

**RATIFIED AGREEMENT
BETWEEN
BRISTOW BOARD OF EDUCATION
AND
BRISTOW EDUCATION ASSOCIATION
2016-2017**

NEGOTIATED AGREEMENT

This agreement is entered into by and between the Board of Education of Independent School District No. 1002 of Creek County, Oklahoma (Bristow Board of Education, hereinafter called the "Board"), and the Bristow Education Association, hereinafter called the "Association." The parties agree to mutually adhere to the highest professional standards in the application of the provisions herein.

ARTICLE 1: RECOGNITION

- A.** The Board affirms its recognition of the Association as the exclusive representative for collective negotiations pursuant 70 O.S. 509.1 et seq.

ARTICLE II: GRIEVANCE POLICY

It is agreed by the Board and the Association that a procedure for resolving grievances is desirable so that effective instruction of students may prevail in the Bristow Public Schools. In order to promote and expedite justice for all parties concerned -teachers, administrators and students—the guidelines will be as follows:

A. DEFINITIONS:

1. **Grievance:** A grievance may result from a misunderstanding, misinterpretation or abuse by either of the two parties concerning mutually acceptable agreements with Bristow Education Association and/or the individual and/or the individual teacher's contracts.
2. **Committee:** The Association shall appoint the Committee at the beginning of each school year to help determine validity of alleged grievances and to assist in resolving the problem at the building level when possible.
3. **Informal meetings:** Informal meeting(s) shall consist of at least one meeting or additional meetings as mutually agreed upon. Such meetings shall not include witnesses, legal counsel, or sworn testimony. However, the parties are not prohibited from seeking comment from those who may be familiar with relevant conditions prior to conducting an informal meeting.
4. **Days:** A day is defined as a regularly scheduled working school day, which shall end at 4:30 p.m. The counting of days begins with the next school day after any action requiring a specified timetable.
5. **Grievant's representative:** A certified employee within the building to assist and give support to the grievant at Steps Two and Three. The person may be any teacher of the grievant's choice from his/her building. Any person chosen by the grievant at Step Four.

B. INFORMAL MEETING

1. Within fifteen (15) days of an incident or of the teacher's knowledge of the incident, the teacher shall request an informal meeting with the affected administrator in an attempt to resolve the matter informally. The administrator shall have two (2) days from the meeting to resolve the grievance or propose a resolution to it.

C. GRIEVANCE PROCEDURE:

1. **Step One:** If the response of the administrator during or following the informal meeting does not resolve the grievance to the satisfaction of the teacher, the teacher shall within five (5) days of the meeting or the administrator's response, whichever is later, request a review of the matter by the appropriate Association committee. Within ten (10) days of receiving the request for review, the Association committee shall review the matter and

report to the teacher on the validity of the claim under the grievance procedure.

2. Step Two: If the Association committee determines that the claim has validity under the grievance procedure, within five (5) days (if the teacher did not meet with the committee) or seven (7) days (if the teacher met with the committee), the teacher may submit the grievance in writing to the affected administrator indicating the following:

- a. Name of grievant and date filed
- b. Date of grievance
- c. Statement of grievance
- d. State of relief sought
- e. Signature of grievant

Within five (5) days of receipt of the written grievance, the administrator shall respond in writing to the grievant.

3. Step Three: Within five (5) days of receipt of an unacceptable solution to the grievance, the grievant shall file a request for an informal meeting with the superintendent. Within five (5) working days of receipt of request, the superintendent shall set and conduct an informal meeting. Participants shall be the superintendent, grievant, affected administrator, grievant representative, and an Association officer. Within two (2) days of the informal meeting, superintendent shall provide a written statement to the grievant of his/her proposed solution to the grievance.

It is acknowledged by the Association that all grievances should be handled in this informal manner if at all possible. If an acceptable solution is not achieved at Step Three, the grievant may proceed to Step Four.

4. Step Four: Within (2) working days of superintendent's decision, the grievant may request a formal Board hearing. Such request shall be made in writing to the President of the Board through the superintendent's office. Upon receipt of the request for a Board hearing, the President of the Board shall schedule a hearing within fifteen (15) days, at a regularly scheduled meeting or special meeting.

In all such hearings, the final decision shall rest with the Board of Education. The final decision of the Board does not necessarily mean concurrence by the Bristow Education Association or the grievant, and nothing herein shall prevent the grievant from securing legal counsel or seeking whatever further recourse is available to the grievant. If mutually agreed upon by the Board and the Association, the grievance may be submitted to arbitration after the Board issues its decision on the grievance.

D. GENERAL PROVISIONS:

1. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party involved, any building representative, or any other participant in the grievance procedure whether directly or indirectly involved.
2. The record of grievance shall be placed in a central office file separate from the grievant and affected administrator's personnel files and a copy shall be maintained by the Association.
3. It is agreed that all procedures set forth herein shall be undertaken in an atmosphere of good faith, seeking justice for all parties concerned - the teachers, administration, and students.

ARTICLE III: TEACHER RIGHTS

A. Disciplinary Procedures

1. The steps that will be followed in order in disciplining teachers shall include:
 - a. Verbal warning or oral reprimands

- b. Written reprimand
 - c. Suspension/dismissal or termination
 - d. Disciplinary action may be initiated at any step depending upon the severity of the offense.
 - 2. A teacher may have a representative present when attending a conference with an administrator. The administrator will notify the teacher of the reason(s) for the conference.
 - 3. A teacher may respond in writing to any written reprimand and such response shall be attached to the copy of the reprimand maintained in the teacher's file.
 - 4. No teacher shall be disciplined based upon an allegation or anonymous charge, which is unproven through a thorough, documented investigation. A teacher shall be permitted to respond to an allegation or charge before disciplinary action is taken. An allegation or charge made against a teacher, which is substantiated through a thorough, documented investigation, shall be promptly brought to the teacher's attention.
 - 5. When not in conflict with state law, disciplinary action will be applied under the principles of just cause as listed in Appendix C.
 - 6. Criticism(s) of a teacher by a supervisor or administrator shall be made in private, except in an emergency situation.
- B. Teachers have the right to join, support, and participate in or not join, support, and participate in the activities of the Association and its affiliates.

ARTICLE IV: ASSOCIATION RIGHTS

- A. Association Leave Days: A pool of four (4) days shall be available each year from which BEA officers, delegates or members may draw to attend association business: conferences, workshops or lobbying. The Association shall pay the cost of a substitute for each day utilized and must get approval at least twenty-four (24) hours in advance from the Superintendent. No individual teacher may use more than two (2) days in one year.

ARTICLE V: WORKING CONDITIONS

- A. Work Year: The teachers' contractual year shall be 154 days which shall include teaching days, staff development, professional days and room preparation.
- B. Teacher Work Day: Providing that assigned duties and professional responsibilities related to the proper functioning of the school do not require otherwise, teachers shall report to work thirty (30) minutes before the student day begins and shall remain at work thirty (30) minutes after the student day ends. Teachers who are not assigned to before or after school duties may report for work twenty (20) minutes before the student day begins and may depart work twenty (20) minutes after the student day ends.
- C. Lunch Duty Schedule: Teachers shall be provided a minimum of twenty (20) minutes of duty free lunch time.
- D. Posting of Assignments: Committee assignments shall be posted in all buildings by the end of the fourth week of classes. Such assignments shall be made after notification of involved teachers.
- E. Equipment: The Board will provide the best possible environment for learning. The Bristow Education Association realizes that equipment does break down, and the administration will do its best to repair and maintain equipment so that the classroom is conducive to learning.
- F. Conference Expense Reimbursement: Expenses for teachers to attend National/Regional conferences shall be reimbursed as approved by the Superintendent and the Board of Education.

- G.** Departmental Budget Information: At the beginning of each school year it shall be the duty of each department head or principal to inform teachers of that department of the exact monies budgeted for that department's use. It shall also be the responsibility of that department head or principal to inform the teachers of that particular department of monies that do become available during the school year.
- H.** The Board will strive to improve teacher access to telephones when necessary for private conversations.
- I.** Duties performed by certified staff shall be equitably distributed among all certified staff within each building. Certified staff will be clearly notified of their assigned duty and the assigned duty roster will be posted in a single location. When published, the assigned duty roster will be included in the certified staff handbook.
- J.** Students are greatly affected by the character, attitude, and manner of their teachers. Therefore, it is important that classroom teachers be attired professionally, appropriately, and suitably when on duty. In determining appropriate and suitable attire, principals shall consider teaching assignment, classroom activity, teaching styles, weather, teachers' physical needs, and economic and social environment. Principals shall establish teacher attire expectations in a reasonably consistent manner.

ARTICLE VI: LEAVES OF ABSENCE

- A.** Temporary Leaves with Pay
 - 1.** Sick Leave
 - a.** The Board shall provide each teacher ten (10) days of sick leave each year for use in case of accidental injury, illness, or pregnancy, or accidental injury or illness of a member of the teacher's immediate family (spouse and following relatives: parents, son, daughter, siblings, grandchildren, grandparents), and corresponding relatives by affinity. Teachers on eleven (11) month contracts will receive (11) days each year, and those on twelve (12) month contracts will receive twelve (12) days each year.
 - b.** After exhausting all sick leave, a teacher may be absent due to personal accidental injury, illness, or pregnancy for up to an additional twenty (20) days. During such period, the teacher shall receive full salary less the amount actually paid a certified teacher if one is hired or normally paid a certified substitute teacher if one is not hired.
 - c.** Unused sick leave days may accumulate to a maximum of eighty-five (85) days.
 - d.** Not more than five (5) days of sick leave benefits may be applied to bereavement leave absences resulting from a death in the family members to the second degree of affinity or consanguinity. (First degree: father and mother; second degree: grandparents, brothers and sisters.) Use of additional sick leave days for bereavement may be granted upon the approval of the superintendent.
 - e.** The Board shall establish and implement a sick leave sharing program in accordance with the guidelines in Appendix B, which is attached hereto and made a part hereof.
 - f.** Upon termination of employment with the district, for any teacher with ten (10) or more years of service with the district, the Board shall pay ten dollars (\$10) per day for up to eighty-five (85) days accumulated in the district as requested by the teacher; provided those days for which the teacher was paid shall not be reported to the Oklahoma Teachers' Retirement System for retirement service credit. Applications for the accumulated sick leave stipend must be received in the Office of the Superintendent of Schools on or before June 9th, each

year to be paid in June. Applications received after June 9th will not be processed until the August Board of Education meeting.

- g.** If it becomes necessary for a supervisor to question the necessity of sick leave, the employee will be afforded an opportunity, in private, to explain the circumstances for the requested leave.
- h.** Sick leave may be requested and approved in one (1) hour increments.
- i.** For the 2016-2017 contract year only, if a teacher is requested by the district to forgo their scheduled planning time to substitute for another teacher, the substituting teacher shall be awarded one additional sick leave day for each seven (7) hours of requested substituting.

2. Personal Business and Emergency Leave

- a.** Each faculty member holding a valid teaching certificate shall be granted three (3) days annual emergency leave upon approval of the building principal without loss of pay, which shall be converted to sick days if unused. Any approved loss of time exceeding three (3) days for emergency reasons shall result in a deduction of the amount normally paid a certified substitute from the next regularly scheduled warrant.
- b.** When possible the request for a personal business day should be submitted two (2) days prior to the day of leave.
- c.** A personal business day will not be granted (except with approval of the building principal) in the following cases:
 - 1.** The first and last day of a contract period;
 - 2.** The day before or the day immediately following an official holiday or day that classes are dismissed according to the official calendar.
 - 3.** Personal business leave shall not be granted for participating in leisure-type activities.
- d.** Emergency leave shall include personal business matters and shall be defined as (1) any activity that requires the faculty member's presence to transact, and can only be conducted during regular working hours, (2) or illness or death of a relative or close friend which may require the faculty member's presence.
- e.** Unused personal business leave shall convert to sick leave at the end of the contract year.
- f.** In general, personal business and emergency leave days should be used only for events that the employee has no choice or discretion in scheduling, or unexpected events beyond the control of the individual. The leave system operates on the honor and good faith of employees and the district trusts that leave applications will be requested judiciously.

3. Leave of Absence without Pay

A staff member may request unpaid leave of absence for a period of one year for professional reasons, health or hardship, maternity, military service or personal reasons, by making such a request in writing to the Bristow Board of Education. Said teacher will be guaranteed employment at the end of the leave provided certification meets existing vacancies. That teacher on leave shall be given priority for his/her former position should it exist or for filling other existing vacancies in the Bristow Public Schools.

B. Record of Leaves of Absence

1. Method of Recording

- a.** The board shall keep a record of all leave accumulations

including "banked" sick days to be creditable toward meeting the 120 days unused sick leave requirements of the Oklahoma Teachers' Retirement System.

- b.** Teachers will receive a print-out of accumulated leave days prior to the beginning of the school year, detailing days used and days applied toward retirement.

ARTICLE VII: COMPENSATION

- A.** Teachers shall be paid the salaries indicated on Schedule A which is attached hereto and made a part hereof.
- B.** Pay Dates
The Board shall issue warrants on the fifteenth (15th) of each month. If the fifteenth of a month should fall on a Saturday, Sunday or during a school holiday break, teachers shall be paid on the last working day prior to the fifteenth. The warrants for July and August will be distributed by June 30.
- C.** Compensation for extra duty and extracurricular assignments shall be made in accordance with Schedule B, which is attached hereto and made a part hereof. When total compensation to a teacher for extra duty/extracurricular assignment(s) exceeds one thousand dollars (\$1,000), it shall be paid monthly; when such total compensation is one thousand dollars (\$1,000) or less, it shall be paid at the end of each semester; provided, when less than one-half of the services to be rendered have been provided by the end of the first semester, compensation shall be paid at the end of the second semester.
- D.** Teachers who have received and accumulated seventy (70) or more sick leave days as employees of the Board and who qualify shall receive an attendance incentive payable by June 15th in accordance with Schedule I of C, which is attached hereto and made a part hereof. Teachers who have accrued less than (70) sick leave days and who qualify shall receive the attendance incentive defined in Schedule II of Schedule C, which is attached and made a part hereof.

ARTICLE VIII: FRINGE BENEFITS

- A.** Activity Passes: Teacher and spouse shall be admitted free to Bristow-sponsored home athletic events. Children of employee will be admitted free when accompanied and identified by the employee.

ARTICLE IX: VACANCIES

- A.** A list of all openings that arise at any level in the Bristow School system shall be posted on the district website, emailed to staff, and posted in the Office of the Superintendent. Notice of vacancies or openings in professional positions shall be posted until filled by action by the Board. Such notices shall clearly set forth the qualifications, duties, and compensation of the positions. Notices of vacancies in professional and extra duty or extracurricular positions shall not be posted until the position is vacant or the teacher currently filling the position has resigned or has been notified of non-reemployment for the position. During the posting period, any teacher who desires to fill such vacancy or opening shall notify the Superintendent in writing. Any instructor may express preference for within-system assignments for grade level and subject. In determining within system or initial assignments, the preference and convenience of the individual instructor will be considered in addition to such factors as length of service, training, experience, special qualifications and interests and to meet federal guidelines. Presently employed teachers who submit timely applications shall be considered for filling vacancies and openings before outside applicants are considered.
- B.** The Board will consider filling vacancies and openings in professional positions by means of voluntary transfers before involuntary transfers are considered. When

vacancies or openings in professional positions are filled by means of involuntary transfers, those teachers being involuntarily transferred shall be given the reason(s) for the involuntary transfers, if requested by the teachers.

- C. Notices of vacancies and openings in summer school, homebound, and adult education positions shall be posted at all teacher work sites before such vacancies and openings are filled.

ARTICLE X: TEACHING ASSIGNMENTS

- A. If the assignment of a teacher is changed, the teacher shall be notified of the change by the last working day of the school year or within three (3) calendar days of the decision, whichever is later, and shall be provided reason(s) for the change, if requested by the teacher. If a change is made within fourteen (14) calendar days of the first student day of the school year, the teacher shall be provided expedited processing of equipment and supply orders and may be provided clerical assistance.

ARTICLE XI: REDUCTION IN FORCE PROVISIONS: CERTIFIED TEACHING PERSONNEL (In force beginning May 30, 2013)

- A. The prime consideration of the Board in executing a reduction in force is to assure, for the benefit of the students, the retention of fully qualified teachers to replace and perform all the needed duties of the terminated teachers. The portion of the program to be eliminated will be the determining factor(s) of what will be eliminated.
- B. Every effort shall be made to avoid a reduction in force at any level. In the event it becomes necessary to reduce the number of certified/licensed personnel because of a decrease or projected decrease in student enrollment, consolidation or elimination of programs or curriculum, and/or existing or projected decrease in revenue, the board shall follow the procedure listed below.

DEFINITIONS

- A. Teacher means a duly certified or licensed person who is employed as a counselor, librarian or school nurse or in any instructional capacity. An administrator shall be considered a teacher only with regard to service in an instructional, non-administrative capacity.
- B. Probationary teacher means a teacher who has completed fewer than three (3) or more consecutive school years in such capacity in one school district under a written teaching contract.
- C. Career teacher means a teacher who has completed three (3) or more consecutive complete school years in such capacity in one school district under a written teaching contract.

PROCEDURES

- A. The board shall make the decision on the positions or programs to be eliminated. The positions or programs to be eliminated shall be the determining factor, not the individuals occupying the positions or serving the programs.
- B. Every effort will be made to establish the necessary reduction first by attrition, transfer and elimination of certified teaching staff on temporary contracts.
- C. Opportunity will be given for voluntary termination or retirement or, if decrease in revenue causes the need for reduction, some decrease in extra duty pay may be made.
- D. When the above do not meet reduction needs, the order of termination will be as follows:
 - 1. A licensed teacher in an eliminated position will be eliminated first.
 - 2. A probationary certified teacher in an eliminated position will be terminated second. However, if a probationary certified teacher is certified at the time of the reduction for a position held by a licensed teacher, the probationary

teacher will be reassigned to that position, and the licensed teacher will be terminated.

- 3.** A career teacher provisionally certified teacher in an eliminated position will be terminated third. However, if a career provisionally certified teacher is qualified at the time of the reduction for a position held by a licensed or probationary teacher, the career provisionally certified teacher will be reassigned to that position and the licensed or probationary teacher will be terminated.
- E.** A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary or licensed teacher. The licensed or probationary teacher will then be terminated.
- F.** If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence of eligibility for such certificate on file in a personnel file in the office of the superintendent at the time of the recommendation to reduce force.
- G.** Probationary or licensed teachers shall be retained when a career teacher's position is eliminated only if the career teacher is not qualified for certification in a position being retained.
- H.** If there is more than one teacher assigned to a like position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:
 - 1.** Certification in a teaching position which is open. A career teacher with standard certification for the retained position will be retained over a career teacher with provisional certification, and a teacher with provisional certification will be retained over a teacher with temporary certification or a license.
 - 2.** If certification is the same according to the above criteria, the determining factors in rank order are:
 - (a.)** teaching experience in the district;
 - (b.)** seniority, total years teaching experience;
 - (c.)** academic degrees;
 - (d.)** staff development points from workshops and college hours; and
 - (e.)** Recommendations of the principal and/or superintendent.
- I.** If there is more than one probationary teacher or more than one licensed teacher in a position being reduced, the criteria listed in 8b, above, will be used in determining which probationary teacher or licensed teacher will be retained.
- J.** The Board of Education shall retain the authority to make assignments for reduction in force purpose.
- K.** Career or probationary teachers whose employment is terminated under the provisions of this policy shall be given priority for reemployment to fill subsequent vacancies in positions for which they have standard certification. Every effort will be made to return the teacher to an equivalent position, if possible. Such reemployment shall be in reverse order of termination according to the provisions of this policy. The offer shall be made by certified mail, return receipt requested, and the teacher shall be notified that he/she must submit acceptance within ten (10) calendar days. Acceptance must be in writing. After a period of one year, personnel terminated under the provision of this policy shall have no preference over other applicants.
- L.** A teacher will remain on the recall list for one (1) year after the effective date of the reduction unless the teacher: 1) waives the recall in writing; 2) resigns; or 3) fails to accept a position, which the teacher was offered.
- M.** A teacher who is recalled within a one (1) year period shall have restored all benefits accrued on the effective date of termination, and for payroll purposes shall be given credit for all previous teaching experiences.

- N. Teachers will not be terminated under the provisions of this policy while under current contract.
- O. The board shall inform terminated teachers in writing as to the cause for the vote to terminate employment. Such notice will be by certified mail, restricted delivery, return receipt requested.
- P. If any provision in this policy is found to be contrary to law, negotiations will be reopened to correct the deficiency. All other provisions of the policy shall remain in force.

ARTICLE XII: TEACHER EVALUATION

- A. The district will utilize Tulsa's (TLE) Observation and Evaluation System.
- B. Representation During Conferences: In evaluation and plan for improvement conferences required by law, an advocate may be selected by the teacher to accompany him/her to these conferences. Information regarding the Tulsa (TLE) can be found at <http://portal.battelleforkids.org/tulsamodel/home>.

ARTICLE XIII: TEACHER PERSONNEL FILES

- A. Teachers may inspect the contents of their central office personnel files and receive, at no charge, a copy of any documents contained therein. The teacher may have another person accompany him/her during the review of the central office personnel file. Such accompaniment shall be authorized in writing by the teacher in advance of the file inspection. Teachers may respond to any materials contained in their central office personnel files. Such responses shall be attached to the materials in the files. No unproven allegations nor anonymous complaints or charges shall be placed in central office personnel files. No derogatory material pertaining to a teacher shall be placed in the central office personnel file without the teacher being notified prior to such placement and provided a copy of such material. Negative material more than three (3) years old shall be removed from a teacher's personnel file. All negative material shall be removed from a teacher's file upon termination of the teacher's employment with the Board.

ARTICLE XIV: SCHOOL CALENDAR

- A. The Bristow Education Association shall have the option to present proposals, at the end of the first semester, for the next year's school calendar to the superintendent for his consideration. Such proposals shall take into consideration the following criteria as ranked below:
 - 1. Christmas Break
 - 2. Starting Date
 - 3. Spring Break (as it relates to and is determined by the end of the first semester and the end of the third quarter)
 - 4. End of School
- B. Parent/Teacher Conference: The administration will set exact times and dates for Parent/Teacher Conferences, and these two days shall be included in the school calendar. These days will be included as part of the days of classroom instruction. A committee consisting of the principal and two teachers from each building will serve to establish time lines, specific days, evaluation procedures and any other information necessary to develop successful Parent/Teacher Conference days. Evaluation shall take place by the same committee by the end of each school year for determination of continuance and revision of the year's events.

ARTICLE XV: GENERAL PROVISIONS

- A. If any provision of this Agreement shall be found contrary to law, it shall be severed from the Agreement, and all other provisions of the Agreement shall remain in full force and effect.

- B. This Agreement shall be incorporated by reference into each teacher's individual employment contract with the same force and effect as though fully set forth therein.
- C. Whenever notice pursuant to the provisions of this Agreement is required to be given by either of the parties to this Agreement to the other, it shall be done by registered or certified letter at the following address:
 1. If by the Association, to the Board at President Bristow Board of Education
420 N. Main, Bristow OK 74010-2499
 2. If by the Board, to the Association at President Bristow Education Association
420 N. Main, Bristow OK 74010-2499

ARTICLE XVI: DURATION OF AGREEMENT

- A. This agreement shall be effective July 1, 2016 and shall continue in full force and effect until replaced by a subsequent agreement negotiated in accordance with the provisions of the Procedural Agreement; provided, provisions having financial impact on the Board shall be automatically reopened for negotiations annually.
- B. The Board shall make available a copy of this Agreement to each teacher.

**This agreement was ratified by the
Bristow Board of Education on
July 11, 2016**



BOARD PRESIDENT




BOARD CLERK

**This agreement was ratified by
the Bristow Education
Association on August 9, 2016**



ASSOCIATION PRESIDENT



ASSOCIATION SECRETARY

**APPENDIX A
PROCEDURAL AGREEMENT**

I. PURPOSE

- 1.1** The Board of Education of the Bristow Public Schools and the Bristow Education Association recognize the need for an orderly process of communication for administering employer/employee relations which conform with Oklahoma Statutes 0570-509.1 through 05-70-509.1 0.

II. RECOGNITION

- 4.2** This Agreement is made and entered into by and between the Bristow Education Association, hereinafter termed the "Association" and the Board of Education of the Bristow Public Schools, hereinafter termed the "Board."
- 4.3** The Board hereby recognizes the Association as the exclusive negotiation representative for the bargaining unit consisting of all employees who are required by the position for which they are employed to be licensed or certified as teachers, and who do not hold supervisory authority with respect to other teachers of the Bristow Public Schools.

III. SCOPE OF BARGAINING

- 3.1** The Board and the Association agree to negotiate in good faith on wages, hours, fringe benefits and other terms and conditions of employment.
- 3.2** The Board retains all powers, rights, authority and duties conferred upon and vested in it by State and Federal law.
- 3.3** The Board and the Association recognize that the Board is prohibited from negotiating on its inherent managerial responsibilities.

IV. NEGOTIATIONS PROCEDURES

- 4.1** Negotiations Terms
- 4.1.1** The Board and the Association shall each designate in writing, at the first negotiation session, the names of not more than five (5) persons who shall serve as their representatives for negotiations pursuant to the provisions of the Agreement. Each party shall also designate the person on its team who will serve as spokesperson. Neither party shall attempt to exert influence over the other party's selection of representatives.
- 4.2** Opening Negotiations
- 4.2.1** By May 15th of each ensuing year, either the Association or the Board shall submit a written request for negotiations to commence to the other party, if it desires there to be negotiations for that year. If no such request is made during the time period above, negotiations will not take place for the ensuing year unless the parties mutually agree otherwise.
- 4.2.2** The first negotiations session shall occur on a mutually agreeable date within 30 days of May 15th of each year.
- 4.2.3** The Association and the Board shall submit all of their respective negotiation proposals at the first session. Additional 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 negotiations sessions. Other parties may be permitted to be present only by mutual agreement of the parties.
- 4.3.2** No recordings or official transcripts shall be made without mutual agreement of the parties.

- 4.3.3** Negotiations will only be conducted between the representatives of the parties and only in regular negotiation sessions at the times, dates, and places mutually agreed upon by the parties. The time, date, place and agenda of subsequent sessions will ordinarily be set by mutual agreement of the parties prior to the close of each negotiation session.
- 4.3.4** The representatives of either party may caucus during negotiations meetings.
- 4.3.5** The Board shall provide one copy without charge of any compiled public information permitted by law and requested by the Association.
- 4.4** Tentative Agreement
 - 4.4.1** Both parties agree that it is their mutual responsibility to empower their respective representatives with 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 tentative agreement is reached on any item, it shall be reduced to writing, and signed and dated by the spokesperson of each team. When tentative agreement is reached on all items, they shall be submitted first by the Association to the teachers for ratification and then by the Superintendent to the Board for ratification.

V. IMPASSE

- 5.1** If negotiations are not successfully concluded by the first day of school an impasse shall exist. At any earlier time following the initial negotiation session, either party may declare an impasse, or, by mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.
- 5.2** Within two (2) days of such declaration, the parties shall jointly request the services of the Federal Mediation and Conciliation Service unless either or both parties choose to forego mediation.
- 5.3** If the mediation process has been utilized and has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to fact finding as follows:
 - 5.3.1** A fact-finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Association, and one (1) member shall be selected by the Board, within five (5) days. The third member shall be selected by the first two (2) members within fifteen (15) days as follows: The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of potential fact finders from the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one name remains. The person whose name remains on the list will serve as the chairperson of the fact-finding committee.
 - 5.3.2** The committee shall meet with the Board's and the Association's negotiation representatives for the purpose of fact finding.
 - 5.3.3** Within five (5) days after the selection of a chairperson, the representatives of the parties shall meet to exchange written language on 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.
 - 5.3.4** The cost for the services of the fact finding committee, including per diem expenses, if any, and actual and necessary travel expenses shall be shared in the following manner: the Board shall assume the expenses of the representative selected by the Board, the Association shall assume the

expenses of the representative selected by the Association, and the expenses of the third member shall be shared equally by the Board and the Association.

- 5.3.5** The fact finding committee shall have authority to establish procedural rules, conduct investigations, and hold hearings during which each party shall be given an opportunity to present its case with supporting evidence.
- 5.3.6** All hearings by the fact-finding committee shall be conducted in closed session.
- 5.3.7** The chairperson shall convene the committee for fact finding. The committee shall meet with the representatives of both parties and, within twenty (20) days after the fact finding meeting shall present its written recommendation to the Board and the Association. The report shall set forth findings of fact and recommendations on the issues submitted.
- 5.3.8** If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and the Association. The parties shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume a good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of written statements, as provided for by this section, either party may discontinue such effort.
- 5.3.9** The Board shall file a copy of the fact-finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and upon ratification such agreement shall also be forwarded to the State Superintendent. If the effort to resolve differences is unsuccessful, the Board shall forward to the State Superintendent in writing its final disposition of the negotiations impasse process within thirty (30) days of the effective date of implementation.

VI. SAVINGS CLAUSE


- 6.1** If any provision of this Agreement shall be found contrary to law, it shall be severed from the Agreement, and all other provisions or application of the Agreement shall continue in full force and effect.

VII. DURATION OF AGREEMENT

- 7.1** This Agreement shall continue in effect for successive fiscal year periods unless notice is given, in writing, between December 1 and December 31 of any year, by either party, that the party desires to modify, amend or replace this Agreement. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within the month of January.
- 7.2** In the event that the Association disbands or otherwise ceases to be the recognized bargaining agent, or the school district is annexed or dissolved, this agreement shall be null and void on that date of such disbanding, cessation of representation, annexation or dissolution.

**This agreement was ratified by the
Bristow Board of Education on**

Date: July 11, 2016



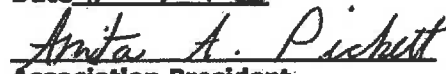
Board President



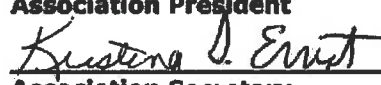
Board Clerk

**This agreement was ratified by the
Bristow Education Association on**

Date 8-9-16



Association President



Association Secretary

**APPENDIX B
BRISTOW SCHOOL
SICK LEAVE SHARING PROGRAM**

- 1.** A full-time employee may donate sick leave to another employee for the following reasons:
 - a.** the employee has exhausted or will exhaust all available sick leave due to a pregnancy or recovering from childbirth, an extraordinary or severe injury, illness, impairment or physical or mental condition of the employee; or
 - b.** the employee has exhausted or will exhaust all available sick leave due to a pregnancy or recovering from childbirth, an extraordinary or severe injury, illness, impairment or physical or mental condition of a relative (spouse, child, stepchild, grandchild, grandparent, stepparent or parent) or household member (one who resides in the same home as the employee and who shares a duty to provide financial support with the employee) of the employee; and
 - c.** the condition has caused or is likely to cause the employee to take leave without pay or to terminate employment.
- 2.** The employee may donate any amount of sick leave, which does not cause that employee's sick leave balance to fall below eight (8) days.
- 3.** An employee may receive up to twenty (20) donated days. If that leave is exhausted the employee may apply for an additional twenty (20) days for a maximum of eighty (80) days per three (3) year period.
- 4.** An employee requesting donated days must first provide the Board with a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.
- 5.** The employee receiving donated days is to receive his or her normal rate of pay.
- 6.** All sick leaves available for use by the employee must be used prior to using shared sick leave.
- 7.** Shared sick leave usage records shall be maintained separately from regular sick leave records.
- 8.** Any donated leave, which is not used, shall be returned to the donating employee.
- 9.** The Board is the determining body as to whether the employee meets the criteria above and has previously abided by District Leave policy.

**APPENDIX C
PRINCIPLES OF JUST CAUSE**

Many negotiated agreements contain a clause that requires an employer to have "just cause" before it disciplines an employee. No contract contains a complete definition of what just cause means. The following standards represent a rough consensus of what questions should be raised in deciding whether or not just cause was present.

A NO answer to any one of the following questions (if they apply) raises a doubt that just cause for discipline existed.

- 1.** Did management take adequate steps to give the employee prior knowledge of the rules and the consequences of violating those rules?
 - a.** Some rules, for example, those against drinking, theft, etc. do not have to be listed ... they are assumed to apply to any employment relationship,
 - b.** The employer must communicate the rules to employees either in writing or verbally. And any new rules must be communicated also.
 - c.** If the employer has not enforced a certain rule and now wishes to enforce it again, it must let the employees know of its intention. A rule that is ignored becomes a kind of dead letter. To make it live again, the employer must tell the employees.
- 2.** Was the rule related to the safe, efficient, or orderly operation of the workplace?
 - a.** Rules that are not related to the employer's needs should not be made, but if the employee feels a rule is unreasonable (and does not raise the question of personal safety); he/she should obey the rule and grieve later. (Otherwise, insubordination can occur - which would create just cause for discipline up to discharge.)
- 3.** Did the employer try to find out if the employee in fact violated the rule before discipline was employed?
 - a.** An employee has a right to know which rule he/she allegedly has broken.
- 4.** Did management conduct a fair and objective investigation of the offense?
 - a.** Did the employee get a chance to tell his/her side of the story?
- 5.** Did the employer obtain substantial evidence of guilt?
 - a.** Suspicion is not enough and the more severe the charge against the employee, the more substantial the evidence needs to be. A minor rule violation for which the employee receives a verbal reprimand does not require as much real evidence as a serious charge that the employee was stealing, etc.
- 6.** Have the rules and penalties been applied evenhandedly and without discrimination to all employees? If the answer is NO, the employee has a claim that the company has no policy and merely goes by whim.
 - a.** Two employees with a similar record who commit the same offense should not be given different penalties.
 - b.** A person's past record can be looked at to determine the level of the discipline.
 - c.** If two employees have different work records, absentee records, and disciplinary records and they both break the same rule, they do not have to receive the same penalty.

7. Was the penalty related to the seriousness of the offense? Discharge for a first absenteeism will not be upheld by (arbitrator/court/fact-finding). But for a first theft, it will be.

Examples:

Major Offenses

Minor Offenses

Insubordination
(Gross)
Theft
Willful destruction
of property

Absenteeism

Tardiness
Mild horseplay or prank

For minor offenses, disciplinary procedures should be progressive and corrective. The purpose of discipline is to correct behavior where possible.

**BRISTOW PUBLIC SCHOOLS
BACHELOR'S SALARY SCALE
2016-17**

					STATE	
	TAXABLE			TOTAL	STATE	TR
STEPS	COMPENSATION	OTRS	LIFE	COMPENSATION	MINIMUM	CREDIT
0	\$30,027.90	\$2,261.70	\$20.40	\$32,310.00	\$31,600.00	\$60.15
1	\$30,376.65	\$2,287.95	\$20.40	\$32,685.00	\$31,975.00	\$103.41
2	\$30,725.40	\$2,314.20	\$20.40	\$33,060.00	\$32,350.00	\$145.85
3	\$31,073.22	\$2,340.38	\$20.40	\$33,434.00	\$32,725.00	\$188.15
4	\$31,421.04	\$2,366.56	\$20.40	\$33,808.00	\$33,100.00	\$233.33
5	\$31,770.72	\$2,392.88	\$20.40	\$34,184.00	\$33,500.00	\$278.76
6	\$32,120.40	\$2,424.66	\$20.40	\$34,565.00	\$33,900.00	\$325.26
7	\$32,564.94	\$2,452.66	\$20.40	\$35,038.00	\$34,300.00	\$372.82
8	\$32,936.94	\$2,480.66	\$20.40	\$35,438.00	\$34,700.00	\$421.44
9	\$33,308.01	\$2,508.59	\$20.40	\$35,837.00	\$35,100.00	\$471.12
10	\$33,680.01	\$2,536.59	\$20.40	\$36,237.00	\$35,950.00	\$521.87
11	\$34,520.73	\$2,599.87	\$20.40	\$37,141.00	\$36,375.00	\$573.67
12	\$34,915.98	\$2,629.62	\$20.40	\$37,566.00	\$36,800.00	\$626.54
13	\$35,311.23	\$2,659.37	\$20.40	\$37,991.00	\$37,225.00	\$680.48
14	\$35,706.48	\$2,689.12	\$20.40	\$38,416.00	\$37,650.00	\$735.47
15	\$36,101.73	\$2,718.87	\$20.40	\$38,841.00	\$38,075.00	\$791.53
16	\$36,546.27	\$2,752.33	\$20.40	\$39,319.00	\$38,500.00	\$848.65
17	\$36,958.26	\$2,783.34	\$20.40	\$39,762.00	\$38,925.00	\$906.83
18	\$37,370.25	\$2,814.35	\$20.40	\$40,205.00	\$39,350.00	\$966.07
19	\$37,782.24	\$2,845.36	\$20.40	\$40,648.00	\$39,775.00	\$1,026.38
20	\$38,194.23	\$2,876.37	\$20.40	\$41,091.00	\$40,200.00	\$1,087.75
21	\$38,841.51	\$2,925.09	\$20.40	\$41,787.00	\$40,625.00	\$1,150.18
22	\$39,300.00	\$2,959.60	\$20.40	\$42,280.00	\$41,050.00	\$1,213.68
23	\$39,758.49	\$2,994.11	\$20.40	\$42,773.00	\$41,475.00	\$1,278.23
24	\$40,216.98	\$3,028.62	\$20.40	\$43,266.00	\$41,900.00	\$1,343.85
25	\$40,681.05	\$3,063.55	\$20.40	\$43,765.00	\$42,325.00	\$1,410.53
26	\$41,133.96	\$3,097.64	\$20.40	\$44,252.00	\$42,325.00	\$1,410.53
27	\$41,533.86	\$3,127.74	\$20.40	\$44,682.00	\$42,325.00	\$1,410.53
28	\$41,933.76	\$3,157.84	\$20.40	\$45,112.00	\$42,325.00	\$1,410.53
29	\$42,333.66	\$3,187.94	\$20.40	\$45,542.00	\$42,325.00	\$1,410.53
30	\$42,733.56	\$3,218.04	\$20.40	\$45,972.00	\$42,325.00	\$1,410.53

All employees taking insurance receive 100% of an individual premium of the "HealthChoice FBA" subject to funding by the state of Oklahoma. Should your insurance selection be a larger premium, you will pay the difference. Employees not taking insurance will receive in lieu FBA \$69.71/monthly. All certified employees will receive a step increase and an additional increase in salary according to the above salary schedule. In addition, the Board of Education recognizes that Bristow Schools exceeds the State Minimum Requirement for scheduled contract days. It is reasonable to expect that extra meetings, preparation, and training days are needed to prepare each school year. The board also appreciates that most staff exceed the days each and every year. The Board of Education does reserve the right (when necessary) to schedule any or all of these days within the school calendar. The above salary schedule exceeds the State Minimum Requirement to compensate for additional days worked.

**BRISTOW PUBLIC SCHOOLS
MASTER'S SALARY SCALE
2016-17**

	TAXABLE			TOTAL	STATE	STATE
STEPS	COMPENSATION	OTRS	LIFE	COMPENSATION	MINIMUM	TR CREDIT
0	\$31,544.73	\$2,375.87	\$20.40	\$33,941.00	\$32,800.00	\$60.15
1	\$31,892.55	\$2,402.05	\$20.40	\$34,315.00	\$33,175.00	\$103.41
2	\$32,240.37	\$2,428.23	\$20.40	\$34,689.00	\$33,550.00	\$145.65
3	\$32,589.12	\$2,454.48	\$20.40	\$35,064.00	\$33,925.00	\$188.15
4	\$32,937.87	\$2,480.73	\$20.40	\$35,439.00	\$34,300.00	\$233.33
5	\$33,286.62	\$2,506.98	\$20.40	\$35,814.00	\$34,700.00	\$278.76
6	\$33,707.91	\$2,538.69	\$20.40	\$36,267.00	\$35,100.00	\$325.26
7	\$34,079.91	\$2,566.69	\$20.40	\$36,667.00	\$35,500.00	\$372.82
8	\$34,454.70	\$2,594.90	\$20.40	\$37,070.00	\$35,900.00	\$421.44
9	\$34,823.91	\$2,622.69	\$20.40	\$37,467.00	\$36,300.00	\$471.12
10	\$35,195.91	\$2,650.69	\$20.40	\$37,867.00	\$37,575.00	\$521.87
11	\$36,431.88	\$2,743.72	\$20.40	\$39,196.00	\$38,000.00	\$573.67
12	\$36,826.20	\$2,773.40	\$20.40	\$39,620.00	\$38,425.00	\$626.54
13	\$37,221.45	\$2,803.15	\$20.40	\$40,045.00	\$38,850.00	\$680.48
14	\$37,616.70	\$2,832.90	\$20.40	\$40,470.00	\$39,275.00	\$735.47
15	\$38,011.95	\$2,862.65	\$20.40	\$40,895.00	\$39,700.00	\$791.53
16	\$38,457.42	\$2,896.18	\$20.40	\$41,374.00	\$40,125.00	\$848.65
17	\$38,869.41	\$2,927.19	\$20.40	\$41,817.00	\$40,550.00	\$906.83
18	\$39,281.40	\$2,958.20	\$20.40	\$42,260.00	\$40,975.00	\$966.07
19	\$39,692.46	\$2,989.14	\$20.40	\$42,702.00	\$41,400.00	\$1,026.38
20	\$40,104.45	\$3,020.15	\$20.40	\$43,145.00	\$41,825.00	\$1,087.75
21	\$40,752.66	\$3,068.94	\$20.40	\$43,842.00	\$42,250.00	\$1,150.18
22	\$41,211.15	\$3,103.45	\$20.40	\$44,335.00	\$42,675.00	\$1,213.68
23	\$41,669.64	\$3,137.96	\$20.40	\$44,828.00	\$43,100.00	\$1,278.23
24	\$42,127.20	\$3,172.40	\$20.40	\$45,320.00	\$43,525.00	\$1,343.85
25	\$42,585.69	\$3,206.91	\$20.40	\$45,813.00	\$43,950.00	\$1,410.53
26	\$43,044.18	\$3,241.42	\$20.40	\$46,306.00	\$43,950.00	\$1,410.53
27	\$43,444.08	\$3,271.52	\$20.40	\$46,736.00	\$43,950.00	\$1,410.53
28	\$43,843.98	\$3,301.62	\$20.40	\$47,166.00	\$43,950.00	\$1,410.53
29	\$44,243.88	\$3,331.72	\$20.40	\$47,596.00	\$43,950.00	\$1,410.53
30	\$44,643.78	\$3,361.82	\$20.40	\$48,026.00	\$43,950.00	\$1,410.53

All employees taking insurance receive 100% of an individual premium of the "HealthChoice FBA" subject to funding by the state of Oklahoma. Should your insurance selection be a larger premium, you will pay the difference. Employees not taking insurance will receive in lieu FBA \$69.71/monthly.

All certified employees will receive a step increase and an additional increase in salary according to the above salary schedule. In addition, the Board of Education recognizes that Bristow Schools exceeds the State Minimum Requirement for scheduled contract days. It is reasonable to expect that extra meetings, preparation, and training days are needed to prepare each school year. The board appreciates that most staff exceed the days each and every year. The Board of Education does reserve the right (when necessary) to schedule any or all of these days within the school calendar.

The above salary schedule exceeds the State Minimum Requirement to compensate for additional days worked.

**BRISTOW PUBLIC SCHOOLS
MASTER'S PLUS 30 SALARY SCALE
2016-17**

	TAXABLE			TOTAL	STATE	STATE
STEPS	COMPENSATION	OTRS	LIFE	COMPENSATION	MINIMUM	TR
						CREDIT
0	\$32,333.37	\$2,435.23	\$20.40	\$34,789.00	N/A	\$60.15
1	\$32,682.12	\$2,461.48	\$20.40	\$35,164.00	N/A	\$103.41
2	\$33,030.87	\$2,487.73	\$20.40	\$35,539.00	N/A	\$145.65
3	\$33,379.62	\$2,513.98	\$20.40	\$35,914.00	N/A	\$188.15
4	\$33,728.37	\$2,540.23	\$20.40	\$36,289.00	N/A	\$233.33
5	\$34,076.19	\$2,566.41	\$20.40	\$36,663.00	N/A	\$278.76
6	\$34,498.41	\$2,598.19	\$20.40	\$37,117.00	N/A	\$325.26
7	\$34,870.41	\$2,626.19	\$20.40	\$37,517.00	N/A	\$372.82
8	\$35,242.41	\$2,654.19	\$20.40	\$37,917.00	N/A	\$421.44
9	\$35,614.41	\$2,682.19	\$20.40	\$38,317.00	N/A	\$471.12
10	\$35,986.41	\$2,710.19	\$20.40	\$38,717.00	N/A	\$521.87
11	\$37,221.45	\$2,803.15	\$20.40	\$40,045.00	N/A	\$573.67
12	\$37,616.70	\$2,832.90	\$20.40	\$40,470.00	N/A	\$626.54
13	\$38,011.95	\$2,862.65	\$20.40	\$40,895.00	N/A	\$680.48
14	\$38,407.20	\$2,892.40	\$20.40	\$41,320.00	N/A	\$735.47
15	\$38,802.45	\$2,922.15	\$20.40	\$41,745.00	N/A	\$791.53
16	\$39,246.99	\$2,955.61	\$20.40	\$42,223.00	N/A	\$848.65
17	\$39,658.98	\$2,986.62	\$20.40	\$42,666.00	N/A	\$906.83
18	\$40,070.97	\$3,017.63	\$20.40	\$43,109.00	N/A	\$966.07
19	\$40,482.96	\$3,048.64	\$20.40	\$43,552.00	N/A	\$1,026.38
20	\$40,894.95	\$3,079.65	\$20.40	\$43,995.00	N/A	\$1,087.75
21	\$41,543.16	\$3,128.44	\$20.40	\$44,692.00	N/A	\$1,150.18
22	\$42,000.72	\$3,162.88	\$20.40	\$45,184.00	N/A	\$1,213.68
23	\$42,459.21	\$3,197.39	\$20.40	\$45,677.00	N/A	\$1,278.23
24	\$42,917.70	\$3,231.90	\$20.40	\$46,170.00	N/A	\$1,343.85
25	\$43,376.19	\$3,266.41	\$20.40	\$46,663.00	N/A	\$1,410.53
26	\$43,834.68	\$3,300.92	\$20.40	\$47,156.00	N/A	\$1,410.53
27	\$44,234.58	\$3,331.02	\$20.40	\$47,586.00	N/A	\$1,410.53
28	\$44,634.48	\$3,361.12	\$20.40	\$48,016.00	N/A	\$1,410.53
29	\$45,034.38	\$3,391.22	\$20.40	\$48,446.00	N/A	\$1,410.53
30	\$45,434.28	\$3,421.32	\$20.40	\$48,876.00	N/A	\$1,410.53
All employees taking insurance receive 100% of an individual premium of the "HealthChoice FBA" subject to funding by the state of Oklahoma. Should your insurance selection be a larger premium, you will pay the difference. Employees not taking insurance will receive in lieu FBA \$69.71/monthly.						
All certified employees will receive a step increase and an additional increase in salary according to the above salary schedule. In addition, the Board of Education recognizes that Bristow Schools exceeds the State Minimum Requirement for scheduled contract days. It is reasonable to expect that extra meetings, preparation, and training days are needed to prepare each school year. The board appreciates that most staff exceed the days each and every year. The Board of Education does reserve the right (when necessary) to schedule any or all of these days with the school calendar.						
The above salary schedule exceeds the State Minimum Requirement to compensate for additional days worked.						

**BRISTOW PUBLIC SCHOOLS
DOCTOR DEGREE SCALE
2016-17**

					STATE	
	TAXABLE			TOTAL	STATE	TR
STEPS	COMPENSATION	OTRS	LIFE	COMPENSATION	MINIMUM	CREDIT
0	\$33,211.29	\$2,501.31	\$20.40	\$35,733.00	\$34,000.00	\$60.15
1	\$33,560.04	\$2,527.56	\$20.40	\$36,108.00	\$34,375.00	\$103.41
2	\$33,908.79	\$2,553.81	\$20.40	\$36,483.00	\$34,750.00	\$145.65
3	\$34,256.61	\$2,579.99	\$20.40	\$36,857.00	\$35,125.00	\$188.15
4	\$34,605.36	\$2,606.24	\$20.40	\$37,232.00	\$35,500.00	\$233.33
5	\$34,954.11	\$2,632.49	\$20.40	\$37,607.00	\$35,900.00	\$278.76
6	\$35,376.33	\$2,664.27	\$20.40	\$38,061.00	\$36,300.00	\$325.26
7	\$35,748.33	\$2,692.27	\$20.40	\$38,461.00	\$36,700.00	\$372.82
8	\$36,120.33	\$2,720.27	\$20.40	\$38,861.00	\$37,100.00	\$421.44
9	\$36,491.40	\$2,748.20	\$20.40	\$39,260.00	\$37,500.00	\$471.12
10	\$36,863.40	\$2,776.20	\$20.40	\$39,660.00	\$39,625.00	\$521.87
11	\$38,099.37	\$2,869.23	\$20.40	\$40,989.00	\$40,050.00	\$573.67
12	\$38,494.62	\$2,898.98	\$20.40	\$41,414.00	\$40,475.00	\$626.54
13	\$38,889.87	\$2,928.73	\$20.40	\$41,839.00	\$40,900.00	\$680.48
14	\$39,285.12	\$2,958.48	\$20.40	\$42,264.00	\$41,325.00	\$735.47
15	\$39,680.37	\$2,988.23	\$20.40	\$42,689.00	\$41,750.00	\$791.53
16	\$40,124.91	\$3,021.69	\$20.40	\$43,167.00	\$42,175.00	\$848.65
17	\$40,536.90	\$3,052.70	\$20.40	\$43,610.00	\$42,600.00	\$906.83
18	\$40,948.89	\$3,083.71	\$20.40	\$44,053.00	\$43,025.00	\$966.07
19	\$41,360.88	\$3,114.72	\$20.40	\$44,496.00	\$43,450.00	\$1,026.38
20	\$41,772.87	\$3,145.73	\$20.40	\$44,939.00	\$43,875.00	\$1,087.75
21	\$42,420.15	\$3,194.45	\$20.40	\$45,635.00	\$44,300.00	\$1,150.18
22	\$42,878.64	\$3,228.96	\$20.40	\$46,128.00	\$44,725.00	\$1,213.68
23	\$43,337.13	\$3,263.47	\$20.40	\$46,621.00	\$45,150.00	\$1,278.23
24	\$43,795.62	\$3,297.98	\$20.40	\$47,114.00	\$45,575.00	\$1,343.85
25	\$44,254.11	\$3,332.49	\$20.40	\$47,607.00	\$46,000.00	\$1,410.53
26	\$44,712.60	\$3,367.00	\$20.40	\$48,100.00	\$46,000.00	\$1,410.53
27	\$45,112.50	\$3,397.10	\$20.40	\$48,530.00	\$46,000.00	\$1,410.53
28	\$45,512.40	\$3,427.20	\$20.40	\$48,960.00	\$46,000.00	\$1,410.53
29	\$45,912.30	\$3,457.30	\$20.40	\$49,390.00	\$46,000.00	\$1,410.53
30	\$46,312.20	\$3,487.40	\$20.40	\$49,820.00	\$46,000.00	\$1,410.53
All employees taking insurance receive 100% of an individual premium of the "HealthChoice FBA" subject to funding by the state of Oklahoma. Should your insurance selection be a larger premium, you will pay the difference. Employees not taking insurance will receive in lieu FBA \$69.71/monthly. All certified employees will receive a step increase and an additional increase in salary according to the above salary schedule. In addition, the Board of Education recognizes that Bristow Schools exceeds the State Minimum Requirement for scheduled contract days. It is reasonable to expect that extra meetings, preparation, and training days are needed to prepare each school year. The board also appreciates that most staff exceed the days each and every year. The Board of Education does reserve the right (when necessary) to schedule any or all of these days within the school calendar. The above salary schedule exceeds the State Minimum Requirement to compensate for additional days worked.						

**BRISTOW SCHOOLS
EXTRA DUTY SALARY RANGES
2016-2017**

POSITION	MINIMUM	MAXIMUM
Academic Team Sponsor (per grade level)	\$300.00	\$500.00
Band Director	\$2,000	\$7,500
Assistant Instrumental Music	\$1,500	\$3,000
Basketball Boys - 7th	\$1,000	\$1,750
Basketball Boys - 8th	\$1,000	\$1,750
Basketball Boys - 9th	\$1,000	\$1,750
Basketball Boys - Asst. HS	\$1,900	\$3,000
Basketball Boys - Head HS	\$2,000	\$7,500
Basketball Girls - 7th	\$1,000	\$1,750
Basketball Girls - 8th	\$1,000	\$1,750
Basketball Girls - 9th	\$1,000	\$1,750
Basketball Girls - Asst. HS	\$1,900	\$3,000
Basketball Girls - Head HS	\$2,000	\$7,500
Baseball - Asst. MS	\$600	\$1,500
Baseball - Head MS	\$1,000	\$2,250
Baseball - Asst. HS	\$1,000	\$2,250
Baseball - Head HS	\$2,000	\$4,500
Cheerleading - Coordinator (MS/HS)/Pep Club (MS/HS)	\$500	\$3,250
Cheerleading - MS/Pep Club Assistant	\$500	\$2,000
Cheerleading - Wrestling/Competitive	\$600	\$1,000
Cheerleading - HS Basketball/Competitive	\$600	\$1,000
District Technician	\$5,000	\$15,000
District Testing Coordinator	\$500	\$3,200
District ACE Remediation Coordinator	\$600	\$2,800
Elementary Counselor (10 additional days)	\$1,000	\$1,800
MS Counselor (20 additional days)	\$2,400	\$3,200
HS Counselor (20 additional days)	\$2,400	\$3,200
HS Career & College Advisor	\$2,400	\$3,200
Admin Assist/Homeless Liaison	\$1,000	\$1,800
Alternative Education Counselor	\$2,000	\$2,800
Cross-Country*	\$600	\$1,500
Curriculum Coordinator (per subject)	\$1,200	\$1,500
Drama	\$500	\$1,800
Flags	\$600	\$1,000

**BRISTOW SCHOOLS
EXTRA DUTY SALARY RANGES
2016-2017**

POSITION	MINIMUM	MAXIMUM
Football - 7th Asst.	\$600	\$1,000
Football - 7th Head	\$1,000	\$1,750
Football - 8th Asst.	\$600	\$1,000
Football - 8th Head	\$1,000	\$1,750
Football - 9th Asst.	\$600	\$1,000
Football - 9th Head	\$1,000	\$1,750
Football - Def. Coord. HS	\$2,000	\$4,500
Football - HS Asst.	\$1,900	\$3,000
Football - HS Head	\$2,000	\$7,500
Golf - Asst.*	\$300	\$600
Golf - Head*	\$600	\$1,500
High School Club Sponsors - (one per club, if more than one, split the max)		
Multi-Cultural	\$600	\$1,000
Prom	\$600	\$1,000
NHS	\$600	\$1,000
Student Council (HS and MS)	\$600	\$1,000
Lead Teacher (per grade level)	\$800	\$1,000
Leadership	\$900	\$1,500
Math Club Sponsor (3rd - 5th)	\$600	\$1,000
Math Club Assistant (3rd - 5th)	\$300	\$500
Newspaper - MS	\$200	\$1,000
Newspaper - HS	\$400	\$1,000
Professional Development	\$700	\$700
Pro-teachers (one per building)	\$800	\$1,600
Reading Specialist (Certificate required)	5% of contract	
SEM Coordinator (per grade level)	\$300	\$500
Softball, FastPitch - MS Asst.	\$600	\$1,500
Softball, FastPitch - MS	\$1,000	\$2,250
Softball, FastPitch - HS Asst.	\$1,000	\$2,250
Softball, FastPitch - HS Head	\$2,000	\$4,500
Softball, SlowPitch - HS Asst.	\$1,000	\$2,250
Softball, SlowPitch - HS Head	\$2,000	\$4,500
Speech/Debate	\$1,500	\$3,000
Speech Pathologist	5% of contract	

**BRISTOW SCHOOLS
EXTRA DUTY SALARY RANGES
2016-2017**

POSITION	MINIMUM	MAXIMUM
Tennis- Asst.*	\$300	\$600
Tennis- Head*	\$600	\$1,500
Track Boys - 7th	\$600	\$1,500
Track Boys - 8th	\$600	\$1,500
Track Boys - HS Asst.	\$1,000	\$2,250
Track Boys - HS Head*	\$2,000	\$4,500
Track Girls - 7th	\$600	\$1,500
Track Girls - 8th	\$600	\$1,500
Track Girls - HS Asst.	\$1,000	\$2,250
Track Girls - HS Head*	\$2,000	\$4,500
Vocal Music - Assistant	\$500	\$1,500
Vocal Music - Head	\$900	\$5,000
Webmaster	\$1,000	\$1,800
Weights	\$1,000	\$2,000
Wrestling - 9th	\$1,000	\$1,750
Wrestling - MS	\$1,000	\$1,750
Wrestling - MS asst.	\$600	\$1,000
Wrestling - Asst. HS	\$1,900	\$3,000
Wrestling - Head HS	\$2,000	\$7,500
Yearbook	\$600	\$1,600
*Those employees who coach both girls and boys receive 1 + 1/2 stipend instead of two full stipends.		

SCHEDULE C

ATTENDANCE INCENTIVE POLICY

Employees who have accumulated 70 or more sick leave days shall receive a one-time attendance incentive in accordance with Schedule I. Employees who have accrued less than 70 sick leave days shall receive a one-time attendance incentive in accordance with Schedule II. The attendance incentive shall be calculated by counting the employee's cumulative absences due to usage of sick leave, personal leave and emergency leave.

SCHEDULE I

For employees who have accumulated 70 or more sick leave days.

\$130 for 0 absences current year.

\$120 for not more than 1 absence current year.

\$110 for not more than 2 absences current year.

\$100 for not more than 3 absences current year.

SCHEDULE II

For employees who have accumulated less than 70 sick leave days.

\$65 for 0 absences current year.

\$60 for not more than 1 absence current year.

\$55 for not more than 2 absences current year.

\$50 for not more than 3 absences current year.