

MARAIS DES CYGNES VALLEY
USD 456
P.O. Box 158, Melvern, Kansas 66510
2020-2021

Negotiated Agreement

Article I

Professional Credentials

1. An up-to-date transcript must be on file with the Superintendent
2. Staff shall notify the BOE of intent to make column movement no later than April 1 of the year prior to the change taking effect. College transcripts listing credit to be counted toward meeting professional growth requirements and/or salary schedule advancement must be filed in the Board Office by each faculty member on or before **September 1st** of each school year. If such transcripts or other documents are not received or suitable arrangements made by this date, the credit will not be recognized for the current year.

Article II

Work Day

1. The work day for teachers will be 7:45 a.m. to 3:45 p.m. On Fridays, teachers may leave as soon as their responsibilities to the students are complete. Attendance at faculty meetings is required and is aside from this policy. Student contact day will be 8:00 a.m. to 3:30 p.m. Up to 3 days will be forgiven should school need to be cancelled due to weather or emergencies. The superintendent shall designate at least two make-up days in the next calendar. District and building administration will meet annually with the district Professional Development Council to discuss establishing the professional development schedule for the coming school year. Emphasis will be placed on relevant and staff collaborative activities that will provide the best outcomes for students.
2. Contract Days – The total contract days for certified staff shall not exceed 175 days.
3. Of the first days of Teacher Inservice, a total of one day will be reserved for teachers to work in their classrooms.
4. Afternoon bus duty will begin at the end of the school day and will end when all buses have left the school grounds. Classified staff will be hired to supervise p.m. bus duty. If no classified staff is available, certified staff will rotate coverage.
5. Certified staff have the flexibility to leave during contracted time (preferably during plan time) for reasons other than school related responsibilities. If certified staff are gone longer than 1 (one) hour in duration, discretionary leave will be assessed.

Article III

Salaries

1. See attached salary schedule with a base of \$38,100 for beginning teacher.
2. Placement on salary schedule will be based on full credit for previous professional teaching experience.
3. The Board of Education and Teachers Association agree that no change will be made in the extra curricular assignments as stated on the contract of any individual teacher without the consent of the teacher and the Board of Education.

4. The Board of Education shall attempt to hire all new staff members in accordance with the salary schedule. However, the Board reserves the right, if necessary due to circumstances such as a shortage in a certain teaching area or other similar factors, to place a teacher on the schedule at a salary higher than called for by his training and experience. If the Board exercises this option, they will notify the teachers association in writing after the fact.
5. No teacher shall be allowed more than two (2) vertical steps per year, after this schedule is in effect.
6. Supplemental duties will be paid as "Designated Percent" times (X) the amount located in the first column of the salary schedule corresponding with the number of years of sponsoring/coaching that activity. (The first column may have to be extended downward {Ghost Column} only for figuring supplemental salaries.)
7. The Accreditation Supplemental Duty will be a 5 (five) year term. No one may hold the Accreditation co-chair simultaneously.
8. If it becomes necessary to add supplemental personnel, it shall be done for the contract year only and will be reviewed by the Board and Teachers Association before the next contract year. All supplemental positions will be posted in the Melvern and Quenemo offices.
9. Teachers who earn credit hours through the Professional Development Council, may convert those hours to college credit according to state guidelines and be counted as any other hours on the salary schedule.
10. Each certified employee shall be paid in (24) twenty-four equal installments on or before the 15th and 1st of each month.
11. The Board of Education reserves the right to review the salary schedule annually.
12. Summer School teaching positions shall be posted in each building by April 1st. Letters of application must be submitted to the building principal involved by April 8.
13. Longevity Increase – Professional employees covered by this agreement after completing a minimum of sixteen (16) years of **consecutive, full-time experience** in the MdCV school district and who have obtained a BS + 20 or higher shall receive a longevity payment of \$1,000 whenever they meet the above criteria.

Article IV

Leaves

1. Each employee shall have 12 discretionary leave days each year. Teachers shall properly file a form of notification in advance of discretionary leave. Discretionary leave days may not be used on a scheduled inservice workday without written permission from the building administrator, or superintendent. At the conclusion of each school year, remaining discretionary days can be credited up to 12 days for accumulated sick leave. Sick leave will have a maximum of 65 days. The employee must use all of his/her discretionary leave before accessing sick leave days.

Sick leave may be used for illness in immediate family (defined as father, mother, brother, sister, son, daughter, husband, wife, grandfather, grandmother, grandson, granddaughter, aunts, uncles, nephews, nieces, and in-laws) or death of a loved one.

