to the 1283 hours in the certified teacher's contract. Elementary counselors will work a total of 104 hours in addition to the 1283 hours in the certified teacher's contract. *(Negotiated Agreement 2016-2017)*

PROVISION FOR ONE-TIME TEACHER STIPEND

Following negotiation with the WACT, if sufficient funds are available, the district will consider paying a one-time stipend to teachers at winter break, spring break, or the end of the school year. (Legislative Note, 2017: HB 2157 - allows school districts to give teachers retention pay for any year for returning to work in the same school district and such pay does not count as compensation so is not subject to negotiation.)

ATTENDANCE BONUS

The Attendance Bonus shall be discontinued for the 2018-2019 school year. *(Negotiated Agreement: 2018-2019)*

The Attendance Bonus shall be continued for the 2017-2018 School Year per the following: *(Negotiated Agreement 2016-2017; 2017-2018)*

Teachers shall receive bonus payments for attendance in the amount of:

- Two hundred dollars (\$200.00) for not using any personal, sick, emergency, or bereavement leave days during the first semester.
- Two hundred dollars (\$200.00) for not using any personal, sick, emergency, or bereavement leave days during the second semester.
- One Hundred fifty dollars (\$150.00) for not using more than one (1) personal, sick, emergency, or bereavement leave day during the first semester.
- One Hundred fifty dollars (\$150.00) for not using more than one (1) personal, sick, emergency, or bereavement leave day during the second semester.

Any days absent due to participation in authorized school activities or subpoenaed jury duty shall not disqualify a teacher who is otherwise eligible to receive the bonus payment.

ARTICLE XIII: TEACHING CONDITIONS

CONTRACTURAL WORK DAY FOR CERTIFIED TEACHERS: 4-DAY SCHOOL WEEK

The teacher's contractual work day shall not exceed eight and ½ (8.5) hours: 7:30 am to 4:00 pm (*Negotiated Agreement 2017-2018; 2018-2019*) except when staff meetings and scheduled district or school events require teacher attendance or participation for a reasonable amount of additional time. Teachers' contractual work day beginning and ending times may vary to ensure necessary supervision of students; however, the contractual work day will conform to the provisions herein. In the event it is necessary to schedule some teachers for earlier work day beginning times than other teachers, volunteers will be solicited before assignments are made. Unless assigned to extra duty, or authorized by the Principal, teachers shall remain on duty to the end of their authorized workday.

ANNUAL TEACHER CONTRACT

Staff meetings and scheduled district or school events requiring teacher attendance/participation shall not occur on any of the 2018-2019 District Calendar BOE approved days which are designated as non-working certified teacher days.

Teacher Instructional Days shall be from 7:30 am to 4:00 pm (unless duty is assigned) Tuesday through Friday as reflected on the ~~July 12, 2017~~ Board Approved District Calendar: 145 days taught plus 5 professional days.

Professional Duty Days shall total 30 hours for the 2018-2019 certified teacher contract year. Principals and their teachers shall decide whether to have a ½-hour break or 1-hour break for meals. This is in addition to the 6 hours PD time. (Breaks are unpaid time.) Any additional professional development/in-service hours for certified teachers shall be both paid and voluntary. (*Negotiated Agreement 2017-2018; 2018-2019*)

Parent Teacher Conference Days shall total 12 hours for the 2018-2019 certified teacher contract year. Principals and their teachers shall decide whether to have a ½-hour break or 1-hour break for meals. This is in addition to the 6 hours PT time. (Breaks are unpaid time.)

(Refer to **SCHEDULE A: SALARY** for an example of the new format for certified teacher contracts per OK HB1065, passed May 5, 2016 and signed by Governor June 6, 2016)

INCLEMENT WEATHER DAYS

Due to the change to a 4-Day School week educational days shall be changed to instructional hours. If an instructional day is cancelled due to inclement weather, certified teachers only make up the instructional hours necessary to meet our school calendar requirements for the students. (*2016-2017 Negotiated Agreement*)

TELEPHONES

If possible, telephone facilities shall be made available to teachers with privacy of conversation when desired.

49

CONFERENCE ROOM

A conference room shall be made available for parent-teacher conferences.

CLASSROOM DISRUPTION MINIMIZED BY STAFF

Every precaution shall be taken to see that the activities of the custodial and maintenance department shall in no way interfere with the activities of the classroom.

CLASSROOM VISITORS

All visitors to teachers' classrooms must have prior approval of the Principal and the teacher.

OUTSIDE SALES PERSONS

No outside sales persons shall be permitted to infringe upon pupils' and teachers' time except for the taking of school pictures, activities connected with the selling and delivering of class rings, senior memorabilia, school yearbooks and at such time as may be agreed upon by the Principal and sponsor(s) involved. All other sales persons shall be limited to contacting interested teachers before 7:45 am and after 4:00 pm each school day.

TEACHER LUNCH TIME

Principals will strive to provide teachers as much daily duty-free lunch time as possible.

SECTION 4: GRIEVANCE PROCEDURE

ARTICLE I: PURPOSE

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or terms and conditions of employment of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

ARTICLE II: TEACHER PREPARATION

1. A "grievance" is a claim based upon an event or condition which affects the condition or circumstances under which a teacher's or group of teachers' work, allegedly caused by a violation, misinterpretation, or misapplication of the provisions of this agreement, established rights to fair treatment, or any established policy or practice. (It is understood that the term "grievance" shall not apply to any matter as to which the Board is without authority to act.)
2. An "aggrieved person" is the individual or individuals making the claim who are affected by the alleged violation.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. All time limits herein mentioned shall consist of working school days, except where otherwise indicated; weekend or vacation days are hereby excluded.
5. The Association may initiate a grievance at Level Three (Superintendent Level) when the alleged contract violation applies to a class of personnel across multiple school sites provided that the Association names the members of the class in its initial filing. Before the grievance is filed, representatives shall meet with the Superintendent to notify the Superintendent that a grievance may exist, discuss the alleged contract violation and attempt to resolve the issue. However, the Superintendent may redirect the grievance to Level Two (Principal) if he/she believes the grievance can be resolved at that level.

ARTICLE III: PROCEDURE

1. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally and confidentially with any appropriate member

of the administration, and having the grievances adjusted without intervention of the WACT, provided the adjustment is not inconsistent with the terms of this agreement.

51

2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
3. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
4. In the event a grievance is filed so that sufficient time as stipulated under all levels of the procedure cannot be provided before the last day of the school year, should it be necessary to pursue the grievance to all levels of the appeals, then said grievance shall be resolved in the new school term under the terms of the grievance procedure in effect at the time the grievance was originally submitted. Newly negotiated grievance procedures will have no effect on grievances in progress unless both parties agree thereto.
5. At least one member of the WACT shall be present for any meetings, hearings, appeals or other proceedings relating to a grievance which has been formally presented, if requested by the grievant.

ARTICLE IV: FORMAL GRIEVANCE PROCEDURE

LEVEL ONE

A grievant with a grievance will first discuss it with his/her Principal or immediate supervisor, with the objective of resolving the matter informally.

LEVEL TWO

If the grievant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) working days after presentation of the grievance, he/she may file a written grievance with his/her Principal. The Principal shall communicate his/her decision in writing within five (5) working days after receiving the grievance to the grievant. If the principal is not authorized to render a decision on the subject matter of the alleged violation, he/she shall so state in the grievance request and the grievance shall proceed to Level Three.

LEVEL THREE

52

Within five (5) working days of receipt of the decision rendered by the Principal, the decision of the Principal may be appealed by the grievant to the Superintendent.

