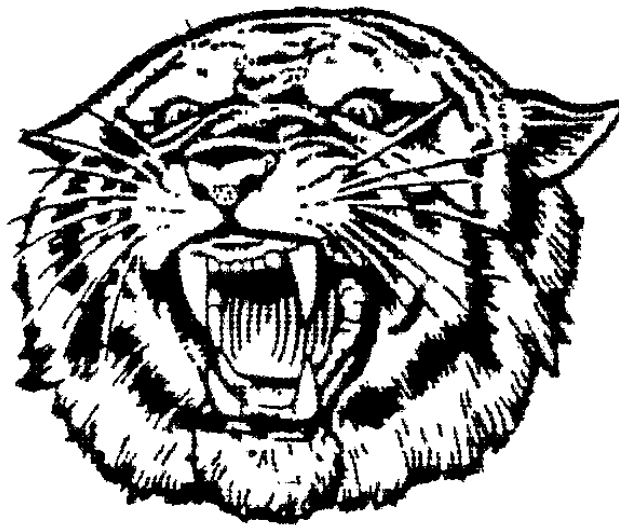


Mulvane USD 263

**Negotiated Agreement
2022-2023**

**USD 263 Board of Education
and
Mulvane Education Association**



2022 - 2023

The Mulvane School District is an equal opportunity employer.

The Negotiated agreement will be made available on the U.S.D. 263 website – usd263.com

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PREAMBLE

AGREEMENT made and entered into as of the 22nd day of August, 2022, by and between THE BOARD OF EDUCATION, UNIFIED SCHOOL DISTRICT NO. 263, hereinafter referred to as the "Board", and the MULVANE EDUCATION ASSOCIATION, hereinafter referred to as the "Association".

WHEREAS, the Legislature of the State of Kansas has established a procedure for professional employees employed within the school district of the State of Kansas to organize and to select a representative for the purpose of professional negotiations, and the majority of the employees, excluding administrators, within the school district has designated the Association as its representative for professional negotiations; and

WHEREAS, the Association is recognized by the Board as the exclusive representative of all those employed by the Board in positions which require certificates issued by the State Board of Education or who are employed in professional, educational or instructional capacities, except administrative employees.

WHEREAS, the Board and Association recognize and declare that providing a quality education for the students of Unified School District 263 is their mutual desire and that the character of such education depends predominantly upon the quality and morale of the teaching staff, and

WHEREAS, it shall be the mutual aim of the parties of this agreement to maintain and improve the quality of the instructional program and morale of the teaching staff; and

WHEREAS, representatives of the Board have met with representatives of the Association and have negotiated in good faith the terms and conditions of professional service.

DEFINITIONS

1. **The School District or School System.** Unified School District 263, Mulvane, Sedgwick County, Kansas.
2. **The Board.** The Board of Education of Unified School District 263, Mulvane, Sedgwick County, Kansas.
3. **Superintendent.** The Superintendent of Schools of Unified School District 263, Mulvane, Sedgwick County, Kansas.
4. **The Association.** The Mulvane Education Association, associated with Kansas-NEA and the National Education Association.
5. **Administrative Personnel.** Those certified employees who are employed under one of the following contracts: Superintendent, Principal, Assistant Principal, Administrative Assistant.
6. **Certified Staff Member.** All certified personnel employed by the Board on the certified salary schedule referred to in this agreement as certified staff member, employee, professional employee, certified staff member, or bargaining unit member. Benefits extended to “certified staff members” less than full-time will be prorated. These personnel classifications are used interchangeably throughout the negotiated agreement.
7. **Supervisor.** The supervisor of a professional educator is the building principal, assistant principal, or a person designated by the superintendent.
8. **Grievance.** A direct violation of the negotiated agreement.
9. **Bargaining Unit.** The bargaining unit is defined as teachers, counselors, nurses.
10. **School Year.** Defined as contract year.
11. **Catastrophic Illness.** A period of incapacity which is permanent or long term due to a condition for which treatment may or may not be effective. The employee must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider. Examples include but may not be limited to Alzheimer’s, a severe stroke, or the terminal stages of a disease.
12. **Tenure.** A staff member who has completed three years of service to the district and has been offered a fourth contract.

ARTICLE I. ASSOCIATION RIGHTS

1. **Exclusive Recognition:**

The board recognizes the Association as the exclusive and sole representative of all professional employees of the recognized bargaining unit, except administrative personnel, for the purpose of professional negotiations.

2. **Access to Information:**

The board agrees to furnish the Association, upon request, all available public information. The information shall include but not be limited to the following: annual financial reports, audits, register of certificated personnel, budgets, agendas and minutes of board meetings, and treasurer's reports. Such information shall be provided or made available within a reasonable time and only in the form available.

3. **Board Agenda:**

The Association has the right to request items to be placed on the board agenda. Such request shall be handled consistent with board policies and procedures on board agendas.

4. **Use of Facilities, Equipment, Bulletin Boards, Mail Boxes, and Electronic Media:**

The Association shall have the right to reasonable access to facilities and the use of equipment owned by USD 263. The individual using such equipment shall be responsible for repair or replacement costs beyond normal wear and tear if the equipment is damaged, stolen, or lost. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.

5. **Payroll Dues Deduction:**

USD 263 will provide payroll dues deduction for members of the Mulvane Education Association. Local, state, and national association dues will be taken from the certified staff members' paychecks beginning with the September payroll in 10 monthly installments (rev. 5/97).

ARTICLE II. SAVINGS CLAUSE

If any provision of this agreement is found to be contrary to law, then such provision shall be deemed invalid, except to the extent permitted by law, but all other provisions shall continue in full force and effect.

ARTICLE III. LEAVE OPTIONS (Revised 7/2019)

Leave time will be charged in one-hour increments. If the time requested is less than one-half day and coverage for that time is unavailable, one-half day leave must be taken.

Each certified staff member shall be given access to view their Current Annual Leave and Accumulated Sick Leave balances on the absence management program.

Section A: Current Annual Leave

Certified staff members will have 10 Current Annual Leave days per year. A leave request that is intended to be used for anything other than illness must be submitted to the building principal for approval at least one week in advance, if possible, and shall be subject to the availability of suitable substitutes. Current Annual Leave other than for illness/emergency shall not be granted on parent teacher conferences, on district inservices, to extend vacation breaks, or to extend holiday breaks, exceptions will be considered by District Administration for extenuating circumstances. Exception requests must be submitted to the Human Resources Department at least

three days in advance of the proposed absence. No more than three consecutive leave days may be taken without administrative approval.

Unused Current Annual Leave

At the end of the school year, employees may be paid for unused leave days at the rate of \$100 per day, \$13.79 per hour and/or employee may choose to roll over up to 10 days per year into his/her Accumulated Sick Leave account for an accumulated total of no more than 80 days. Returning certified personnel will be paid for the unused Current Annual Leave days (i.e., 10 days) on the first day of the next contract year. Employees who are leaving the district will be paid for unused Current Annual Leave days on their final check.

Section B: Accumulated Sick Leave

This section applies only to leave remaining after the annual ten 10 days of Current Annual Leave have been utilized except in the case of bereavement (see below) or after an absence of three consecutive Current Annual Leave days due to personal illness. An employee may then use Accumulated Sick Leave but must provide a written release from a doctor upon their return.

