

# NEGOTIATED AGREEMENT

**BETWEEN THE**

**LONE GROVE PUBLIC SCHOOLS**

**INDEPENDENT SCHOOL DISTRICT NO. I-32**

**AND**

**LONE GROVE ASSOCIATION OF CLASSROOM TEACHERS**

**ORGANIZATION OF OKLAHOMA**

*Notice of Non-Discrimination It is the policy of Lone Grove Public School District No. I-32 not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, services, and activities as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. Civil rights compliance inquiries related to Lone Grove School District No. I-32 may be directed to: Superintendent, PO Box 1330, Lone Grove, OK 73443, telephone number (580) 657-3131*

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**USE OF BUILDINGS** *The association will be able to use the building facilities for professional and educational meetings and/or business. The association will give prior notice to the appropriate building principal.*

**USE OF SCHOOL MAIL BOXES/E-MAIL** *The association will be permitted to distribute information related to the official business of the Association by placing such material in the individual school mailboxes of teachers, on a bulletin board in the teachers' workroom/lounge, or by use of the school email system. Such materials shall not suggest, urge, or propose any action by a teacher to violate, ignore, or resist any terms of this Agreement, administrative regulation or policy. Political campaign material other than that directly related to the internal politics of the Association (or its affiliates) may not be distributed or posted by the Association.*

**USE OF EQUIPMENT** *The association will be able to use duplication equipment (not including supplies) for association bulletins and materials. The instructional and educational needs of the school district as regards use of equipment shall supersede the needs of the association.*

**TENTATIVE ASSIGNMENT** *Teachers shall be notified as soon as possible of any major changes in assignments.*

**VACANCY PROCEDURES** *In the event a vacancy or opening in a teaching position arises; the following procedure will be followed:*

- A. *Notices of vacancies will be posted on the official bulletin board in each school office as soon as the administration is aware of the existence of such vacancies. Such notices shall contain the date of posting, a description of the position, location of the position, and date by which the application is to be returned.*
- B. *Teachers who desire to change their existing assignments may file a written statement of such desires with their building principal and with the superintendent.*

C. *Reassignments shall be made with prior knowledge of the teacher involved.*

**CALENDAR INPUT** *A calendar committee composed of two teachers from each campus, two professional organization members, the professional development chairperson and an administrator will assist in developing the school calendar. Administrators will have the final authority on calendar decisions that will be taken to the Board for approval.*

**REPORT TIME TEACHERS** *will report for an additional ten minutes each day for 175 days. The report time will be 7:55 a.m. to 3:35 p.m. In return teachers will not be required to work the last five days of school for the same pay and same contract terms. Should the calendar return to a traditional calendar of 175 instructional days and five professional days, teachers will work the additional five days in lieu of the additional ten minutes added to the teacher report time.*

**CLASS COVERAGE** *All teachers will substitute for or assume the work duties of an absent teacher when asked to do so by the building principal. Available teachers will be used on a rotating basis when possible. Class coverage during planning period Includes but is not limited to administering state tests and monitoring state tests. Certified employees will not be compensated for evaluation conferences, conferencing with a parent/student or committee meetings, etc. The certified employee will be paid at a rate of \$15.00 per period. This shall be in addition to the teacher's regular compensation.*

*Compensation for covering classes will be paid in one lump sum payment at the end of the school year. It will be paid with the June payroll.*

**SPECIAL EDUCATION** *Administrative discretion may be utilized in determining the application of the 5% pay above base pay in areas BEYOND state requirements. i.e. A special education teacher who is asked to teach one hour of regular core subject would not lose their 5% for that hour.*

**TUTORING** *The Lone Grove School District will pay \$20 per hour for after-school tutoring until budgeted funds for that purpose are exhausted. Tutoring services will be provided after school as approved by the site principal or superintendent.*

**SICK LEAVE** *The Board shall provide each teacher thirteen days of sick leave each year for use in case of personal accidental injury, illness, pregnancy or accidental injury or illness to immediate family. Sick leave days will be charged on a one-half or full day basis.*

*Immediate family is defined as: father, mother, spouse, children, grandfather, grandmother, grandchild, brother, sister, aunt, uncle and all corresponding in-laws.*

*Unused sick leave shall be accumulative to 120 days.*

*If, after exhausting all sick leave available, a teacher is absent from his/her duties for personal illness or injury in accordance of the sick day policy, the teacher shall receive for a period not to exceed twenty days his/her full contract salary less the amount:*

- A. *Actually paid a certified substitute teacher for his/her position if a substitute teacher is hired; or*
- B. *Normally paid a certified substitute teacher for his/her position if a certified substitute teacher is not hired.*

*After the twenty additional sick leave days are exhausted the teacher shall be on sick leave without pay. Salary deductions after sick leave days are exhausted shall be on a 1/180<sup>th</sup> daily basis.*

*Abuse of sick leave will not be tolerated. At the discretion of the superintendent, medical certification of sickness may be required. Any employee working for compensation while on district sick leave may be terminated immediately. Any employee abusing sick leave policy will be subject to disciplinary action including dismissal.*

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Teachers may transfer up to a maximum of sixty days sick leave from another school district. Transferred days shall be used first in case of illness. Upon retirement, the district shall buy back only those accumulated within the district. Transfers of leave must be verified in writing by the school where the leave was accumulated.