Appeals to the Superintendent shall be heard by the Superintendent within ten (10) working days of his/her receipt of the appeal. Written notification of the time and place of hearing shall be given five (5) working days prior thereto to the grievant, his/her representative, if any, and any administrator who has heretofore been involved in the grievance. The Superintendent shall provide his/her decision on the grievance and the reasons therefore to the grievant in writing within five (5) working days following the hearing at Level Three.

LEVEL FOUR

If the grievant is not satisfied with the disposition of his/her grievance at Level Three, he/she may, within five (5) working days after receiving the decision at Level Three, appeal his/her grievance in writing to the Wagoner Board of Education. This appeal shall include a copy of the decision given by the Principal at Level Two and a copy of the decision given by the Superintendent in Level Three. The grievant may be represented at the Board level hearing by any person he/she desires.

Appeals at level four shall be heard by the Board of Education within twenty (20) working days of receipt of the appeal. This hearing may be during a regularly scheduled meeting or at a special meeting called by the Board. Written notice of the time and place of the hearing shall be given by the Board's Chief Administrative Officer no later than three (3) working days prior to the hearing to the grievant and the WACT President.

The Board shall render its decision in writing at the conclusion of the hearing. The decision of the Board shall be final; however, a grievant may continue to seek redress by court or other action.

ARTICLE V: GENERAL PROVISIONS

1. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any building representative, any member of the Professional Rights and Responsibilities Committee, or any other participant in the grievance procedure whether directly or indirectly involved.
2. If a teacher elects to pursue any legal or statutory remedy for any grievance, such election will bar any further or subsequent proceedings for relief under the provisions of this procedure.
3. All documents, communications, and records dealing with the processing of a grievance shall be filed in a grievance file separate from the permanent personnel file of any of the participants.
4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the

Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

5. Failure at any step of this procedure to communicate the decision in writing on a grievance within the specified time limits shall permit the aggrieved person to proceed to the next step. Failure at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be regarded as acceptance of the decision rendered at that step.
6. All meetings and hearings under this procedure, except for Level Four, shall be scheduled at a mutually agreeable time within the time constraints set forth in this policy. Levels One, Two, and Three meetings shall be conducted in private and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this procedure. The Level Four hearing shall be scheduled at Board discretion within the required time after receiving the appeal. The hearing shall be conducted in open session as required by law.
7. Every effort will be made by all parties to avoid any interruption of classroom activities and to avoid the involvement of students in all phases of the grievance procedure.
8. Any WACT member directly or indirectly involved in a given grievance procedure shall not serve in any capacity as to the processing of the grievance.
9. Grievances initiated by a grievant at a time other than during the regular school year shall commence at Level Three.
10. A grievant may withdraw a grievance at any time by notifying the Superintendent in writing. Any such grievance that is withdrawn shall be considered waived.
11. During all grievances at Level Four, only one (1) grievance at a time shall be heard. Each subsequent grievance shall be heard only after the Board has rendered a decision on the preceding grievance.
12. No grievance shall be recognized by the Board or the Association unless it shall have been presented at Level Two, of the grievance procedure, within twenty (20) working days after the grievant knows of the act or condition on which the grievance is based; and, if not so presented; the grievance will be considered as waived.

GRIEVANCE ADJUSTMENT FORM A
COMPLAINT BY THE GRIEVANT

TYPE OR PRINT

Date of Formal

Grievant _____ Presentation _____

Home Address of
Grievant _____ Home Phone _____

School _____ Principal _____

Years in School System _____ Subject area or grade _____

Name of Association
PR&R Representative _____

STATEMENT OF GRIEVANCE:

ACTION REQUESTED:

Signature of PR & R Representative _____

GRIEVANCE ADJUSTMENT FORM B

DECISION OF SUPERINTENDENT

TYPE OR PRINT

(To be completed within ten (10) working days after the receipt of the written grievance.)

Grievant _____ Date of Formal Grievance
Presentation _____

School _____ Principal _____

DECISION OF Superintendent AND REASONS THEREFORE:

Date of
Decision _____
Signature of Superintendent

GRIEVANT'S RESPONSE: (To be completed by the Grievant within five (5) working days of decision and sent to Association's PR&R Chairman)

_____ I accept the above decision.

_____ I hereby refer the above decision to the Wagoner Board of Education.

Date of Response _____
Signature of Grievant

GRIEVANCE ADJUSTMENT FORM C DECISION OF BOARD OF EDUCATION

TYPE OR PRINT

(To be completed within twenty (20) working days after the receipt of the written grievance.)

Date of Formal
Grievance Procedure

Grievant _____ Presentation _____

President of Board of Education _____ Date of Referral
Received by Board _____

DECISION OF WAGONER BOARD OF EDUCATION AND REASONS THEREFORE:

Date of Decision _____ Signature of Board President _____

GRIEVANT'S RESPONSE: (To be completed by the Grievant within five (5) days of decision and sent to Association's PR&R Chairman)

Date of Response _____ Signature of Grievant _____

SCHEDULE A: SALARY

Joy Hofmeister

State Superintendent of Public Instruction

Oklahoma State Department of Education

Accreditation Standards and School Personnel Records

STATE MINIMUM TEACHER SALARY SCHEDULE**2018-2019****70 O.S. § 18-114.14**

Beginning with the 2018-2019 school year, teachers in the public schools of Oklahoma shall receive in salary and/or fringe benefits not less than the amount specified in the following schedule. When determining minimum salary, "fringe benefits" shall mean only the employee's share of retirement, if paid by the district.

Year of Experience	Bachelor's Degree	*Bachelor's + National Board Certification	Master's Degree	*Master's + National Board Certification	Doctor's Degree
0	\$36,601	\$37,759	\$37,991	\$39,149	\$39,381
1	37,035	38,193	38,425	39,583	39,815
2	37,469	38,628	38,859	40,018	40,249
3	37,904	39,062	39,294	40,452	40,684
4	38,338	39,496	39,728	40,886	41,118
5	38,810	39,968	40,200	41,358	41,590
6	39,273	40,432	40,663	41,822	42,054
7	39,737	40,895	41,127	42,285	42,517
8	40,200	41,358	41,590	42,749	42,980
9	40,663	41,822	42,054	43,212	43,444
10	41,684	42,844	43,568	44,728	45,945
11	42,177	43,336	44,061	45,221	46,438
12	42,670	43,829	44,554	45,713	46,931
13	43,162	44,322	45,047	46,206	47,424
14	43,655	44,815	45,539	46,699	47,916
15	44,167	45,327	46,052	47,212	48,430
16	44,660	45,820	46,545	47,705	48,923
17	45,153	46,313	47,038	48,198	49,416
18	45,646	46,806	47,531	48,691	49,909
19	46,139	47,299	48,024	49,184	50,402
20	46,652	47,813	48,538	49,698	50,917
21	47,145	48,306	49,031	50,192	51,410
22	47,639	48,799	49,524	50,685	51,903
23	48,132	49,292	50,018	51,178	52,397
24	48,625	49,785	50,511	51,671	52,890
25	50,049	51,232	51,971	53,153	54,395

Note: Teachers eligible to receive the National Board Certification bonus shall not be eligible to receive the additional salary increment set forth in this salary schedule.