Accumulated Sick Leave shall be allowed for personal illnesses of a certified staff member or immediate family member. The immediate family is defined as father, mother, sister, brother, husband, wife, son, daughter, grandparents, grandchildren, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or any persons making his/her home permanently in the household of the certified staff member. Decisions concerning sick leave applications will be made by the building Principals, with questionable situations to be referred to Human Resources with final approval of the Superintendent.

Bereavement Leave

In the case of a death in the immediate family, as defined under Section B, a maximum of 5 days of Accumulated Sick Leave may be used for bereavement. If the certified staff member doesn't have any Accumulated Sick Leave accrued, then Current Annual Leave must be utilized. If additional time is needed beyond the five Accumulated Sick Leave days, then Current Annual Leave must be utilized. If the certified staff member has no Accumulated Sick Leave or Current Annual Leave, participating members may draw up to 5 days from the Central Sick/Bereavement Leave Bank.

Decisions concerning bereavement applications will be made by the building Principals, with questionable situations to be referred to Human Resources with final approval of the Superintendent.

Unused Accumulated Sick Leave Days Upon Retirement

Each Certified staff member, in good standing upon retirement, shall be reimbursed for unused Accumulated Sick Leave. Reimbursement will be made at a rate of \$25 per 7.25 hours up to 50 days for a full-time certified staff member and \$12.50 per day for a part-time certified staff member. Unused Accumulated Sick Leave can still be accumulated up to 80 days, but only 50 are bought back. Payment shall be disbursed on the employee's final paycheck.

Section C: Central Sick/Bereavement Leave Bank

The Central Sick/Bereavement Leave Bank shall consist of a number of sick leave hours, to be contributed by the certified employees, for the purpose of extending cumulative sick leave in cases of a prolonged medical illness of a certified staff member or a member of their immediate family, as defined in the leave policies.

1. The hours shall be contributed from the Current Annual Leave of individual certified staff members at the rate of one day per certified employee when solicited on a voluntary basis. All members of the Central Sick/Bereavement Leave Bank that have previous buy in will automatically renew without additional donation

for the following school year if the bank remains between 200-300 days. Members who did not participate in the CSBLB who would like to participate may participate by donating a day at the beginning of the school year.

2. Leave hours from CSBLB may be drawn out only by active members and only after all Current Annual Leave and Accumulated Sick Leave hours have been utilized.
3. Leave hours drawn from the CSBLB shall not exceed 25 days per individual per year.
4. Leave hours may be drawn from the CSBLB for the same illness within the school year if the total number of eligible hours have not been used. The certified staff member will provide verification from their physician concerning the recurrence of the illness.
5. If the certified staff member has no Accumulated Sick Leave or Current Annual Leave, participating members may draw up to 5 days from the Central Sick/Bereavement Leave Bank.
6. When the bank falls below 200 days, additional days will be solicited at the beginning of the next school year from all employees wishing to participate in the bank.
7. A CSBLB committee will oversee the operation of the CSBLB. This committee will include the Central Office staff member who works with leave provisions, the Superintendent or designee, and two representatives from the Mulvane Education Association.
8. Hours in the CSBLB will carry over from one school year to the next but will not exceed 300 days (2,175 hours). Each year, 25% of carry over hours will go into a catastrophic pool but will not exceed 120 days. These hours are included in the 2,175 total. The CSBLB committee will oversee the catastrophic pool and decide eligibility. Catastrophic leave will only be considered after CSBLB is used first and is available only for the employee. An eligible employee making application to the catastrophic pool may request up to 30 days annually with physician documentation. These days may be taken in hourly increments.

Section D: Certified Staff Member Pregnancy/Maternity/Paternity/Adoption Leave

Childbirth shall be considered as any other disability where the employee is unable to perform the essential job functions pursuant to a physician's directive. Current Annual Leave shall be allowed for use during an absence due to childbirth for the period specified by the attending physician. If the employee does not have any Current Annual Leave, then Accumulated Sick Leave may be used.

Adoption will entitle the certified staff member to the child birth provisions listed above. Leave may be used in order to complete the adoption process and/or for a period of adjustment for the child and parent. This period of adjustment will be in accordance with the recommendation of the adoption agent.

Section E: Jury Duty / Legal Proceedings

Certified staff members shall receive their regular duty pay while serving on jury duty and shall reimburse USD 263 all money received for jury duty except that amount allowed for meals and mileage. The same stipulation and benefits shall apply for staff members who must attend a legal proceeding related to school district issues under the requirements of a subpoena.

Section F: Association Leave

The Board shall allow 3 days of Association Leave to be used at the discretion of the association president or his/her designee. The leave shall be requested from the building administrator at least 48 hours in advance of the absence. If proper notification is received, the cost of the substitute will be borne by the Board. If the administrator is not notified at least 48 hours in advance, the cost of the substitute will be paid by the association.

Misuse of Leave Provisions

Misuse of any leave provision is subject to the reduction of one day's salary of the certified staff member in question for each day absent.

ARTICLE IV. FRINGE BENEFITS

Certified staff members of USD 263 shall be eligible to participate in a flexible fringe benefit program as established by the Board of Education. The USD 263 Board of Education shall retain the right to determine the company or companies of record and shall retain the right to determine the specific programs to be offered under the umbrella of the flexible fringe benefits program.

ARTICLE V. CONTRACT YEAR / CONTRACT DAY

The number of certified staff member duty days in the basic duty year shall not exceed 183 school days (for 2022-2023 only) exclusive of addendum and/or extended contract days. The duty year shall consist of teaching days and in-service days as determined and scheduled by the Board of Education. (rev. 7/2019)

The contract day in USD 263 shall be defined as 7 hours and 15 minutes in length consisting of a 6 hour and 45 minute teaching day, and a total of 30 minutes prior to the start of the teaching day and after the actual teaching day. (rev. 7/2019)

The time within the contract day, except duty free lunch, is to be used for school purposes, planning, inservice and related assignments. (5/10/00) (rev 6/24/02)

ARTICLE VI. CERTIFIED STAFF MEMBER FILES

Certified Staff Member Access

Certified staff member personnel files, except letters of recommendation which are indicated to be confidential and other confidential documents to which the certified staff member has waived the right of inspection (such as certified staff member credentials) will be open to the certified staff member during regular business hours. Persons other than the district administration, Board of Education, and any and all legal counsel approved by the Board must have the certified staff member's permission to inspect the file.

Responses

The certified staff member may respond in writing to items in the file.

Right to Reproduce Contents

The Certified staff member shall have the right to reproduce any contents of his/her file except credentials, confidential letters of recommendation, or items to which the certified staff member has waived the right of inspection. Copying must be done at the location where the file is stored. The cost of copying shall not exceed that amount normally charged to patrons or other community groups and shall be borne by the certified staff member.

Removal of File Contents (Revised 8/2017)

Any evaluation/document except credentials, confidential letters of recommendation or items to which the certified staff member has waived the right of inspection, which is in excess of being five years old, will be removed from the personnel file within 30 days upon receipt of the certified staff member's written request and administrative agreement.

