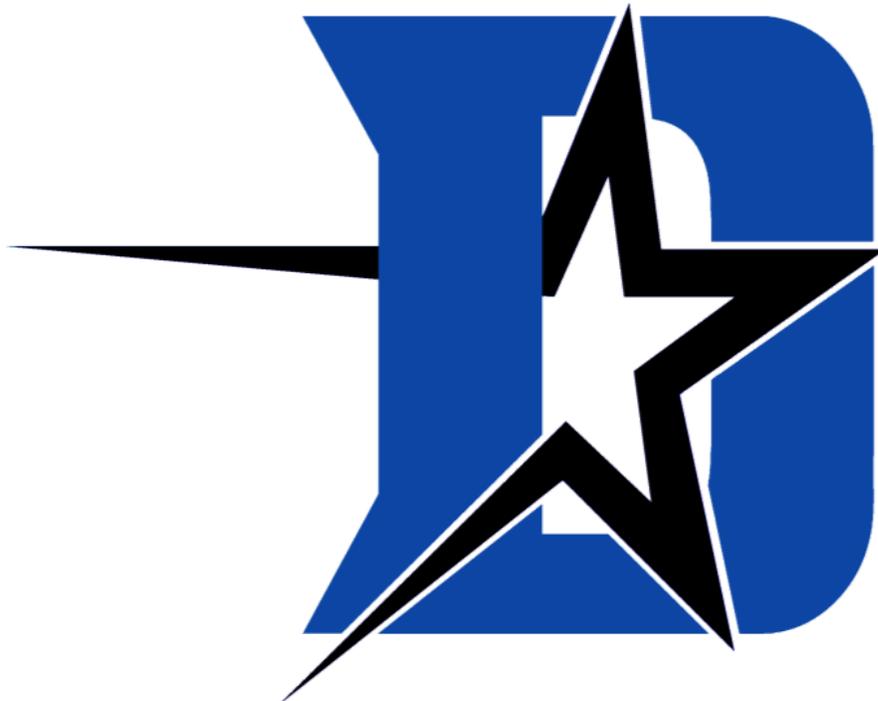


Dickson Public Schools

Negotiated Agreement 2018-2019



Dickson Education Association
Dickson Board of Education

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SECTION I - GENERAL PROVISIONS

Article I - Duration

1.1

Upon ratification by the Board and the Association, this Agreement shall be made through the negotiation process in accordance with the Procedural Agreement.

Article II - Definitions

2.1

The following definitions shall apply throughout this Agreement:

- Agreement - This Negotiated Agreement duly ratified and signed by the Board and the Association.
- Association - The Dickson Educational Association.
- Association President - The elected president of the Dickson Education Association.
- Board - The elected, policy-making body governing the District.
- Board Policy - A course of action adopted by the Board.
- District - The Dickson Public Schools, District No. 77 of Carter County, Oklahoma.
- Licensed Teacher - An entry year teacher not holding a certificate.
- Probationary Teacher - A duly certified or licensed teacher who has completed less than three (3) consecutive complete years of teaching service in the Dickson Public School District under a written contract, as provided by law.
- School - Any work location at which teachers perform their job functions.
- Seniority - The length of service from the first day of contracted service in the District.
- Site - See School.
- Superintendent - The chief administrative officer of the District.
- Teacher - All certified and/or licensed personnel currently employed by the Dickson School District during the duration of this Agreement, excluding only Administrative or supervisory personnel.
- Career Teacher - A duly certified teacher who has completed three (3) or more consecutive complete school years of teaching service in the Dickson Public School District under a contract, as provided by law.

Article III - Savings Clause

3.1

Should any part of this Agreement be declared illegal by statute, court of competent jurisdiction, or Attorney General's opinion, said part shall be automatically deleted from this Agreement to the extent it violated the law. The remaining provisions shall remain in full force and effect for the duration of this Agreement, if now affected by the deleted part. If there is a definitive impact

to this Agreement, negotiations shall commence within thirty (30) days for the purpose of arriving at a legally permissible replacement of the deleted part.

Article IV - Contract Reference

4.1

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

Article V - Reproduction of Agreement

5.1

The Board shall reproduce copies of this Agreement, at Board expense, within thirty (30) days of the ratification by both parties. Copies shall be distributed to each currently employed teacher and to each teacher hereinafter employed during the life of this Agreement.

5.2

This agreement will become a part of the Dickson Public Schools Board Policy Manual. A copy of the Policy Manual and a copy of the Negotiated Agreement will be checked out to each teacher as stipulated in 5.1 of this Article. Said documents will then be the sole responsibility of the teacher. Each teacher will keep and take care of said documents. Upon leaving the district, the teacher will return said documents to the Principal as part of the proper check-out procedure. If the teacher should lose the District Policy Manual, they will be charged a fee of twenty dollars (\$20). It will be the teacher's responsibility and expense to duplicate the Negotiated Agreement if lost before check-out.

5.3

Annual updates to the Negotiated Agreement will be given to each site representative, who will then forward copies to all teachers. It will be the responsibility of each teacher to add the updates to the Agreement.

SECTION II - WORKING CONDITIONS

Article I - Personnel Files

1.1

Official files shall be those maintained in the office of the Superintendent and the office of the Principal.

1.2

Material that may adversely affect a teacher's employment status may not be placed in the teacher's official files until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher shall have the right, within ten (10) days to affix a written response to said material.

1.3

A teacher, or upon written authorization, the teacher's designee, may review the contents of the teacher's official files during normal business hours, including duty free lunch and planning time. The teacher is entitled to receive one (1) copy of any document contained therein at no cost to the teacher.

1.4

Access to a teacher's official files will be limited to the teacher or the teacher's designee, District employees who have need to review the file in order to complete a job responsibility, members of the Board of Education, otherwise as required by law. Such review shall be made under the supervision of the Superintendent, building Principal or designees. A log will be placed in each file. Anyone reviewing the file will record the date of such review. After reviewing the file, any copies made will be returned to the file or destroyed.

1.5

Any allegations or anonymous charge which is unproved through a thorough documented investigation, shall not be placed or maintained in a teacher's official file.

1.6

All personnel files shall be kept in locked file cabinets.

1.7

Upon mutual agreement of the teacher and the administration, reprimands and other material of a disciplinary nature may be removed from the teacher's file.

Article II - Complaints

2.1

All complaints against a teacher must be substantiated and documented through a complete and thorough investigation before any disciplinary action is taken. As part of the investigation, the teacher shall have the right to face the complainant and present his/her view of the situation.

Article III - Duty Free Lunch

3.1

Each Principal will make the best effort possible to set up a duty free lunch for each teacher on an equitable rotation basis.

Article IV - Preparation Time

4.1

Classroom teachers in grades six (6) through twelve (12) shall be scheduled for preparation time of one (1) class period each day.

4.2

Classroom teachers in grades Pre-kindergarten (PK) through five (5) shall receive a minimum of two hundred (200) minutes of preparation time each week. Teachers shall receive additional preparation time to be scheduled during times that the students are under the supervision of specialized teachers such as music, library and physical education. Said preparation time shall be scheduled in thirty (30) minute consecutive blocks, whenever possible. Every effort shall be made to give teachers in grades one through three (1-3), preparation time in the afternoon.