***National Board Certification columns are for teachers who applied for and/or received National Board Certification after June 30, 2013.**

Career/Technology Ag Teacher**	= Minimum Salary	+ \$2,400/year - 12 month contract
Career/Technology Econ. Teacher**	= Minimum Salary	+ \$2,000/year - 10 month contract
Other Career/Tech Teacher**	= Minimum Salary	+ \$2,000/year - 10 month contract
Special Education Teacher***	= Minimum Salary	+ 5 percent above the prevailing wage paid teachers of children who are nondisabled in the same school district.

****Salary distribution per the policies and procedures manual of the Oklahoma State Board of Career and Technology Education.**

*****Salary distribution mandated by 70 O.S. § 13-110: Also includes Resource Teachers, Education Diagnosticians, and Speech Pathologists/Therapists.**

The State Board of Education shall accept teaching experience from out-of-state school districts that are accredited by the State Board of Education or appropriate state accrediting agency for said districts. For the purpose of state salary increments and retirement, no teacher shall be granted credit for more than five (5) years active duty in the military service or out-of-state or out-of-country teaching experience as a certified teacher or its equivalent. Nothing in this section shall prohibit boards of education from crediting more years of experience on local salary schedules than those allowed for state purposes. The provisions of the above salary schedule shall not apply to teachers who have entered into postretirement employment with a public school in Oklahoma and are still receiving a monthly retirement benefit. (70 O.S. § 18-114.14)

ADDITIONAL DISTRICT EXPERIENCE STEPS

(2014-2015 Negotiated Agreement)

Years of Experience	Bachelor's Degree	Master's Degree	Doctor's Degree
26	\$42,750	\$44,375	\$46,425
27	\$43,175	\$44,800	\$46,850

ADDITIONAL DISTRICT EXPERIENCE STEPS

(2015-2016 Negotiated Agreement)

Years of Experience	Bachelor's Degree	Master's Degree	Doctor's Degree
28	\$43,600	\$45,225	\$47,275
29	\$44,025	\$45,650	\$47,700
30	\$44,450	\$46,075	\$48,125

ADDITIONAL DISTRICT STEP RELATED PAYOUTS

(2016-2017/2017-2018 Negotiated Agreement)

Years of Experience	Shall receive a salary bonus of \$425.00 for the 2016-2017 School Year.
31 or more	

For 2018-2019 refer to the Pay Scale Charts at the end of this Negotiated Agreement which include the legislated salary raises for steps 1-25 and our district additional steps 26-30; and related payouts for years of experience 31 or more.

SCHEDULE A: CERTIFIED TEACHER CONTRACT

(Negotiated Agreement 2016-2017 per HB1065)

CERTIFIED

Wagoner Public School District I-019 Employee Contract

TOTAL BENEFITS

This contract, made and entered into this 1st day of July, (school year) By and between School District No. I019, Wagoner, OK, party of the first, hereafter referred to as the Board, (teacher's name), party of the second part, hereafter referred to as the teacher, as authorized and required by Title 70. Oklahoma Statutes, Section 6-139.

Witnesseth: That said Board does hereby employ the teacher in the Wagoner Public Schools in the capacity of (teaching position) for the year (school year). The term of this contract shall be for a period of (DAYS/HOURS) As established in the school calendar of the (school year) School year.

The Board agrees to pay the teacher:

Name, Degree	Years	Step	Salary	Extra Duty	TOTAL SALARY

District Paid Benefits

Health Insurance	Flex	TRS (7%)	FICA (8.55%)		TOTAL BENEFITS

Payable in twelve (12) calendar months. Payment made the 25th day of each month starting in August with the provision that the last 2 installments of said salary shall not be payable until the teacher shall perform all duties of the assigned position for the full school term.

TEACHER AGREES TO CARRY OUT THE FOLLOWING OBLIGATIONS

1. To accept the work and perform the duties assigned by Superintendent and principal, realizing that assignments will be made in an effort to provide the best possible educational program for our students.
2. to observe all rules, regulations and policies of the Board of Education and Administration pursuant to all written documentations which is attached hereto and hereby incorporated by reference.
3. to make all reports that are called for by the Superintendent, the Principal, and the Board unless previously excused by the Administration.
4. To be in the building where the teacher is to work during the hours designated by the Board unless previously excused by the Administration.
5. To attend all teachers meetings called by the Superintendent or Principal.
6. The teacher agrees to keep fully qualified and maintain proper certification throughout the term of contract.
7. The teacher shall observe and comply with the provisions of the Oklahoma School code, all of which are hereby made a part of this contract.

Conditions of employment are

DAYS/HOURS.

Teacher's Signature

Wagoner Public Schools Superintendent

Board President

Board Clerk

SCHEDULE B: STIPENDS**OSSAA Stipend Bonuses 2018-2019**

Position	Stipend	Weeks	Per Week	Max W.	Total Cost
Head HS Football	\$ 8,500.00	13	\$ 653.85	4	\$ 2,615.38
Assist. HS Football (DC)	\$ 3,500.00	13	\$ 269.23	4	\$ 1,076.92
Assist. HS Football (OC)	\$ 3,500.00	13	\$ 269.23	4	\$ 1,076.92
Assist. HS Football	\$ 3,000.00	13	\$ 230.77	4	\$ 923.08
Assist. HS Football	\$ 3,000.00	13	\$ 230.77	4	\$ 923.08
Assist. HS Football	\$ 3,000.00	13	\$ 230.77	4	\$ 923.08
Assist. HS Football	\$ 3,000.00	13	\$ 230.77	4	\$ 923.08
9th Head Football	\$ 2,500.00	13	\$ 192.31	4	\$ 769.23
9th Assist. Football	\$ 2,000.00	13	\$ 153.85	4	\$ 615.38
9th Assist. Football	\$ 2,000.00	13	\$ 153.85	4	\$ 615.38
Head HS Fast Pitch	\$ 4,500.00	8	\$ 562.50	2	\$ 1,125.00
Assist. HS Fast Pitch	\$ 2,000.00	8	\$ 250.00	2	\$ 500.00
Head HS Volleyball	\$ 4,000.00	8	\$ 500.00	1	\$ 500.00
Assist. HS Volleyball	\$ 2,000.00	8	\$ 250.00	1	\$ 250.00
Head Cross Country	\$ 4,000.00	10	\$ 400.00	1	\$ 400.00
Head HS Boys Basketball	\$ 6,000.00	13	\$ 461.54	3	\$ 1,384.62
Assist. HS Boys Basketball	\$ 2,500.00	13	\$ 192.31	3	\$ 576.92
Head 9th Boys Basketball	\$ 2,200.00	13	\$ 169.23	3	\$ 507.69
Head HS Girls Basketball	\$ 6,000.00	13	\$ 461.54	3	\$ 1,384.62
Assist. HS Girls Basketball	\$ 2,500.00	13	\$ 192.31	3	\$ 576.92
Head 9th Girls Basketball	\$ 2,200.00	13	\$ 169.23	3	\$ 507.69
Head HS Wrestling	\$ 6,000.00	13	\$ 461.54	2	\$ 923.08
Assist. HS Wrestling	\$ 2,000.00	13	\$ 153.85	2	\$ 307.69
Assist. HS Wrestling	\$ 2,000.00	13	\$ 153.85	2	\$ 307.69
Head HS Baseball	\$ 4,500.00	8	\$ 562.50	2	\$ 1,125.00
Assist. HS Baseball	\$ 2,000.00	8	\$ 250.00	2	\$ 500.00
Head Boys Soccer	\$ 3,000.00	10	\$ 300.00	2	\$ 600.00
Head Girls Soccer	\$ 3,000.00	10	\$ 300.00	2	\$ 600.00
Assist. Boys Soccer	\$ 1,500.00	10	\$ 150.00	2	\$ 300.00
Assist. Girls Soccer	\$ 1,500.00	10	\$ 150.00	2	\$ 300.00
Head Boys Golf	\$ 2,000.00	8	\$ 250.00	1	\$ 250.00
Head Girls Golf	\$ 2,000.00	8	\$ 250.00	1	\$ 250.00
Head Girls Tennis	\$ 2,000.00	8	\$ 250.00	1	\$ 250.00
Head Boys Tennis	\$ 2,000.00	8	\$ 250.00	1	\$ 250.00
Head HS Boys Track	\$ 2,500.00	8	\$ 312.50	1	\$ 312.50
Assist. HS Boys Track	\$ 1,800.00	8	\$ 225.00	1	\$ 225.00
Head HS Girls Track	\$ 2,500.00	8	\$ 312.50	1	\$ 312.50
Assist. HS Girls Track	\$ 1,800.00	8	\$ 225.00	1	\$ 225.00
Assist. HS Track	\$ 1,800.00	8	\$ 225.00	1	\$ 225.00
*Director Marching Band	\$ 3,000.00	13	\$ 230.77	4	\$ 923.08
*Assist. D. Marching Band	\$ 1,500.00	13	\$ 115.38	4	\$ 461.54
*Assist. D. Marching Band	\$ 1,500.00	13	\$ 115.38	4	\$ 461.54
**Cheerleading	\$ 3,500.00	22	\$ 159.09	8	\$ 1,272.73
#Director Drama	\$ 2,000.00	11	\$ 181.82	2	\$ 363.64
#Assist. Drama	\$ 750.00	11	\$ 68.18	2	\$ 136.36
Head Academic Team	\$ 2,000.00	13	\$ 153.85	4	\$ 615.38
Assist. Academic Team	\$ 1,200.00	13	\$ 92.31	4	\$ 369.23
Totals	\$ 131,250.00				\$ 30,041.96