Teacher Evaluation Procedure

The following procedures should be followed in accordance with the teacher evaluation process:

An administrator must perform formal and informal observations

Teacher must be notified of the formal evaluation in advance (eff. 2008-09)

Self-evaluation forms will be given to the teacher in advance of the evaluation conference (eff. 2008-09)

Formal observations must be dated

Teacher shall complete Self-Assessment prior to the scheduled conference (rev. 07/2019)

Teacher and administrator conference must be performed to discuss the evaluation

Teacher will acknowledge presentation of the written evaluation with his/her electronic submission (rev. 07/2019)

Teacher may respond in writing within 2 weeks of the evaluation (rev. 6/04).

ARTICLE VII. REDUCTION IN FORCE

In the event the Board decides that the size of the teaching staff must be reduced, guidelines in this article shall be followed. Insofar as possible reduction of staff shall be accomplished by attrition due to resignations and retirement.

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

1. To determine the number of teaching positions to be reduced, the administrative staff will ascertain the educational program for the district to meet the educational goals established by the Board. The number of certified staff members needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals as determined by the Board.
2. All certified staff members will be evaluated in relation to the educational goals of the district. Individual qualifications and specific skill areas or disciplines shall be ascertained and applied to the certified staff member needs of the district. Current evaluation forms, instruments or tools will be used to measure each staff member's teaching ability. Certification and teaching assignments shall also be considered (rev. 5/97).
3. In the event two or more certified staff members have similar qualifications and skills in a teaching area deemed necessary to fulfill the district's educational goals, the superintendent may recommend the tenured certified staff member, if any, for the position in question. A qualified tenured certified staff member shall be retained over a non-tenured certified staff member.
4. Any certified employee who is not re-employed as a result of reduction of the teaching staff shall be considered for re-employment if a vacancy exists for which the certified staff member is qualified. The superintendent will recommend to the Board reinstatement of any such certified staff member whom he/she deems qualified and able to serve the best interests of the district. The Board shall not be required to consider reinstatement of any such certified staff member after a period of one year from the date of non-renewal.

ARTICLE VIII. TEACHER DUE PROCESS

When a teacher 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 10 days from the date of receipt of the written statement of nonrenewal of a contract.

The board shall hold such meeting within 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 board shall specify the reason or reasons for the board's intention to not renew the teacher's contract. The teacher shall be afforded an

opportunity to respond to the board. Neither party shall have the right to have counsel present; however, the Teacher shall have the right to have an MEA representative present. Within 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.

The provisions of this section shall apply only to teachers who have completed five (5) consecutive years of employment as a teacher in the district and have started their sixth (6th) year in the district.

ARTICLE IX. TEACHER DISCIPLINE

A professional employee may be disciplined upon showing of good cause. Good cause shall exist for a violation of the law, board policy, or any rule pertaining to bargaining unit members. Administration will not discipline arbitrarily or capriciously.

A. Disciplinary Action

1. The employee must have been given notice of the rule or performance standard and the possible consequences of failure to comply.
2. An investigation must have been conducted before making a decision about taking disciplinary action.
3. The investigation must be fair.
4. Before discipline is imposed, proof of misconduct must be identified.
5. No complaint shall be placed in a professional employee's file unless the above procedures are followed.

403(B) Employer Matching Contribution

As a part of employment with the School District, certified employees are eligible to participate in the employer matching 403(b) retirement plan. Employees will have the opportunity to enroll in the 403(b) matching plan during the open enrollment period. The Board of Education will match a certified staff member's contribution up to \$50.00 per month.

The BOE retains the right to adopt the 403(B) employer matching program on a year to year basis. Should the BOE choose to suspend, amend, or terminate the program, notification shall be given to the staff in the period between July 1 and September 15, one year prior to discontinuing the program.

Vesting Schedule - Employee contributions are 100% vested. This means the value of your contributions and earnings are yours when you leave the district, regardless of years of service. Employer matching contributions are vested according to the following schedule:

| Years of Service (completed) | Vesting percentage |
|------------------------------|--------------------|
| 0-5 years | 0% |
| 6 years | 10% |
| 7 years | 20% |
| 8 years | 30% |
| 9 years | 40% |
| 10 years | 50% |
| 11 years | 60% |
| 12 years | 70% |
| 13 years | 80% |
| 14 years | 90% |
| 15 years | 100% |

Salary Payment

Certified staff members shall be paid monthly, on or before the 24th of each month. The option of a summer lump sum payment shall remain open, pending a written request filed with the superintendent by the certified staff member prior to April 1st. All contracted payments are subject to applicable taxes.

New certified staff members to the district may select the option of 1/24th salary payment on or before September 1 and the next 1/24th payment on the regular pay date in September. If no selection is made, the first full payment shall be on the regular pay date of on or before the 24th of September and all subsequent months.

Professional Staff Development

Professional staff development will occur in weekly meetings at the building level. The student day will begin one hour late each Wednesday to allow for meetings concerning accreditation, curriculum, assessment, instruction, technology, staff meetings, and grade level or department meetings. Meetings will begin at the start of the contract day and will last for a maximum of one hour. Each meeting will have a well-organized protocol and the agenda will be provided through email or a written notice. Certified staff will make it a professional priority to be punctual and to obtain and become familiar with the agenda prior to the meeting. (rev. 2019)

Award Credit (Updated 8/8/2016)

Award credit will be reimbursed at the rate of 25% of the average of the actual graduate credit hour tuition costs as of September 1st of the contract year for ESU, WSU, FHSU, KSU, and KU not to exceed \$85.00. The rate will be communicated to the staff at orientation. This will be based on per credit hour tuition. Certified staff members shall be paid within the following limitations:

1. 6 hours per regular semester
2. 12 hours per summer
3. Not to exceed 16 hours in any one school year
4. Graduate level classes (unless pre-approved by Superintendent/designee)

It is the responsibility of the certified staff member to inform the Professional Development Council (PDC) of his/her desire to receive award credit. The Council will accept or deny applications for award credit. Application for credit will be made to the Council by the Council's September meeting for the fall classes, and by the Council's January meeting for the spring classes. Summer award credit will be submitted to the Council by the May meeting. Any credit requested after the designated times will need to be submitted to the superintendent for approval and prior approvals should be submitted within the semester that the class is taken. Any deviations from these guidelines will be considered on an individual basis.

Elementary hours will be granted based upon those learning experiences applicable to elementary classroom instructional delivery. Secondary hours will be granted based upon the enrollment in courses directly related to the discipline currently being taught, certified, and/or assigned. The Council will also consider application for course work involving school discipline techniques, student motivational courses, and courses directly related to instructional delivery techniques. Approved advanced degree programs will also be considered (rev. 5/97). (rev. 8/2003)

Request for payment for hours taken can be submitted to the central office on or before January 10th, for hours taken in the Fall semester with payment in February, and on or before September 10th for hours taken in the Spring and Summer semester, with payment in October, provided the certified staff member is under contract to U.S.D. 263 for the ensuing school year. Official transcripts of all award credit hours must be on file in the superintendent's office prior to approval for payment. Electronic notification from the university of transcripts is acceptable. (Updated 8/2014)

Health Insurance Fringe Benefit (Revised 9/2017)

Eligible participants must have received a contract of at least .64 FTE. Employees must be enrolled in the district health insurance on October 1, and must remain on the plan to receive the fringe benefit. A flat rate of \$425 per month will be paid by the BOE towards health insurance premiums. Any certified staff having a qualifying event as established by the company of record can become eligible after October 1 for the defined benefit. This will be offered only as a defined benefit. The BOE shall retain the right to select the company or companies of record. (rev.8/8/2016)

Pay for Planning Period

Certified staff members, who are requested by the administrator to give up their planning period to cover or substitute for a fellow absent certified staff member, shall be compensated at the rate of \$30.00 per period. (Revised 8/22/2022) Payment will be in the following paycheck.