**UNUSED SICK DAYS FOR RETIREMENT** Once a teacher has accumulated 120 sick days, all unused sick days will be tracked and accumulated for retirement purposes only. This proposal will be retroactive for teachers that have already accumulated 120 sick days. The purpose of this proposal is to protect teachers that are eligible to retire from being penalized due to a serious injury or illness to themselves or immediate family member. If questions of abuse arise, the LGACT executive committee will investigate and make a recommendation to the superintendent. The superintendent will make the final decision to determine if an employee is entitled to use the extra accumulated sick days for retirement.

**SICK BANK** Teachers will be given the opportunity to participate in a sick bank with the following provisions:

- A. Membership will be voluntary.
- B. There must be at least 20 participants.
- C. Each participating teacher will donate one sick leave day vested to him at the time of enrollment in the sick bank.
- D. Each teacher will be required to donate an additional day when at any time the total number of days in the bank falls below the total number of teachers contributing. (If a teacher has none left to contribute, he must contribute the make-up day at the beginning of the following year with one of his vested days in order to be eligible for that year's sick bank.)
- E. Days to be contributed must be designated during in-service before school begins.
- F. Days from the sick bank may not be used by an individual teacher until all of that teacher's sick leave days have been exhausted.
- G. 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 recovery 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, the teacher must follow this procedure to withdraw days from the sick bank:
  - 1. Fill out the sick bank request form, provided doctor's certification of illness or injury and a plan of treatment with a tentative date of return to work.
  - 2. Present this documentation to ACT President. President shall meet with the Executive Board to approve or disapprove withdrawal.
  - 3. The teacher must pay a substitute for five consecutive days before they may withdraw from the sick bank.
  - 4. Once a teacher returns to work, that incident shall be closed. If the teacher needs additional days for the same school year, the procedure begins again, including steps 1, 2, and 3.
  - 5. Request shall be approved or disapproved and teacher notified within five working days after receiving request.
- H. During the teacher's first year of participation, that teacher may withdraw a maximum of 5 days from the bank.
- I. during the second year, he may withdraw a maximum of 10 days.
- J. During the third year, he may withdraw a maximum of 15 days.
- K. During the fourth year, he may withdraw a maximum of 20 days. 20 days will be the maximum a teacher can accumulate.
- L. after a teacher withdraws the maximum of 20 days, he must begin again the following year accumulating these days, at the rate of five days per year.

- M. The Secretary to the Superintendent will keep sick bank records. LGACT Executive Board may request at any time a report of the number of days in the sick bank and any information deemed necessary by the LGACT to conduct association business.
- N. The bank may be used for the same reasons that a teacher may legally take sick leave.
- O. If there is ever a question of abuse, the Executive Committee of the LGACT will have the final decision.

REFERENCE: 70 O.S. § 6-104.6; SCHOOL BOARD POLICY DEFA

**WELLNESS DAY** A Wellness Day will be granted for perfect attendance from August 13, 2015 through December 18, 2015. Perfect attendance is defined as no loss of time for personal or sick days. Wellness Days must be used between January 5, 2016 through March 31, 2016 and require building principal approval. A Wellness Day cannot be taken the day before or the day after spring break.

**ATTENDANCE BONUS** An attendance bonus of \$250 may be available second semester(SEE MEMORANDUM). Each day missed for sick or personal days will be deducted from the total bonus.

	\$250	
1	50	200
2	50	150
3	50	100
4	50	50
5	50	0

**ATTENDANCE BONUS MEMORANDUM** Attendance bonuses will be considered for second semester after notifications are released from the State Department of Education on mid-term adjustments on state aid if the school district receives a positive adjustment of \$20,000 or more.

**EMERGENCY/BEREAVEMENT LEAVE** Teachers will be granted up to five days of leave each year without loss of pay or benefits for purpose of an emergency/beravement nature. Emergency/beravement leave is non-cumulative and may be used for the following:

- A. Bereavement in case of death in immediate family. For deaths outside the immediate family, the teacher may request leave chargeable to sick leave. Request may be granted through the building principal. Immediate family is defined as: father, mother, spouse, children, grandfather, grandmother, grandchild, brother, sister, aunts, uncles, nieces, nephews, and all corresponding in-laws.
- B. The term emergency is defined as a situation or occurrence of a serious nature, developing suddenly and unexpectedly and demanding immediate attention. Emergency days will only be used for situations not covered under sick or personal business leave days.

**PROFESSIONAL LEAVE** One professional leave day without loss of pay will be established for teacher. This day, in addition to the school calendar will be used for professional growth in any specific area that may include but not be limited to: on-site school visits, workshops, seminars, conferences, and training courses. He/she should submit a written form to his/her building principal within one week of the event. Each teacher would be willing to share information with the superintendent. The principal will approve and determine who shall attend activities off campus. Expenses will be paid from staff development until those funds are exhausted at which time travel may be suspended. Personal/Personal Business Leave Each certified employee will be provided three(3) personal days and three(3) personal business days for a total of six(6) days; three(3) without loss of pay. The certified employee will be charged \$55 for the fourth day, \$55 for the fifth day, and \$55 for the sixth day. The certified employee will have their daily rate of pay of his/her salary deducted for any additional personal/personal business days leave days.

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**PERSONAL/PERSONAL BUSINESS** Leave Each certified employee will be provided three (3) personal day and three (3) personal business days for a total of six (6) days; three (3) days without loss of pay. The certified employee will be charged \$55 for the fourth day, \$55 for the fifth day and \$55 for the sixth day. The certified employee will have their daily rate of pay of his/her salary deducted for any additional personal/personal business leave days.

Personal/personal business leave will be charged on a ½ day or full day basis. Personal/personal business leave is not cumulative from one school year to the next. Certified employees will be allowed to convert three unused personal/personal business days to accumulated sick leave days at the end of the school year. The personal/personal business days converted to sick leave must be the three granted without loss of pay. Every effort shall be made by site supervisor to accommodate personal/personal business leave requests. Forms will be available in all district offices and on the school district website.

**Personal Leave**

Upon prior notice to the immediate supervisor of intent, the leave will be granted on a first come first serve basis and at the discretion of the site supervisor, without reason or explanation. The forms may be completed up to 24 hours following the date of leave taken.

Personal leave cannot be taken on the first or last week of school, parent/teacher conference days, professional days, or one day before or one day after the following holidays: Labor Day, Thanksgiving break, Christmas Break, Spring break, and Memorial Day. (Rare exceptions may be granted with regard to the above listed holidays and school days for exceptional or extreme circumstances by site supervisor which may result in the loss of the certified teacher's daily rate of pay.

**Personal Business Leave**

Personal business leave shall be defined as days in which teachers conduct personal business that must be conducted at times when school is in session. Absences for personal business leave covers absences of a non-emergency nature and are to be used for personal business, legal business, household or family needs which cannot be met other than during school hours, and are not to be chargeable to sick leave. Personal business leave may be approved for the following reasons including but not limited to: loan closings, IRS audits, legal matters, meetings with attorneys for personal, spouse or children's business, court appearances, settling of estates, or matters of a similar nature. Public/Private school (PK-12, College, Career Tech events for their children and military sponsored events involving staff member's children also qualify for personal business leave (provided adequate substitutes can be found). Personal business leave will not be granted for: vacations, travel, recreation, hobbies, entertainment, family reunions, participation in political, religious or social activities, seeking or interviewing for other employment, performing a service for compensation, promotion, advancement or accommodation of another business or source of income, or other reasons of a similar nature. Prior approval from the principal must be obtained before personal business leave can be taken.

**LGACT BUSINESS LEAVE** A bank shall be established by the LGACT of five business leave days. These five days are to be shared by the members for association events, such as: OEA Delegate Assembly, OEA Legislative Hoedown, OEA Lobbying or local LGACT business. These five days will be granted without loss of pay. LGACT members will submit a request form to use a day from the bank.

The request must be approved by the LGACT Executive Committee, and then it will be submitted to the building principal by the executive committee at least one day in advance of the date requested. All expenses, including the cost of substitute, will be paid by LGACT.

**SCHOOL BUSINESS LEAVE** A teacher shall complete a school business leave form, which is in the building principal's office, no later than one (1) week in advance of the requested date of absence and return to his/her building principal. Leave will be granted at the discretion of the principal. Expenses will be paid from staff development until those funds are exhausted at which time travel may be suspended.

**UNUSED SICK LEAVE AT RETIREMENT** Teachers, upon retirement, will be able to sell a maximum of 70 sick leave days at the rate of \$35.00 per day. Only sick days accumulated in the Lone Grove District will be allowed.

**ADDITIONAL STEPS TO SALARY SCHEDULE** Beginning with the 2007-08 school year the Bachelor's +15 level will be deleted from the compensation schedule. Teachers currently on the advanced pay scale will continue to receive the \$500. Beginning August 1, 1997, the Master's +15 level will be deleted from the compensation schedule. Teachers currently being compensated at this level will continue to be compensated.

**COMPLETION OF EDUCATIONAL LEVEL** The teacher must have completed their level on the negotiated pay scale and have documented record of completion turned in at the central office by August 15<sup>th</sup>.

**PROFESSIONAL DAYS** Five professional days will be built into the school calendar for professional growth which may include workshops, seminars, conferences and training courses. On one (1) designated professional day on the school calendar, teachers may attend the professional association meeting of their choice, or attend the District professional activity that will be offered on that day.

**PROFESSIONAL DAYS UNATTENDED** The teacher will have 1/180<sup>th</sup> of his/her salary deducted for any of the five professional days on the school calendar that he/she does not attend, unless he/she has prior approval from the building principal.

**EXTRA-DUTY SALARY SCHEDULE** Teachers wishing to change increments on the extra-duty salary schedule shall submit their proposal to the LGACT. After approval by the LGACT, the bargaining team will present the increment change proposal to the Board.

**CONTRACTS** On the first day of in-service of each school year, all teachers will be provided an individual teaching contract denoting base salary, benefits and delineation of all other compensations for which the individual qualifies.

**LEAVE REPORT** On the first day of in-service of each school year, the central office will provide each teacher with a leave report consisting of accumulated sick leave, personal business leave and emergency leave.

**EXTRA-CURRICULAR ASSIGNMENTS** All teachers are required to attend open house and parent-teacher conferences and are encouraged to attend other special events

**HEALTH INSURANCE** In 1990, HB 1017 made it legal and possible for school districts to include teacher retirement and health insurance benefits as part of the total compensation schedule. The total compensation schedule will equal or surpass the state minimum salary schedule. Lone Grove Schools began utilizing this total compensation format schedule when the 1990 HB 1017 began implementing the mandates. For the 2004-05 school year, each full-time teacher shall receive, as part of their total compensation, a monthly Flexible Benefit Allowance (FBA) paid by the State of Oklahoma. The district will apply the FBA toward the total premium cost of the district's health plan. Teachers who choose not to participate in the district's health plan or the district's Section 125 Cafeteria Plan shall receive the sixty-nine dollars and seventy-one cents (\$69.71) per month as taxable compensation. Teachers whose employment is terminated during the school year shall have no right to receive any cash compensation for the portion of the school year after the teacher's termination. Eligibility to receive Flexible Benefit Allowance payments will be as determined by the State Department of Education.

**PAYDAY** All teachers will be paid on or before the 15th of each month.

**AUTOMOBILE REIMBURSEMENT** Each teacher required by assignment to travel at any time on school related business, with prior authorization, shall be reimbursed at the current IRS rate.. Mileage reimbursement will not be paid for personal vehicles if school vehicles are available.

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Reference: 70 O.S. § 5-117; LGSB DEE EXPENSE REIMBURSEMENT; LGSBP DEEC STUDENT ACTIVITIES EXPENSE REIMBURSEMENT;LGSBP DEE-R TRAVEL AND EXPENSE;

**LODGING PER DIEM** The school district will pay a maximum of \$125 per night for approved overnight school related trips. Any amount above the allowed amount will be paid by the teacher. Any exception to the above allowance must be approved by the superintendent.

**MEALS PER DIEM** The school district will reimburse teachers \$9.00 per meal or \$27.00 per day while on approved school related trips. An itemized receipt must be presented for reimbursement.

Reference:70 O.S.§5-117; SCHOOL BOARD POLICY DEE-R, TRAVEL AND EXPENSES

**FIELD TRIP BUS DRIVERS** Teachers who attend and drive the bus for their own child's field trip will not be charged a personal day.

**CAMPUS TRAVEL** Teachers who drive personal vehicles at least once per day from the elementary campus to the secondary campus or vice versa will receive \$50 annually.

**EXTRA-DUTY COMPENSATION** Extra-duty compensation totaling \$800 or less will be paid in one lump sum payment upon completion of the school year. Payment will be made with the June payroll.

**SUMMER CHECKS** Teachers will have the option of receiving all summer checks (June, July, and August) following the last school board meeting in June.

**SALARY REDUCTION** One thousand dollars will be deducted from each teacher's total compensation package to be paid on or before the last working day before Thanksgiving. It will be paid on a check separate from regular payroll.

**LONGEVITY STIPEND** A one-time, non salary, professional development stipend listed below in addition to the state mandated teacher schedule will be paid for the 2015-16 school year. The certified employee must earn three staff development points during the current cycle to be eligible for the stipend.

Only the original certified employees that were eligible to participate in the longevity stipend at the time it was negotiated (FY08) will be eligible to participate in the program.

Experience Level	Amount
29 Years	996
30 Years	1,328
30+ Years	1,660

## Grievance Procedure

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

**Definitions** – 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.

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

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

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

#### *Procedure*

*Level 1 – A teacher with a grievance shall first discuss the grievance individually with the principal within ten days of knowledge of alleged violation, citing said violation, with the objective of resolving the grievance informally. No written record will be made.*

*Level 2 – If the grievant is not satisfied with the disposition of his/her grievance at level one, he/she may file the grievance within five days of the level one response with the principal, citing the alleged violation and the specific remedy sought. The principal shall schedule and hold a formal meeting with the grievant within five days after receipt of the written grievance and shall transmit a written decision to the grievant within five days of the meeting.*

*Level 3 – If the grievant is not satisfied with the disposition of his/her grievance at level two, he/she may file the grievance within five days of the level two responses with the superintendent. The superintendent shall schedule and hold a meeting with the grievant within five days after receipt of the appeal and shall transmit a written decision to the grievant within five days of the meeting.*

*Level 4 – If the grievant is not satisfied with the disposition of his/her grievance at level three, he/she may file the grievance within five days of the level three response for transmittal to the Board. The Board will hear the grievance at its next regularly schedule monthly Board meeting or a special meeting which has been called for that purpose. The Board shall transmit its written decision to the grievant within five days of the meeting. The decision of the Board shall be final. Except by mutual agreement, no board-level hearing shall take place more than twenty days after the transmittal of the grievance to the Board.*

*Right to Representation – The grievant and the administration may each be represented by a person of their own choosing at levels two, three, and four of this procedure.*

*General Provisions – The Association may file a grievance as the "grievant" on any alleged violation of the negotiated agreement.*

*Decisions rendered at levels two, three, and four of the grievance procedure will be in writing, setting forth the aforesaid decisions, and reasons will be transmitted promptly to all parties of interest and to the Association.*

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

*Necessary forms for the filing of grievances shall be mutually agreed upon by the Association and the Board and be made a part of this agreement.*

*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.*

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

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

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

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.

### Reduction in Force

A. When due to declining student enrollment in a given program area and/or the district, school closure or financial shortfall, it becomes necessary to reduce the number of teachers in a given program area or to eliminate or consolidate positions, the primary criteria for the selection of the teachers to be released shall be the ratings on the Teacher and Leader Effectiveness (TLE) Tulsa Model adopted by the Board. Every effort will be made to accomplish the necessary reductions by attrition, voluntary resignation, or voluntary retirement. Otherwise, reduction in force will be made according to the following procedures.

B. If normal attrition and the release of probationary teachers do not sufficiently reduce the teaching staff, the following items will be considered in the reduction process in the order they are listed:

- a. The Ratings on the TLE
- b. Year of service in district
- c. Length of service in current assignment. Academic and professional preparation beyond minimum certification requirements
- d. Total number of years of teaching experience
- e. Administrator recommendations

C. Personnel who serve or are employed in positions fully funded by federal or categorical grants will be considered like other general fund personnel.

D. The prime consideration in executing the reduction in force using the criteria listed above is to assure the retention of fully qualified teachers to replace and perform all the needed duties of the terminated teachers.

E. Notice to individual teacher, after all determination selections have been exercised, the Board shall give written notice of that fact by certified mail, return receipt requested to the teacher terminated. The notice shall include a statement of the conditions requiring termination of employment. The teacher's address, as it appears on the school district's record, shall be deemed to be the correct address. It shall be the teacher's responsibility to see that the school district has his/her correct address on file.

F. Obligations with respect to reemployment or other employment:

- a. For one year after the effective date of termination pursuant to this procedures provision the School Board shall offer to a teacher who has at least an Effective Rating on the TLE who has been terminated all positions that becomes available for which he/she is certified. Every possible effort shall be made to return said teacher to the

position. If several former teachers are certified for a position the position shall be offered to the certified teacher who had the most seniority and highest TLE Rating when laid off. The offer shall be made by certified mail, return receipt requested, and the teacher shall be notified that he/she must submit written acceptance within ten calendar days.

- b. A teacher who is recalled within one year shall have restored all benefits accrued on the effective date of the termination, and shall be given credit for all previous teaching experience.
- c. A teacher who is laid off will remain on the recall list for one year after the effective date of layoff unless the teacher:
  - 1. Waives recall right in writing
  - 2. Resigns
  - 3. Fails to accept recall to the position held immediately prior to layoff or to an equivalent position.

REFERENCE: LGSBP DOCA

**TEACHER RETIREMENT** In 1990 HB 1017 made it legal and possible for school districts to include teacher retirement and health insurance benefits as part of the total compensation schedule. The total compensation schedule will equal or surpass the state minimum salary schedule.

Lone Grove School began utilizing this total compensation format schedule when HB 1017 began implementing the mandates.

The Board agrees to pay teacher retirement cost for the teacher as a part of the total compensation as reflected the "Total Compensation Schedule" in the master contract.

**PLANNING PERIOD** The Association and the Board agree that scheduling is the responsibility of each building principal. Each elementary certified teacher will receive a daily planning period of forty (40) minutes.

## EVALUATION PROCEDURE

The primary purpose of personnel evaluation shall be for the improvement of instruction. All employees will be evaluated according to the Oklahoma State School Laws.

The superintendent, building administrator or immediate supervisor shall be responsible for discussing the teacher evaluation objectives with the teachers. This may be implemented during the in-service days which precede each school year.

### Process of Evaluation

- 1. The **STANDARDS OF PERFORMANCE AND CONDUCT** for the teachers shall be those adopted by the State Board of Education.
- 2. Formal evaluations will be completed at least once a year for career teachers, and at least twice a year for probationary teachers.
- 3. Evaluator will schedule date and time for evaluation. The teacher may provide evaluator with any information deemed necessary prior to the scheduled observation.

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4. Any observation, whether formal or informal, can be used as a part of the formal evaluation. The teacher will sign any documentation that will be used in the evaluation prior to the formal evaluation being completed.
5. Any complaint made against a teacher by a parent, student, or other person which does or may influence, in any manner, the evaluation of the teacher shall be called to the attention of the teacher. The teacher shall be afforded the opportunity to answer or rebut any complaint.
6. The evaluation form will be completed and signed by the evaluator. The evaluation form will be signed by the teacher and the teacher will receive a copy of the form. The teacher has ten working days to respond to the completed evaluation form.

#### *Personnel Records*

*The district shall maintain a personnel file for each teacher in the central administration office.*

*The file shall contain the following:*

- A. *teacher evaluation and responses*
- B. *annual teacher contracts*
- C. *teaching certificates*
- D. *letters of commendation/complaint*
- E. *letters of reprimand or admonishment*
- F. *health certificate*
- G. *staff development points*
- H. *official transcripts and resumes*
- I. *other materials mutually agreed upon*

*The teacher shall have the right to review and/or reproduce at a reasonable cost the contents of his/her personnel file. At the teacher's request a representative of his/her own choosing may accompany the teacher in this review. Except by an order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated teacher, the Board, the administrative staff making the evaluation, the Board and administrative staff of any school to which such teacher applies for employment, in cases of non-reemployment and dismissal of tenured teachers, and such other persons as are specified by the teacher in writing.*

*A true copy of materials relating to the disciplinary action of a teacher shall immediately be sent to the teacher. The teacher shall sign said materials and have the right to make written response to the disciplinary material. This written response shall also be placed in the file. If after three years the problem for which the teacher was disciplined has not reoccurred, the disciplinary material may be removed from the file at the request of the teacher. The superintendent must approve any documents removed from the personnel file. Any confidential information in the teacher's file will be placed in a separate envelope inside the file when agreed upon by the teacher and the superintendent. The administration shall advise secretaries performing administrative functions of the confidential nature of these documents.*

*The article does not prohibit the existence of an individual teacher file being kept by the principal in the office.*

**SALARY SCHEDULE** *The following total compensation package will be in effect for the 2015-16 school year. This compensation package will supersede and replace all previously negotiated salary schedules or compensation packages.*

**CERTIFIED TEACHER/BUS DRIVER** *Teachers driving a regular schedule bus route will be entitled to the negotiated stipend approved for bus drivers in addition to their regular stipend. Additionally the driver will be eligible for the attendance bonus.*

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**REIMBURSEMENT FOR BUS DRIVERS LICENSE** Teachers will be reimbursed in the form of a stipend for bus driver's license expenses. The expenses will include CDL licenses, renewal of CDL licenses and the cost of the bus driving school.

The intent of this proposal is for employees to drive as needed as substitutes, activity trips and etc. Drivers will be paid at the negotiated rate.

REFERENCE: LGSBP SCHOOL BUS LICENSING FEE DEEB

**DRESS CODE** The school district will allow faculty to participate in casual days by wearing jeans to school on the last day of each week. While staff may wear jeans **only** on the last day of each week, it is important to be mindful that all employees of the Lone Grove Public Schools serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all faculty and employees shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs, and the impressionable youth they serve.

**TREASURER'S REPORT** The school district will provide LGACT with a copy of the monthly treasurer's report.

**BOARD PACKET** The school district will provide LGACT President copies of the school board meeting agendas. Copies of materials in the board packets will also be provided except for executive session materials as referenced in Lone Grove Board of Education Policy BEC.

### **EXTRA DUTY PAY SCHEDULE**

Athletic Director	\$5,200
High School Football Head Coach	\$5,500
HS Football Offensive Coordinator	\$3,750
HS Football Defensive Coordinator	\$3,750
HS Football Assistant	\$2,700
JH Football Head Coach	\$1,800
JH Football Assistant	\$1,500
7th Grade Football Head Coach	\$1,100
7th Grade Football Assistants	\$ 700
Film Coordinator	\$ 800
HS Boys Basketball Head Coach	\$5,000
HS Boys Basketball Assistant	\$2,500
HS Girls Basketball Head Coach	\$5,000
HS Girls Basketball Assistant	\$2,500
9th Grade Boys Basketball Coach	\$1,100
9th Grade Girls Basketball Coach	\$1,100
8th Grade Boys Basketball Coach	\$1,100
8th Grade Girls Basketball Coach	\$1,100
7th Grade Boys Basketball Coach	\$1,100
7th Grade Girls Basketball Coach	\$1,100
6th Grade Boys Basketball Coach	\$ 900
6th Grade Girls Basketball Coach	\$ 900
High School Baseball Coach	\$4,500
HS Baseball Assistant Coach	\$2,500

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<i>Third Baseball Assistant</i>	\$ 750
<i>Middle School Baseball Coach</i>	\$1,400
<i>MS Assistant Baseball Coach</i>	\$ 700
<i>High School Boys Track Coach</i>	\$2,600
<i>HS Boys Track Assistant Coach</i>	\$1,000
<i>High School Girls Track Coach</i>	\$2,600
<i>HS Girls Assistant Track Coach</i>	\$1,000
<i>JH Boys Track Coach</i>	\$ 900
<i>JH Girls Track Coach</i>	\$ 900
<i>7 Grade Boys Track Coach</i>	\$ 600
<i>7th Grade Girls Track Coach</i>	\$ 600
<i>6th Grade Boys Track Coach</i>	\$ 400
<i>6th Grade Girls Track Coach</i>	\$ 400
<i>HS Boys Cross Country Coach</i>	\$1,500
<i>HS Girls Cross Country Coach</i>	\$1,500
<i>Elementary Cross Country Coach</i>	\$1,000
<i>Elementary Hot Shot Coach</i>	\$ 750
<i>Elementary Jump &amp; Jive Coach</i>	\$ 750
<i>High School Softball Coach</i>	\$4,500
<i>HS Softball Assistant Coach</i>	\$2,000
<i>Third Softball Softball Assistant</i>	\$ 750
<i>Middle School Softball Coach</i>	\$1,400
<i>MS Softball Assistant Coach</i>	\$ 700
<i>High School Boys Golf Coach</i>	\$1,100
<i>High School Girls Golf Coach</i>	\$1,100
<i>JH Boys Golf Coach</i>	\$ 600
<i>JH Girls Golf Coach</i>	\$ 600
<i>Band Director</i>	\$6,000
<i>Band Assistant Director</i>	\$3,000
<i>Color Guard Director</i>	\$2,000
<i>High School Vocal Music Director</i>	\$6,000
<i>HS Vocal Music Assistant</i>	\$3,000
<i>Elementary Vocal Music Director</i>	\$2,700
<i>High School Academic Coach</i>	\$1,650
<i>Middle School Academic Coach</i>	\$1,650
<i>Speech Coach</i>	\$3,600
<i>Debate Coach</i>	\$2,400
<i>High School Yearbook Sponsor</i>	\$3,500
<i>Middle School Yearbook Sponsor</i>	\$1,000
<i>Intermediate Yearbook Sponsor</i>	\$ 600
<i>Primary Yearbook Sponsor</i>	\$ 600
<i>National Honor Society Sponsor</i>	\$ 800
<i>High School FCA Sponsor</i>	\$ 600
<i>Middle School FCA Sponsor</i>	\$ 600
<i>Key Club Sponsor</i>	\$ 800
<i>MS Builders Club Sponsor</i>	\$ 700
<i>Senior Class Sponsor</i>	\$ 900
<i>Junior Class Sponsor</i>	\$2,000
<i>HS Student Council Sponsor</i>	\$1,200

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High School Cheerleader Sponsor	\$2,500
JH Cheerleader Sponsor	\$1,800
JH/HS Cheerleader Assistant	\$1,000
Special Education Director	\$5,500
Alternative Education Counselor	5%
Johnson O'Malley Coordinator	\$ 500
Professional Development Coordinator	\$1,200
Elementary Art Club	\$ 300
Crosswalk	\$ 750
Dean of Students	\$5,000

### COMPENSATION SCHEDULE - BACHELOR'S DEGREE

Yrs Exp	BASE SALARY	SAL REDUCTION	STATE PD TR	EMP TR	TOTAL COMPENSATION
0	\$28388.00	\$1000	\$ 60.15	\$2151.85	\$31600
1	\$28736.75	\$1000	\$ 103.41	\$2134.84	\$31975
2	\$29085.50	\$1000	\$ 145.65	\$2118.85	\$32350
3	\$29434.25	\$1000	\$ 188.96	\$2101.79	\$32725
4	\$29783.00	\$1000	\$ 233.33	\$2083.67	\$33100
5	\$30155.00	\$1000	\$ 278.76	\$2066.24	\$33500
6	\$30527.00	\$1000	\$ 325.26	\$2047.74	\$33900
7	\$30899.00	\$1000	\$ 372.82	\$2028.18	\$34300
8	\$31271.00	\$1000	\$ 421.44	\$2007.56	\$34700
9	\$31643.00	\$1000	\$ 471.12	\$1985.88	\$35100
10	\$32433.50	\$1000	\$ 521.87	\$1994.63	\$35950
11	\$32828.75	\$1000	\$ 573.67	\$1972.58	\$36375
12	\$33224.00	\$1000	\$ 626.54	\$1949.46	\$36800
13	\$33619.25	\$1000	\$ 680.48	\$1925.27	\$37225
14	\$34014.50	\$1000	\$ 735.47	\$1900.03	\$37650
15	\$34409.75	\$1000	\$ 791.53	\$1873.72	\$38075
16	\$34805.00	\$1000	\$ 848.65	\$1846.35	\$38500

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17	\$35200.25	\$1000	\$ 906.83	\$1817.92	\$38925
18	\$35595.50	\$1000	\$ 966.07	\$1788.43	\$39350
19	\$35990.75	\$1000	\$1026.38	\$1757.87	\$39775
20	\$36386.00	\$1000	\$1087.75	\$1726.25	\$40200
21	\$36781.25	\$1000	\$1150.18	\$1693.57	\$40625
22	\$37176.50	\$1000	\$1213.68	\$1659.82	\$41050
23	\$37571.75	\$1000	\$1278.23	\$1625.02	\$41475
24	\$37967.00	\$1000	\$1343.85	\$1589.15	\$41900
25	\$38362.25	\$1000	\$1410.53	\$1552.22	\$42325

**COMPENSATION SCHEDULE - BACHELOR'S DEGREE + 15 HOURS**

Yrs Exp	BASE SALARY	SAL REDUCTION	STATE PD TR	EMP TR	TOTAL COMPENSATION
0	\$28853.00	\$1000	\$ 60.15	\$2186.85	\$32100
1	\$29201.75	\$1000	\$ 103.41	\$2169.84	\$32475
2	\$29550.50	\$1000	\$ 145.65	\$2153.85	\$32850
3	\$29899.25	\$1000	\$ 188.96	\$2136.79	\$33225
4	\$30248.00	\$1000	\$ 233.33	\$2118.67	\$33600
5	\$30620.00	\$1000	\$ 278.76	\$2101.24	\$34000
6	\$30992.00	\$1000	\$ 325.26	\$2082.74	\$34400
7	\$31364.00	\$1000	\$ 372.82	\$2063.18	\$34800
8	\$31736.00	\$1000	\$ 421.44	\$2042.56	\$35200
9	\$32108.00	\$1000	\$ 471.12	\$2020.88	\$35600
10	\$32898.50	\$1000	\$ 521.87	\$2029.63	\$36450
11	\$33293.75	\$1000	\$ 573.67	\$2007.58	\$36875
12	\$33689.00	\$1000	\$ 626.54	\$1984.46	\$37300
13	\$34084.25	\$1000	\$ 680.48	\$1960.27	\$37725

14	\$34479.50	\$1000.	\$ 735.47	\$1935.03	\$38150
15	\$34874.75	\$1000	\$ 791.53	\$1908.72	\$38575
16	\$35270.00	\$1000	\$ 848.65	\$1881.35	\$39000
17	\$35665.25	\$1000	\$ 906.83	\$1852.92	\$39425
18	\$36060.50	\$1000	\$ 966.07	\$1823.43	\$39850
19	\$36455.75	\$1000	\$1026.38	\$1792.87	\$40275
20	\$36851.00	\$1000	\$1087.75	\$1761.25	\$40700
21	\$37246.25	\$1000	\$1150.18	\$1728.57	\$41125
22	\$37641.50	\$1000	\$1213.68	\$1694.82	\$41550
23	\$38036.75	\$1000	\$1278.23	\$1660.02	\$41975
24	\$38432.00	\$1000	\$1343.85	\$1624.15	\$42400
25	\$38827.25	\$1000	\$1410.53	\$1587.22	\$4282

**COMPENSATION SCHEDULE - MASTER'S DEGREE**

Yrs Exp	BASE SALARY	SAL REDUCTION	STATE PD TR	EMP TR	TOTAL COMPENSATION
0	\$29504.00	\$1000	\$ 60.15	\$ 2235.85	\$32800
1	\$29852.75	\$1000	\$ 103.41	\$2218.84	\$33175
2	\$30201.50	\$1000	\$ 145.65	\$2202.85	\$33550
3	\$30550.25	\$1000	\$ 188.96	\$2185.79	\$33925
4	\$30899.00	\$1000	\$ 233.33	\$2167.67	\$34300
5	\$31271.00	\$1000	\$ 278.76	\$2150.24	\$34700
6	\$31643.00	\$1000	\$ 325.26	\$2131.74	\$35100
7	\$32015.00	\$1000	\$ 372.82	\$2112.18	\$35500
8	\$32387.00	\$1000	\$ 421.44	\$2091.56	\$35900
9	\$32759.00	\$1000	\$ 471.12	\$2069.88	\$36300
10	\$33944.75	\$1000	\$ 521.87	\$2108.38	\$37575
11	\$34340.00	\$1000	\$ 573.67	\$2086.33	\$38000
12	\$34735.25	\$1000	\$ 626.54	\$2063.21	\$38425
13	\$35130.50	\$1000	\$ 680.48	\$2039.02	\$38850
14	\$35525.75	\$1000	\$ 735.47	\$2013.78	\$39275
15	\$35921.00	\$1000	\$ 791.53	\$1987.47	\$39700
16	\$36316.25	\$1000	\$ 848.65	\$1960.10	\$40125

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17	\$36711.50	\$1000	\$ 906.83	\$1931.67	\$40550
18	\$37106.75	\$1000	\$ 966.07	\$1902.18	\$40975
19	\$37502.00	\$1000	\$1026.38	\$1871.62	\$41400
20	\$ 37897.25	\$1000	\$1087.75	\$1840.00	\$41825
21	\$38292.50	\$1000	\$1150.18	\$1807.32	\$42250
22	\$38687.75	\$1000	\$1213.68	\$1773.57	\$42675
23	\$39083.00	\$1000	\$1278.23	\$1738.77	\$43100
24	\$39478.25	\$1000	\$1343.85	\$1702.90	\$43525
25	\$39873.50	\$1000	\$1410.53	\$1665.97	\$43950