

**BASEHOR-LINWOOD UNIFIED SCHOOL DISTRICT NO. 458**  
**2011-2012 INTEREST-BASED BARGAINING AGREEMENT**

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## **ARTICLE I, SALARY SCHEDULES**

Section 1: The salary schedules attached hereto and marked, Appendix A and Appendix B shall be applicable to all professional employees of U.S.D. No. 458 for the 2011-2012 school year. Said salary schedules are incorporated herein by reference.

Section 2: For the 2011-2012 school year, the Board and Association agree to permit amendments to appropriate sections of this Agreement whenever state and/or federal funds over and above those previously anticipated for the current budget year have been appropriated. The Board shall so inform the Association within five (5) days of its notification of the amounts to be received in such subsequent state and/or federal appropriations. Revised 6/2011

## **ARTICLE II, WORK YEAR**

The number of workdays for each school year shall not exceed 187 days; 190 days for professional employees new to the district.

## **ARTICLE III, SICK LEAVE AND LEAVE AS LEAVE**

A professional employee shall have ten days of leave each school year or eleven days each year after five years of service with the district. Any current year leave day may be used for any purpose. Any leave that continues for more than three consecutive days requires a doctor's note or documentation and written approval from the superintendent. Unused leave may be accumulated without limit. Once a professional employee has accrued 90 sick days they may opt to sell back any of their unused leave days at the end of the school year. The maximum amount of days sold cannot exceed eleven (11) days. The professional employee will be compensated at half of the current rate of substitute pay per day. Accumulated sick leave may not be used for personal reasons except in extenuating circumstances with written permission from the superintendent. Sick leave may be used in the event of a professional employee's illness or disability, or in the event of the death or critical illness of the professional employee's immediate family. Immediate family includes father, mother, father-in-law, mother-in-law, grandparents, brother, sister, wife, husband, children and grandchildren, or another relative whose regular residence is in the home of the professional employee. A professional employee may be granted permission to utilize sick leave for attendance at the funeral of a relative or personal friend. A professional employee who works less than a full school year shall be entitled to prorated sick leave based upon the percentage of the full school year which said employee works.

Whenever a professional employee is absent from his/her duties and the professional employee has no accrued sick leave which he/she would be entitled to use as a result of the absence, such professional employee shall have a sum deducted from his/her next salary check equal to the number of workdays missed multiplied by the professional employee's per diem rate of pay. If a professional employee is receiving workers' compensation payments, the professional employee will not be entitled to receive any additional compensation from the District. The Superintendent or his/her designee shall be responsible for keeping the sick leave records of all personnel.

Leave taken in conjunction with a major holiday or at the beginning or end of the school year will be charged at a rate of two leave days per day used. Days that will be charged double leave will be:

- First day of school for students
- Last day of school for students
- Monday of Thanksgiving week
- Tuesday of Thanksgiving week
- The day before Winter Break

- The day after Winter Break
- The day before Spring Break
- The day after Spring Break

If a staff member is sick or has extenuating circumstances, they may appeal the double charge in writing to the Superintendent. The Superintendent's decision is final. The Superintendent or his/her designee shall have at his/her sole discretion, the authority to grant permission to substitute additional sick leave for leave as leave upon written request from the professional employee. Revised 6/2011

#### **ARTICLE IV, PERSONAL ILLNESS BANK**

In the event of extended disability due to personal illness or injury to a professional employee or in the event of extended disability due to personal illness or injury to a member of the immediate family of a professional employee, a full-time (20 hours or more a week) professional employee who is a member of the personal illness bank may borrow 20 days of sick leave from a bank created for that purpose (Request should be for actual days needed). If a second request is made for the same illness, additional medical information will be required before the request is considered. The purpose of the bank is to provide additional sick leave assistance, during the contract year only, to a professional employee who has used all of his/her accumulated sick leave and has experienced extraordinary circumstances requiring additional sick leave. Extraordinary circumstances shall be defined as major non-elective surgery, illness, or disability that requires hospitalization and/or convalescence or recuperation in an extended-care facility or at home. The Sick Leave Committee will consider circumstances outside the scope of these requirements on a case-by-case basis.

Each professional employee who desires to join the personal illness bank will donate two days of his/her sick leave to the bank. A professional employee new to the District may join the personal illness bank during the first 30 days of employment. Any professional employees who did not join the bank within the first 30 days of employment will again be given the opportunity to join each school year at orientation time. Only those professional employees who are members of the personal illness bank are eligible to borrow days from the bank. Unused sick leave bank days will remain in the bank. Members will be required to donate one extra day at the beginning of a school year if the available accumulated days in the bank drop below 375.

A professional employee who is a member of the personal illness bank is eligible to make application for sick leave days from the bank after his/her accumulated sick leave is exhausted. A professional employee must be hospitalized and/or under the care of a medical doctor, osteopath, chiropractor, or dentist to be eligible to borrow from the personal illness bank. To be eligible to borrow from the personal illness bank, a professional employee must obtain a written statement from the professional employee's medical doctor, osteopath, chiropractor, or dentist recommending that the professional employee continue to be absent from work due to his/her health. The employee's request should be only for the number of days actually needed for the specified illness. In the event that the employee is able to return to duty earlier than expected, all remaining borrowed days will be returned immediately to the illness bank. The committee will not meet to take action on an application until the doctor's statement has been received.