If a certified staff member is requested to and agrees to such request to teach on a contractual basis without the benefit of a planning period, the certified staff member will be paid an additional 1/7 of his/her base salary for the year of the additional assignment (5/97).

Duty Free Lunch

The Board of Education will provide a 30 minute duty-free lunch. (rev. 2019)

School Calendar Development

A representative of the Association shall be included on the District Calendar Committee, along with committee members chosen through collaboration between the MEA president and the Superintendent. The Committee will develop annual school calendar options. This is usually done in the third quarter of the school year. A representative will seek input from other professional colleagues. The committee will present calendar options to the Superintendent of Schools for consideration. (rev. 2021)

Extended Contracts

Extended contracts will be issued based on dividing the base certified staff member contract amount by the number of days in the contract year, and multiplying that daily amount by the number of extended contract days (5/99).

Dress Code

Employees shall dress with appropriate formality for the curriculum being taught and the particular activity of the day. Employee dress shall be modest, neat, clean, and project a positive image of the district and the profession. Concerns by administrators over the dress of an employee shall be addressed individually with the employee. If the employee is not appropriately dressed, the administrator may require the employee to change.

Service Stipend (Updated 8/22/2022)

The USD 263 Board of Education shall pay a yearly stipend to all certified staff members within the district that have completed a specific number of years of service with the Mulvane School District. The stipend shall be part of the contract and will continue until retirement, resignation or termination.

- \$100 - 10-14 years of service
- \$200 - 15-19 years of service
- \$300 - 20-24 years of service
- \$400 - 25-29 years of service
- \$500 - 30-34 years of service
- \$600 - 35-up years of service

Grievance Procedure (formerly BOE policy 07-034)

A grievance is defined as a direct violation of the negotiated agreement. A certified staff member who has a grievance shall follow the following procedure:

Level One – Within ten contract days of becoming aware of the problem, the certified staff member shall present the problem, in writing, to and discuss it with, the building principal or designee. The building principal has ten contract days to provide a written response/solution.

Level Two – If the principal does not arrive at a satisfactory solution, the certified staff member has ten contract days to request an interview with the superintendent. The superintendent has a period of fifteen contract days in which to hold the interview. After meeting with the certified staff member, the superintendent has fifteen contract days to provide a written response/solution.

Level Three – If the superintendent does not arrive at a satisfactory solution, the certified staff member has fifteen contract days in which to request a hearing by the board of education. The board of education will have sixty contract days in which to hold the hearing. At such a board hearing, the president of the board shall act as chairperson, and all parties involved in the grievance shall be present, if necessary, and each party shall be allowed to give testimony and rebuttal testimony. The board of education will have thirty contract days to provide a written, explanatory decision, which shall be final. The time line may be extended and/or federal mediation may be utilized by mutual agreement.

Board members should not listen to, or act upon, complaints or grievances, which have been filed with individual members of the board, nor should the board normally act upon complaints or grievances that have not been first presented to the building principal and superintendent.

Certified staff members who present personal or group grievances to out of school groups in order to bring pressure upon the administration and the board of education shall be considered to be acting in a highly unethical and unprofessional manner. Certified staff members having such complaints or grievances shall in all cases follow the above outlines procedures. (approved 6/24/02)

Office of Civil Rights Voluntary Compliance Plan

If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed with the (rev. 6/00):

Kansas Commission on Civil Rights
 Landon State Office Building, 8th Floor
 900 Jackson, Suite 851 south
 Topeka, Kansas 66612-1258

Equal Employment Opportunity
 911 Walnut, 10th Floor
 Kansas City, Missouri 64106

Department of Health, Education and Welfare

Office of Civil Rights
10220 N. Executive Hills Blvd.
Kansas City, Missouri 67153

Placement and Movement on Salary Schedule:

1. Certified staff members shall initially be placed on the salary schedule according to the number of credit hours earned and years of confirmed teaching experience listed on their application.
2. Notification must be given to the Clerk of the Board of Education no later than April 1st of the current school term of intent to move horizontally on the salary schedule.
3. Movement on the salary schedule can only occur at the beginning of the current school term.
4. Before advancement on the salary schedule can be granted, official transcripts must be on file in the Office of the Clerk of the Board of Education to verify hours earned by September 1st. This is to ensure that the salary adjustment can be instituted at the first pay period of the current term.
5. Vertical movement of one step will accompany earned horizontal column movement.
6. Certified staff members frozen on the salary schedule will be allowed to horizontally move to the corresponding column when additional credit hours are earned but will be limited to one vertical step move at that time.
7. Graduate hours earned before the completion of a Master's degree cannot be used for placement on or movement to the MS +15 column or above.

* For school year 2002-03 no vertical movement was allowed* (approved 6/24/02)

Mileage Reimbursement

The Mileage Reimbursement Policy applies to certified employees conducting official district business from various schools. Mileage will be paid for the distance traveled from the point of origin to each approved site based upon actual distance. All Mileage Reimbursement must be submitted to your Principal monthly on the approved mileage log, properly completed and submitted by the employee on or before the 5th of each month. Mileage will be reimbursed at the rate approved by the Board of Education. Reimbursement will be paid the following month in a separate check as a reimbursement for mileage expenses. (approved by BOE 6/30/09)

Planning Time

Plan time will not include the time before or after school, as well as duty free lunch, and shared drive time minutes do not count in the plan time minutes.

1. Preschool plan time will continue to occur one day per week with a minimum of 200 minutes per week to adequately plan for the subjects they teach.
2. Grades K-5 will receive a total weekly plan time equal to no less than 200 minutes to adequately plan for each subject they teach.
3. Grades 6-12 will have plan time equal to one class period per day with a minimum of 200 minutes a week to adequately plan for each subject they teach.
4. If a teacher does not receive 200 minutes of plan time due to attending an IEP meeting during their plan time, the teacher will be compensated at a rate of \$30.00 per hour, adjusted in quarter hour increments.

PDC Points for Movement on the Salary Schedule

Based on the research done by the appointed committee, considering the use of PDC points for movement on the salary schedule supports a valuable process that focuses on benefiting teachers committed to improving their instruction and the district's mission to support improvement in the teaching and learning process in coordination with school improvement target areas.

The following criteria are recommended:

- 20 Points = 1 College Hour (300 points to move across columns)
- Activities not related to workshops/in-service shall be at a maximum of 50 points annually per project (i.e., study group).
- Level 2 and 3 points must be acquired within the current or subsequent licensure period.
- Level 3 points will be allowed for movement on the salary schedule. After approval and awarding of Level 3 points, Level 2 points will be allowed to be added in. Documentation must detail student achievement results and is the responsibility of the teacher/administrator to establish.
- Points may only be earned by an employee of the district (no points transferred in).
- Points cannot be used to move to a higher degree level.
- Implementation is effective for the 2005-06 school year.