4.3

Teachers may be occasionally required to forego scheduled planning time, on a rotation and equitable basis, to accept responsibilities related to the school.

Article V - Teaching Facilities

5.1

The Board shall strive to maintain health and safety conditions at each school site in compliance with applicable statutes and/or regulations.

5.2

In each building, the Board shall strive to provide adequate teaching facilities, including teacher work/lounge areas at each school site.

5.3

Teachers shall have access to a telephone. If the need should arise during business hours that the call being made requires privacy, every attempt will be made to accommodate the teacher's request for a private phone.

Article VI - Report Dates

6.1

The dates that progress reports or grade reports are to be issued shall be established and provided to each teacher at the beginning of each school year, and included on monthly or periodic calendars if such are printed during the school year.

Article VII - School Calendar

7.1

The Superintendent shall seek input from the Association regarding the school calendar before making his/her recommendation to the Board.

7.2

The annual district calendar will be made available online through the district website. Changes to the district calendar shall be made only after receiving input from the faculty.

7.3

Teachers shall not be required to teach on the scheduled enrollment day.

Article VIII - Notification of Assignment

8.1

If possible, teachers shall be notified of their tentative teaching assignment for the ensuing year prior to the last day of school. In the event a change of assignment is to be made, the teacher shall be notified within ten (10) working days and given the opportunity to resign rather than accept the change of assignment, but only if a qualified replacement is available.

Article IX - Right to Representation

9.1

Teachers shall have the right to have a witness of their own choosing present during and conference in which the teacher is receiving a formal written reprimand or other disciplinary action. Such a witness shall be available for the conference within twenty-four (24) hours of the notice of the conference unless arrangements are made with the administration's approval.

Article X - Teacher Workday

10.1

Unless assigned duties require otherwise, teachers will report for work 15 minutes before time for the school day to begin and remain until 15 minutes after the school day is over.

10.2

Meetings and/or conferences required by the administration may extend beyond the teachers workday. Except in the event of unforeseeable circumstances that require immediate attention, such meetings and/or conferences shall not be held more than once per week, on Fridays, the day preceding holiday or vacation periods, or before the teacher workday normally begins.

10.3

Except in the event of unforeseeable circumstances that require immediate attention, teacher shall be notified of meetings and/or conferences at least two (2) days in advance. To the extent possible, teachers will be notified of the items to be discussed at the meeting and/or conference. Teachers shall have the right to suggest items to be placed on the agenda.

Article XI - Class and Activity Sponsorships

11.1

When assigning teachers to class or activity sponsorships, the Principal shall first ask for volunteers. If a sufficient number of volunteers are not secured, the Principal shall assign teachers on a rotating and equitable basis.

11.2

Teachers assigned to class or activity sponsorships shall be compensated in accordance with extra duty salary schedule in Section V of this Agreement.

Article XII - Teacher Reference Materials

12.1

At the beginning of each school year, teachers shall be provided with copies of the student handbook, the Negotiated Agreement and the District Policy Manual.

Article XIII - Substituting During Teacher Preparation Time

13.1

The Principal may require teachers to forego scheduled preparation time to accept responsibilities related to the school. The Principal shall first ask for volunteers for such duties. If volunteers are not forthcoming, the Principal shall assign these duties on a rotating and

equitable basis. Teachers, who forego their scheduled preparation time for such duties, whether voluntarily or by assignment, shall be paid at a rate of twenty dollars (\$20) per class period. Time sheets for such duties must be turned in monthly.

Article XIV - Vacancies

14.1

Notice of vacancies shall be posted on the faculty bulletin board at each school within five (5) days after the vacancy has been determined to exist. The notice shall be dated and shall contain information pertinent to the vacant position.

14.2

Teachers may request a reassignment to fill a vacancy by notifying the Superintendent, in writing, within ten (10) days from the date the vacancy was posted. All teachers requesting such reassignment who have the necessary certification or can acquire the necessary certification by the starting date for the vacant position, shall be interviewed by the Superintendent, or his/her designee.

14.3

During the summer recess, vacancies shall be posted in the Superintendent's office, and shall be mailed to any teacher who has provided a stamped, self-addressed envelope for that purpose.

Article XV - Involuntary Transfer

15.1

If it becomes necessary to involuntarily transfer or reassign a teacher, a meeting will be held between the teacher and Superintendent. If the teacher objects to the transfer, the teacher may, within five (5) days of the meeting, state his/her written objections to the Superintendent. The Superintendent shall provide the teacher with a written response, within five (5) days of receipt of the teacher's written objections.

Article XVI - Keys

16.1

All teachers will be supplied with keys to their assigned classroom and to other areas, as approved by the Principal, to which they require access in order to fulfill their responsibilities.

Article XVII - Staff Development

17.1

As provided by Oklahoma State Law and the rules and regulations of the State Board of Education, the Board shall have the sole responsibility for the adoption of the local staff development program.

17.2

The committee will be composed of two (2) teachers from each building selected from a list submitted by the association. The chairperson will be a building-level administrator selected by the Superintendent.

Article XVIII - Open Campus

18.1

Teachers may leave the campus during duty free lunchtime. The teacher will notify the office of the Principal before leaving.

18.2

Teachers may leave the school campus during preparation time with the approval of the Principal.

Article XIX - Student Discipline

19.1

Teachers shall be required to enforce student discipline in accordance with Board policies, guidelines and regulations.

19.2

Two Handbook Review Committees (one for the secondary, the other for the elementary) will be established. Each committee will consist of two teachers from each relevant building and two administrators. The Committees shall annually review the student handbook policies and may make recommended changes to the Board.

Article XX - Student Grades

20.1

Teachers retain the right to determine the individual grades of each of their students. Once a grade has been given, the grade will not be changed without the approval of the teacher unless the administration determines that the grade is in violation of Board policies. In such cases, the teacher shall be notified within ten (10) days of the change. If the teacher who assigned the grade has left the District, the administration retains the right to change a grade they determine to be in error.

20.2

After receiving teacher input, student promotion/retention decisions shall be made by the administration.

Article XXI - Visitors

21.1

Anyone, other than a District Administrator, desiring to visit a teacher's classroom must have prior approval of the building Principal and the Teacher.

Article XXII - Parent-Teacher Conferences

22.1

The dates of Parent-Teacher Conference days shall be established and included on the calendar at the beginning of each school year.

22.2

Teachers shall be required to be in attendance for no more than ten (10) hours on the Parent/Teacher Conference days.

Article XXIII - Supplies

23.1

During the end of school checkout each year, each teacher shall submit a request for textbooks, workbooks, work texts, and other supplies. Requested supplies shall be ordered as soon as possible considering budgetary constraints. The Principal shall notify teachers of disapproved or non-ordered items by the start of the ensuing school year.

23.2

The District shall stock and maintain at each building a supply point for office supplies and routine classroom supplies. Each Principal shall determine the supply point for each building.

Article XXIV - Adult or Community Education

24.1

Participation in the adult or community education programs shall be voluntary. Currently employed teachers shall be considered for such positions before applicants from outside the system are considered.

Article XXV - Non-discrimination

25.1

The Board and the Association agree not to discriminate against any person by reason of his/her participation or lack of participation in the bargaining process.

SECTION III - EVALUATION

Article I - Purpose

1.1

The primary purpose of personnel evaluation shall be for the improvement of instruction.

1.2

Personnel evaluation shall be a positive, developmental, and continuous process consistent with the provisions set forth herein and shall measure the performance of each employee according to the established criteria of each employee position.

1.3

Formal classroom observations of the work performance of an employee shall be conducted openly and with the full knowledge of the employee. The use of public address, audio or video systems, or similar surveillance devices for monitoring or observing the work performance of an employee shall be used only with the knowledge and consent of teacher.

1.4

An employee or administrator shall have the right to have a representative of his/her choice present during any evaluation conference if the conference will involve unsatisfactory rating and a plan for improvement.

1.5

Dates and times of evaluation shall conform to the state-mandated TLE system.

Article II - Responsibility for Evaluation

2.1

All teachers will be evaluated by administrative personnel who have participated in required training of the State Department of Education. Administrators will also have training in the TLE system of evaluation.

2.2

The Superintendent, building administrator, or immediate supervisor shall be responsible for discussing the teacher evaluation objectives with and providing a copy of this evaluation section to each employee within twenty (20) working days of the start of the school year. This may be implemented during the in-service days which precede each school year.

Article III - Frequency of Evaluation

3.1

All evaluations shall meet the TLE requirements set by the SDE.

Article IV - Evaluation Criteria

4.1

Criteria used in the evaluation of employees shall be based upon the Minimum Criteria for Effective Teaching Performance as adopted by the Oklahoma State Board of Education and the Dickson School Board. (See Appendix A-1: Minimum Criteria for Effective Teaching Performance)

4.2

Dickson teachers will be evaluated using the TLE (Teacher and Leader Effectiveness) system.

4.3

Any complaint made against a teacher by a parent, student or other person which does or may affect the employment status of the teacher, shall be promptly called to the attention of the teacher. The teacher shall be afforded the opportunity to rebut or answer said complaint.

4.4

Any employee assigned to more than one academic area shall be evaluated at least in his/her primary work assignment and/or major field of certification.

4.5

Evaluation of classroom performance shall not be predicated upon the employee's choice of literature or audio/visual aids, provided that such materials are consistent with the age, maturity level of the students, and the District's educational and curriculum guidelines and policies, and are approved by the building administrator.

4.6

Evaluation of teaching performance shall not be predicated upon non-school related personal activities.

4.7

Any disciplinary action, termination or non-renewal of an employee shall be subject to applicable Oklahoma Statutes.

Article V - Process of Evaluation

5.1

Observation Procedures

5.1.1

Should either the teacher or the evaluator feel a conference is necessary to discuss the TLE Formative Review Form, one will be scheduled at the earliest convenient time.

5.1.2

Within ten (10) days of the receipt of the TLE Formative Review, the teacher may submit a response and have it attached to the review.

5.1.3

One (1) copy of the TLE Formative Review shall be retained by the teacher. One (1) copy shall be retained by the evaluator for ultimate placement in the teacher's personnel file, and one (1) copy (anonymous as to teacher's name) shall be forwarded to TLE data processing for research. Any and all other copies will be destroyed.

5.1.4

The teacher may request additional classroom observations if he/she feels it necessary. Such additional observations shall be conducted in accordance with this article.

5.2

Evaluation Report/Conferences

5.2.1

An evaluation report shall be prepared using the Teacher and Leader Effectiveness Summative Report Form. (Appendix A-2: Teacher and Leader Effectiveness Summative Report Form)

5.2.2

The TLE Summative Report shall be discussed with the teacher at an evaluation conference in accordance with the dates for evaluation in Article II.

5.2.3

The teacher shall receive a copy of the TLE Summative Report at least one (1) day prior to the conference so that he/she will be prepared to discuss the report.

5.2.4

At the evaluation conference, a true copy of the TLE Summative Report, with the evaluator's signature thereon, shall be presented to the teacher. Receipt of such report shall be acknowledged by his/her signature thereon.

5.2.5

Within ten (10) working days of the evaluation conference and receipt of the TLE Summative Report, the teacher may make a written response to the evaluation, and said response shall be made a part of the evaluation record.

5.2.6

One (1) copy of the finalized TLE Summative Report, signed by the evaluator and the teacher, shall be retained by the teacher and one (1) copy shall be retained for the employer for placement in the employee's personnel file. Any and all other copies shall be destroyed.

5.3

Plan of Improvement

5.3.1

If a plan for improvement is recommended by the evaluator, such written plan shall be developed by the evaluator and the teacher within the ten (10) working days of such determination at a conference held for such purpose, if the plan is not developed at the

evaluation conference. Such plan shall include specific directives and admonishments for increasing the quality of the teacher's performance.

5.3.2

If additional observations are deemed necessary, they shall be conducted in accordance with this evaluation procedure.

5.3.3

The evaluation report of the employee's plan for improvement shall be attached to the original evaluation report and placed in the teacher's personnel file.

5.3.4

A conference with the teacher shall be scheduled in accordance with Article 5.2.2

Article VI - Multiple Assignments

6.1

A teacher assigned to more than one (1) academic area may be evaluated in all assigned areas; however, in any event, said teacher is guaranteed that evaluation will take place in the teacher's major assigned area of certification.

Article VII - Formal Classroom Observation

7.1

One (1) formal classroom observation shall be required for each formal evaluation and shall be conducted openly and with full knowledge of the teacher. The evaluator will give the teacher to be evaluated at least two (2) days notice of his/her intent to conduct a formal evaluation unless a shorter notice is mutually agreed upon. A pre-observation conference, if required, will be held at least one (1) day prior to the formal evaluation. A pre-observation conference shall be required for the first formal evaluation of a probationary teacher. Pre-observation conferences for other formal evaluations, except those resulting from a plan of improvement, will be held only if requested by the teacher being evaluated or by the evaluator. The evaluator must conduct the formal classroom observation for a period of no less than fifteen (15) minutes. Unobserved criteria will not be marked on the evaluation form without the mutual agreement of the teacher and the evaluator. A copy of the formal evaluation shall be given to the teacher at a conference held between the teacher and the evaluator within ten (10) working days of the formal classroom evaluation. The teacher shall acknowledge receipt of the evaluation by placing his/her signature thereon. The teacher may, within ten (10) working days, respond to the evaluation in writing, and said responses will be attached to the formal evaluation.

Article VIII - Plan of Improvement

8.1

If a teacher receives an unfavorable evaluation, a plan of improvement shall be developed and time allowed for its implementation. The time allowed for the implementation will be discussed and agreed upon between the evaluator and the teacher.

8.2

No teacher shall be terminated based on his/her evaluation unless a plan of improvement has been developed and time allowed for its implementation.

8.3

If a plan of improvement is recommended by the evaluator, such plan shall be developed by the evaluator and the teacher within ten (10) working days of the conference.