The Sick Leave Committee will decide whether an application to borrow from the personal illness bank should be granted or denied. The Sick Leave Committee will consist of the ABLE representative from each of the attendance centers, one administrator, and one classified employee. If a member of the Committee makes application to borrow from the personal illness bank, that member will not be entitled to vote on his/her application. Should an application to borrow from the personal illness bank be denied by the Sick Leave Committee, the professional employee may appeal the decision to the Superintendent. The decision of the Superintendent will be final. A professional

employee who is receiving KPERS disability benefits or Worker's Compensation Benefits is not eligible to borrow from the personal illness bank.

As a condition of receiving sick leave days from the Personal Illness Bank, a professional employee shall be required to complete and sign an Authorization for Payroll Deduction form. Upon return to full-time service with the School District, the professional employee must repay the pool for 100% of the borrowed days at a rate of not less than two days per year plus 50% of his/her remaining leave days at the end of the year until the debt has been repaid in full. A professional employee who does not return to employment with the School District must repay the pool for 100% of the borrowed days at a rate equal to the current substitute rate of pay plus \$10.00 or 50% of his/her daily rate of pay, whichever is less. Such repayment shall occur before receiving his/her final paycheck from the district. Extenuating circumstances may be considered on an individual basis by making a written appeal to the Superintendent. His/Her decision will be final concerning any special repayment considerations. Upon the death or 100% permanent disability of an employee, any debt owed to the Personal Illness Bank is deemed satisfied in full.

#### **ARTICLE V, HEALTH INSURANCE PLAN**

Effective April 1, 2011, the Board of Education shall make available, to full-time licensed employees, on an optional basis, health insurance for which it agrees to pay \$356.53 toward the Board approved health insurance plan. This article of agreement terminates March 31, 2012, unless renewed by the Board of Education.

A full-time licensed employee who has been with the district for 20 or more years will be able, upon taking KPERS retirement, to obtain insurance coverage through the District as permitted by State and/or Federal law(s). Premiums for such insurance coverage will be paid by the retiree with payment(s) due for said coverage by the first of each month. Any changes to the retired employee coverage must be made before the insurance renewal date. Retired employees will be able to use this benefit until they are eligible for Medicare. It will be the responsibility of the district retiree to keep the district informed of his/her current mailing address and telephone number. Revised 6/2011

#### **ARTICLE VI, IRS SECTION 125 PLAN**

The Board shall make available, on an optional basis, an IRS Section 125 Plan under the 1986 Tax Equalization Act.

A. As a service to employees, a salary reduction/deduction plan for health, dental and/or vision insurance may be purchased from the following companies:

- a. Coventry Insurance
- b. Guardian Dental
- c. Guardian Vision

B. As a service to employees, a salary deduction plan for salary protection insurance may be purchased from the following companies:

- a. Colonial Supplemental Insurance

C. As a service to employees, a salary reduction/deduction plan for cancer, critical illness, hospital confinement and, hospital intensive care insurance may be purchased from the following company:

- a. Colonial Supplemental Insurance

D. As a service to employees, a salary reduction/deduction plan for life insurance and accident insurance may be purchased from the following company:

- a. Colonial Supplemental Insurance

E. As a service to employees, a salary reduction/deduction plan for medical expense reimbursement may be purchased from the following company:

- a. ASiflex Spending

F. As a service to employees, a salary reduction/deduction plan for dependent care expense reimbursement may be purchased from the following company:

a. ASiflex Spending

G. As a service to employees, a tax-sheltered annuity may be purchased from the following company:

a. Security Benefit Group

H. Selection of the above available options and necessary authorization shall be arranged for and on file at the central office on or before April 1 for all returning employees and at the time of employment for newly hired professional staff.

## **ARTICLE VII, DUTY FREE LUNCH**

The Board will administratively attempt to provide each professional employee with a duty-free lunch period equal in time to the amount of time the students in each such employee's attendance center have for their lunch period.

## **ARTICLE VIII, TEACHER WORKDAY**

The normal workday shall consist of seven hours and forty minutes, not including before-school and after-school activities. Deviations because of emergencies will be at the discretion of the building principal, Superintendent, or Board of Education.

A. Actual reporting and leaving time will be determined by the administration.

B. Professional employees may volunteer or be assigned to serve as a substitute teacher when a substitute is not available. For this extra service during planning period or other unassigned times, professional employees will be reimbursed at the rate of \$15.00 per hour. If the professional employee for whom a substitute is required needs to have his/her salary reduced, it will be reduced at the rate of \$15.00 per hour. Full-time professional employees will not be assigned more than one such extra teaching period per day.

C. Administrators will provide all professional employees with information about hourly extra-duty pay opportunities at the beginning of the school year. Curriculum and District Approved Professional Committee activities will be paid at the rate of \$21.00 per hour, not to exceed 476 hours. All other extra duties will be paid at \$15.00 per hour.

D. Teachers will attend one faculty meeting not to exceed 30 minutes outside the duty day once a month.

E. Parent teacher conferences and open house (back to school night or similar parent activity) are required and up to two other activities outside the duty day may be either assigned by the building principal or be chosen by employees from an approved list provided by the building principal. The approved list will not include items for which an employee would normally be paid extra duty. A minimum of 30 days advanced notice will be given for specific activities not listed above. Teachers will be given an opt-out clause for nonattendance at a required activity but would be required to use sick or personal leave.