When utilizing the accumulated 65 sick days, staff must provide appropriate notification and documentation of each instance of use. Unused leave over 65 days will be paid annually at the rate of \$80 a day. Payment will be made in June.

Jury Leave/Civic Duty Leave-Teachers shall not be charged a personal leave day if required to serve on a jury. Any compensation shall be retained by the employee.

2. Teachers will be granted (2) two professional days of leave each school year, or more, if deemed necessary, subject to prior approval of the Superintendent. Teachers shall not receive compensation, beyond mileage and meals, while using a professional leave day.
3. Leave time that exceeds the individual's allotted discretionary leave or sick leave shall require a deduction of $1/175 \times$ the individual's base salary.
4. The purpose of the sick leave pool is to provide temporary protection for employees of District 456 from the loss of salary due to catastrophic illness, accident or major surgery to themselves. This leave will be used only after the individual employee's personal accumulated sick leave has been exhausted.
5. K-NEA Meetings-U.S.D. 456 will allow up to five (5) representatives to attend and allow one day non-deductible leave for each representative. Administration requests at least one week prior notification. This will be monitored by the superintendent and the leadership of the teacher's association.
6. Jury Leave/Civic Duty Leave – Teachers shall not be charged a personal leave day if required to serve on a jury. Any compensation shall be retained by the employee.

Membership

Membership in the USD 456 sick leave pool is available to all employees of the district. Annual membership in the sick leave bank is accomplished by voluntarily contributing one (1) day of non-refundable sick/emergency leave to the pool each September until a maximum of 100 days are accumulated. Membership will run from September to September. All employees not choosing to contribute to the sick leave pool shall not be eligible for participation. Maximum accumulation in the district shall be 100 days. All excess days in the pool will be dropped at the end of the contract year. Any employees may contribute extra days up to two (2) days per year until the maximum accumulation is attained.

New staff shall be allowed to contribute to the pool for membership, even if maximum accumulation has been attained. Any new employee hired after the beginning of the school year may join within ten (10) working days of their initial employment.

If the school year begins with the number of days in the pool below the maximum, additional days to the pool will be donated first by those employees who have not donated days and wish to do so. If additional days are needed to reach the 100 day maximum, the remaining participants will donate 1 day per year until the maximum has been met.

Eligibility

The member requesting additional days must have used all of his/her leave days.

The member, due to accident, illness or major surgery, must be completely and continuously disabled or prevented from performing his/her regular duties in excess of five (5) school days. The sick leave pool will be retroactive to the five (5) school days prior to receiving sick leave pool days.

The member shall submit a written statement from the member's physician that certifies he/she is incapable of performing his/her duties as a result of an accident, catastrophic illness or major life threatening surgery. The physician shall certify in writing the number of days absence in the given illness or disability requires.

Limitations

Child care, normal pregnancy (including cesarean), non-life threatening elective surgery, short term illnesses such as common colds, influenza, etc. will not be considered for awarding of sick leave pool days. This sick leave pool is for employee members and members of their household.

Requests

A written request for sick leave pool days shall be forwarded to the Superintendent within five (5) school days following the depletion of the member's leave accumulation. Requests may be filed on behalf of the incapacitated member by any member of the sick leave pool committee. The Superintendent shall notify the sick leave pool committee of the request and set a meeting for determination within five (5) school days after the request has been received.

Sick Leave Pool Committee

Membership: the Sick Leave Bank shall be administered by a sick leave committee consisting of the School Superintendent, Building Principal of the member requesting days, two certified teachers (1 each from Quenemo and Melvern) who are members of MdCV TA and appointed by the MdCV TA president (names to be presented to the USD 456 office no later than September 1 of each school year), and one classified employee.

Hearing

The requesting member may appear before the committee and may provide medical records to support the request for days from the pool or the committee will act on the information provided by the Superintendent.

Determination

The sick leave pool committee will determine the eligibility for use of the pool and the amount of leave to be granted. The following general criteria shall be considered by the Committee in administering the pool and in determining the amount of leave:

Medical evidence of serious illness or related information
Prior uses of sick leave

Action To Be Taken: Voting will be in secret. A majority vote is required to approve a request for sick leave pool days.

Possible Actions To Be Taken:

1. Request is denied
or
2. An initial grant of sick leave to an eligible employee shall be from one (1) to twenty (20) working days. Upon completion of the twenty (20) working day period, additional entitlement may be extended by the committee, up to a maximum of 40 working days, upon demonstration of need by the applicant.

All decisions of the committee are to be in writing and given to the Superintendent within 2 days of that decision.

Decisions of the committee are final and may not be appealed, or be subject to grievance or arbitration.

Records: The records shall be forwarded and maintained in the Superintendent's Office.