Other Considerations:

- The local PDC council/plan highly recommends the pre-approval of Level 2 and 3 activities.
- The PDC plan outlines quality criteria for evidence and documentation of impact on student achievement.
- Service to the Profession points are only applicable to Knowledge Level 1 and therefore; cannot be used for movement on the salary schedule.
- Staff should be encouraged to do formal presentations for valuable information received at workshops in order that other staff members may benefit from implementation opportunities.
- The district will have to develop a management system to track this information. Staff notification for anticipated movement on the salary schedule should follow the same process as college hours.
- Incentives for staff presenting within district will be explored.

In-service/Continuing Education Training – (8/11)

Certified staff members attending approved in-service or professional development training outside of the contract day/year will be reimbursed \$30.00 per hour. Training must be approved in advance by the superintendent. Training outside of the contract day or year will not be mandatory.

IEP/GEI Meetings (Added 6/28/10)

Certified staff members providing services to students for which IEP/GEI meetings are held, qualify to log time spent outside the contract day on a “service to the profession” log in frontlineeducation.com which will be reviewed by the principals at the end of the year and then submitted for salary schedule movement points. (20 hours = 1 credit) IEP/GEI meetings may be held before, during or after school, during late starts, in-service, or team planning times, but should be limited in the use of individual teacher plan time.

Retirement/403(B) Benefit Groups

Notification - An employee may apply for early retirement by giving written notice to the Superintendent of Schools. Such notice will be given on or before March 1 of any year preceding the anticipated early retirement date. Superintendent will notify the applicant in writing of the final disposition of the application along with the amount of annual early retirement benefits on or before March 15.

Retirement Notification to the BOE:

- On or before January 15, the teacher shall receive an incentive stipend of \$350.00.
- January 16 through February 15, the teacher shall receive an incentive stipend of \$250.00.
- February 16 through March 1 – no incentive stipend will be earned.

Benefits– An Eligible Employee shall become a Participant beginning on September 1 of the year in which the Employee separates from service with USD 263 after attaining a minimum of 15 years of consecutive years of service with USD 263 which for purposes of the Plan shall include any years where the employee was employed

at least half-time. Additionally, the employee must have been employed by USD 263 at the time of separation from service and must have accumulated 85 points under KPERS and be eligible for KPERS retirement benefits accordingly. In order to become a Participant, the employee must notify the Superintendent of Schools of their intent to sever employment and actually sever employment by reason of retirement prior to the beginning of the next Plan Year. For purposes of calculating year of service hereunder, up to 5 years of active duty military service may be substituted for years of certified employment. Each year prior to the beginning of a new Plan Year, USD 263 shall provide to one company selected by the district a list of each Participant, along with a schedule of the amount of non-elective employer contributions to be made to the account of such Participant and the applicable period of time over which such contributions shall be made.

For the purpose of this section of the Plan, the Employer hereby elects pursuant to Treasury Regulation 1.415-2(b), the "Limitation Year" of September 1 to September 31 for each year in which the Plan is in effect.

Terms and Conditions - The following terms and conditions shall apply to the district early retirement plan:

- a. The BOE retains the right to adopt the early retirement program on a year to year basis. Should the BOE choose to suspend, amend, or terminate the program, notification shall be given to the staff in the period between July 1 and September 15, one year prior to discontinuing the program.
- b. Early retirement benefits shall cease upon the death of the retired employee.
- c. Eligibility for early retirement will be determined by the district office. An employee applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility. The form for application will be provided by the district office.
- d. Should the BOE increase or decrease the index percentage at any given year, employees already retired and having years remaining on retirement benefits shall not be affected by the newly approved index figure for the remaining years of eligibility.
- e. Retirees will have an opportunity to participate in the district health insurance program at the same premium rate paid by currently employed district employees. The retired employee will be responsible to pay the total cost of the insurance premium. The retired employee is not entitled to any medical benefit contribution made by the BOE to district full time employees. If the current health insurance plan should change, the retiree will have the opportunity to continue with the new plan but will not be permitted to vote on any changes. Retirees shall be eligible to remain on the district health insurance plan only if they continue to reside within the enrollment area as determined by the provider of the applicable district health insurance program. Retirees who move out of the enrollment area of the applicable district health insurance program shall automatically forfeit their eligibility to continue on the district health insurance plan.
- f. To receive early retirement benefits, a certified staff member must be retiring from employment and will cease to continue to receive their retirement benefit if they take another certified staff position in this district. (This condition does not apply to substitute teaching. A retired employee may be employed as a substitute certified staff member without losing retirement benefits.) A teacher qualified for early retirement in U.S.D. #263 may apply for a summer school contract that requires a professional license. These persons could be considered for employment if no other district staff is available due to appropriate licensure requirements and as long as the district is not subject to any additional KPERS requirements. This does not limit the district in advertising for additional candidates for any position. (rev 4/07)

Group 2 - Teachers who declared in 2013-14, their desire to remain in group 2 will receive the benefits of option 1 or 2 in accordance with their election. (rev. 2019)

Option 1 – Amended Retirement Benefit

- Payout at 20%
- Maximum payout period is 5 years or until age 65
- Employer matching contribution with a maximum of \$50.00 monthly match.

Amended Retirement Criteria - Teachers must have:

- 15 years of consecutive service with Mulvane USD 263
- Must be 60 years of age at time of early retirement
- Must have 85 points with KPERS

Option 2 - Accelerated 403b Employer Contribution - Teachers that meet the eligibility criteria in group two, but elect the new plan will receive:

- \$4 to \$1 employer matching contribution into the employee’s 403b.
- Accelerated contribution is for a maximum of 10 years.
- Example- Employee contributes \$50.00 per month, employer will match \$200 per month or a maximum of \$2,400 per year.
- All current years of consecutive USD 263 Employment count toward Vesting Schedule (See Vesting Schedule)
- If still employed after 10 years, the employer will match \$1 to \$1 or a maximum of \$50.00 employer contribution per month.

Group 3 – Teachers under the current plan who have been continuously employed since 2013-14, and who will be eligible to retire by 2024 will move to the 403b matching plan.

Retirement Benefit

- \$4 to \$1 employer matching contribution into the employee’s 403b.
- Accelerated contribution is for a maximum of 10 years.
- Example- Employee contributes \$50.00 per month, employer will match \$200 per month or a maximum of \$2,400 per year.
- If still employed after 10 years, the employer will match \$1 to \$1 or a maximum of \$50.00 employer contribution per month.

Group 4 – All other teachers will be placed on the new employer matching contribution with a maximum of \$50.00 monthly match.

Vesting Schedule - Employee contributions are 100% vested. This means the value of your contributions and earnings are yours when you leave the District, regardless of years of service. Employer matching contributions are vested according to the following schedule:

| Years of Service (completed) | Vesting percentage |
|------------------------------|--------------------|
| 0-5 years | 0% |
| 6 years | 10% |
| 7 years | 20% |
| 8 years | 30% |
| 9 years | 40% |
| 10 years | 50% |
| 11 years | 60% |
| 12 years | 70% |
| 13 years | 80% |
| 14 years | 90% |

15 years

100%

Previous consecutive years of service with the district will be counted toward the vesting schedule.

Extra Duty Pay (08/22)

Teachers who volunteer for extra duties outside of the workday, and who are not being paid on a supplemental contract for that duty/event, will be compensated at the rate of \$15.00 per hour. The activities shall include, but not be limited to, ticket taking, announcing, score keepers, clock operators, lines person, gate duty, or other supervisory assignments such as scholar's bowl, track meets, and cross country meets. Elementary school teachers attending and assisting with music programs shall be compensated at the rate of \$25 per program.