## **ARTICLE IX, METHOD OF BARGAINING**

Interest Based Bargaining (IBB) shall be the format used in employee-employer bargaining. Training shall be scheduled by the IBB team each year. The training will be either a one-day refresher or two day complete training based upon the experience of the bargaining teams. Training days and times will be mutually agreed upon by both sides of the IBB team. The format of bargaining used may be changed if mutually agreed upon by both sides of the bargaining team. Revised 6/2011

## **ARTICLE X, PREPARATION TIME**

The District recognizes the desirability of each professional employee being provided a period during the duty day to be used for the purpose of planning and preparing for other instruction-related activity. Each professional employee shall receive 175 minutes of preparation time each week, during

which said professional employee shall not be assigned other duties. The District agrees to provide this preparation time in continuous and uninterrupted periods of at least twenty (20) minutes during the instructional day for each teacher. Preparation time shall not include required travel time between buildings. Additionally, the District shall administratively attempt to provide an additional 25 minutes of preparation time each week. In the event of an emergency, as determined by the building principal or the Superintendent of Schools, the preparation time mentioned above may be reduced during the period of time for which said emergency is declared. The determination of such an emergency shall not be the subject of a grievance. The state of emergency shall be terminated by the building principal or Superintendent as soon as possible.

#### **ARTICLE XI, PAY FOR UNUSED SICK LEAVE**

If a professional employee is eligible for KPERS retirement and leaves the employment of the District, that professional employee shall be entitled to compensation for accumulated and unused sick leave. Upon leaving the employment of the District, the professional employee will be compensated at the current rate of substitute pay per day for accumulated and unused sick leave. A maximum of 110 days may be compensated for the 2011-2012 school year. The maximum number of days to be compensated will increase by 10 days each year until it reaches 120 days. At the professional employee's written request, he/she may donate to the personal illness bank any portion or all of his/her accumulated sick leave upon retiring from the district. Revised 6/2011

#### **ARTICLE XII, PLACEMENT ON SALARY SCHEDULE**

At the time of initial employment, each professional employee will be placed on the then existing salary schedule in accordance with the following: 1) column placement will be determined by the highest degree and additional semester credit hours held by the professional employee; 2) step placement will be determined by the professional employee's number of full years of teaching experience, not to exceed thirteen years. Such teaching experience must have occurred under the authority of a valid teaching license issued by the Kansas State Department of Education or a similar agency of another state. After initial step placement, the professional employee will be placed on the same step as the previous school year, plus one step, if there is a step available. At anytime and in its sole discretion, the Board shall have authority to grant additional teaching experience credit on the salary schedule to a professional employee when necessary and in the best interests of the School District.

Professional employees are responsible for maintaining current licensure information on file with the District. Revised 6/2011

#### **ARTICLE XIII, EVALUATION PROCEDURE**

Professional employees of the school district will be evaluated pursuant to the evaluation instrument approved by the Board. The evaluation instrument may be reviewed in the principal's office or the District office.

#### **ARTICLE XIV, REDUCTION-IN-FORCE POLICY**

When the Board of Education determines that a reduction in the teaching staff is necessary, the following steps will be utilized. Any responsibilities of the Board under this Article may be delegated to the Superintendent of Schools.

1. It is the Board of Education's responsibility, through the Superintendent and administrative staff, to determine the composition of the professional teaching staff and to implement and maintain the educational needs of the district. The following factors shall be considered by the Board of Education in making a decision to reduce the professional teaching staff:

- a. Declining enrollment,
- b. Limited facilities,
- c. Limited financial resources,
- d. Changes in educational programs or curriculum, and
- e. Other facts or circumstances determined by the Board to be significant.

2. In the event professional teaching staff reductions become necessary, the Board of Education shall use normal attrition (resignations, retirements, and leaves of absence) as the first means of achieving the reduction in professional teaching staff deemed necessary by the Board of Education. In the event of further professional teaching staff reductions, the professional teaching staff will be advised of the need for further reductions. The following factors will be considered by the Superintendent and/or the Board of Education in making such reductions as are determined to be necessary:

- a. Tenure,
- b. Licensure,
- c. The three most recent evaluations,
- d. Highest level of education,
- e. Advanced degrees in subject matter or field, and
- f. Employment seniority in the District.

3. Any professional employee who has not been offered employment as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the professional employee would qualify. Professional employees who may be eligible for reemployment are required to notify the District of their current address. The Superintendent will recommend to the Board reinstatement of any professional employee he/she deems qualified and able to serve the best interests of the District. The Board will consider reemployment of any professional employee for a period of one year from the date of non-renewal.

## **ARTICLE XV, EARLY RETIREMENT**

A 403(b) portfolio will be established for each KPERS eligible employee of USD 458 not eligible for either the Tier 1 or the Tier 2 Retirement Plan. Tier 1 and Tier 2 employees are not eligible for the Tier 3 Annuity Plan. Each portfolio will contain two separate accounts; a district paid account and an employee paid account.

Beginning July 1 following the initial hiring of an employee, the district will deposit \$15.00 per month into the district paid account. The employee may voluntarily contribute an amount into the employee account, not to exceed the amount allowed by Federal and State laws and regulations.

In addition to the above amount, the district will deposit into the district paid account an amount equal to an employee contribution up to \$15.00 per month. The employee contribution will be deposited into the employee paid account. The employee contribution will be deducted from the employee's monthly compensation and deposited into the 403(b) portfolio.

If a person's employment with USD 458 is terminated prior to the completion of five years of continuous employment, the district paid contributions into the district paid account will be returned to the district. Contributions into the employee paid account will remain the property of the employee to be withdrawn or invested as the employee chooses.

Beginning July 1 of the 6th year of continuous employment, the employee will be granted a vested ownership of 20% of the district paid account. This vested ownership will increase by 20% each July 1 thereafter until the employee has 100% vested ownership beginning the 10th year of continuous employment per the following schedule:

July 1 of 6th Year	20% vested ownership of district paid account
July 1 of 7th Year	40% vested ownership of district paid account
July 1 of 8th Year	60% vested ownership of district paid account
July 1 of 9th Year	80% vested ownership of district paid account
July 1 of 10th Year	100% vested ownership of district paid account

The above Annuity Plan for USD 458 employees will go into effect on July 1, 2014 subject to the availability of adequate funding. All employees will be placed on the vesting schedule according to the number of years of continuous employment in the district as of July 1, 2014

If any provision of this plan is determined to be in violation of Federal or State laws or regulations, then the entire plan shall immediately terminate and shall be of no further force or effect unless readopted by the Board of Education of USD 458.