7. Breach of Contract

A. The Board of Education must notify a teacher of a contract non-renewal by the third Friday in May. A teacher under contract to USD 456 will be able to buy out of his/her contract, if approved by the Board of Education and an acceptable replacement is found, two weeks after the third Friday of May, under the following conditions:

1. The teacher must submit a letter of resignation.
2. Accompanying the resignation letter will be a check for the correct amount according to the following schedule or an authorization to deduct the applicable amount from the teacher's last paycheck (or paycheck of his/her choice).

The first Monday after the teacher notification date – June 21	\$300.00
June 22 – June 29	\$400.00
June 30 – July 6	\$1000.00
July 7 – July 14	\$1200.00
July 15 – End of the coming school year.	\$1500.00

3. No letter of resignation will be considered by the Board of Education unless it is accompanied by the applicable check or authorization for deduction.
4. No teacher will be released from his/her contract after July 15.
5. Items 2, 3, and 4 above will not apply to a teacher who is not physically or emotionally able to fulfill his/her contract for the coming or current school year. The Board reserves the right to call in a physician of their choice to help determine the condition of the teacher. A change of location by the teacher's spouse would be a non-penalty move, if an acceptable replacement can be found.

Article V

Fringe Benefits

1. Fringe Benefit Pool: Contingent upon proof of the existence of a fringe benefit pool administrative agency, the Board shall pay to an appropriate fringe benefit agency selected by the Teacher's Association, with approval of the Board, an amount as designated by the employee to be allocated to the various fringe benefits offered in the pool. The benefits shall include those benefits as allowable by the Internal Revenue Code.

Each teacher shall inform the Clerk of the Board of how he/she wishes to allocate the sum among the benefits offered in the pool prior to the preparation date of the first payroll.

The Board shall provide each employee a description of the benefit coverage provided prior to the beginning of each plan year, which shall include a clear description of conditions and limits of coverage as provided above. When requested by the employee, the Board shall provide applications and, when necessary, information about the program. No additional companies will be allowed to provide fringe benefits.

The district will provide opportunity for all employees to participate in the cafeteria salary reduction plan.

2. When it is necessary for an employee to have TB X-Ray as required by law, the Board shall reimburse the employee up to \$25.00 upon presentation of a bill or paid receipt.
3. The district will provide up to **\$510** per month to each qualified employee to be used toward the district's group health insurance plan. There will be no "cash-in lieu-of" provision.

Article VI

Retirement

1. Upon retirement, the district will pay unused sick leave to eligible staff according to the terms listed in Article IV. The following conditions must exist before the individual is eligible to collect pay for unused sick leave: (1) must meet all criteria of KPERS retirement; (2) Individual must retire from the district and withdraw KPERS moneys as per individual program; (3) Proof of withdrawal of KPERS retirement funds, or application for their withdrawal must be presented to the Clerk of the Board. Pay for unused sick leave upon retirement will be made prior to September 1 providing all the criteria above have been met.

Article VII

Compensation

The district will pay a stipend in the amount of \$50 per day for teachers attending summer workshops. This workshop must have prior approval from the building principal and the superintendent. The district will have a limit of \$3000 for the summer. Also, there will be a \$500 limit for any one teacher. In the case where an additional stipend is paid to the teacher, the teacher may not apply for a stipend from USD 456.

Expense Reimbursement

1. Mileage for Board authorized travel shall be compensated at a rate equal to the State of Kansas' mileage reimbursement as set in July and January of each year.
2. Hotel/Motel, Food, Transportation and Registration will be paid for at the rate of \$30/day for meals (or if partial day, \$7.50 for breakfast, \$10 for lunch, and \$12.50 for dinner). \$85.00 lodging for professional meeting if approved in advance by the principal and superintendent. Prices of food and lodging can be adjusted in consideration of location of said approved meeting.

Article VIII

Teacher Due Process

Whenever a teacher who has taught three (3) continuous years in the district is given written notice of a board's intention to not renew the teacher's contract, the teacher may request a meeting with the board by filing a written request with the clerk of the board within ten (10) days from the date of receipt of the written statement of nonrenewal of a contract. The Board shall notify in this written request the reason(s) for the non-renewal.

The board shall hold such meeting within ten(10) days after the filing of the teacher's request. The meeting provided for under this section shall be held in executive session and, at such meeting, the Teacher shall be afforded an opportunity to respond to the board. Neither party shall have the right to have counsel present. Within ten (10) days after the meeting, the board shall reconsider its reason or reasons for nonrenewal and shall make a final decision as to the matter.