8.4

After a plan of improvement has been developed and time given for its implementation, at least one (1) additional formal evaluation shall be conducted to determine the effectiveness of the plan. The formal evaluation(s) done by the evaluator for the plan for improvement shall not require a pre-observation conference.

8.5

All additional evaluations resulting from a plan for improvement shall be conducted in accordance with Section III, Evaluation, or the Negotiated Agreement.

Article IX - Non-Formal Observation

9.1

Additional non-formal observations may be conducted as determined by the evaluator. Such observations do not require pre-observation or post observation conferences, nor is the evaluator required to conduct such observations for any specific length of time.

Article X - Classroom Materials

10.1

Teachers are free to utilize any classroom materials which are consistent with the District's educational and curriculum guidelines with pre-approval by the site's Principal.

Article XI - Personnel Files

11.1

One (1) copy of the signed, finalized evaluation report shall be retained by the teacher, and one (1) copy shall be placed in each of the teacher's personnel files. All other copies of the evaluation report shall be destroyed.

SECTION IV - REDUCTION IN FORCE

Article I - Needs of the School District and Students

1.1

When it becomes necessary for the Board to reduce the total number of certified and/or licensed teachers in the bargaining unit, the student and program needs of the District will be the primary criteria in establishing priorities for those to be released.

1.2

In the event of a reduction in force, efforts will be made to accomplish the necessary reduction by normal attrition, voluntary resignation and/or voluntary retirement.

1.3

In implementing a reduction in force, the position or positions to be eliminated will be determined by the Board first; and thereafter, the following procedures will be used to determine the teacher or teachers to be terminated as a result thereof.

Article II - Termination and Displacement Sequences

2.1

A licensed teacher in an eliminated position will be terminated first.

2.2

A probationary teacher in an eliminated position will be terminated second. However, if a probationary teacher is certified for a position held by a licensed or less senior probationary teacher and has teaching experience of at least two (2) semesters or continuing education of at least five (5) credit hours within the past five (5) years related to the position held by the licensed or less senior probationary teacher, the more senior probationary teacher will be reassigned to that position, and the licensed or less senior probationary teacher will be displaced and terminated.

2.3

A career teacher in an eliminated position will be terminated third. However, if a career teacher is certified for a position held by a licensed, probationary, or less senior career teacher and has teaching experience of at least two (2) semesters or continuing education of at least five (5) credit hours within the past five (5) years related to the position held by the licensed or less senior probationary teacher, the more senior teacher will be reassigned to that position, and the licensed probationary or less senior career teacher will be displaced and terminated.

2.3.1

If, the licensed or probationary teacher to be displaced occupies an extra duty assignment, the career teacher must be qualified and willing to accept the extra duty assignment in order for the displacement to occur.

2.3.2

The career teacher must have on file in the Superintendent's office at the time of the presentation of the recommendation to reduce force, either the proper certification or evidence of eligibility for such certification, in order for displacement to occur.

2.3.3

If a federally funded program is eliminated, the career teacher in this position will be considered like any other General Fund personnel.

2.4

If there is more than one teacher qualified by certification to displace another teacher in accordance with the procedures in numbers 2.2 and 2.3 above, the following criteria, in priority order, will be used to determine which teacher or teachers will be displaced and terminated.

- a. Certification - Standard, then Provisional, then Temporary.
- b. Seniority - Continuous service to the District.
- c. Years of local District teaching experience in the position to be terminated.
- d. Academic Degrees - Doctorate, then Masters, then Bachelors.
- e. Current year's evaluation.
- f. Recommendations of Principal and/or Superintendent.

Article III - Recall

3.1

Teachers who are released because of a reduction in force will have the priority for the remainder of the calendar year in which the reduction occurred to fill subsequent vacancies in positions for which they have standard certification. Teachers will be offered re-employment in reverse order of termination according to the provisions of this policy.

3.2

Throughout the calendar year of the reduction, terminated teachers will be placed on a recall list. Teachers on this recall list will be notified by certified mail of position vacancies for which they have priority. A teacher shall remain on the recall list unless the teacher:

- a. Does not accept a position within ten (10) days from the mailing of notice of vacancy as provided above, or
- b. Waives recall in writing, or
- c. Resigns, or
- d. Refuses to accept a position for which he/she is qualified and is offered to him/her by the District.

3.3

It shall be the teacher's responsibility to see that the District has his/her current address, which will be used for recall purposes.

SECTION V - COMPENSATION

Article I - Salary Schedule

1.1

All teachers shall be paid according to the salary schedule (see Appendix B: Salary Schedule). Teachers shall be placed on the schedule in accordance with the provisions in this article.

1.1.1

All teachers with no previous teaching experience shall be placed on step 0.

1.1.2

All teachers with teaching experience within the State of Oklahoma shall be credited with that experience and shall be placed on the appropriate step.

1.1.3

All teachers with teaching experience outside the State of Oklahoma shall be credited with that experience, up to five (5) their first year teaching at Dickson Schools. For each year thereafter, until their out-of-state experience is exhausted, they will be granted an additional out-of-state year.

1.1.4

Teachers shall receive one (1) year of teaching experience for each year of completed service in any category designated by state law and/or rules and regulations of the State Department of Education, as allowed by law.

1.1.5

All teachers shall be placed on the appropriate degree classification as verified by official records, such as a college transcript. It will be up to each individual teacher to notify the Central Administration Office if said teacher qualifies for one of the interim scales. This must be done no later than August 15 of each new year.

1.1.6

All teachers shall be placed at the appropriate step in accordance with these provisions at the beginning of the contract year.

1.2

Teachers on an eleven (11) month contract shall be compensated at the rate of one-tenth (1.1) of salary at the appropriate step. Teachers on twelve (12) month contracts shall be compensated at the rate of one and two-tenths (1.2) of the salary at the appropriate step. Employees working in State or Federally mandated programs shall receive additional compensation as stipulated by the governing agency.

Article II - Retirement

2.1

The Board will not back out retirement benefits from the minimum salary schedule.

2.2

If a teacher's compensation exceeds the cap, the contribution that the teacher will have to make on compensation exceeding the cap will be prorated with equal amounts deducted from his/her paycheck during each pay period.

2.3

The Board will make available a 125 Cafeteria Style fringe program that will allow teachers to fringe retirement, insurance and other legal items.

Article III - Pay Date

3.1

Teachers shall be paid on or before the fifth (5th) of each month. If a pay date falls on or during school holidays, vacations or weekends, teachers shall receive their pay on the last previous workday. All pay for dates falling during the summer recess shall be issued to the teachers on or before June 15th.

Article IV - School Event Passes

4.1

Passes shall be made available to all teachers. These passes shall be valid for all local school events, excluding fundraisers, and will admit the teacher and the teacher's spouse and/or dependent children.

Article V - Merit Pay

5.1

The Board will not institute any merit pay plan unless the plan has been mutually approved by the Board and the Association.

Article VI - After School Detention

6.1

Teachers shall be paid for after school detention at the rate of fifteen dollars (\$15.00) per hour. Teachers shall volunteer and be assigned on an equitable rotation basis.