SUPPLEMENTALS

Supplemental Salary Schedule Stipends

An annual stipend approved annually by the Board of Education will be established for the activity/athletic supplemental salary schedule. This stipend will be based upon the number of years of experience verified by the sponsor/coach. Persons approved annually by the Board of Education and completing assignments as sponsors/coaches shall be eligible for the experience stipend as proposed in the supplemental schedule proposed for the 2013-2014 school year. The supplemental stipend is calculated by 1.5% per year of experience times the supplemental salary. The stipend is maxed out at 14 years of experience or 20% of the supplemental amount. Years of service would be counted for "like" experience at middle school, high school or college levels. Example: Football for football, volleyball for volleyball. Payment for supplemental will be equally distributed over 12 months (BOE approved 6/09 and 9/13)

Verification of experience may include copies of contracts or a letter of endorsement from a district and must be received by the Building Athletic Director or designee, upon signing of initial supplemental contract.

Art/Technology Show – Stipend \$1,000 (May split the stipend and department heads will report names and amount earned. (rev. 9/13)

Any supplemental not having a sponsorship for a school year may drop from the supplemental list after confirmation by the building principal and the certified staff members association. The activities sponsor may be retained at the prior year's supplemental salary, based upon the recommendation of the Administration and approval by the Board of Education, on the basis of unsatisfactory sponsorship performance. This shall be considered a period of probation to allow the sponsor to raise the sponsorship performance to a satisfactory level. If the sponsorship performance is still not satisfactory at the end of the period of probation, the sponsor shall not be recommended for re-employment in that sponsorship capacity for the following year.

A coach may be retained at the prior year's supplemental salary, based upon the recommendation of the Administration and approval by the Board of Education, on the basis of unsatisfactory coaching performance. This shall be considered a period of probation to allow the coach to raise the coaching performance to a satisfactory level. If the coaching performance is still not satisfactory at the end of the period of probation, the coach shall not be recommended for re-employment in that coaching capacity for the following year. Persons on this schedule are given 10% of total days as assigned by KSHSAA seasons or the number of days agreed to for non-KSHSAA days as sick leave. Days beyond the 10% will be deducted on a per diem basis and from the next feasible pay period. (rev. 11/01)

Unassigned Supplemental Positions

Unassigned supplemental positions shall be offered to qualified certified staff prior to making the offer to non-certified persons.

UNIFIED SCHOOL DISTRICT NO. 263

SUPPLEMENTAL SALARY SCHEDULE

2022/23

The following allowances should be made in addition to the regular salary schedule:

| Level | Team/Position | Salary Each |
|-------|-------------------------------|-------------|
| 1 | Athletic Trainer | \$5,551 |
| 1 | HS Head Football | \$5,551 |
| 1 | HS Head Wrestling | \$5,551 |
| 1 | HS Head Basketball Boys | \$5,551 |
| 1 | HS Head Basketball Girls | \$5,551 |
| 2 | HS Head Cross Country | \$4,252 |
| 2 | HS Head Track | \$4,252 |
| 2 | HS Head Baseball | \$4,252 |
| 2 | HS Band Director | \$4,252 |
| 2 | HS Head Soccer Boys | \$4,252 |
| 2 | HS Head Soccer Girls | \$4,252 |
| 2 | HS Head Softball | \$4,252 |
| 2 | HS Head Volleyball | \$4,252 |
| 2 | HS Head Cheer | \$4,252 |
| 3 | HS Assistant Wrestling | \$3,470 |
| 3 | HS Assistant Football | \$3,470 |
| 3 | HS Assistant Wrestling | \$3,470 |
| 3 | HS Assistant Basketball Girls | \$3,470 |
| 3 | HS Speech/Drama/Forensics | \$3,470 |

| | | |
|---|--------------------------------------|---------|
| 3 | MS Head Football - 7th & 8th | \$3,470 |
| 3 | HS Assistant Football | \$3,470 |
| 3 | HS Debate | \$3,470 |
| 3 | HS Assistant Football | \$3,470 |
| 3 | HS Assistant Basketball Boys | \$3,470 |
| 3 | MS Head Track | \$3,470 |
| 3 | HS Assistant Football | \$3,470 |
| 3 | HS Assistant Football | \$3,470 |
| 3 | HS Head Golf Boys | \$3,470 |
| 3 | HS Head Golf Girls | \$3,470 |
| 3 | HS Assistant Basketball Boys | \$3,470 |
| 3 | HS Assistant Football | \$3,470 |
| 3 | HS Assistant Wrestling | \$3,470 |
| 3 | HS Assistant Basketball Girls | \$3,470 |
| 3 | HS Assistant Basketball Girls | \$3,470 |
| 3 | HS Assistant Football | \$3,470 |
| 3 | HS Assistant Basketball Boys | \$3,470 |
| 3 | HS Assistant Wrestling Girls | \$3,470 |
| 4 | HS Assistant Baseball | \$3,122 |
| 4 | MS Head Basketball Boys - 8th | \$3,122 |
| 4 | HS Assistant Soccer Boys | \$3,122 |
| 4 | HS Assistant Soccer Girls | \$3,122 |
| 4 | HS Assistant Softball | \$3,122 |
| 4 | MS Head Wrestling | \$3,122 |
| 4 | HS Assistant Track | \$3,122 |
| 4 | MS Head Basketball Girls - 8th | \$3,122 |
| 4 | MS Head Volleyball - 8 th | \$3,122 |
| 4 | MS Head Cross Country | \$3,122 |
| 4 | HS Assistant Baseball | \$3,122 |
| 4 | HS Assistant Track | \$3,122 |
| 4 | HS Assistant Baseball | \$3,122 |
| 4 | HS Assistant Track | \$3,122 |
| 4 | MS Head Volleyball - 7 th | \$3,122 |
| 4 | MS Head Basketball Boys - 7th | \$3,122 |
| 4 | MS Head Basketball Girls - 7th | \$3,122 |

| | | |
|---|-----------------------------------|---------|
| 4 | HS Assistant Volleyball | \$3,122 |
| 4 | HS Assistant Track | \$3,122 |
| 4 | MS Cheer | \$3,122 |
| 4 | HS Assistant Softball | \$3,122 |
| 4 | HS FFA | \$3,122 |
| 4 | HS Assistant Softball | \$3,122 |
| 4 | HS Assistant Cross Country | \$3,122 |
| 4 | HS Assistant Volleyball | \$3,122 |
| 4 | HS Assistant Soccer Boys | \$3,122 |
| 4 | HS Assistant Soccer Girls | \$3,122 |
| 5 | HS Dance Team | \$2,775 |
| 5 | MS Band Director | \$2,775 |
| 5 | HS Head Coach Bowling | \$2,775 |
| 5 | HS Assistant Cheerleading | \$2,775 |
| 6 | MS Assistant Track | \$2,022 |
| 6 | MS Assistant Football | \$2,022 |
| 6 | MS Assistant 7th Basketball Girls | \$2,022 |
| 6 | MS Assistant Wrestling | \$2,022 |
| 6 | MS Assistant Football | \$2,022 |
| 6 | MS Assistant 8th Basketball Girls | \$2,022 |
| 6 | HS Vocal Music | \$2,022 |
| 6 | MS Assistant Football | \$2,022 |
| 6 | HS Yearbook | \$2,022 |
| 6 | MS Assistant Volleyball | \$2,022 |
| 6 | MS Assistant Cross Country | \$2,022 |
| 6 | MS Assistant Volleyball | \$2,022 |
| 6 | MS Assistant Track | \$2,022 |
| 6 | MS Assistant 8th Basketball Boys | \$2,022 |
| 6 | MS Assistant 7th Basketball Boys | \$2,022 |
| 6 | MS Assistant Track | \$2,022 |
| 6 | HS Scholars Bowl | \$2,022 |
| 6 | HS Assistant Bowling | \$2,022 |
| 6 | MS Assistant Cheer | \$2,022 |
| 6 | MS Assistant Track | \$2,022 |
| 6 | MS Assistant Track | \$2,022 |