Extra Duty

1. The M-Club (MdCV Booster Club) will have the first opportunity to fill gate duty at MdCV athletic events.
2. If an adequate number of booster club members are not available, then certified employees will have an opportunity to do so. The Administration will have a fair and equitable plan relating to extra duty for all certified employees. Extra duty positions include (but are not limited to) gate duty, scorekeeper and clock.
3. Payment of extra duty compensation at the rate of \$8.50 per hour will be made no later than December 15 and June 15. Time cards are to be turned in by the certified employee stating the activity, date and time worked.

Article IX

The USD #456 Professional Development Council (PDC) will be:

- a. Representation of the licensed personnel in each building level (elementary, middle, high) and one administrator. Each constituent group will choose their respective representative.
- b. Composed of at least as many teaching personnel as administrators. (Number of teachers: 1 – elementary staff; 1 middle school staff; 1 high school staff; 1 administrator).
- c. Each representative will serve a 2-year term. The chair will be chosen from and by the representatives on the PDC. The chair will be elected to a 2-year term.

The PDC shall perform all duties as set forth by the Kansas Educator Licensure Regulations. The PDC shall provide training to all staff on professional development regulations and procedures for license renewal.

Professional Responsibilities

1. The Board recognizes the desirability of teachers having a planning period daily and desires that the administration keeps the practice of using personnel for substitutes during this time at a minimum. Whenever it is necessary to have a certified teacher substitute during their plan time because of the lack of a substitute being available, payment will be made to the regular teacher at the following rate: 1/7 of certified substitute pay for each regular class period at the JH and HS.

The teacher must sign a form in the school office.

2. Each certified employee shall be allowed a FULL work day at the end of each quarter for teacher related duties.

3. Progress reports will be sent to all students each 4 ½ weeks on a 9 week grading period.

Article X

RIF (Reduction In Force)

If it should be necessary to reduce staff because of declining enrollments or economics, the Board will consider these factors:

- Needs of the District
- Teachers effectiveness as determined by the evaluation process
- Certification
- Seniority
- Total Experience
- Overall Education Plan; and
- Advanced Degrees

Seniority shall be determined by the date when the Board first agreed to employ the teacher as shown in the Board Minutes.

Prior to layoff, the board shall consider placing the employees to be laid off in other available teaching positions for which they are certified or can become provisionally certified. The last qualified person to be released shall be considered for recall first.

The list of qualified persons shall be kept up to date in compliance with state regulations. It shall be the duty of the employee to contact the Clerk of USD 456 concerning any change in status or residency.

Article XI

Evaluation

All teachers will be evaluated using the KEEP2 System provided by KSDE. The evaluation will be done in compliance with state guidelines as follows: Provide that every employee in the first two consecutive school years of employment shall be evaluated at least one time per semester by not later than the 60th school day of the semester except that any employee who is not employed for the entire semester shall not be required to be evaluated; and that every employee during the third and fourth years of employment shall be evaluated at least one time each school year by not later than February 15th; and that after the fourth year of employment every employee shall be evaluated at least once every three years by not later than February 15th in which the employee is evaluated.

Newly hired teachers are those who have been employed in the district for three years or fewer. Experienced teachers are those who have been employed in the district for four or more years. Experienced teachers will be considered to be teachers in good standing unless notified in writing to the contrary.

Any teacher who is not in good standing will be notified in writing of this situation. Specific instances will be documented and discussed in a private conference with that teacher and the principal. Documentation will be placed in the teachers file concerning the problem.

The Principal will make every reasonable effort to help the teacher rectify the problem.

If that teacher remains problematic, a written plan of assistance will be developed to address those specific problems or expectations. The plan is to be specific as to the areas needing work and dates will be set to accomplish each item. Plans will be submitted to the board for approval in executive session (by direction) prior to discussion with the teacher. The teacher will be given some time to review the plan and encouraged to review it with their KNEA representative or anyone else whose advice they value. The administration will hold all information confidential.

After adequate time (approximately 2 weeks) the plan will be submitted to the Board for final approval. This will be done in executive session. After this final approval, the teacher will be held to the dates listed on the plan and every effort will be made to help the teacher achieve the items listed on the plan of assistance.

Article XII

General Provisions

1. Payroll deductions for the payment of professional dues may be requested by any employee of the district. The following procedures will govern any payroll deduction requested:

1. Request must be in writing
2. Deductions must be in equal installments
3. Deductions shall be withheld from each regular payroll period
4. Funds deducted by the school district will be paid to the treasurer of the Marais des Cygnes Valley Teacher's Association.

2. Any teacher may have a representative accompany them to any meeting with an administrator where they are concerned about the reason or purposes for the meeting. If the representative is an attorney, at least one day's advance notice is required and notice must be given that the representative is an attorney.

3. Duty Free lunch: All certified employees are allowed a duty free lunch during the scheduled student lunch period.

4. Recess and plan period: The Board of Education will direct the principals to draw up a duty roster for supervision of students at recess times that give every teacher an equal amount of recess duty. If the schedule does not allow for adequate planning time, then the building principal will make every effort to provide teachers with adequate time through duty free recess.
5. Any negotiated item not noticed by either the Board or Teachers to negotiate will remain a part of the negotiated agreement.
6. Should the Board request to modify this agreement during the term of the contract, the Marais des Cygnes Valley Teachers Association agrees to meet with the Board of Education within ten (10) days for discussion.
7. U.S.D. 456 will use Grievance Procedure as contained in appendix.

COVID-19 Memorandum

1. One year memorandum of understanding related to leave and the COVID-19 pandemic

GRIEVANCE PROCEDURE

USD 456 MELVERN, KANSAS 2019-2020

Definitions:

Grievance shall mean any alleged violation of the terms and conditions of an employee's contract. Grievance shall mean an employee of USD 456 having a grievance. Words denoting gender shall include both masculine and feminine, and words denoting number shall include both singular and plural. The Grievance report form, G456, shall be used at all levels of this procedure.

Procedures:

In General. The adjustment of grievances shall be accomplished as rapidly as is possible. Every effort shall be made to assure that each step of the procedure shall be accomplished within a reasonable amount of time.

Step 1. A grievant shall first take up the grievance procedure by requesting a private informal conference with his/her supervisor or principal. The supervisor or principal will then meet with the grievant. Every effort shall be made to adjust the grievance in an informal manner. The supervisor or principal will give an oral response as soon as possible. If the grievance is against the said supervisor or principal the grievant shall take up his/her grievance with the Superintendent and proceed to Step 3.

Step 2. If the grievant is dissatisfied with the outcome of the initial private conference, the aggrieved person will request in writing a formal conference with his/her supervisor or principal. Every effort shall be made to develop an understanding of the facts and the issues in order to create a climate which will lead to a solution. The formal conference shall occur within a reasonable amount of time of such request. The principal or supervisor will respond to the grievant as soon as possible after the conference with a written response.

Step 3. If the response is not satisfactory to the grievant, the grievant will submit an appeal to the superintendent. The superintendent or the superintendent's designated representative shall confer with the grievant in an effort to arrive at a satisfactory solution. The superintendent or designee will after the conference give a written response in a timely fashion.

Step 4. If the Grievance is not adjusted to the satisfaction of the grievant under Step 3, then the grievant will make an appeal to the Board of Education by submitting written notification to the Clerk of the Board.

The Board shall, after the receipt of the written request, meet and confer with the grievant at the next scheduled Board Meeting. After the conference, the Board of Education will have a reasonable amount of time to respond to the grievant.

All involved person shall be notified of grievance resolution at all levels.

Supplemental Conditions:

All individuals involved and all other who might possibly contribute to the acceptable adjustment of a grievance, are authorized and urged to testify at any Step except 1 with full assurance that no reprisal by either party will follow by reason of such participation.

At each step of the procedure for adjusting grievances after the initial private conference(s) with the principal or supervisor, the grievant shall be entitled to be accompanied by others who might contribute to the acceptable adjustment of the grievance and/or to be represented by legal counsel. If either party is to be represented by legal counsel, twenty-four hour notification will be required.

Except by mutual consent, all discussions and hearings shall be conducted at times other than when school is in session.

It is the responsibility of the grievant to utilize the procedure for adjusting grievances as soon as he/she is aware of the grievance.

Excluded from the grievance procedures shall be all matters for which law mandates another method of review.

The filing of a grievance, except as Step 1, shall be in writing and shall be reasonably specific as to the nature of the complaint. The Grievant at all levels should, to the extent possible, describe the alleged event or acts giving rise to the grievance including the time, date and place of the event or act and the names and addresses of any witnesses.

Upon the final determination of the grievance, the documents, communication and records, excepting a record of the grievance and final adjustment thereof, and excepting records required by law to be kept and maintained, shall be destroyed.

FORM G456**GRIEVANCE REPORT FORM FOR
MARAIS DES CYGNES VALLEY USD 456 STAFF**

Grievant shall follow the procedure set forth in the Negotiated Agreement.

Grievant's Name; _____ Unified School District #456

Building
Assignment

Grievance #
Date Filed

Step 1: Informal Conference with Principal or Supervisor

A. Date: _____

Step 2: Formal Conference with Principal or Supervisor

A. Date cause of grievance occurred: _____

B. Date written request was received by Principal/Supervisor: _____

C. 1. Statement of Grievance: _____

2. Relief Sought: _____

Signature

Date

D. I will be accompanied by: _____ legal counsel _____ another person

E. Disposition by Principal or Supervisor: _____

Signature

Date

Step 3: The Appeal to the Superintendent

A. Date written request was received by Superintendent or designee: _____

B. Disposition by Superintendent or designee: _____

Signature

Date

C. Position of grievant: _____

Signature

Date

- D. I will be accompanied by: _____ legal counsel _____ another person
- E. Date of conference with Superintendent and/or designee: _____

Step 4: Meeting with Board of Education

- A. Date written request was received by the Board of Education Clerk: _____
- B. Date of the Board of Education Meeting: _____
- C. Position of grievant: _____

- D. I will be accompanied by: _____ legal counsel _____ another person
- E. Decision rendered by Board of Education: _____

Board President's Signature

Date: _____

USD 456 Employee COVID-19 Memorandum of Understanding

The Families First Coronavirus Response Act (FFCRA) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. USD 456 is subject to the requirements of the FFCRA, but in an effort to clarify and simplify the benefits of its employees, it has created this memorandum of understanding for the course of the 2020-2021 school year. Therefore, USD 456 will handle all issues directly related to COVID-19 as such:

- Leave Terms
 - Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because of situations outlined in "Qualifying Reasons for Leave."
 - Up to an additional 10 weeks of paid sick leave at 70% the employee's regular rate of pay where an employee is unable to work due to the situations outlined in "Qualifying Reasons for Leave."
- Qualifying Reasons for Leave
 - The employee is quarantined for issues related to COVID-19 (pursuant to Federal, State, or local government order or advice of a health care provider).
 - The employee experiences a bona fide need to care for an immediate family member subject to quarantine for issues related to COVID-19 (pursuant to Federal, State, or local government order or advice of a health care provider). "Bona fide need" is defined as an individual who genuinely needs your care under a quarantine or self-quarantine situation, and that individual depends on you for care during the quarantine or self-quarantine period.
 - The employee needs to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19.
 - The employee is experiencing COVID-19 symptoms and seeking a medical diagnosis.

GRIEVANCE PROCEDURE

**USD 456
MELVERN, KANSAS
2019-2020**

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Step 2. If the grievant is dissatisfied with the outcome of the initial private conference, the aggrieved person will request in writing a formal conference with his/her supervisor or principal. Every effort shall be made to develop an understanding of the facts and the issues in order to create a climate which will lead to a solution. The formal conference shall occur within a reasonable amount of time of such request. The principal or supervisor will respond to the grievant as soon as possible after the conference with a written response.

Step 3. If the response is not satisfactory to the grievant, the grievant will submit an appeal to the superintendent. The superintendent or the superintendent's designated representative shall confer with the grievant in an effort to arrive at a satisfactory solution. The superintendent or designee will after the conference give a written response in a timely fashion.

Step 4. If the Grievance is not adjusted to the satisfaction of the grievant under Step 3, then the grievant will make an appeal to the Board of Education by submitting written notification to the Clerk of the Board.

The Board shall, after the receipt of the written request, meet and confer with the grievant at the next scheduled Board Meeting. After the conference, the Board of Education will have a reasonable amount of time to respond to the grievant.

All involved person shall be notified of grievance resolution at all levels.

Supplemental Conditions:

All individuals involved and all other who might possibly contribute to the acceptable adjustment of a grievance, are authorized and urged to testify at any Step except 1 with full assurance that no reprisal by either party will follow by reason of such participation.

At each step of the procedure for adjusting grievances after the initial private conference(s) with the principal or supervisor, the grievant shall be entitled to be accompanied by others who might contribute to the acceptable adjustment of the grievance and/or to be represented by legal counsel. If either party is to be represented by legal counsel, twenty-four hour notification will be required.

Except by mutual consent, all discussions and hearings shall be conducted at times other than when school is in session.

It is the responsibility of the grievant to utilize the procedure for adjusting grievances as soon as he/she is aware of the grievance.

Excluded from the grievance procedures shall be all matters for which law mandates another method of review.

The filing of a grievance, except as Step 1, shall be in writing and shall be reasonably specific as to the nature of the complaint. The Grievant at all levels should, to the extent possible, describe the alleged event or acts giving rise to the grievance including the time, date and place of the event or act and the names and addresses of any witnesses.

Upon the final determination of the grievance, the documents, communication and records, excepting a record of the grievance and final adjustment thereof, and excepting records required by law to be kept and maintained, shall be destroyed.