The Board of Education retains the right to cancel or amend the annuity plan at the end of any fiscal year. If the Board decides to cancel or amend the annuity plan, notice must be given to all employees on or before April 1 that the plan will be canceled or amended at the end of that fiscal year. In the event the Board of Education does cancel the annuity plan under the conditions of the paragraph above, the monies already deposited into either the district paid account or the employee paid account will remain in that account until the employee either leaves the district or attains vested ownership of the account. The employee will gain vested ownership of the district paid account under the same schedule as in paragraph 5 above. If the employee leaves the district before becoming 100% vested, the employee will retain ownership of the amount that has become vested, and the remainder will revert back to the district. Withdrawal of funds is subject to all Internal Revenue Code rules and regulations covering 403(b) accounts.

## **ARTICLE XVI, GRIEVANCE PROCEDURE**

1. Purpose. The purpose of this grievance procedure is to secure, in good faith, equitable solutions to the problems which may arise and which affect the terms and conditions of the Professional Employee's service.

2. Definitions.

a. Grievance: A "grievance" is a claim by a Professional Employee that there has been a violation, misinterpretation, or misapplication of this Agreement affecting the Professional Employee.

b. Grievant: The "grievant" is the person or persons filing a Grievance.

c. Days: "Days" shall mean calendar days when school is in session. In counting days, the day of the act, event, or default from which computation commences will not be counted.

3. Grievance Statement. All grievances shall be in writing and shall:

a. Be signed by the grievant;

b. Be specific;

c. Contain a synopsis of all facts giving rise to the grievance;

d. Cite the article, section, paragraph and page number of the provision of the Agreement allegedly violated, misinterpreted or misapplied;

e. Contain the date of the alleged violation, misinterpretation or misapplication;

f. Specify the relief requested; and

g. Contain a statement indicating how the alleged facts, as applied to the Agreement, result in the alleged violation, misinterpretation or misapplication. If the grievance, as submitted, does not satisfy the requirements specified above, the Board or its designated representative may require, in writing, that the grievant resubmit the grievance. A grievant will have three (3) days after receipt of the written notification to resubmit the grievance.

4. Procedure.

### **LEVEL ONE**

Within ten days of the occurrence of the alleged grievance, the grievant shall file the written grievance with his/her principal or immediate supervisor, whoever has the authority to deal most effectively with the grievance. The principal or immediate supervisor shall confer with the grievant in an effort to resolve the grievance; and, within five days after the conference, shall submit a decision in writing to the grievant.

### **LEVEL TWO**

In the event the grievant is not satisfied with disposition of the grievance at Level One, the grievant shall, within five days after receipt of the Level One disposition, submit the grievance in writing to the Superintendent. The Superintendent shall confer with the grievant in an effort to resolve the grievance; and, within five days after the conference, shall submit a decision in writing to the grievant.

#### LEVEL THREE

In the event the grievant is not satisfied with disposition of the grievance at Level Two, the grievant shall, within five days of receipt of the Level Two disposition, submit the grievance in writing to the Board of Education by filing the grievance with the Clerk of the Board. The Board shall arrange for a meeting with the grievant to take place at the next regularly scheduled Board meeting. Within ten days following that meeting, the Board shall submit its written decision to the grievant.

#### 5. Miscellaneous Provisions.

a. At all stages of the grievance procedure, a grievant may be represented by any person of the grievant's choice.

b. No grievance shall be recognized or processed unless it has been filed at Level One within the specified time limit.

c. The inclusion of time limits in this Article is for the purpose of insuring prompt action on a grievance. Every effort should be made to expedite the process. However, for good reason, those time limits may be extended by mutual agreement of the parties. If the grievant does not pursue the next step of the procedure within the time limit specified, unless there is a mutually agreed written extension of the time limit, the grievance shall be deemed to have been settled and no further action shall be required.

d. In the absence of a written reply to a grievance by an administrator within the specified time limit, the grievance is considered to be denied; and the grievant may submit the grievance in writing to the next level.

e. Any grievance filed after May 15 shall, whenever possible, be resolved within ten calendar days of the close of the school term. However, the grievant shall be guaranteed the opportunity to have the grievance processed at every level of this Article.

f. The filing of a grievance will not reflect unfavorably on any Professional Employee; but will be construed as an effort to improve relationships in, and the operation of, the School District. No reprisals of any kind will be taken against any participant in the grievance procedure by reason of such participation.

g. All parties shall, during and notwithstanding the pendency of a grievance, continue to observe all assignments and applicable contract provisions.

h. At any level of the grievance procedure, the Board or its representative may challenge whether a claim asserted is grievable under this Article.

i. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

j. Only a grievant may file and process a grievance at each level of the grievance procedure.

k. Nothing in this Article shall preclude a Professional Employee from discussing a grievance with his/her principal or immediate supervisor in an effort to informally resolve a grievance. Such informal problem resolution is encouraged.

#### **ARTICLE XVII, PROFESSIONAL LEAVE**

A Professional Development Council shall be established within the guidelines for the State Plan for In-service Education which was adopted by the Kansas State Board of Education to meet license requirements. Professional Development Councils at the district and building levels will insure that professional development needs are identified through needs assessments and development and alignment of goals and objectives. The Council will be composed of one teacher representative from each attendance area, a building administrator, and the Superintendent or his/her designee. Elections of

the teacher representatives to the Council will take place in April. Each building site will be responsible for the election of their representative every three years.

Professional leave may be granted to a professional employee at the discretion of the building principal or the Superintendent of Schools. In order to evaluate the merits of each request for out-of-district professional activities and assign funds on a priority basis, the following criteria and procedures have been developed.

#### Criteria

- A. The activity is congruent with district philosophy.
- B. The activity must address the goals outlined in USD 458 Professional Development Plan:
  - 1. School Improvement
  - 2. Curriculum and Instruction
  - 3. Technology as an Education Tool
  - 4. Student Development
  - 5. Development of Professionalism and/or a Building Staff Development Plan
- C. The activity must address the goals outlined in an Individual Professional Development Plan.
- D. Adequate funds must be available.
- E. Rationale for attending professional development must enhance the educational program provided to Basehor-Linwood Students.
- F. Attendance at the activity is supported by your administrator or supervisor who indicates how attendance will improve instruction, be shared with colleagues, assist in meeting goals, or ultimately benefit students.
- G. Professional Development activities linked with the curriculum adoption cycle may be approved in the year prior or during the review/adoption year.

#### Restrictions

- A. Professional Development activity must be within reasonable driving distance.
- B. Attendance at professional development should not contribute to excessive absence from classrooms.

Special circumstances may be considered at the discretion of the Superintendent of Schools and/or his designee. The denial of a request by a building principal or the Superintendent of Schools for professional leave shall not be a basis for a grievance.

#### Application Process

The application procedure and forms are available in each building. Completed forms must be submitted to building administration for initial review at least four weeks prior to the activity.

### **ARTICLE XVIII, TEACHER COLLABORATION TIME**

There will be 8 one-half days dispersed within the calendar as in agreement with the PDC (Professional Development Committee), school board, and teachers. Collaboration time will be balanced between administrative needs such as NCA/QPA work and teacher needs such as grade level meetings or cross curricular meetings. Guidelines for Teacher Collaboration are included as Appendix D. If the activity is an administrative activity, the building principal should organize and facilitate the time. If it is a teacher activity, the teachers are to organize and facilitate the day. The teachers are not responsible for keeping detailed minutes of the time, only to indicate what the activity will be. The responsibility of the building administrator on these days is to make sure that the plan coincides with

the acceptable use list and to be sure that the activity is going according to plan. If the collaboration day coincides with building or district in-service, lunch will be limited to 30 minutes in the building. If the collaboration day coincides with a teacher workday, lunch may occur away from the building as long as no collaboration time is missed. Calendar options will be presented to the teachers to vote on for final choice. The above plan does not affect the current time allowed for teacher plan time. Should the district run out of snow days, time will be added to the school day, up to twenty (20) total minutes per day to make up the time. If needed make-up time exceeds twenty minutes per day, in-service/ collaboration time will be reduced to make up the time. Days and/or times to be reduced will be mutually agreed upon by the IBB team. Revised 6/2011

## **ARTICLE XIX, MENTORING**

Each first year teacher or teacher new to the district will be assigned a trained mentor to work with prior to the start of and during their first year of service. Prospective mentors should be a fully licensed, tenured teacher with a minimum of four years experience. If possible, the mentor teacher should be in the same field and teaching the same grade level or subject area as the mentee. Mentor training will occur in the spring before their year of service. Interested staff members should fill out the "Should I Be A Mentor" checklist and return it to their building principal. The administrative team including the building principal will work with the Superintendent or his/her designee to determine assigned mentors. Following selection, mentors will need to complete the Letter of Intent to be a mentor and return it to the Superintendent or his/her designee. Mentors will provide on-call support and assistance for the mentees. Mentors for first year teachers will attend two days of new teacher orientation in August for the specific purpose of mentoring. Mentors for new experienced teachers will attend one day of orientation in August for the specific purpose of mentoring. A mentor may be required to attend one additional meeting outside the duty day during the school year, as determined by the Superintendent or his/her designee. The dates for this training will be set by the Superintendent or his/her designee. Mentor teachers will receive a \$500.00 stipend per mentee. Mentors for new experienced teachers will receive a \$250.00 stipend per mentee. The stipend will be paid in a lump sum at the end of the school year. A mentor who will be gone for an extended period of time during the year shall relinquish his/her duties as a mentor and a new mentor will be assigned during this time. The mentor's stipend will be adjusted according to the amount of time missed.

### **(The second year mentor program will be suspended until future funding is available.)**

Each second year teacher in the district will be assigned a trained mentor to work with during their second year of service. Prospective second year mentors should be a fully certified, tenured teacher. Second year mentor training will occur in the spring of each year. The administrative team including the building principal will work with the Superintendent or his/her designee to determine assigned mentors. Following selection, second year mentors will need to complete the Letter of Intent to be a mentor and return it to the Superintendent or his/her designee. Second year mentors will provide on call support and assistance for the mentees as well as provide support in the development of the mentee's professional growth plan and any other needs identified by the mentee. Second year mentor teachers will receive a \$250.00 stipend per mentee. Revised 6/2011

## **ARTICLE XX, SUPPLEMENTAL CONTRACTS**

Supplemental contracts may be agreed upon by the Board of Education and a teacher. Supplemental assignments constitute duties apart from the primary contracts. These duties are assigned by the administrator and appear on a written contract. Persons who wish to fill these assignments may apply for such work in writing to the administrator of the building where the position is located.

A complete list of approved supplemental positions are included as Appendix B. Supplemental contract salary shall be based on a percentage (%) of the extended bachelor's column (Appendix C). The step on which the salary is calculated is based on the coach/sponsor's years of experience in that area of supervision only. All experience in an accredited school outside the District shall be accepted.

Supplemental salaries and positions shall be reviewed every five years by a subcommittee of the IBB team. Recommendations for changes will be presented for consideration by the full IBB team. Recommendations will be based on data collected by the subcommittee.

All proposals for new student activities, requesting a supplemental contract, shall be submitted in writing to the building principal. Proposals shall include all pertinent information, including, but not limited to: rationale for hours required. Proposals approved by the building principal shall be presented to the IBB subcommittee to determine the percentage for the new activity. Final approval for implementation rests with the Board of Education. Revised 6/2011

#### **ARTICLE XXI, APPROVAL FOR GRADUATE HOURS**

Teachers taking graduate hours to be used for column movement on the salary schedule will need to have those hours approved by their building administrator and the District Office Administration. Hours used for licensure/re-licensure by the State Board of Education will be approved for movement on the salary schedule. Graduate hours must be completed by September 1st for movement on the salary schedule. Graduate hour approval forms will be located in each building for teachers to complete. Official transcripts of graduate hours will need to be on file at the District Office by September 15th before any payment can be made for additional course work. Revised 6/2010

#### **ARTICLE XXII, ACCESS TO PERSONNEL FILE**

A professional employee may have access to his/her personnel file in accordance with Board Policy, GAK. The employee has the right to inspect his/her file under the supervision of an administrator by setting up an appointment with the district office. No information in the employee's file will be released to a third party without written consent from the employee or a court order.

Appendix A

BASEHOR-LINWOOD  
2011-2012

STEP	INCREMENT	BS	BS+10	BS+20	BS+30	MS	MS+10	MS+20	MS+30	MS+40	add deg
			750	760	770	4000	940	965	990	1015	4000
1	100	33665	34415	35175	35945	39945	40885	41850	42840	43855	47855
2		33765	34515	35275	36045	40045	40985	41950	42940	43955	47955
3	150	33915	34665	35425	36195	40195	41135	42100	43090	44105	48105
4		34065	34815	35575	36345	40345	41285	42250	43240	44255	48255
5	505	34570	35320	36080	36850	40850	41790	42755	43745	44760	48760
6		35075	35825	36585	37355	41355	42295	43260	44250	45265	49265
7		35580	36330	37090	37860	41860	42800	43765	44755	45770	49770
8		36085	36835	37595	38365	42365	43305	44270	45260	46275	50275
9	555	36640	37390	38150	38920	42920	43860	44825	45815	46830	50830
10		37945	39475	39475	39475	43475	44415	45380	46370	47385	51385
11		38500	39260	40030	40030	44030	44970	45935	46925	47940	51940
12		39055	39815	40585	40585	44585	45525	46490	47480	48495	52495
13			40370	41140	41140	45140	46080	47045	48035	49050	53050
14	605		41745	45745	41745	45745	46685	47650	48640	49655	53655
15			42350	46350	42350	46350	47290	48255	49245	50260	54260
16			42955	46955	42955	46955	47895	48860	49850	50865	54865
17			43560	47560	43560	47560	48500	49465	50455	51470	55470
18			44165	48165	44165	48165	49105	50070	51060	52075	56075
19	655										56730
20	655										57385
21	655										58040
22	655										58695

\*If professional employee has National Certification the employee shall receive an additional \$1500. per year.

\*\*If professional employee has been on the last step in the same column for more than one year, that employee will receive an additional 2% of that step.

**APPENDIX B: APPROVED SUPPLEMENTAL SALARY POSITIONS**  
2011-2012

BASED ON ACTUAL YEARS OF EXPERIENCE USING THE EXTENDED BACHELOR'S COLUMN INCLUDED. CREDIT FOR OUTSIDE EXPERIENCE TO BE GRANTED ON THE SAME BASIS AS TEACHING EXPERIENCE. EXPERIENCE CREDIT MUST BE IN THE SAME POSITION.

<u>DUTY</u>		<u>LEVEL</u>	<u>PERCENTAGE</u>
ANNUAL (Yearbook)		HS	5%
		MS	2%
<hr/>			
ATHLETIC DIRECTOR		HS	18%
		MS	12%
<hr/>			
BASEBALL (BOYS)	HEAD	HS	10%
	ASST	HS	7%
<hr/>			
BASKETBALL (BOYS)	HEAD	HS	14%
	ASST	HS	9%
	HEAD	MS	8%
	ASST	MS	6%
<hr/>			
BASKETBALL (GIRLS)	HEAD	HS	14%
	ASST	HS	9%
	HEAD	MS	8%
	ASST	MS	6%
<hr/>			
BUILDING COORDINATOR		MS	3%
		ES	3%
<hr/>			
CLASS SPONSORS		SR	3%
		JR	3%
		SO	1%
		FR	1%
<hr/>			
COLOR GUARD			3%
(Not to exceed 150 hours (\$900 for non-certified staff))			
<hr/>			
COUNSELORS WILL RECEIVE A \$500 STIPEND			
<hr/>			
CROSS COUNTRY		HS	7%
	<i>Revised 6/2008</i>	MS	5%
<hr/>			
DEBATE		HS	10%
<hr/>			
DRILL TEAM	PER SEASON	HS	6%
<hr/>			
DRUM LINE			3%
(Not to exceed 150 hours (\$900 for non-certified staff))			
<hr/>			
F.B.L.A. (Future Business Leaders of America)		HS	3%

2011-2012

F.C.C.L.A. (Family Career and Community Leaders of America)		HS	5%
FOOTBALL	HEAD	HS	14%
	ASST	HS	9%
	HEAD	MS	8%
	ASST	MS	6%
FORENSICS		HS	10%
GOLF		HS	6%
HIGH Q/KNOWLEDGE BOWL		HS	3%
1ST YR MENTORS WILL RECEIVE A \$500 STIPEND			
2ND YR MENTORS WILL RECEIVE A \$250 STIPEND			
MUSIC			
BAND MARCHING SEASON	HEAD	HS	10%
	ASST	HS	5%
BAND: PEP, CONCERT, AND FESTIVAL SEASON	HEAD	HS	12%
	ASST	HS	7%
BAND MIDDLE SCHOOL & ELEMENTARY	HEAD	MS/ES	5%
	ASST	MS/ES	3%
(This includes compensation for a minimum of 50 hours for summer marching band camp)			
STRINGS HIGH SCHOOL	HEAD	HS	7%
STRINGS MIDDLE SCHOOL	HEAD	MS	3%
STRINGS ELEM	HEAD	ELEM(each)	2%
VOCAL	HS		7%
	MS		4%
	ELEM (each)		2%
(Includes all Concerts, Admin. Approved Honor Choirs and Related Activities)			
NATIONAL HONOR SOCIETY		HS	3%
NEWSPAPER		HS	5%
PEP CLUB	CHEERLEADER (PER SEASON)	HS	7%
	ASSIST CL (PER SEASON)	HS	5%
	WRESTLING	HS	5%
	CHEERLEADER (PER SEASON)	MS	5%
SADD		HS	2%
<i>Adopted 6/2008</i>			
SCIENCE OLYMPIAD (3 Positions 2% each)		MS	6%
		HS	6%
SOFTBALL (GIRLS)	HEAD	HS	10%
	ASST	HS	7%
SOCCER (BOYS)	HEAD	HS	10%
	ASST	HS	7%
SOCCER (GIRLS)	HEAD	HS	10%
	ASST	HS	7%

2011-2012

MUSICAL	MUSIC DIRECTOR	HS	5%
	DRAMA DIRECTOR	HS	5%
PLAY(each)		MS	\$14.00/HR
		HS	4%
<hr/>			
STRENGTH AND CONDITIONING <i>Adopted 6/2008</i>			
	FALL SEASON	HS	9%
	WINTER SEASON	HS	9%
	SPRING SEASON	HS	9%
	SUMMER SEASON	HS	14%
<hr/>			
POWERLIFTING		HS	6%
<i>Adopted 6/2008</i>			
<hr/>			
STUDENT COUNCIL		HS	4%
		MS	3%
		ES	2%
<hr/>			
TRACK	HEAD	HS	10%
	ASST	HS	7%
	HEAD	MS	7%
	ASST	MS	5%
<hr/>			
VOLLEYBALL	HEAD	HS	12%
	ASST	HS	8%
	FRESH	HS	6%
	HEAD	MS	8%
	ASST	MS	6%
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V.I.C.A./SKILLS USA		HS	3%
<i>(Vocational Industrial Clubs of America)</i>			
<hr/>			
WRESTLING	HEAD	HS	12%
	ASST	HS	8%
	HEAD	MS	8%
	ASST	MS	6%
<hr/>			
BUILDING CHAIRPERSONS FOR QPA/NCA WILL RECEIVE A STIPEND OF \$1,000.			
<hr/>			
LUNCH ROOM STIPEND	20 MINUTES = \$ 65.00 PER SEMESTER		
	30 MINUTES = \$100.00 PER SEMESTER		
	40 MINUTES = \$135.00 PER SEMESTER		
	45 MINUTES = \$150.00 PER SEMESTER		
	60 MINUTES = \$200.00 PER SEMESTER		
<hr/>			
PROFESSIONAL DEVELOPMENT COUNCIL CHAIRPERSON WILL RECEIVE A \$500 STIPEND IN ADDITION TO THE HOURLY RATE OF \$21.00.			
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### Appendix C: Supplemental Extended Bachelor's Column

Step	Increment	BS
1	455	32000
2		32455
3		32910
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4	505	33415
5		33920
6		34425
7		34930
8		35435
-----		
9	555	35990
10		36545
11		37100
12		37655
13		38210
-----		
14	605	38815
15		39420
16		40025
17		40630
18		41235
-----		
19	655	41890
20		42545
21		43200
22		43855
23		44510
-----		
24	655	45165
25		45820
26		46475
27		47130
28		47785
-----		
29	655	48440
30		49095
31		49750
32		50405
33		51060

\* Supplemental steps are frozen for the 2011-12 school year

## **Appendix D: Teacher Collaboration Time Guidelines**

### Basic Rules

1. Eight half days will be scheduled during the year for the purpose of teacher collaboration in conjunction with other work or in-service days. The dates are to be determined by PDC and IBB team members that serve on the calendar committee.
2. The content for the collaboration time is to be determined by administrators at the building level in conjunction with teachers from the Acceptable Use List. The meetings could be within a building or across the district.
3. Personal days, medical appointments, etc. are not to be scheduled on these days. If an emergency arises and you are unable to attend a collaboration day a form will need to be completed and given to your building administrator.
4. Starting and ending times of collaboration days will be 8:00 a.m.–3:00 p.m. If the collaboration day coincides with building or district in-service, lunch will be limited to 30 minutes in the building. If the collaboration day coincides with a teacher workday, lunch may occur away from the building as long as no collaboration time is missed.

### Acceptable Uses of Time

1. QPA/NCA work.
2. Work on or with state and federal mandates and/or assessments.
3. Grade level or subject area meeting with a purpose:
  - a. Curriculum alignment issues.
  - b. Test preparation.
  - c. Developing interdisciplinary (cross-curricular) units.
  - d. Integration of interdisciplinary units with Team 5 teachers.
  - e. Unique lesson plan designing.
  - f. Demonstrations of innovative ideas.
4. Transition meetings or planning.
5. Book studies.
6. Sharing strategies.
7. Analyzing student performance data.
8. Help team/student concerns.
9. Gathering, reviewing and preparing resources.
10. Long-range planning.
11. Technology support.
12. Travel time to other buildings for #3 above.
13. Vertical plan Time.

### Unacceptable Uses of Time

1. Grading papers.
2. Regular weekly lesson plans.
3. IEP meetings unless no other possible alternative to meet is available.
4. Regular informational type faculty meetings.
5. No activity practices of any kind or coach/activity sponsor meetings

Revised 6/2008

## Appendix E: Definition of Terms & Acronyms

**Classroom Observations:** 1. Occasion for teachers to observe veteran, master educators who use best educational practices. 2. Occasions for administration to observe best educational practices for the purpose of evaluation

**Coaching:** Encouragement, modeling and feedback support. This process would include pre-conference, observation, data analysis (non-evaluative) and post conference using specific planned skills. The purpose is to help an educator reflect on his or her skill and develop goals to increase the best results.

**Immediate Family:** Defined as father, mother, father-in-law, mother-in-law, grandparents, brother, sister, wife, husband, children and grandchildren, or another relative whose regular residence is in the home of the professional employee.

**Leave as Leave:** Leave that certified teachers may use for any purpose. Licensed teachers are given 10 or 11 leave-as-leave days a year based on how many years they have been an employee of the district. This leave is used before the licensed teacher may use any of their accrued sick days. Please refer to Article III for further information.

**Mentee:** A teacher who is working with a mentor.

**Mentor:** A highly competent experienced teacher with at least 3 years teaching experience in the school district, supporting the professional growth of the new teacher or an experienced teacher, new to Basehor-Linwood. Mentors are not the formal evaluators of the mentee.

**Mentoring:** The procedures mentors use to support and assist their mentees to become an effective educator in Basehor-Linwood Public Schools.

**New experienced teacher:** A teacher new to the School District that has teaching experience in another district or state.

**New teacher:** A first year teacher with no prior teaching experience.

**Professional Employee:** A full-time licensed employee.

**Personal Illness Bank:** Sick days donated by members for the purpose to provide additional sick leave assistance, during the contract year only, to a district employee. The district employee must be a member of the sick pool and must have used all of his/her accumulated sick leave and has experienced extraordinary circumstances requiring additional sick leave.

**Supplemental Duty:** Duties apart from primary contract. These paid duties are done outside of the contract day. A complete listing of approved supplemental positions can be found in Appendix C

## ACRONYMS

ABLE	Association of Basehor - Linwood Educators
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
AR	Accelerated Reader
ASC	Administrative Services Center
AV	Audio Visual
AYP	Adequate Yearly Progress
BBT	Basehor Bluejay Team
BD	Behavior Disorder
BES	Basehor Elementary School
BLEF	Basehor-Linwood Education Foundation
BLHS	Basehor-Linwood High School
BLMS	Basehor-Linwood Middle School
BLT	Building Level Team
BOE	Board of Education
BR	Building Representative
BSAPP	Base State Aid Per Pupil
BCC	Building Climate Committee
CMS	Curriculum Management System
COC	Career Opportunity Center
CT	Collaborative Teaming Teachers
CETE	Center for Educational Testing and Evaluation (KU)
DAC	District Advisory Council

EMH	Educationally Mentally Handicapped
ELL	English Language Learners
ESP	Educational Support Personnel
FACS	Family And Consumer Sciences
FERPA	Family Educational Rights and Privacy Act
FTE	Full - Time Enrollment
GRE	Glenwood Ridge Elementary School
HMO	Health maintenance organization
IBB	Interest Based Bargaining
IDL	Interactive Distance Learning
IDP	Individual Development Plan
IEP	Individual Education Plan
ITBS	Iowa Tests of Basic Skills
ITV	Instructional Television
KALL	Kansas Accelerated Literacy Learning
KELPA	Kansas English Language Proficiency Assessment
KNEA	Kansas National Education Association
KPERS	Kansas Public Employees Retirement System
KSDE	Kansas State Department of Education
LD	Learning Disabled
LEA	Local Education Association
LEAP	Lansing Educational Achievement Program
LES	Linwood Elementary School

MAP	Measures of Academic Progress Assessment
NCA	North Central Association
NCLB	No Child Left Behind
NEA	National Education Association
NHI	Not Handed In
NHS	National Honor Society
OBE	Outcome Based Education
OHI	Other Health Impaired
PAT	Parents As Teachers
PDC	Professional Development Council
PDP	Professional Development Points
PR & R	Professional Rights and Responsibilities
PTA	Parent Teacher Association
PTC	Linwood Elementary parent / teacher organization
PTO	Glenwood Ridge parent / teacher organization
PTSA	Parent Teacher Student Association
QPA	Quality Performance Accreditation
QAR	Quality Assurance Review
QRI	Qualitative Reading Inventory
RI	Response to Intervention
SAP	Student Assistance Plan
SIT	Student Improvement Team
SPED	Special Education

SRS	Social and Rehabilitation Services
SSR	Silent Sustained Reading
SST	Student Support Team
TAG	Talented and Gifted
TAWL	Teachers Applying Whole Language
THOT	Teachers Helping Other Teachers
VS	Virtual School