SECTION VI - LEAVE

Article I - Sick Leave

1.1

Teachers shall be provided with sick leave in the case of personal illness, accidental injury or pregnancy; or illness or accidental injury in the immediate family (spouse, children, parents, siblings, mother-in-law, father-in-law). Sick leave may also be used for doctor's appointments.

1.2

Sick leave shall be granted to teachers at the beginning of each school year. Teachers on ten (10) month contracts shall receive ten (10) days per year; teachers on eleven (11) month contracts shall receive eleven (11) days per year; teachers on twelve (12) month contracts shall receive twelve (12) days per year.

1.3

Unused sick leave may be accumulated up to one hundred and twenty (120) useable days to be used as such, and/or toward an extra year of service. The Board shall advise each teacher of the number of days of sick leave he/she has accumulated at the beginning of each school year.

1.4

Upon returning to work after an absence for surgery or other hospitalization, the teacher may be required to bring the doctor's statement indicating that the teacher is able to return to work.

1.5

If, after exhausting all accumulated sick leave, a teacher is still unable to return to work, the teacher shall receive his/her salary less the amount actually or normally paid to a substitute teacher for a period of up to twenty (20) days. After the twenty (20) day period, the teacher will be placed on leave without pay.

1.6

Changed Sick Leave Incentive Payout to:

Each teacher will be paid up to \$500 per year for a sick leave incentive. Teachers will be paid an incentive based on the number of non-school business days (sick, personal) missed.

Bereavement days do not count against this incentive. The incentive will be structured as follows:

- No days missed: \$500
- One day missed: \$400
- Two days missed: \$300
- Three days missed: \$200
- Four days missed: \$100
- Five or more days missed: \$0.

1.7

Sick leave may be granted for a whole day or half day.

1.8

Sick Leave Bank - Teachers will be given the opportunity to participate in a sick leave bank with the following provisions:

1. The bank may be used after the receiving teacher has exhausted, or will exhaust, only sick leave earned pursuant to O.S. 70 § 6-104 due to pregnancy, miscarriage, childbirth and recover from an illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature, and involves the employee, a relative of the employee or household member.
2. A teacher wishing to use the sick bank must provide the Statement for Release of Medical Information Form to the Sick Bank Committee (See Appendix D: Sick Bank).
3. Membership will be voluntary. To participate each school year, a teacher must sign up by September 1.
4. There must be at least sixty (60) days in the sick bank to begin the program.
5. Each teacher participating for the first time will donate three (3) days of sick leave provided that the teacher's total balance does not fall below thirty (30) days.
6. Sick Bank Committee: The Association will appoint four (4) members, one from each building who is also a member of the sick bank, along with one (1) Superintendent appointed administrator to determine whether a teacher meets the above criteria.
7. An employee may use a maximum of forty days per school year from the sick bank.
8. An employee may use the sick bank two (2) times during their career.
9. Anytime the sick leave bank falls below sixty (60) days, teachers will be asked to donate up to three (3) days.
10. Days donated to the sick leave bank will not be given back to the teacher.

Article II - Personal Business Leave

2.1

Teachers shall be granted three (3) days of non-accumulated leave without loss of pay to conduct personal business that demands the teacher's presence at times when school is in session. If any day or days over the three (3) granted should be taken, the cost of those days will be 1/180th of that teacher's salary payable by a personal check or cashier's check to the administrative secretary on or before the next pay period.

2.2

Personal business leave shall be requested in writing five (5) business days prior to the date of said leave. The five day notice may be waived in the case of emergency.

2.3

Except in emergency situations, personal business leave shall not be granted during the first two weeks or the last two weeks of school or on the day before or after a holiday or vacation

unless a substitute can be found. For the purpose of this article, a week is defined as a calendar period from Monday through Friday during which students attend classes at least one (1) day.

2.4

Personal business leave may be granted for a whole day or half day.

2.5

Any unused personal business leave shall be rolled over into sick leave at the end of the school year. No payment for unused personal business leave will be made by the district.

Article III - Professional Leave

3.1

Teachers may apply to the Principal for a leave to attend professional meetings, workshops, or conferences to attend any meeting of a local, state, or national education related board, committee, or commissions to which he/she has been elected or appointed. If the leave request is granted, the teacher shall not suffer a loss in pay or accumulated leave benefits for such absence.

Article IV - Leave of Absence

4.1

The Board may grant a career teacher an unpaid leave of absence for up to one (1) year.

4.2

Application for leave of absence without pay, which is to be effective at the beginning of the ensuing year, will be made on or before March 1. Applications which are to be effective other than at the beginning of a school year, will be made at least three (3) months before the requested effective date. In the event that the above dates for application are not met, the teachers shall receive consideration for his/her application.

4.3

Teachers on approved leave of absence shall notify the Board of their intent to return and apply for reinstatement for the ensuing year by March 1. If application for reinstatement is not made by the above date, the teacher will be deemed to have resigned effective on the last day of the contract period for which the leave was granted.

4.4

A teacher returning from an approved leave of absence shall be placed on the appropriate step of the salary schedule in accordance with the provisions of this Agreement.

4.5

Upon returning from an approved leave of absence, the teacher will be assigned to the same position he/she held prior to the leave, if the vacancy exists. Otherwise, he/she will be assigned to another position for which he/she is qualified.

4.6

Upon returning from an approved leave of absence, the teacher shall have all accumulated sick leave reinstated. No additional leave shall accrue during the period of the leave of absence.

4.7

A teacher's service after returning from an approved leave of absence shall be considered to be continuous with his/her teaching service prior to said leave.

Article V - Emergency School Closing

5.1

When conditions require the closing of the Dickson Schools due to bad weather or other lawful emergencies, no leave days previously arranged for that day by a teacher shall be deducted.

5.2

If the closing of the school results in the loss of a student class day or portion of a student class day and that day is not made up, teachers shall not be required to make up or lose pay or leave as a result.

Article VI - Legal Leave

6.1

Teachers who are summoned to jury duty shall not suffer loss of pay or accumulated leave as a result of such absence.

6.2

Teachers who are subpoenaed as a witness in a criminal, civil, or juvenile proceeding shall not suffer loss of pay or accumulated leave as a result of such absence.

Article VII - Military Leave

7.1

Teachers who are ordered to active duty or service by a branch of the Armed Forces of the United States shall receive a leave of absence for the period of such active service without loss of status or efficiency rating and without loss of pay for the first thirty (30) days of such leave of absence.

Article VIII - Bereavement Leave

8.1

Teachers shall be granted up to five (5) days per year for bereavement in the family (spouse, children, parents, siblings, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law).

8.2

Teachers, upon approval of the administration, may utilize up to one (1) day of bereavement leave to attend a funeral of persons other than those listed in 8.1 above.

8.3

Bereavement leave may be granted for a whole day or half day.

Article IX - Notification of Absence

9.1 Teachers shall notify the Principal of the need to utilize leave for the purpose of absence of work. The Principal shall be notified in the manner prescribed by the Principal at the beginning of the year.

SECTION VII - GRIEVANCE PROCEDURES

Article I - Purpose

1.1

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

Article II - Definitions

2.1

A "grievance" is a claim by a teacher or teachers that there has been a violation, misinterpretation or misapplication of the terms of this Negotiated Agreement that has affected that teacher or teachers.

2.2

The "grievant" is the teacher or teachers making the claim.

2.3

The "party in interest" is the teacher or teachers making the claim, or any person who might be required to take action, or against whom action might be taken in order to resolve the claim.

2.4

"Days," except when otherwise indicated, shall mean working days.

2.5

The Association may represent teachers in a "class action grievance" in the case where two (2) or more teachers file the same grievance and request that the Association represent them. Only those teachers requesting representation in the class action grievance, in writing, shall be considered grievants in the class action grievance. Teachers not participating in the class action grievance may file the grievance on their own behalf.

Article III - Procedure

3.1

Level I

3.1.1

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

3.2

Level II

3.2.1

If the grievant is not satisfied with the disposition of his/her grievance at Level I, he/she may file the grievance within five (5) days of the Level I response with the Principal, citing the section and article alleged to have been violated and specific remedy sought.

3.2.2

The Principal shall schedule and hold a formal meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.

3.3

Level III

3.3.1

If the grievant is not satisfied with the disposition of his/her grievance at Level II, he/she may file the grievance within five (5) days of the Level II response with the Superintendent.

3.3.2

The Superintendent shall schedule and hold a meeting with the grievant within five (5) days after receipt of the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.

3.4

Level IV

3.4.1 If the grievant is not satisfied with the disposition of his/her grievance at Level II, he/she may file the grievance within five (5) days of the Level III response for transmittal to the Board.

3.4.2

The Board will hear the grievance at its next regularly scheduled meeting or a special meeting which has been called for that purpose. The Board shall transmit its written decision to the grievant within five (5) days of the meeting. The decision of the Board shall be final.

Article IV - Right to Representation

4.1

The grievant and the administration may each be represented by a person of their own choosing at Levels II, III and IV of this procedure. If the Association is not the representative of the grievant, a representative of the Association may be present as an observer and may present the Association's views with the permission of the grievant and the administration.

Article V - General Provisions

5.1

The Association may file a grievance as the "grievant" on alleged violations of the section pertaining to Association Rights.

5.2

Decisions rendered at Level II, III, IV of the grievance procedure will be in writing, setting forth the decisions and the reasons for continuance therefore. These will be transmitted promptly to all parties of interest and the Association.

5.3

The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.

5.4

Necessary forms of grievances shall be mutually agreed upon by the Association and the Board and shall be made part of this Agreement.

5.5

Copies of official grievances, all documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel files of any of the participants.

5.6

No reprisals shall be taken against the grievant, any witness or other participant in the grievance procedures by reason of participation.

5.7

Failure in any step of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance of the decision at the level.

5.8

All meetings and hearings, with the exception of those at Level IV, under this procedure shall be conducted in public and shall include only parties of interest and their selected representatives.

5.9

Time limits at any level may be extended by mutual agreement, and such agreements shall be reduced to writing and placed in the record for that grievance.

SECTION VIII - ASSOCIATION RIGHTS

Article I - Public Information

1.1

Upon written request by the Association, the board shall provide any compiled public information requested.

Article II -Use of Facilities

2.1

After scheduling with the building Principal, the Association may use the school facilities for meetings of the Association.

Article III - Use of Copying Equipment

3.1

The Association may use District copying equipment at a cost of ten cents (\$.10) per copy or the amount charged to other groups, whichever is less.

Article IV - Use of School Mailboxes and Bulletin Boards

4.1

The Association may place information in the school mail box of individual teachers and may post notices on a designated bulletin board at each school in order to distribute material related to the official business of the Association.

4.1.1

Such material shall not suggest, urge or propose any action by a teacher to violate, ignore or resist any terms of this Agreement, Board Policy or Administration Regulations.

4.1.2

Political material distributed or posted by the association shall not be related to local school board elections. Other political material may only be distributed or posted if it is contained in official Association publications.

Article V - Transaction of Business

5.1

Association representatives may visit teachers for the purpose of transacting official business of the Association before and after the workday, during teacher's duty free lunch time, and at other times, provided that such visitation shall not hinder teachers in the performance of their assigned duties.

Article VI - Board Packet

6.1

The Association shall receive all information in like form or substance as that mailed and/or given to each Board member for each of its meetings, except that deemed confidential under the Oklahoma Open Records Act. The Association's President or his/her designee may pick up this information at the Superintendent's office on the last working day before the meeting is held.

Article VII - Association Leave

7.1

The Association shall be provided with ten (10) days of leave each year for the purpose of attending conventions, conferences and meetings of the Association.

7.1.1

The Association may be required to reimburse the District for the cost of a substitute teacher of each day used.

7.1.2

The Association shall request the use of each leave day at least two (2) days in advance.

7.1.3

No more than one (1) teacher from any school building may utilize Association leave on any given day, unless approved by the Administration.

APPENDICES

Appendix A-1: Minimum Criteria for Effective Teaching Performance

Practice

- Teacher Management Indicators
 - Preparation: The teacher plans for delivery of the lesson relative to short-term and long-term objectives.
 - Routine: The teacher uses minimum class time for non-instructional routines thus maximizing time on task.
 - Discipline: The teacher clearly defines expected behavior (encourages positive behavior and controls negative behavior).
 - Learning Environment: The teacher establishes rapport with students and provides a pleasant, safe and orderly climate conducive to learning.
- Teacher Instructional Indicators
 - Establishes Objectives: The teacher communicates the instructional objectives to students.
 - Stresses Sequence: The teacher shows how the present topic is related to those topics that have been taught or that will be taught.
 - Relates Objectives: The teacher relates subject topics to existing student experiences.
 - Involves All Learners: The teacher uses signaled responses, questioning techniques and/or guided practices to involve all students.
 - Explains Content: The teacher teaches the objectives through a variety of methods.
 - Explains Directions: The teacher gives directions that are clearly stated and related to the learning objectives.
 - Models: The teacher demonstrates the desired skills.
 - Monitors: The teacher checks to determine if students are progressing toward stated objectives.
 - Adjusts Based on Monitoring: The teacher changes instruction based on the results of monitoring.
 - Guides Practice: The teacher requires all students to practice newly learned skills while under the direct supervision of the teacher.
 - Provides for Independent Practice: The teacher requires students to practice newly learned skills without the direct supervision of the teacher.
 - Establishes Closure: The teacher summarizes and fits into context what has been taught.

Products

- Teacher Product Indicators
 - Lesson Plan: The teacher writes daily lesson plans designed to achieve the identified objectives.
 - Student Files: The teacher maintains a written record of student progress.
 - Grading Patterns: The teacher utilizes grading patterns that are fairly administered and based on identified criteria.
- Student Achievement Indicators
 - Students demonstrate mastery of the stated objectives through projects, daily assignments, performance and test scores.

Appendix A-2: Teacher and Leader Effectiveness Summative Report Form



Oklahoma Teacher & Leader Effectiveness

Teacher: _____ Assignment: _____

Date: _____ Time: _____

Domain/Dimension: Classroom Management / Preparation

1. Teacher plans for and executes a lesson relating to short-term and long-term objectives.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Classroom Management / Discipline

2. Teacher clearly defines and effectively manages behavior.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Classroom Management / Building-Wide Climate Responsibility

3. Teacher assures a contribution to building-wide positive climate responsibilities.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Classroom Management / Lesson Plans

4. Teacher develops daily lesson plans designed to achieve the identified objectives.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Classroom Management / Assessment Patterns

5. Teacher acknowledges student progress and uses assessment practices that are fair, based on identified criteria, and support effective instruction.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Classroom Management / Student Relations

6. Teacher optimizes the learning environment through respectful and appropriate interactions with students, conveying high expectations for students and an enthusiasm for the curriculum.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Literacy

7. Teacher embeds the components of literacy into all instructional content.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Current State Standards

8. Teacher understands and optimizes the delivery focus of current state standards and the expectations derived from same on student learning and achievement.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Involves All Learners

9. Teacher uses active learning, questioning techniques and/or guided practices to involve all students.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Explains Content

10. Teacher teaches the objectives through a variety of methods.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Clear Instruction & Directions

11. Teacher provides clear instruction and direction.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Models

12. Teacher demonstrates / models the desired skill or process.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Monitors

13. Teacher checks to determine if students are progressing toward stated objectives.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Adjusts Based upon Monitoring

14. Teacher changes instruction based on the results of monitoring.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Establishes Closure

15. Teacher summarizes and fits into context what has been taught.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Student Achievement

16. Effective development and use of modified assessments and curriculum for special education students and other students experiencing difficulties in learning.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Professional Growth & Continuous Improvement / Professional Development

17. Uses Professional Growth as a Continuous Improvement Strategy.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Professional Growth & Continuous Improvement / Professional Accountability

18. Exhibits behaviors and efficiencies associated with professionalism.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Interpersonal Skills / Effective Interpersonal Skills

19. Effective Interactions and Collaboration with Stakeholders.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Leadership / Professional Involvement & Leadership

20. Exhibits Positive Leadership through Varied Involvements.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Notes:

Appendix B: Salary Schedule

	Bachelor's	Bachelor's + 15	Nat'l Board	Master's	Master's + N.B.	Master's + 15	Doctoral
Years	Base Salary	(Base + 450)	Base Salary	Base Salary	Base Salary	(Base + 450)	Base Salary
0	36,601	37,051	37,759	37,991	39,149	38,441	39,381
1	37,035	37,485	38,193	38,425	39,583	38,875	39,815
2	37,469	37,919	38,628	38,859	40,018	39,309	40,249
3	37,904	38,354	39,062	39,294	40,452	39,744	40,684
4	38,338	38,788	39,496	39,728	40,886	40,178	41,118
5	38,810	39,260	39,968	40,200	41,358	40,650	41,590
6	39,273	39,723	40,432	40,663	41,822	41,113	42,054
7	39,737	40,187	40,895	41,127	42,285	41,577	42,517
8	40,200	40,650	41,358	41,590	42,749	42,040	42,980
9	40,663	41,113	41,822	42,054	43,212	42,504	43,444
10	41,684	42,134	42,844	43,568	44,728	44,018	45,945
11	42,177	42,627	43,336	44,061	45,221	44,511	46,438
12	42,670	43,120	43,829	44,554	45,713	45,004	46,931
13	43,162	43,612	44,322	45,047	46,206	45,497	47,424
14	43,655	44,105	44,815	45,539	46,699	45,989	47,916
15	44,167	44,617	45,327	46,052	47,212	46,502	48,430
16	44,660	45,110	45,820	46,545	47,705	46,995	48,923
17	45,153	45,603	46,313	47,038	48,198	47,488	49,416
18	45,646	46,096	46,806	47,531	48,691	47,981	49,909
19	46,139	46,589	47,299	48,024	49,184	48,474	50,402
20	46,652	47,102	47,813	48,538	49,698	48,988	50,917
21	47,145	47,595	48,306	49,031	50,192	49,481	51,410
22	47,639	48,089	48,799	49,524	50,685	49,974	51,903
23	48,132	48,582	49,292	50,018	51,178	50,468	52,397
24	48,625	49,075	49,785	50,511	51,671	50,961	52,890
25	50,049	50,499	51,232	51,971	53,153	52,421	54,395

Appendix C: Extra-Curricular Compensation Schedule

Position	Min. Potential Salary	Max. Potential Salary
HS Activities/Athletic Director	\$5000	\$7500
MS Activities/Athletic Director	\$4000	\$6000
Head Football Coach	\$6000	\$8000
Head High School Boys Basketball Coach	\$6000	\$8000
Head High School Girls Basketball Coach	\$6000	\$8000
Head High School Baseball Coach	\$5000	\$7000
Head High School Slowpitch Softball Coach	\$3000	\$5000
Head High School Fastpitch Coach	\$5000	\$7000
Head High School Boys Track Coach	\$2000	\$3500
Head High School Girls Track Coach	\$2000	\$3500
Head Combined Middle School and High School Boys Cross-Country Coach	\$1750	\$3000
Head Combined Middle School and High School Girls Cross-Country Coach	\$1750	\$3000
Head Middle School and High School Combined Powerlifting Coach	\$2000	\$3500
Head High School Combined Golf Coach	\$3000	\$4500
Head Middle School Combined Golf Coach	\$1000	\$2000
High School Football Assistant	\$2500	\$4000
High School Basketball Assistant	\$2000	\$3500
High School Baseball Assistant	\$2000	\$3500
High School Slowpitch Softball Assistant	\$2000	\$3500
High School Fastpitch Assistant	\$2000	\$3500
High School Track Assistant	\$1500	\$3000
High School Powerlifting Assistant	\$1500	\$3000
Middle School Head Coach (each team)	\$1500	\$3000
Band Director	\$5000	\$6500
Vocal Music Director	\$5000	\$6500
Elementary Vocal Music Director	\$250/grade	\$500/grade
Art	\$2000	\$3500
High School Cheerleading Sponsor	\$3000	\$4500
Middle School Cheerleading Sponsor (per team)	\$750/team	\$1000/team
Yearbook Sponsor	\$2500	\$4000
Junior Class Sponsor (up to 3)	\$700	\$1000
Senior Class Sponsor (up to 3)	\$700	\$1000
High School Student Council Sponsor	\$1000	\$3000
SADD Sponsor	\$150	\$1000
Spanish Club Sponsor	\$250	\$1000
Academic Bowl Sponsor	\$750	\$3000
FCA Sponsor Combined High School and Middle School	\$500	\$1000
Robotics Sponsor	\$1000/site	\$2500/site
Summer Credit Recovery Teacher	\$1600	\$2500
District Test Coordinator	\$2500	\$3000
Gifted and Talented Coordinator	\$1500	\$1500
Special Education Folder Stipend	\$3000	\$3000
Federal Programs Director	\$6000	\$6000
Prom Coordinator	\$2500	\$3500
Communications Director	\$1500	\$2500
Special Education Director	\$5000	\$5000

Appendix D: Sick Bank

C-114

OSSBA POLICY SERVICES

DEFA-E2

LEAVE SHARING BANK FORMS

DONATION FORM

After exhausting all personal sick leave, an employee may request up to **twenty** days through the leave sharing bank. After using the initial **twenty** days, up to an additional **twenty** days may be requested from the leave sharing bank. The second request for assistance may be made and shall be granted upon verification of need by the superintendent.

When all sick leave days granted through the leave sharing bank are exhausted, the employee shall then be eligible for extended sick leave as specified by law.

I will donate one (1) day of sick leave to aid personnel to bear the hardship resulting from serious personal or immediate family illness or disability.

School Year _____ School _____

Employee _____

Employee's Signature

Date

REQUEST FORM

I am requesting _____ (number) sick leave days from the Leave Sharing Bank (limit 20). If additional days are still needed, up to **twenty** more days may be requested and shall be granted upon verification of need by the superintendent.

Reason for Request: _____

Date: _____ to _____

Employee _____ School _____

Employee's Signature

Date

Adoption Date: February 7, 2005

Revision Date(s)

Page 1 of 1

Appendix E: Grievance Report Form

Dickson Public Schools

Name of Grievant Building Assignment Date Filed

LEVEL II

(WITHIN 5 DAYS OF THE LEVEL I RESPONSE)

A. Date cause of grievance occurred:

B. Statement of Grievance:

C. Relief Sought:

(Signature of Grievant) (Date)

(Building Principal will arrange a meeting within 5 days and provide his/her decision, in written form, within 5 days of the meeting.)

D. Disposition of Principal:

(Signature of Principal) (Date)

If additional space is needed in reporting Section B of Level II, attach additional sheets.

Grievance Report Form
LEVEL III

(WITHIN 5 DAYS OF LEVEL II RESPONSE.)

A. Date received by the Superintendent: _____

(Superintendent shall arrange a meeting within 5 days of appeal and provide his/her decision, in written form, within 5 days of the meeting.)

B. Disposition of Superintendent:

(Signature of Superintendent) (Date)

C. Position of Grievant and/or Association:

(Signature of Grievant or Assoc, Rep) (Date)

LEVEL IV

(WITHIN 5 DAYS OF THE LEVEL III RESPONSE.)

A. Date Submitted to the Board: _____

(The Board shall arrange a meeting within 5 days of the appeal and shall provide its decision, in written form, within 5 days of the meeting.)

B. Disposition of the Board:

Signature of Board President Date

Appendix F: Procedural Agreement

Article I - Purpose

1.1

The Board of Education of the Dickson Public Schools and the Dickson Education Association recognize the need for an orderly process of communication for administering employer/employee relations, which conform with Oklahoma Statutes 05-70-509.1 through 05-70-509.10.

Article II - Recognition

2.1

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

2.2

The Board hereby recognizes the Association as the exclusive representative for the bargaining unit consisting of all entry year, certified and licensed employees, excluding administrators, of the Dickson Public Schools. The Board agrees not to negotiate with any individual member of the bargaining unit for the duration of this Agreement. Further, no individual member of the bargaining unit shall negotiate with the Board except through their duly recognized bargaining representative.

Article III - Scope of Bargaining

3.1

The Board and the Association agrees to negotiate in good faith on wages, hours, fringe benefits and other terms and conditions of employment.

3.2

The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by State and Federal law, including the right to make policy, rules and regulations that are not inconsistent with any law or negotiated agreement.

3.3

There shall be no negotiations on managerial policy including the function of the Board, the determination of the Board's budget and the selection of personnel.

Article IV - Negotiations Procedures

4.1

Negotiation Team

4.1.1

The Board and the Association shall each designate in writing the names of not more than six (6) who shall service as their representatives for negotiations pursuant to the provisions of this agreement. Each party shall also designate a substitute for each team member and will submit a list of substitutes at the same time the team list is submitted.

4.2.1

Between March 1 and March 31 of each ensuing year, either the Association or the Board shall submit a written request for negotiations to commence to the other party, if they desire there to be negotiations for the year. If no such request is made by the above date, negotiations will not take place for the ensuing year.

4.2.2

The first negotiations session shall occur on a mutually, agreeable date, no later than thirty (30) days after the written request, unless another date is mutually agreed upon by the parties.

4.2.3

The party, which requested the negotiations, shall submit items for negotiations at the second session. Subsequent proposals may only be submitted upon mutual agreement of the parties.

4.3

Negotiations Sessions

4.3.1

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

4.3.2

Recording of official transcripts shall be made only with the mutual agreement of the parties.

4.3.3

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

4.3.4

Negotiations sessions will be scheduled at times which will not interfere with the teacher workday and the educational programs of the district.

4.3.5

Upon written request of the Association, the Board will provide a copy of any compiled public information requested.

4.4 Tentative Agreement

4.4.1

Both parties agree that it is their mutual responsibility to empower their respective representatives the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations, and to reach tentative agreements subject to ratification by the Board and the Association.

4.4.2

When a tentative agreement is reached on any items, it shall be reduced to writing and signed by and dated by the spokesperson of each team. When a tentative agreement is reached on all items, they shall be submitted first to the membership of the Association for ratification and then to the Board for ratification.

Article V - Impasse

5.1 Mediation

5.1.1

If negotiations are not successfully concluded by the first day of school, an impasse shall exist. At any earlier time following its initial negotiation session, either party shall declare an impasse, or by mutual agreement of the parties, the date declaring impasse may be extended beyond the first day of school.

5.1.2

Within two (2) working days of such declaration, by mutual agreement, either party may request the services of the Federal Mediation and Conciliation Service.

5.2 Fact Finding

5.2.1

If the mediation process has been utilized and has failed to bring about agreement on all items (or if mediation was not used), the unresolved items shall be submitted to fact finding as follows:

5.2.2

A fact-finding committee consisting of three (3) members shall be formed. One member shall be selected by the Association and one member shall be selected by the Board, within five (5) days. These two members shall notify the State Superintendent of Public Instruction that a fact-finder is needed. Within ten (10) days of being notified that the fact-finder is needed, the

State Superintendent of Public Instruction (or designee) shall provide a list of five (5) potential fact-finders to the parties. The parties shall select the fact-finder from the five (5) names within fifteen (15) days after receiving the list of fact-finders. If the representative of the Board and the representative of the Association cannot agree upon a name, then there will be a coin toss. The winner of the of the coin shall decide whether to strike the name first or to have the loser of the toss strike a name first from the list until only one name remains. That person shall then be named to serve as the chairperson of the fact-finding committee.

5.2.3

Within five (5) days after the selection of the chairperson, the representatives of the parties shall meet to exchange written language of each item at impasse. The exchanged documents shall be furnished to the chairperson and other members of the committee. Each item being submitted to fact-finding shall show the last position taken by each negotiating team.

5.2.4

The cost of the services of the fact-finding committee, including the per diem expenses, if any, and actual and necessary travel expenses for the representative selected by the Board, the Association, and the expenses of the third member shall be shared equally by the Board and the Association.