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MARAIS DES CYGNES VALLEY USD 456 STAFF**

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Building
Assignment

Grievance #
Date Filed

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A. Date cause of grievance occurred: _____

B. Date written request was received by Principal/Supervisor: _____

C. 1. Statement of Grievance: _____

2. Relief Sought: _____

Signature Date

D. I will be accompanied by: _____ legal counsel _____ another person

E. Disposition by Principal or Supervisor: _____

Signature Date

Step 3: The Appeal to the Superintendent

A. Date written request was received by Superintendent or designee: _____

B. Disposition by Superintendent or designee: _____

Signature Date

C. Position of grievant: _____

Signature Date

- D. I will be accompanied by: _____ legal counsel _____ another person
- E. Date of conference with Superintendent and/or designee: _____

Step 4: Meeting with Board of Education

- A. Date written request was received by the Board of Education Clerk: _____
- B. Date of the Board of Education Meeting: _____
- C. Position of grievant: _____

- D. I will be accompanied by: _____ legal counsel _____ another person
- E. Decision rendered by Board of Education: _____

Board President's Signature

Date: _____

**U.S.D 456 MARAIS DES CYGNES VALLEY
2020-2021**

Level 0 represents 0 years of experience

STEP	BS	BS+10	BS+20	BS+35	MASTERS	MS+10	MS+20
0	38,100	38600	39100	40100	41600	42100	42600
1	38400	38900	39400	40400	41900	42400	42900
2	38700	39200	39700	40700	42200	42700	43200
3	39050	39550	40050	41050	42550	43050	43550
4	39350	39850	40350	41350	42850	43350	43850
5	39650	40150	40650	41650	43150	43650	44150
6	39950	40450	40950	41950	43450	43950	44450
7	40250	40750	41250	42250	43750	44250	44750
8	40550	41050	41550	42550	44050	44550	45050
9	40850	41350	41850	42850	44350	44850	45350
10	41150	41650	42150	43150	44650	45150	45650
11	41450	41950	42450	43450	44950	45450	45950
12	41750	42250	42750	43750	45250	45750	46250
13			43050	44050	45550	46050	46550
14			43350	44350	45850	46350	46850
15			43750	44750	46250	46750	47250
16			44150	45150	46650	47150	47650
17			44550	45550	47050	47550	48050
18				45950	47450	47950	48450
19				46350	47850	48350	48850
20				46800	48250	48750	49250
21				47150	48650	49150	49650
22						49550	50050
23							50450

Salary Schedule Movement: Maximum of 2 levels in any one year

The district will pay up to \$510/month (\$6120 annually) to be used toward group health insurance plan.

**U.S.D 456 MARAIS DES CYGNES VALLEY
2020-2021**

Level 0 represents 0 years of experience

STEP	BS	BS+10	BS+20	BS+35	MASTERS	MS+10	MS+20
0	38,100	38,600	39,100	40,100	41,600	42,100	42,600
1	38400	38900	39400	40400	41900	42400	42900
2	38700	39200	39700	40700	42200	42700	43200
3	39050	39550	40050	41050	42550	43050	43550
4	39350	39850	40350	41350	42850	43350	43850
5	39650	40150	40650	41650	43150	43650	44150
6	39950	40450	40950	41950	43450	43950	44450
7	40250	40750	41250	42250	43750	44250	44750
8	40550	41050	41550	42550	44050	44550	45050
9	40850	41350	41850	42850	44350	44850	45350
10	41150	41650	42150	43150	44650	45150	45650
11	41450	41950	42450	43450	44950	45450	45950
12	41750	42250	42750	43750	45250	45750	46250
13	42050		43050	44050	45550	46050	46550
14	42350		43350	44350	45850	46350	46850
15	41700		43750	44750	46250	46750	47250
16	42000		44150	45150	46650	47150	47650
17	42300		44550	45550	47050	47550	48050
18	42600			45950	47450	47950	48450
19	42900			46350	47850	48350	48850
20	43200			46800	48250	48750	49250
21				47150	48650	49150	49650
22						49550	50050
23							50450

Salary Schedule Movement: Maximum of 2 levels in any one year

SUPPLEMENTAL COMPENSATION 2020-2021

Supplemental Compensation is determined by the following percentage as outlined in Article III, Item 11.

<u>ACTIVITY</u>	<u>PERCENTAGE</u>	<u>ACTIVITY</u>	<u>PERCENTAGE</u>
HS HEAD FB	0.110	JH HEAD FB	0.082
HS ASST. FB	0.075	JH ASST. FB	0.041
HS HEAD VB	0.110	JH HEAD VB	0.082
HS ASST. VB	0.075	JH HEAD BOYS BB	0.082
HS HEAD BOYS BB	0.110	JH ASST. BOYS BB	0.041
HS ASST. BOYS BB	0.075	JH HEAD GIRLS BB	0.082
HS HEAD GIRLS BB	0.110	JH ASST. GIRLS BB	0.041
HS ASST. GIRLS BB	0.075	JH TRACK (2 POSITIONS)	0.041
HS HEAD TRACK (2 POSITIONS)	0.091	JH CHLDR SPONSOR	0.030
HS HEAD BASEBALL	0.110	JH QUIZ BOWL	0.014
HS ASST BASEBALL	0.075	JH STUDENT COUNCIL	0.027
HS HEAD SOFTBALL	0.110		
HS ASST SOFTBALL	0.075		
HS CHLDR SPONSOR	0.070		
MUSIC	0.081		
YEARBOOK	0.023		
STUDENT COUNCIL	0.027		
FFA	0.101		
FBLA	0.041		
FCCLA	0.041		
CONCESSIONS	\$1675		
HS QUIZ BOWL	0.022		
SR. CLASS SPONSOR	0.022		
JR. CLASS SPONSOR	0.035		
SO. CLASS SPONSOR	0.022		
FR. CLASS SPONSOR	0.022		
JR/SR HIGH ACTIVITIES DIRECTOR	0.110(+ 10 DAYS/\$1500)		
SUMMER WEIGHT PROGRAM BOYS	\$900		
SUMMER WEIGHT PROGRAM GIRLS	\$900		
FORENSICS	\$100/PER TOURNAMENT		
WEBSITE MANAGER	\$1000		
ACCREDITATION CO-CHAIR	\$500		

GRANT WRITER -- THIS POSITION IS AVAILABLE TO EVERY TEACHER. EACH GRANT MUST BE APPROVED BY THE ADMINISTRATION AND THE BOARD BEFORE PROCEEDING. THE BOARD WILL PAY THE TEACHER \$100 FOR EACH BOARD APPROVED GRANT WRITTEN. THE WRITER OF EACH SUCCESSFUL GRANT WILL BE AWARDED 3% OF THE AMOUNT OF THE GRANT.

**UNIFIED SCHOOL DISTRICT NO. 456
OSAGE COUNTY, MELVERN, KANSAS**

Teacher's Contract

It is hereby agreed by and between the Board of Education of Unified School District No. 456, in Osage County, Kansas, State of Kansas, hereinafter called the **Board** and hereinafter called the **(Name)** that the teacher is hereby employed by the school district to teach not less than 175 days beginning on August and to perform the following services in conformity with Kansas Law and the Policies of the Board:

- To teach all days when school is regularly scheduled;**
- To make and file all reports required by the Board or Superintendent;**
- To attend professional meetings authorized by the Board or Superintendent;**
- To cooperate with the administrators and other teachers in planning and coordinating the teaching program;**
- To perform such school services as may be mutually agreed upon by the board and teacher.**

(assignment)

And all other duties assigned that are mutually agreed upon by the building Principal and said Teacher.

(Step)

For these services, the Board agrees to pay the teacher an annual salary of \$_____ to be paid in 24 equal installments on or before the 15th and 1st day of each calendar month. The board further agrees to provide up to \$510/month for an annual total of \$6120 to be used toward district health insurance.

The board reserves the right to assign teacher to such buildings and work as the best interests of the schools of the district require.

This contract shall be void if the teacher fails to have on file with the board continuously during employment a valid Kansas Teacher's Certificate for the level at which he/she is employed and for the subjects, which he/she is employed to teach.

The board shall allow 12 days of discretionary leave each year, which may be accumulative to 65 days to be used for illness, bereavement, or emergency.

In compliance with a resolution passed by the board at a legal meeting held on (date)

We hereinto subscribe our names this _____ day of _____.

Board of Education President: _____

Teacher: _____

Attest: _____ Clerk of the Board

MARAIS DES CYGNES VALLEY - USD 456

2020-2021 Calendar

July 2020							January 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	8/3 - 10 Month Employees First Day						
5	6	7	8	9	10	11	3		5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28	29	30
August 2020							31						
S	M	T	W	T	F	S	February 2021						
						1	S	M	T	W	T	F	S
2	3	4	5	6	7	8		1	2	3	4	5	6
9	10					15	7	8	9	10	11	12	13
16				20	21	22	14	15	16	17	18	19	20
23	24	25	26	27	28	29	21	22	23	24	25	26	27
30	31						28						
September 2020							March 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5		1	2	3	4		6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30				28	29	30	31			
October 2020							April 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	
November 2020							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11		13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30						23	24	25	26	27	28	29
December 2020							June 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	30	31	1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17		19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30			