| | | |
|----|--------------------------------------|---------|
| 6 | MS Assistant Football | \$2,022 |
| 6 | HS STUCO Head | \$2,022 |
| 7 | HS Summer Weightlifting 9-12 | \$1,733 |
| 7 | HS STUCO Assistant | \$1,733 |
| 7 | HS Summer Weightlifting 9-12 | \$1,733 |
| 7 | HS Summer Weightlifting 9-12 Girls | \$1,733 |
| 7 | HS Skills USA | \$1,733 |
| 8 | HS Fall Musical | \$1,144 |
| 8 | HS Fall Musical | \$1,144 |
| 8 | HS Spring Play | \$1,144 |
| 8 | HS Business Professional Association | \$1,144 |
| 9 | HS Assistant Forensics | \$981 |
| 9 | HS Flag Corps | \$981 |
| 9 | HS Assistant Debate | \$981 |
| 9 | HS Fall Musical Tech Director | \$981 |
| 9 | HS Spring Play Tech. Dir. | \$981 |
| 9 | MS Vocal Music | \$981 |
| 9 | HS Drum Line | \$981 |
| 9 | HS FCCLA | \$981 |
| 9 | HS KAY | \$981 |
| 9 | HS Senior Class Sponsor | \$981 |
| 9 | HS Assistant Debate | \$981 |
| 9 | HS Assistant Forensics | \$981 |
| 9 | HS Senior Class Sponsor | \$981 |
| 9 | HS Junior Class Sponsor | \$981 |
| 9 | HS KAY | \$981 |
| 9 | HS Junior Class Sponsor | \$981 |
| 9 | HS SADD | \$981 |
| 10 | MG Vocal Music | \$848 |
| 10 | HS Weightlifting – Winter | \$848 |
| 10 | MP Vocal Music | \$848 |
| 10 | MS STUCO | \$848 |
| 10 | HS National Honor Society | \$848 |
| 10 | HS National Honor Society | \$848 |
| 10 | MS Scholar's Bowl | \$848 |

| | | |
|----|----------------------------------|-----------|
| 10 | HS Weightlifting – Fall | \$848 |
| 10 | HS Weightlifting – Spring | \$848 |
| 10 | MS Summer Weightlifting 6-8 | \$848 |
| 10 | MS Summer Weightlifting 6-8 | \$848 |
| 11 | MS Yearbook | \$652 |
| 12 | MS Math/Relay/Spelling Bee | \$492 |
| 12 | MS Sevenettes | \$492 |
| 12 | HS Sophomore Class Sponsor | \$492 |
| 12 | HS Cat Tracks | \$492 |
| 12 | HS KCAT | \$492 |
| 12 | MS RADD | \$492 |
| 12 | HS Spirit Club | \$492 |
| 12 | MS National Junior Honor Society | \$492 |
| 12 | HS Freshman Class Sponsor | \$492 |
| 12 | HS Electro Rally | \$492 |
| 12 | HS Electro Rally | \$492 |
| 12 | HS Robotics | \$492 |
| | | \$333,535 |

SIGNATURE PAGE

MULVANE EDUCATION ASSOCIATION

UNIFIED SCHOOL DISTRICT #263

Denise Woods/President

BOE President

Date:

Suzie Burkhart/MEA Team Member

Jesse Myers/MEA Team Member

Randy Fox/MEA Team Member

Jennifer Phillips/MEA Team Member

Date:

**UNIFIED SCHOOL DISTRICT NO. 263
SEDGWICK COUNTY, MULVANE, KANSAS**

**CERTIFIED STAFF MEMBER CONTRACT
2022-2023**

It is hereby agreed, by and between the board of education of Mulvane, Kansas, Unified School District No. 263 in Sedgwick County, State of Kansas, hereinafter called the "board" and **First Name Last Name**, hereinafter called "certified staff member", that the certified staff member is hereby employed by the school district to be under contract, not more than 183 days (7.25 hours per day) beginning on **August 8, 2022** 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 certified staff members in planning and coordinating the teaching program.

| FTE | Position | Building | \$Base Amount |
|----------------------------------|-----------------|-----------------|-----------------------|
| Extra Days, if any | | | \$Days Amount |
| Additional Duties, if any | | | \$Add'l Amount |

For these services, the board agrees to pay the certified staff member an annual salary of **\$Contract Amount, Column, Step**, to be paid in 12 monthly installments on or before the 15th day of each calendar month.

The board reserves the right to assign said certified staff member to such buildings and work at the best interests of the schools.

This contract shall be void if the certified staff member fails to have on file with the board continuously during employment a valid Kansas Teaching Certificate for the level at which they are employed, and for the subjects which they are employed to teach.

The board shall allow 10 days (72.5 hours) of annual leave accumulative to 80 days (580 hours) under the provisions of the negotiated agreement.

Release – In all cases of certified staff requests for release from a valid contract, the welfare of the students of the district shall be of paramount importance. Such requests shall be honored only when the educational program of the school will not be impaired, and only when a suitable replacement can be obtained. All such requests must be submitted in writing to the Superintendent, and approved by the Board of Education. The liquidated damages clause shall be applicable in requests for release from contract presented after the 14th calendar day following the third Friday in May of any school year. After the deadline, the assessment of liquidated damages shall be mandatory, and all requests release from contracts shall be accompanied by a check for liquidated damages in the amount of \$400.00 the day following the last day per state statute, \$800.00 on or after June 15th-30, \$1,200 on or after July 1 and \$3,000 starting August 1 and after as liquidated damages. Certified staff member further agrees that the board may withhold said liquidated damages from any money due to the certified staff member under the terms of this contract. Certified staff may request, in writing or in person, that liquidated damages be waived under extenuating circumstances. (Ref. BOE Policy GBO)

This contract is subject to termination by the employing board of education, without further proceedings, if the results of a criminal history records check reveal this employee has been convicted of any felony offense, or of any attempt to commit any felony offense.

In compliance with a resolution passed by the board at a legal meeting held on **August 22, 2022** we hereunto subscribe our names.