*Marching Band: Assumes half of band director's stipend and assistants' stipends is designated for marching band.

**Cheerleading: Assumes four weeks for football playoffs, two weeks for state wrestling, and two weeks for basketball playoffs.

#Drama: Assumes half of the overall drama stipend is designated for competitive drama.

WPS will pay for state championship rings for coaches only.

Athletic Director is responsible for reporting extra weeks coached for each sport to the superintendent once the season is completed. WHS sponsors will report extra weeks worked/coached to the high school principal, who will then report to the superintendent.

PARTICIPATION STIPENDS FOR CERTIFIED TEACHERS ONLY	
Professional Development, Off Campus	\$75.00 per day – max of 3 days per year (see requirements in Negotiated Agreement)
Mentor, New Certified Teacher	\$750.00 per semester for up to 2 semesters
Mentoree, New Certified Teacher	\$250.00 per semester for up to 2 semesters
Mentor, Experienced Teacher New to District	\$250.00 per semester for up to 2 semesters
Mentoree, Experienced Teacher New to District	\$125.00 per semester for up to 2 semesters
Mentor Teacher, Year 2	\$500.00
Mentoree Teacher, Year 2	\$250.00
ELL Translator	\$25 per hour when requested by an administrator
Concurrent Enrollment Coordinator	Stipend increased by \$2500.00 per year
GENERAL EXTRA DUTY STIPENDS – PER HOUR	
POSITION	BOE APPROVED
Detention Teacher(Week-Day/Sat)	\$ 13.50 per hour
Indian After School Tutoring	\$ 20.00 per hour
Reading After School Tutoring	\$ 20.00 per hour
Summer Academy Lead Teacher	\$ 25.00 per hour if paid from Federal Fund
Summer Academy Teacher	\$ 17.50 per hour if paid from General Fund \$ 20.00 per hour if paid from Federal Fund
Summer School Lead Teacher	\$ 25.00 per hour if paid from Federal Fund
Summer School Teacher	\$ 17.50 per hour if paid from General Fund \$ 20.00 per hour if paid from Federal Fund
Summer Pride	\$ 20.00 per hour
DISTRICT DUTY STIPENDS	
POSITION	BOE APPROVED
Athletic Concessions	\$ 5,000.00
District Test Coordinator	\$ 5,000.00
ELL Coordinator	\$ 3,000.00
Gifted & Talented Coordinator	\$ 5,000.00
JOM Director	\$ 2,500.00
JOM Coordinator	\$ 7,500.00
PAC Director	\$ 4,000.00
School Security	\$ 5,000.00
GATES AND CONCESSIONS STIPENDS	
POSITION	BOE APPROVED
FOOTBALL	
High School Gate	\$ 32.00
Middle School Gate	\$ 40.00
JV Gate	\$ 25.00
Concession	\$ 38.00
BASKETBALL	
High School Gate	\$ 30.00
Middle School Gate	\$ 27.25

Concession	\$ 38.00
BASEBALL	
Gate	\$ 30.00
Concession	\$ 38.00
SOFTBALL	
Gate	\$ 38.00
Concession	\$ 38.00
WRESTLING	
Dual Gate	\$ 30.00
Concession	\$ 38.00
VOLLEYBALL	
Gate	\$ 30.00
Concession	\$ 38.00
SOCCER	
Gate	\$ 30.00
Concession	\$ 38.00
HIGH SCHOOL EXTRA DUTY STIPENDS	
POSITION	BOE APPROVED
Academic Bowl (2)	\$ 1,200.00
Academic Team Head Coach	\$ 2,000.00
A.P. Instructor	\$ 628.00
Band Director	\$ 6,000.00
Band Director, Assistant	\$ 3,000.00 (replaces Drumline)
BPA	\$ 500.00
Cheerleading	\$ 3,500.00
Class, Freshman	\$ 628.00
Class, Junior (2)	\$ 1,700.00
Class, Senior (2)	\$ 1,700.00
Class, Sophomore	\$ 628.00
Color Guard	\$ 1,200.00
Counselor (2)	\$ 3,100.00
Counselor, At Risk	\$ 7,000.00
Drama, Assistant	\$ 1,500.00
Drama Competitive	\$ 2,000.00
Drama Performance	\$ 2,000.00
FCCLA	\$ 500.00
FFA	\$ 1,000.00
Gifted and Talented Coordinator	\$ 500.00
Honor Society	\$ 628.00
Jazz Band	\$ 1,500.00
Mass Communications Assistant	\$ 1,000.00
Mass Communication/Broadcasting	\$ 2,000.00 to \$5,000.00 (need based)
Music, Vocal	\$ 2,500.00
PSI/Stay	\$ 628.00
Science Fair	\$ 700.00
Special Olympics Coach	\$ 1,000.00
Student Council (2)	\$ 500.00
TSA	\$ 500.00

Yearbook	\$ 1,000.00
HIGH SCHOOL DEPARTMENT HEADS/DATA COACHES	
Advance Placement	\$ 700.00
Business	\$ 700.00
Fine Arts	\$ 700.00
Foreign Language	\$ 700.00
Language Arts	\$ 700.00
Math	\$ 700.00
Science	\$ 700.00
Social Studies	\$ 700.00
Special Ed	\$ 700.00
Vocational	\$ 700.00
MIDDLE SCHOOL EXTRA DUTY STIPENDS	
POSITION	BOE APPROVED
Academic Team (2)	\$ 1,200.00
Cheerleading	\$ 2,000.00
Counselor (2)	\$ 3,100.00
Drama	\$ 1,000.00
Gifted & Talented Coordinator	\$ 500.00
Library	\$ 1,200.00
Math Counts	\$ 628.00
National Honor Society	\$ 628.00
Student Council (2)	\$ 500.00
Yearbook	\$ 500.00
MIDDLE SCHOOL DEPARTMENT HEADS/DATA COACHES	
Communications	\$ 700.00
English	\$ 700.00
Explo	\$ 700.00
Math	\$ 700.00
Science	\$ 700.00
Science Fair	\$ 700.00
Social Studies	\$ 700.00
Special Ed	\$ 700.00
ELEMENTARY SCHOOL EXTRA DUTY STIPENDS	
POSITION	BOE APPROVED
Counselor: Central	\$ 2,100.00
Counselor: Teague	\$ 2,100.00
Counselor: EECC	\$ 2,100.00
Gifted & Talented Coordinator: Central	\$ 500.00
Gifted & Talented Coordinator: Teague	\$ 500.00
Gifted & Talented Coordinator: EECC	\$ 500.00
Science Fair (2)	\$ 250.00
Yearbook: Central	\$ 500.00
Yearbook: Teague	\$ 500.00
Yearbook: EECC	\$ 500.00
ELEMENTARY SCHOOL DEPARTMENT HEADS/DATA COACHES	
Language Arts	\$ 700.00
Math	\$ 700.00
Other Special Class	\$ 700.00

Science	\$ 700.00
Social Studies	\$ 700.00
Special Ed	\$ 700.00
ELEMENTARY SCHOOL GRADE LEVEL CHAIR	
Pre-School	\$ 700.00
Kindergarten	\$ 700.00
First Grade	\$ 700.00
Second Grade	\$ 700.00
Third Grade	\$ 700.00
ATHLETICS EXTRA DUTY STIPENDS	
FOOTBALL	
POSITION	BOE APPROVED
Varsity Head Coach	\$ 8,500.00
Varsity Defensive Coordinator	\$ 3,500.00
Varsity Offensive Coordinator	\$ 3,500.00
9 th Grade Head Coach	\$ 2,500.00
9 th Grade Assistant Coach (2)	\$ 2,000.00
8 th Grade Head Coach	\$ 2,000.00
8 th Grade Assistant Coach (2)	\$ 2,000.00
7 th Grade Head Coach	\$ 2,000.00
7 th Grade Assistant Coach (2)	\$ 2,000.00
BOYS BASKETBALL	
Varsity Head Coach	\$ 6,000.00
Varsity Assistant Coach (2)	\$ 2,500.00
9 th Grade Head Coach	\$ 2,200.00
9 th Grade Assistant Coach	\$ 2,200.00
8 th Grade Head Coach	\$ 2,000.00
8 th Grade Assistant Coach	\$ 2,000.00
7 th Grade Head Coach	\$ 2,000.00
7 th Grade Assistant Coach	\$ 1,600.00
GIRLS BASKETBALL	
Varsity Head Coach	\$ 6,000.00
Varsity Assistant Coach (2)	\$ 2,500.00
9 th Grade Head Coach	\$ 2,200.00
9 th Grade Assistant Coach	\$ 2,200.00
8 th Grade Head Coach	\$ 2,000.00
8 th Grade Assistant Coach	\$ 2,000.00
7 th Grade Head Coach	\$ 2,000.00
7 th Grade Assistant Coach	\$ 1,600.00
BASEBALL	
Field Maintenance, Baseball	\$ 2,000.00
Varsity Head Coach	\$ 4,500.00
Varsity Assistant Coach (2)	\$ 2,000.00
Middle School Head Coach	\$ 1,500.00
Middle School Assistant Coach	\$ 1,300.00
FAST PITCH SOFTBALL	
Field Maintenance, Softball	\$ 2,000.00
Varsity Head Coach	\$ 4,500.00
Varsity Assistant Coach (2)	\$ 2,000.00

Middle School Head Coach	\$ 1,500.00
Middle School Assistant Coach	\$ 1,300.00
WRESTLING	
Varsity Head Coach	\$ 6,000.00
Varsity Assistant Coach (2)	\$ 2,000.00
Middle School Head Coach	\$ 2,000.00
Middle School Assistant Coach (2)	\$ 1,800.00
GIRLS VOLLEYBALL	
The following are changes to the volleyball coaches' stipends which reflect the current "split salary" arrangement. <i>(Negotiated Agreement 2016-2017)</i>	
Varsity Head Coach	\$ 4,000.00
Varsity Assistant Coach	\$ 2,000.00
Middle School Head Coach	\$ 2,000.00
Middle School Assistant Coach	\$ 800.00
BOYS SOCCER	
Varsity Head Coach	\$ 3,000.00
Varsity Assistant Coach	\$ 1,500.00
Middle School Head Coach	\$ 1,000.00
Middle School Assistant Coach	\$ 500.00
GIRLS SOCCER	
Varsity Head Coach	\$ 3,000.00
Varsity Assistant Coach	\$ 1,500.00
Middle School Head Coach	\$ 1,000.00
Middle School Assistant Coach	\$ 500.00
BOYS GOLF	
Head Coach	\$ 2,000.00
GIRLS GOLF	
Head Coach	\$ 2,000.00
BOYS TENNIS	
Varsity Head Coach	\$ 2,000.00
GIRLS TENNIS	
Varsity Head Coach	\$ 2,000.00
BOYS TRACK	
Varsity Head Coach	\$ 2,500.00
Varsity Assistant Coach	\$ 1,800.00
8 th Grade Head Coach	\$ 1,500.00
7 th Grade Head Coach	\$ 1,500.00
GIRLS TRACK	
Varsity Head Coach	\$ 2,500.00
Varsity Assistant Coach	\$ 1,800.00
8 th Grade Head Coach	\$ 1,500.00
7 th Grade Head Coach	\$ 1,500.00
BOYS TENNIS	
Varsity Head Coach	\$ 2,000.00
GIRLS TENNIS	
Varsity Head Coach	\$ 2,000.00
SOFTBALL SLOW-PITCH	
Varsity Head Coach	\$ 1,900.00
Varsity Assistant Coach	\$ 1,050.00

Middle School Head Coach	\$ 1,300.00
BOYS and GIRLS CROSS COUNTRY	
Course Maintenance, Cross Country	\$ 1,000.00
Coach, Head	\$ 4,000.00
Coach, Assistant	\$ 1,500.00
ARCHERY	
Coach: High School	\$ 500.00
Coach: Middle School	\$ 500.00

Integrating Professional Learning Focus into the Teacher and Leader Effectiveness System

Student achievement is directly correlated to teacher quality and school leadership. “For teachers and school and district leaders to be as effective as possible, they continually expand their knowledge and skills to implement the best educational practices.” (Mizell, 2010)

The evaluation process, when used properly, is a vehicle for educator growth. Meaningful feedback, collaboration, and mentoring are all part of the improvement cycle for any professional. Parallel to these efforts is the need for continual, meaningful professional learning opportunities. Research has shown that educators who participate in well-designed professional development activities get better results from their students (Guidance for the Reading First Program, 2002). This rationale is why integrating individualized programs of professional development into the Teacher and Leader Effectiveness (TLE) system is so important.

House Bill 2957 establishes that every policy of professional development adopted by a school district board of education shall provide for the development of a Professional Learning Focus (PL Focus) for each teacher and administrator. Recognizing that many districts may already have similar processes implemented while others may require specific guidance for creation of a PL Focus, the following guidelines have been established to ensure consistency across districts while allowing for local control:

- **A Professional Learning Focus must be established every year regardless of exemption status**
 - o PL Focus should be introduced and explained to participants at the beginning of the year
 - This may be completed on an individual basis, by teams, or whole group
 - o PL Focus should be established by the end of the first quarter of the school year
 - “Established” means designed collaboratively by participant and evaluator as well as approved by evaluator
 - Documentation should take place on the district-approved PL Focus template
- **This document can be altered during the school year. The PL Focus can be enhanced as needed.**
 - o PL Focus documentation should be completed by the end of the school year. However, the intended goal may extend over multiple years.

- **Anyone evaluated under TLE must complete a Professional Learning Focus**
- ***PL Focus is developed by the teacher or administrator in collaboration with the evaluator***
 - PL Focus should not be dictated by the evaluator. The idea is to allow the teacher or administrator to actively engage with learning practices that are evidence-based, research practices that correlate with increased student achievement and meet the professional improvement needs of each participant.
- **PL Focus is tailored to address a specific area identified through the qualitative component of the TLE (i.e. Tulsa Model, McRel, Marzano)**
 - At least one specific indicator/element should be documented as the primary PL Focus
 - The identified indicator/element does not have to be the lowest performance area of the evaluation
- **Participants are supported by resources available and supplied by districts and Oklahoma State Department of Education**
 - Participant should help identify, within reason, resources that could aide in the implementation of the PL Focus
 - PL Focus activities may include but not limited to:
 - Presenter-led workshops
 - Individual or faculty studies of books, scholarly articles, and video productions
 - Peer observations
 - Committee studies to address student achievement issues
 - Work related to a specific subject area or areas associated with obtaining an advanced degree or professional certification
 - Action research projects designed to improve student achievement
 - Participation in local, regional, or state initiatives associated with the development or implementation of curriculum standards
 - Work related with obtaining National Board Certification
- **PL Focus cannot increase professional development point requirements**
 - The intent is to focus on professional training rather than to increase it
- **Rating scale will not be attached to Professional Learning Focus**
 - The intent is not to grade the PL Focus, but to make personalize learning a goal for all participants each year
- **School districts are responsible for monitoring compliance. Documentation should include:**
 - Identified area of focus (associated with indicator or element from district-

- approved TLE qualitative framework)
 - o Identified resources requested to attain goal
 - o Minimum of one documented checkpoint visit
 - Best practice is to complete at least two checkpoints during the year
 - o Reflective component where the educator may provide feedback related to their PL Focus o Signature and date lines for evaluator and educator
 - Templates will be made available, but districts may choose to create their own document
 -
- **Professional Learning Focus documentation should be attached to final evaluation**
 - o Verification of proper PL Focus implementation may be required during accreditation visits

Mizell, H. (2010). *Why professional development matters. Learning Forward*. Retrieved from https://learningforward.org/docs/pdf/why_pd_matters_web.pdf

Why is professional development so important (2005). Southwest Educational Development Library. Retrieved from <http://www.sedl.org/pubs/reading100/RF-NB-2005-Summer.pdf>

Wagoner Public Schools



Mentor/Mentee Monthly Checklist

Mentoring, when done effectively, creates a partnership between two individuals – the mentor and the mentee. The goal of the mentoring program is to provide support for the mentee (new teacher). This program will allow them the opportunity to meet with a mentor to discuss/share successes and concerns, and pinpoint areas for improvement. As a mentor, we hope that you will experience enhanced leadership skills, renewed growth, and the satisfaction that you made a difference for a beginning teacher with your advice and support. The monthly checklist will provide a beginning dialogue on specific topics for your meetings.

Mentor Expectations

- Assist the new teacher in programing for the 1st day of school.
- Assist new teacher with classroom management and discipline.
- Share won knowledge about lesson planning, useful classroom materials, long-short term planning strategies, curriculum development, and teaching methods.
- Help new teacher learn to meet the procedural demands of the school.
- Provide moral and emotional support and function as a sound board for new ideas.
- Provide access to other classrooms so new teachers can observe their colleagues and begin to know and understand the different models of teaching that can exist within a school.
- Help new teachers understand the implications of student diversity for teaching and learning.
- Engage first-year teachers in self-assessment and reflection on the own practice
- Provide support and professional feedback as novice teachers experiment with new ideas and strategies.

Mentee Expectations

- Use active listening skills during discussions with your mentor. Take notes when appropriate and ask questions.
- Receive feedback in a positive attitude. Your mentor will provide honest feedback to you and accept it as an opportunity to strengthen and improve your potential as a teacher.
- Let your mentor know that you have followed advice and/or suggestions, even if you have modified the suggestions. Pointing out that you used your mentor's help and sharing outcomes is very important in the mentor relationship. Appreciate the mentor's knowledge and expertise.
- Honor each other's' time; be prepared to ask for specific guidance and advice. The more specific you can be, the easier it will be for your mentor to support you. ---

Adapted from: Teacher Evaluation: To Enhance Professional Practice (ASCD) by Danielson and McGreal, 2000

The mentor/mentee beginning of the school year exchange more than likely has already occurred. For the month of August check off the bullets that you have already discussed then complete any areas on the August List.

****Please turn your monthly check lists into the principal**

AUGUST

- Introduce yourself to the mentee and introduce your mentee to staff members in your building (nurse, counselor, department heads, team leaders, etc.)
- Take a tour of the building/area
- Show location of materials (stapler, construction paper, etc.)
- Share checkout procedures for books, materials, etc.
- Tour Teacher workroom: supplies, copy machine procedures, etc.
- Debrief staff/team meetings
- Review assigned duties and responsibilities for each duty
- Share teacher dress code (Friday Spirit day, etc.)
- Discuss/share grade level/content area daily class schedules
- Share lesson plan expectations and example of weekly plan
- Share first day/week activities – provide guidance on organizing the first day and first week
- Review testing dates, administration procedures, etc.
- Discuss/share opening announcement procedures and expectations
- Explain procedures (attendance, tardies, lunch count)
- Discuss arrival/dismissal procedures
- Discuss playground rules
- Discuss student dress code and procedures when an infraction occurs
- Review procedures for fire drills and escape route
- Discuss FYI issues regarding school culture and customs
- Set up a schedule time to meet as mentor/mentee each month
- List below any other items discussed in your meetings:

Comments:

Please give an estimate of how often you met during the month of August

Mentor _____ Date

Mentee _____ Date

SEPTEMBER

- Share how teaching is going
- Discuss and/or assist in developing personal goal or professional development plan for first semester (if applicable)
- Review homework policy and share ideas regarding assignment submission by students.
- Go over student make-up policies.
- Discuss understanding of how to write weekly lesson plans that focus on student learning and benchmarks/expectations.
- Discuss any beginning of the year assessments that need to be administered.
- Discuss concerns about students who might be struggling and identify possible interventions.
- Clarify and discuss any points at faculty, team, and grade/department level meetings.
- Share grading guidelines.
- Review grade book and record keeping system.
- Discuss communicating with parents, tips for upcoming Parent/Teacher conferences
- Discuss special education and/RTI referral process
- Review parent communications, open house, etc.
- Set up a scheduled time to meet as mentor mentee in October.
- List below any other items discussed in your meetings:

Comments:

Please give an estimate of how often you met during the month of September.

Mentor _____ Date _____

Mentee _____ Date _____

OCTOBER

- Share and bring each other up-to-date on what has been happening in your classroom
- Review monthly district/building activities
- Discuss formal observation(s) or upcoming observations
- Examine/discuss classroom management discipline plan and maintaining class control
- Observe each other's classroom teaching sometime between October through December (one observation each during this time frame). Please inform your administrator so you classes can be covered for each observation.

Mentor Observation on Mentee Date completed: _____

Mentee Observation on Mentor Date completed: _____

Provide feedback to each other what you observed in the classroom.

- Debrief department, grade level, team, and committee meetings, Answer questions about unknown terms or unclear process. Be prepared to explain the rationale for or the history behind comments/decisions.
- Start identifying students needing accommodations for state or district testing (if applicable).
- Discuss school holiday function policies (parties, dances, food, activities) and best practice for these events
- Review grade reporting system and how grade reports will be distributed to parents
- Continue discussion on parent/teacher conferences and tips in how to conduct
- Discuss any potential difficult conferences and suggest support personnel that might attend the conference
- Set up a scheduled time to meet as mentor/mentee in November.
- List below any other items discussed in your meetings:

Comments:

Give an estimate of how many times you meet during the month of October

Mentor _____ Date

Mentee _____ Date

NOVEMBER

- Share and bring each other up to date on what has been happening in your classroom
- Review monthly district/building activities
- Discuss and share how parent teacher conferences went
- Discuss upcoming observations and formal observation, walk-throughs, etc.
- Discuss how busy both professionally and personally it is between Thanksgiving and Winter break and how to keep students engaged as well as productive.
- Discuss concerns/success of students
- Share email and parent communications
- Discuss procedure for snow days
- Identify student needing accommodations for state and district testing
- Appraise instruction pacing
- Review holiday units and activities
- Share “tricks of the trade” to help get through the upcoming weeks
- Observe each other’s classroom teaching sometime between October through December (one observation each during this time frame). Inform administration so your classes can get covered.

Mentor Observation on Mentee Date completed: _____

Mentee Observation on Mentor Date completed: _____

Provide feedback to each other on what you observed during your visit:

Please give an estimate of how often you met during the month of November _____

Mentor Signature _____ Date _____

Mentee Signature _____ Date _____

DECEMBER

- Document accommodations for state district testing (90 days prior to testing)
- Brainstorm and share ideas on how to plan meaningful and engaging activities for the days prior to winter break
- Discuss upcoming observations and formal observations, walk-through, etc.
- Discuss the importance of rejuvenation activities during Winter Break

Mentor Signature _____ Date _____

Mentee Signature _____ Date _____

JANUARY

- Review and discuss first semester experience
- Discuss and/or assist in developing personal goal or professional development plan for second semester
- Document accommodations for state and district testing (90 days prior to testing)
- Review report cards progress reports to send home.
- Contact parents of struggling students
- Examine second semester Classroom Management changes
- Review second semester classes/schedule
- Discuss upcoming observations
- Discuss parent communication techniques, ideas in order to strengthen school/classroom connections – post card, email, newsletter, Facebook pages, phone calls, tips to parents, etc.
- Discuss how to prepare students for upcoming testing

Please give an estimate of the how often you met during the month of January _____

Mentor Signature _____ Date _____

Mentee Signature _____ Date _____

FEBRUARY

- Review monthly building/district activities
- Discuss upcoming testing - requirements, procedures, documentation of accommodations etc.
- Discuss learning resources to suggest to parents when ask how they can help support their student's learning
- Discuss Classroom management techniques – what's effective, what's not effective
- Discuss upcoming formal observations and evaluations
- Observe mentee's classroom, date completed _____
- Provide feedback on what you observed:

- Have mentee observe another's teacher's classroom, provide feedback on what was observed

- Date observation was completed _____

Please give an estimate of how often you met during the month of February

Mentor Signature _____ Date

Mentee Signature _____ Date

MARCH

- Review building testing schedule, discuss testing procedures and suggestions for maintaining a productive testing environment
- Review accommodations for designated state and district testing students prior to testing dates
- Become aware of professional organizations in your discipline or area of interests
- Look for upcoming workshops, classes, professional development opportunities

- Observe mentee's classroom teaching: date completed _____
- Provide feedback on what you observed: _____

- Have mentee observe another teacher's classroom: date completed _____
- Provide feedback on what you observed: _____

Please give an estimate of how often you met during the month of March _____

Mentor Signature _____ Date _____

Mentee Signature _____ Date _____

APRIL

- Discuss procedures for end of year events, ordering, field trips, etc.
- Review information from meeting for clarification, etc.
- Observe mentee's classroom teaching: date completed _____
- Provide feedback on what you observed:

- Have mentee observe another teachers classroom: date completed _____
- Provide feedback on what you observed:

Please give an estimate of how many times you met the month of April _____

Mentor Signature _____ Date _____

Mentee Signature _____ Date _____

MAY

- Discuss procedures for closing up the end of the school year – room prep, work orders, and check out procedures
- Discuss ordering procedures for next school year
- Review information from meetings for clarification, etc.
- Observe mentee's classroom teaching: date completed _____
- Provide feedback on what you observed:

- Have mentee observe another teacher's classroom: date completed _____
- Provide feedback on what you observed:

- List below any other items to be discussed:

- Celebrate a successful school year!

Please give an estimate of how often you met during the month of May

Mentor Signature _____ Date

Mentee Signature _____ Date

This document was borrowed from the following website:

<http://www.tirp.org/mentors/index.php#1>

It was adapted and edited by Darron Hummingbird from Duncan Public Schools mentoring program to meet the needs of Wagoner Public Schools. June 1 2017

	Base Salary	District Paid Retirement	Total District Compensation (TDC)	State Paid Retirement	State Paid Flex Benefit	Total Teacher Pay with Benefits	District Paid TRS Contribution	FICA Match	Total District Contribution (TDC+TRS+FICA)
0	37,991.00	480.00	38,471.00	60.15	7,138.80	45,669.95	3,462.39	2,943.03	44,876.42
1	38,425.00	480.00	38,905.00	103.41	7,138.80	46,147.21	3,501.45	2,976.23	45,382.68
2	38,859.00	480.00	39,339.00	145.65	7,138.80	46,623.45	3,540.51	3,009.43	45,888.94
3	39,294.00	480.00	39,774.00	188.15	7,138.80	47,100.95	3,579.66	3,042.71	46,396.37
4	39,728.00	480.00	40,208.00	233.33	7,138.80	47,580.13	3,618.72	3,075.91	46,902.63
5	40,200.00	480.00	40,680.00	278.76	7,138.80	48,097.56	3,661.20	3,112.02	47,453.22
6	40,663.00	480.00	41,143.00	325.26	7,138.80	48,607.06	3,702.87	3,147.44	47,993.31
7	41,127.00	480.00	41,607.00	372.82	7,138.80	49,118.62	3,744.63	3,182.94	48,534.57
8	41,590.00	480.00	42,070.00	421.44	7,138.80	49,630.24	3,786.30	3,218.36	49,074.66
9	42,054.00	480.00	42,534.00	471.12	7,138.80	50,143.92	3,828.06	3,253.85	49,615.91
10	43,568.00	480.00	44,048.00	521.87	7,138.80	51,708.67	3,964.32	3,369.67	51,381.99
11	44,061.00	480.00	44,541.00	573.67	7,138.80	52,253.47	4,008.69	3,407.39	51,957.08
12	44,554.00	480.00	45,034.00	626.54	7,138.80	52,799.34	4,053.06	3,445.10	52,532.16
13	45,047.00	480.00	45,527.00	680.48	7,138.80	53,346.28	4,097.43	3,482.82	53,107.25
14	45,539.00	480.00	46,019.00	735.47	7,138.80	53,893.27	4,141.71	3,520.45	53,681.16
15	46,052.00	480.00	46,532.00	791.53	7,138.80	54,462.33	4,187.88	3,559.70	54,279.58
16	46,545.00	480.00	47,025.00	848.65	7,138.80	55,012.45	4,232.25	3,597.41	54,854.66
17	47,038.00	480.00	47,518.00	906.83	7,138.80	55,563.63	4,276.62	3,635.13	55,429.75
18	47,531.00	480.00	48,011.00	966.07	7,138.80	56,115.87	4,320.99	3,672.84	56,004.83
19	48,024.00	480.00	48,504.00	1,026.38	7,138.80	56,669.18	4,365.36	3,710.56	56,579.92
20	48,538.00	480.00	49,018.00	1,087.75	7,138.80	57,244.55	4,411.62	3,749.88	57,179.50
21	49,031.00	480.00	49,511.00	1,150.18	7,138.80	57,799.98	4,455.99	3,787.59	57,754.58
22	49,524.00	480.00	50,004.00	1,213.68	7,138.80	58,356.48	4,500.36	3,825.31	58,329.67
23	50,018.00	480.00	50,498.00	1,278.23	7,138.80	58,915.03	4,544.82	3,863.10	58,905.92
24	50,511.00	480.00	50,991.00	1,343.85	7,138.80	59,473.65	4,589.19	3,900.81	59,481.00
25	51,971.00	480.00	52,451.00	1,410.53	7,138.80	61,000.33	4,720.59	4,012.50	61,184.09
26	52,473.00	480.00	52,953.00	1,410.53	7,138.80	61,502.33	4,765.77	4,050.90	61,769.67
27	52,976.00	480.00	53,456.00	1,410.53	7,138.80	62,005.33	4,811.04	4,089.38	62,356.42
28	53,479.00	480.00	53,959.00	1,410.53	7,138.80	62,508.33	4,856.31	4,127.86	62,943.17
29	53,981.00	480.00	54,461.00	1,410.53	7,138.80	63,010.33	4,901.49	4,166.27	63,528.76
30	54,484.00	480.00	54,964.00	1,410.53	7,138.80	63,513.33	4,946.76	4,204.75	64,115.51
31	54,909.00	480.00	55,389.00	1,410.53	7,138.80	63,938.33	4,985.01	4,237.26	64,611.27
32	54,909.00	480.00	55,389.00	1,410.53	7,138.80	63,938.33	4,985.01	4,237.26	64,611.27
33	54,909.00	480.00	55,389.00	1,410.53	7,138.80	63,938.33	4,985.01	4,237.26	64,611.27
34	54,909.00	480.00	55,389.00	1,410.53	7,138.80	63,938.33	4,985.01	4,237.26	64,611.27
35	54,909.00	480.00	55,389.00	1,410.53	7,138.80	63,938.33	4,985.01	4,237.26	64,611.27
2018 - 2019 Wagoner Public Schools Doctorate Pay Scale with Additional Steps									
Years	Base Salary	District Paid Retirement	Total District Compensation	State Paid Retirement	Estimated State Paid	Total Teacher Pay with	District Paid TRS	FICA Match	Total District Contribution

			(TDC)		Flex Benefit	Benefits	Contribution	(TDC+TRS+FICA)
0	39,149.00	480.00	39,629.00	60.15	7,138.80	46,827.95	3,566.61	3,031.62
1	39,815.00	480.00	40,295.00	103.41	7,138.80	47,537.21	3,626.55	3,082.57
2	40,249.00	480.00	40,729.00	145.65	7,138.80	48,013.45	3,665.61	3,115.77
3	40,684.00	480.00	41,164.00	188.15	7,138.80	48,490.95	3,704.76	3,149.05
4	41,118.00	480.00	41,598.00	233.33	7,138.80	48,970.13	3,743.82	3,182.25
5	41,590.00	480.00	42,070.00	278.76	7,138.80	49,487.56	3,786.30	3,218.36
6	42,054.00	480.00	42,534.00	325.26	7,138.80	49,998.06	3,828.06	3,253.85
7	42,517.00	480.00	42,997.00	372.82	7,138.80	50,508.62	3,869.73	3,289.27
8	42,980.00	480.00	43,460.00	421.44	7,138.80	51,020.24	3,911.40	3,324.69
9	43,444.00	480.00	43,924.00	471.12	7,138.80	51,533.92	3,953.16	3,360.19
10	45,945.00	480.00	46,425.00	521.87	7,138.80	54,085.67	4,178.25	3,551.51
11	46,438.00	480.00	46,918.00	573.67	7,138.80	54,630.47	4,222.62	3,589.23
12	46,931.00	480.00	47,411.00	626.54	7,138.80	55,176.34	4,266.99	3,626.94
13	47,424.00	480.00	47,904.00	680.48	7,138.80	55,723.28	4,311.36	3,664.66
14	47,916.00	480.00	48,396.00	735.47	7,138.80	56,270.27	4,355.64	3,702.29
15	48,430.00	480.00	48,910.00	791.53	7,138.80	56,840.33	4,401.90	3,741.62
16	48,923.00	480.00	49,403.00	848.65	7,138.80	57,390.45	4,446.27	3,779.33
17	49,416.00	480.00	49,896.00	906.83	7,138.80	57,941.63	4,490.64	3,817.04
18	49,909.00	480.00	50,389.00	966.07	7,138.80	58,493.87	4,535.01	3,854.76
19	50,402.00	480.00	50,882.00	1,026.38	7,138.80	59,047.18	4,579.38	3,892.47
20	50,917.00	480.00	51,397.00	1,087.75	7,138.80	59,623.55	4,625.73	3,931.87
21	51,410.00	480.00	51,890.00	1,150.18	7,138.80	60,178.98	4,670.10	3,969.59
22	51,903.00	480.00	52,383.00	1,213.68	7,138.80	60,735.48	4,714.47	4,007.30
23	52,397.00	480.00	52,877.00	1,278.23	7,138.80	61,294.03	4,758.93	4,045.09
24	52,890.00	480.00	53,370.00	1,343.85	7,138.80	61,852.65	4,803.30	4,082.81
25	54,395.00	480.00	54,875.00	1,410.53	7,138.80	63,424.33	4,938.75	4,197.94
26	54,898.00	480.00	55,378.00	1,410.53	7,138.80	63,927.33	4,984.02	4,236.42
27	55,400.00	480.00	55,880.00	1,410.53	7,138.80	64,429.33	5,029.20	4,274.82
28	55,903.00	480.00	56,383.00	1,410.53	7,138.80	64,932.33	5,074.47	4,313.30
29	56,405.00	480.00	56,885.00	1,410.53	7,138.80	65,434.33	5,119.65	4,351.70
30	56,908.00	480.00	57,388.00	1,410.53	7,138.80	65,937.33	5,164.92	4,390.18
31	57,333.00	480.00	57,813.00	1,410.53	7,138.80	66,362.33	5,203.17	4,422.69
32	57,333.00	480.00	57,813.00	1,410.53	7,138.80	66,362.33	5,203.17	4,422.69
33	57,333.00	480.00	57,813.00	1,410.53	7,138.80	66,362.33	5,203.17	4,422.69
34	57,333.00	480.00	57,813.00	1,410.53	7,138.80	66,362.33	5,203.17	4,422.69
35	57,333.00	480.00	57,813.00	1,410.53	7,138.80	66,362.33	5,203.17	4,422.69