Board President

Certified Staff Member

Date

Attested: Clerk

**UNIFIED SCHOOL DISTRICT NO. 263
SEDGWICK COUNTY, MULVANE, KANSAS**

**CERTIFIED STAFF MEMBER CONTRACT
2022-2023**

It is hereby agreed, by and between the board of education of Mulvane, Kansas, Unified School District No. 263 in Sedgwick County, State of Kansas, hereinafter called the “board” and **First Name Last Name**, hereinafter called “certified staff member”, that the certified staff member is hereby employed by the school district to be under contract, not more than 183 days (7.25 hours per day) beginning on **August 8, 2022** 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 certified staff members in planning and coordinating the teaching program.

1.0 FTE

School Nurse

Building

\$Base Amount

3Additional Days

\$ Additional Days Amt

Please note: Extended contract days must be worked before/ after the first/last day of the regular contract.

For these services, the board agrees to pay the certified staff member an annual salary **\$Contract Amount, Column Step**, to be paid in 12 monthly installments on or before the 15th day of each calendar month.

The board reserves the right to assign said certified staff member to such buildings and work at the best interests of the schools.

This contract shall be void if the certified staff member fails to have on file with the board continuously during employment a valid Kansas Teaching Certificate for the level at which they are employed, and for the subjects which they are employed to teach.

The board shall allow 10 days (72.5 hours) of annual leave accumulative to 80 days (580 hours) under the provisions of the negotiated agreement.

Release – In all cases of certified staff requests for release from a valid contract, the welfare of the students of the district shall be of paramount importance. Such requests shall be honored only when the educational program of the school will not be impaired, and only when a suitable replacement can be obtained. All such requests must be submitted in writing to the Superintendent, and approved by the Board of Education. The liquidated damages clause shall be applicable in requests for release from contract presented after the 14th calendar day following the third Friday in May of any school year. After the deadline, the assessment of liquidated damages shall be mandatory, and all requests release from contracts shall be accompanied by a check for liquidated damages in the amount of \$400.00 the day following the last day per state statute, \$800.00 on or after June 15th-30, \$1,200 on or after July 1 and \$3,000 starting August 1 and after as liquidated damages. Certified staff member further agrees that the board may withhold said liquidated damages from any money due to the certified staff member under the terms of this contract. Certified staff may request, in writing or in person, that liquidated damages be waived under extenuating circumstances. (Ref. BOE Policy GBO)

This contract is subject to termination by the employing board of education, without further proceedings, if the results of a criminal history records check reveal this employee has been convicted of any felony offense, or of any attempt to commit any felony offense.

In compliance with a resolution passed by the board at a legal meeting held on **August 22, 2022** we hereunto subscribe our names.

Board President

Certified Staff Member

Date

Attested: Clerk

**UNIFIED SCHOOL DISTRICT NO. 263
MULVANE, KANSAS**

**SUPPLEMENTAL CONTRACT
2022-2023**

It is hereby agreed, by and between the Board of Education of Mulvane, Kansas, Unified School District No. 263 in Sedgwick County, State of Kansas, hereinafter called the “board” and **First Name Last Name**, hereinafter called “employee”: That the employee is hereby employed by the school district for the 2022-2023 school year to perform the following supplemental duties in conformity with the policies of the board under the direction of the Superintendent of Schools:

Supplemental Position

\$Amount

For these services, the board agrees to pay the employee a salary of **Supplemental Contract Amount** to be paid in 12 monthly installments on or before the 15th day of each calendar month.

Board President

Employee

Date

Attested: Board Clerk

USD #263 MULVANE

Salary Schedule

2022-23

| 46,138 | BS | BS+15 | BS+30 | MS | MS+15 | MS+30 | MS+45 |
|--------|--------|--------|--------|--------|--------|--------|----------|
| STEP | \$ 636 | \$ 673 | \$ 728 | \$ 751 | \$ 798 | \$ 835 | \$ 872 |
| Across | \$ 637 | | \$ 690 | \$ 796 | \$ 876 | \$ 982 | \$ 1,114 |
| 0 | 46,638 | 47,275 | 47,965 | 48,761 | 49,637 | 50,619 | 51,733 |
| 1 | 47,274 | 47,948 | 48,693 | 49,512 | 50,435 | 51,454 | 52,605 |
| 2 | 47,910 | 48,621 | 49,421 | 50,263 | 51,233 | 52,289 | 53,477 |
| 3 | 48,546 | 49,294 | 50,149 | 51,014 | 52,031 | 53,124 | 54,349 |
| 4 | 49,182 | 49,967 | 50,877 | 51,765 | 52,829 | 53,959 | 55,221 |
| 5 | 49,818 | 50,640 | 51,605 | 52,516 | 53,627 | 54,794 | 56,093 |
| 6 | 50,454 | 51,313 | 52,333 | 53,267 | 54,425 | 55,629 | 56,965 |
| 7 | 51,090 | 51,986 | 53,061 | 54,018 | 55,223 | 56,464 | 57,837 |
| 8 | | 52,659 | 53,789 | 54,769 | 56,021 | 57,299 | 58,709 |
| 9 | | 53,332 | 54,517 | 55,520 | 56,819 | 58,134 | 59,581 |
| 10 | | 54,005 | 55,245 | 56,271 | 57,617 | 58,969 | 60,453 |
| 11 | | 54,678 | 55,973 | 57,022 | 58,415 | 59,804 | 61,325 |
| 12 | | 55,351 | 56,701 | 57,773 | 59,213 | 60,639 | 62,197 |
| 13 | | | 57,429 | 58,524 | 60,011 | 61,474 | 63,069 |
| 14 | | | 58,157 | 59,275 | 60,809 | 62,309 | 63,941 |
| 15 | | | 58,885 | 60,026 | 61,607 | 63,144 | 64,813 |
| 16 | | | 59,613 | 60,777 | 62,405 | 63,979 | 65,685 |
| 17 | | | 60,341 | 61,528 | 63,203 | 64,814 | 66,557 |
| 18 | | | 61,069 | 62,279 | 64,001 | 65,649 | 67,429 |
| 19 | | | 61,797 | 63,030 | 64,799 | 66,484 | 68,301 |
| 20 | | | 62,525 | 63,781 | 65,597 | 67,319 | 69,173 |
| 21 | | | 63,253 | 64,532 | 66,395 | 68,154 | 70,045 |
| 22 | | | | 65,283 | 67,193 | 68,989 | 70,917 |
| 23 | | | | 66,034 | 67,991 | 69,824 | 71,789 |
| 24 | | | | 66,785 | 68,789 | 70,659 | 72,661 |
| 25 | | | | | 69,587 | 71,494 | 73,533 |
| 26 | | | | | 70,385 | 72,329 | 74,405 |
| 27 | | | | | | 73,164 | 75,277 |
| 28 | | | | | | 73,999 | 76,149 |
| 29 | | | | | | 74,834 | 77,021 |
| 30 | | | | | | | 77,893 |
| 31 | | | | | | | 78,765 |
| 32 | | | | | | | 79,637 |

**** STEPS DO NOT NECESSARILY EQUAL YEARS OF EXPERIENCE ****

SIGNATURE PAGE

MULVANE EDUCATION ASSOCIATION

Denise Woods

Denise Woods/President

Suzie Burkhart

Suzie Burkhart/MEA Team Member

Jesse Myers

Jesse Myers/MEA Team Member

Randy Fox

Randy Fox/MEA Team Member

Jennifer Phillips

Jennifer Phillips/MEA Team Member

Date: 9/5/22

UNIFIED SCHOOL DISTRICT #263

Steve K

BOE President

9-10-22

Date: