

NEGOTIATED CONTRACT

between

LITTLE AXE BOARD

INDEPENDENT SCHOOL DISTRICT NUMBER 70

and

LITTLE AXE TEACHERS ASSOCIATION

2016-2017

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## ARTICLE I - PROCEDURAL AGREEMENT

This Agreement is entered into by and between the Little Axe Board of Education, hereinafter termed the "Board and the Little Axe Teachers' Association, hereinafter termed the "Association".

- A. Recognition - The Board recognizes the Association as the exclusive bargaining representative for licensed and certified teaching personnel under a current contract with the Little Axe Public Schools.
- B. Scope of Bargaining - The Board and the Association agree to bargain in good faith on wages, hours, fringe benefits and other terms and conditions of employment.
- C. Bargaining Teams - The bargaining teams for the Board and the Association will be comprised of not more than four (4) members and eight (8) alternates for each team. Alternates will attend meetings only when serving in the place of a regular team member. Each team will present the other with a letter stating the team members, alternates, and spokesperson for the team prior to June 1st, unless an extension is otherwise mutually agreed to by both parties.

All bargaining will take place exclusively between the designated representatives of the Board and the Association. Bargaining will be conducted in closed sessions. Representatives for the Board and for the Association shall have the authority to make proposals, counterproposals, to compromise, and to make agreements subject to the ratification by both parties.

- D. Initiating and Concluding Bargaining - Either party seeking to begin contract bargaining shall submit a written request from its president to the president of the other party no earlier than January 1 of each year, upon which the spokesperson for each party shall select a mutually agreeable date, time, and place for an initial meeting: provided that, unless otherwise mutually agreed to, such meeting shall be held no later than June 1. The first bargaining meeting shall occur within 45 days of the initial letter requesting bargaining. The letter may be hand-delivered or sent certified mail to the other party; in either case a signature indicating its receipt will be required.

Both parties shall engage in good faith efforts to reach agreement on bargaining issues. They shall demonstrate good faith by participating in meetings of such frequency and length as to allow for a full and complete discussion of all bargaining proposals and counter proposals.

Excluding proposals and counterproposals on which mutual agreement has been reached and proposals and counterproposals which have been voluntarily withdrawn by the initiating parties, all other bargaining issues shall automatically be declared at impasse on the first day of school, and shall be subject to attempted resolution by means of impasse

procedures hereinafter specified, beginning with mediation services. The parties hereby agree to extend the appropriate impasse resolution time lines to include mediation. The spokesperson for both parties may mutually agree, in writing, to suspend or postpone the deadline date.

- E. Bargaining Procedure - At the initial bargaining meeting, representatives of the Board and of the Association will present to each other their proposed items to be bargained. Except by mutual consent of the spokesperson of both teams, no additional new items for bargaining may be introduced in a subsequent bargaining meeting for that particular contract year.

Bargaining meetings will be held at time and places mutually acceptable to both teams. The spokesperson for each team will speak for his/her team: however, by mutual agreement at the table, any team member may speak to any item. During bargaining meetings either team is free to caucus at any time. Other meeting ground rules shall be set by agreement of the team members.

- F. Tentative Agreements - Tentative agreements reached through bargaining between the representatives of the parties shall be reduced to writing, signed by the spokesperson of each team, and shall have conditional approval pending ratification by the Board and the Association. Except by mutual consent of the spokesperson of both teams, no items on which tentative agreement has been reached shall be subject to future bargaining for that particular contract year.

- G. Mediation - If at any time in the bargaining process the parties are unable to reach mutual agreement, either party may make an oral declaration that a state of impasse exists. Upon such declaration, the parties shall mutually notify the Federal Mediation and Conciliation Services of the state of impasse and shall request mediation services.

- H. Fact-Finding Procedure - If mediation fails to bring about agreement on all items, either party may make a written declaration to proceed to impasse resolution. Such written declaration, signed and dated by the spokesperson for either party, shall be presented to the spokesperson of the other party.

The Board and the Association shall each be responsible for the fees and costs of its own member of the fact- finding committee, and shall share equally in the fees and costs of the third member.

- I. Savings Clause - If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law. In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect. The terms and conditions of this Agreement shall not be modified, amended or altered in any way unless made in writing and signed by both parties. The rights and benefits of teachers provided in this Agreement are in addition to those provided by the

State of Oklahoma and federal laws, rules, ordinances or regulations including, but not by way of limitation, all applicable career, pension and education laws and regulations. However, there is to be no double benefits or pyramiding of such benefits.

- J. Duration of Agreement - This Agreement shall become effective upon ratification by both parties and upon signing by the President of the Board and the President of the Association.

This agreement supersedes any and all agreements between the Board and the Association. Contract items shall be renewed automatically without modification until such time as a successor agreement is ratified by both parties.

All articles that are currently a part of the contract and have no changes proposed by either party, shall remain unchanged and remain a part of the Collective Bargaining Agreement.

## **ARTICLE II – DEFINITIONS**

Agreement - This contract duly ratified and signed by the Board and the Association.

Assignment – This refers to building site, classroom, grade level, and subject matters/courses taught.

Association - Little Axe Teachers' Association.

Association President - Elected President of the Little Axe Teachers Association.

Association Representative - Any member of the Little Axe Teachers' Association as designated in writing by the President of the Association.

Bargaining Unit - All licensed/certified employees except administration.

Board - The governing and policy-making body of the Little Axe Independent School District Number 70 of Cleveland County, Oklahoma.

Board Policy - A course of action adopted by the Board.

Board Representative - Any member of the Little Axe Board of Education bargaining team as designated in writing by the Board of Education.

Career Teacher - A duly certified teacher who has completed three (3) or more consecutive complete school years of teaching service in the Little Axe School District under a written teaching contract as provided by law.

Days – This term refers to working days of the teacher. Outside of the contract year of the teacher, “day” shall mean the working days of the supervisor involved.

District - Little Axe Independent School District Number 70 of Cleveland County, Oklahoma.

Duty Free Time – Time without assigned duties or responsibilities with students under normal circumstances. NOTE: This does not exclude emergency or urgent situations.

Extended Leave – After exhausting all sick leave, a teacher may be absent due to personal accidental injury, illness or pregnancy up to twenty (20) additional days. During such period, a teacher will receive full contract salary less the amount paid a certified substitute teacher, if one is hired, or the amount normally paid for a certified substitute teacher if one is not hired.

Grievant – The person or persons making a complaint.

Immediate Supervisor - Principal or other person to whom teachers are directly responsible.

Probationary Teacher - A duly certified or licensed teacher who has completed less than three (3) consecutive complete years of teaching service in the Little Axe School District under a written teaching contract as provided by law.

School - Any location at which teachers perform their job functions.

Student School Day - The student school day is that period fifteen (15) minutes prior to the start of the first regular class in the building to which the student is assigned, until fifteen (15) minutes after the last regular class in the building to which the student is assigned. Any extracurricular activity time, extending beyond the final bell that dismisses students from the last regular class in the building to which the student is assigned, will not be considered as part of the student school day.

Superintendent - Executive officer of the Board of Education and administrative officer of the Little Axe Independent School District Number 70 Cleveland County, Oklahoma.

Teacher - A licensed or certified educator currently employed by the Little Axe Public School District, excluding only administrative and/or supervisory personnel.

Teacher Work Day - Each teacher shall be assigned an appropriate starting and ending time for the work day so long as that time does not exceed eight (8) hours and thirty-five (35) minutes of consecutive time. This time shall include duty time before and after school as well as duty-free lunch and preparation. Staff meetings and/or conferences required by the building administrator may be held after the workday without being in violation of this agreement, so long as the meeting immediately follows the workday and does not extend the workday beyond one hour. Emergency meetings called by the Superintendent may be held before or after the workday.

Work Year - The work year for certified personnel shall be no more than one hundred forty-seven (147) working days. Such 147 days shall be utilized as follows:

- 140 days of instruction
- 2 parent-teacher conference days
- 5 professional days

Three (3) days may be used as professional days prior to the first day of instruction with time to be used for classroom preparation.

One (1) of these days may be used later in the school year if not used prior to the first day of instruction.

One (1) day will be used at the end of the school year.

The work year for licensed personnel shall match that of certified personnel with no more than two (2) additional working days, for a total of 149 days.

### **ARTICLE III - ASSOCIATION ACTIVITIES**

#### **A. Association Rights - The Association shall be granted the following rights:**

1. Use of school facilities for meetings of the Association general membership and/or committees.
2. Use of school duplication machines, copying machines and audiovisual equipment on school premises. The Superintendent may mutually agree on a schedule of time periods appropriate for use of the equipment for the purpose of eliminating the need to obtain approval for each instance of equipment use. In addition, a use charge may be agreed upon.
3. Exclusive use of bulletin board space in each teacher workroom/lounge for posting of Association-related materials. Communication regarding a district employee that includes any type of grievance or is derogatory in nature is not allowed on the Association bulletin board. The Superintendent or his/her designee has the right to remove any material he/she finds objectionable and will notify the Association President of his/her action.
4. Use of teacher mailboxes for the purpose of distribution of Association-related materials. Communication regarding a district employee that includes any type of grievance or is derogatory in nature is not allowed in teachers' mailboxes. The Superintendent or his/her designee has the right to remove any material he/she finds objectionable and will notify the Association President of his/her action.



5. No representative of the bargaining unit shall use any part of the teacher instructional time to conduct association business without the Superintendent or his designee's prior approval. All such use of time for conducting association business shall be charged to association leave.

**B. Association Leave** - The Board shall provide ten (10) days of leave to the Association to send representatives to local, state or national conferences, meetings or workshops, or to conduct other business pertinent to Association affairs. Representatives of the Association shall be excused from their normal duties without loss of pay. Representatives of the Association taking Association leave shall be designated by the Association President.

Ten (10) additional days will be granted to the Association upon approval by the Superintendent or the Assistant Superintendent provided the Association pays for the cost of the substitute (if a substitute is hired).

**C. Board Agenda, Minutes and Financial Reports** - A copy of the Board agenda will be given to the LATA president at the same time as the general posting. An approved copy of the Board agenda, minutes and the financial report document, A Comparison of Fiscal Years and Fund Balance Projection will be available three (3) working days after the Board meeting.

## **ARTICLE IV - TEACHER ABSENCES**

### **A. Sick Leave/Sick Leave Bank**

1. Each teacher shall be provided ten (10) days of sick leave each school year. For teachers who obtain employment with the district after the school year has begun, the sick leave will be prorated. Sick leave shall be vested in full on the teacher's first workday.
2. Sick leave may be used for personal accidental injury, illness or pregnancy or the accidental injury, physical or mental illness or death of a relative or any member of the employee's household. Relative of employee means spouse, child, stepchild, grandchild, grandparent, stepparent or parent of the employee. Member of employee's household means those persons who reside in the same home such as foster children or legal wards, excluding tenants.
3. Whenever an absence extends beyond three (3) consecutive days, and when abuse is suspected by an administrator, a teacher may be required to provide appropriate evidence that the absence was necessitated by reasons allowable under the provisions of this agreement.
4. Leave benefits will be calculated in one-quarter day segments. The schedule for licensed/certified personnel is as follows:

1/4 day	=	more than 0 hours up to 2 hours
1/2 day	=	more than 2 hours up to 4 hours
3/4 days	=	more than 4 hours up to 6 hours
Full day	=	more than 6 hours up to 8 hours 35 minutes

5. FMLA runs concurrently with personal leave. (FMLA does not increase amount of leave).
6. A pregnant employee will be granted maternity leave at such time as the doctor authenticates in writing that working is medically unfeasible.
  - a. Return to teaching will be accomplished within six (6) weeks following the date of birth, provided the employee's doctor authenticates in writing that such return is medically feasible.
  - b. Any absence not covered by accumulated sick leave or extended sick leave shall be without pay.
7. In case of extended illness or disability, and after all sick leave is used, only the amount established by the Board as certified substitute pay will be deducted from the daily contractual salary of the teacher for the days the teacher remains absent, not to exceed twenty (20) days. After this time, a full-time teacher will be placed on unpaid leave of absence until the teacher recovers sufficiently to perform regular duties and returns to work, he/she shall be reinstated in his/her former teaching position or to a position of like seniority, status and pay. If a teacher has been absent ten (10) consecutive days, a release signed by a physician may be required.
8. When a teacher is placed on unpaid leave of absence, provisions shall be made whereby the teacher can arrange payment for professional organization dues and insurance. The teacher shall be responsible for paying the entire teacher's own professional dues. When the teacher is placed on unpaid leave of absence under the provisions of the Family Medical Leave Act, the Board will continue to pay its share of the employee's insurance premium up to twelve (12) work weeks, at which time the employee shall be responsible for paying his/her own insurance premium.
9. Sick leave shall be allowed to accumulate to one-hundred and forty (140) days.
10. The Board of Education shall allow the establishment of a sick leave bank. Upon exhausting all personal leave (excluding extended leave), a teacher may apply for an additional ten (10) days, by submitting to his/her principal a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

Teachers shall then be given the opportunity to donate five (5) days of their sick leave to aid personnel to bear the hardship resulting from serious personal or immediate family illness or disability. After exhausting the 10 days from the sick leave bank and twenty days extended leave, if additional days are still needed, up to ten (10) more days may be requested and shall be granted upon medical verification.

The building principal will again provide the business office with the appropriate list of donors and medical verification. The donating employee may donate any amount of sick leave provided the donation does not cause the sick leave balance of the donating employee to fall below ten (10) days

### **SUMMARY**

- STEP 1. Employees exhaust all accumulated leave.
- STEP 2. Employees can request an additional ten (10) days leave with a note from doctor. (Must be donated from another employee.) Any employee may donate up to five (5) days for another employee.
- STEP 3. Twenty (20) days statutory in which certified sub pay will be deducted from individual's check.
- STEP 4. Employee may request an additional ten (10) days. (Must be donated from another employee). Any employee can donate up to ten (10) days.

### **B. Personal Business Leave**

The Board will provide three (3) days Personal Business Leave to each certified employee each year.

A teacher desiring to use Personal Business Leave will notify the administration at least forty-eight (48) hours prior to the time the leave is to be used. In cases of emergency, the forty-eight (48) hour requirement may be waived.

Except in cases of emergency, Personal Business Leave will not be used the first and last calendar week that school is in session or the day preceding or following a holiday or vacation period.

Unused personal leave will convert to accumulated sick leave at the end of each school year.

### **C. Emergency Leave**

The Board shall provide two (2) days of emergency leave to each teacher each year. Emergency leave may be taken upon approval of the Superintendent or his/her designee.

Said approval may be granted verbally and later documented. However, given certain dire circumstances, approval may be granted after the fact by the Superintendent or his/her designee. Personal business leave is not considered as applicable leave in this section.

Emergency leave will be granted for emergency situations such as, but not limited to:

1. Incidents or circumstances which result in significant damage to property by unexpected forces or acts.
2. Illness or injury presenting a substantial likelihood of loss of life, limb or significant bodily function to members of the teacher's immediate family.
3. Use of emergency leave shall be without loss of pay or other benefits to the teacher.

#### **D. Leave of Absence**

1. A teacher may, upon application for and approval thereof, be granted a leave of absence without pay for one (1) contractual year or any part thereof. Reinstatement may be approved during that time if the services of the teacher are needed. An extension of a leave of absence may be granted upon request.
2. Requests for a semester or year leave of absence and for an extension of a leave of absence must be filed with the Superintendent on or before October 1 or March 1 before the semester or year for which the leave is requested. Requests for leave of less than one (1) semester must be submitted at least four (4) weeks prior to the time of leave. Request for emergency leave of absence may be made at any time. The Board will base its decision to grant or deny the leave of absence on: (1) benefit to the teacher, (2) benefit to the school district, (3) availability of replacement teachers willing to sign duration of need contract, and (4) validity of the emergency in cases where emergency leaves of absence are requested.
3. Notification of return from leave of absence shall be filed with the Superintendent on or before October 1 or March 1 prior to the beginning of the semester or year in which the teacher wishes to return. Any teacher who fails to file a notification of return terminates his/her affiliation with the Board of Education at the expiration of his/her leave of absence. Teachers returning from a leave of absence shall be assigned to the school and/or department from which their leave of absence was granted, if an appropriate vacancy exists.
4. Teachers returning from a leave of absence will be reinstated at the same status of tenure and the same position on the salary schedule that they qualified for at the time the leave begins.

5. While a teacher is on leave of absence, sick leave allowances shall not accrue, accumulated sick leave shall not diminish, salary increments of years teaching experience will not increase except in cases involving military leave and/or teaching assignment that qualify as teaching experience according to the regulations of the Oklahoma State Department of Education. Provisions will be made whereby the teacher on leave of absence can arrange payment for professional organization dues and insurance programs, provided that in the latter case, there is no conflict with the provisions of the insurance program. The teacher shall be responsible for the full insurance premium.

#### **E. Professional Leave**

Subject to Board of Education policy, and/or this Agreement, additional professional leave days may be granted to instructors seeking National Board certification portfolio development. During the two days of the additional professional days granted to instructors, for National Board certification, portfolio development, a substitute instructor should be provided by the District at no cost to the instructor.

#### **F. Bereavement Leave**

The Board recognizes that employees may require a reasonable period of time away from work upon the death of an immediate family member. Paid bereavement leave is a benefit provided by the Board for regular, full-time employees. It is intended to enable employees to travel, if necessary, and to attend the funeral of any immediate family member.

1. The District may require the employee to present proof of the death of an immediate family member.
2. If the employee needs to take additional leave, he/she may take emergency leave, personal leave or leave without pay. The employee should contact personnel about available leave time.
3. Bereavement leave is granted on an as-needed basis. Employees do not accrue (earn) bereavement leave. Any bereavement leave that is used is not deducted from any leave balance.
4. Bereavement leave of up to five (5) days may be granted to an employee on the death of a member of the immediate family. Immediate family being defined as employee's husband, wife, mother, stepmother, father, stepfather, brother, stepbrother, half-brother, sister, stepsister, half-sister, child, stepchild, grandparents, grandchild, as well as any other relative living in the same household.

5. Bereavement leave of up to three (3) days is granted, if necessary, to an employee on the death of other family members. Other family members are defined as uncle, aunt, nephew niece, cousin, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or any member of the same household.

## **ARTICLE V - GENERAL CONDITIONS OF EMPLOYMENT**

### **A. Teacher Personnel Files**

1. The district may maintain two (2) personnel files on each teacher. Said files shall be housed in the Superintendent's office and in the appropriate principal's office and shall contain the following:

#### Principal's Office:

To comply with Every Student Succeeds Act (ESSA) and the Oklahoma State Department of Education's High Objective Uniform State Standard of Evaluation (HOUSSE) requirements, the following may be maintained in the Principal's office:

1. Copies of teaching certificates
2. Highly Qualified Teacher Checklist
3. Oklahoma's High Objective Uniform State Standard of Evaluation
4. Undergraduate/Graduate transcripts as required to complete/upgrade HOUSSE
5. Highly Qualified Teacher Identification Report

#### Superintendent's Office:

- a. Teacher evaluation and responses thereto
  - b. Copies of annual contracts
  - c. Current transcripts
  - d. Current teaching certificates
  - e. The file may also contain:
    - Letters of commendation
    - Official personnel action documents, including letters of reprimand or admonishment and responses or rebuttal.
2. Teacher Evaluation and Responses:
    - a. Teacher evaluation forms shall be filed within ten (10) working days of the evaluation. The teacher will have access to these documents via TLE and shall be provided a copy of each document at the time it is placed in the personnel file.

- b. In the case of a negative evaluation, the teacher will have ten (10) working days from the date the evaluation is signed (electronic or paper) to submit a written response.
3. Any materials other than teacher evaluations, to be placed in the teacher's personnel file must be authorized by the Superintendent or a designated administrator within five (5) working days of being documented. After five (5) working days, the document may be filed by mutual consent.
4. Materials that adversely affect the teacher's employment status may not be placed in the teacher's official files until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed.
  - a. Failure/refusal to sign a document does not preclude the placement of said material in the personnel file of the employee.
  - b. Any document that an employee fails/refuses to sign will be duly witnessed by an administrator and one other witness prior to placement in the personnel file.
  - c. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing.
5. The teacher shall have the right to attach a written response to all materials placed in the personnel file. All responses must be made within ten (10) days of notification of the material being placed in the file.
6. Any allegation or anonymous charge which is unproven through a documented investigation shall not be placed in a teacher's official file.
7. A log will be attached to the personnel file indicating the name of the person, purpose and date of review. Check in/checkout sheet will be kept by the personnel secretary.

## **B. Reassignment**

If a change in a teacher's assignment such as but not limited to room, site or courses appears necessary after the school year begins, the affected teacher(s) will be made aware of the issue and of the suggested change(s) and a conference will be scheduled with the administrator, and the teacher(s) involved, to be held within three (3) working days, to discuss possible solutions. If a change in schedule is determined the best solution for the issue, the administrator will provide notification to the teacher(s) at least one (1) week prior to the change. The change may be made earlier with mutual agreement. The teacher shall have the option to resign without penalty. During the first two (2) weeks of the school year, written notification will be given to the teacher at least three (3) days prior to the change.

## **C. Assignments**

### **1. Notification of Assignment for the Next School Year**

The district shall notify each teacher of his/her tentative assignment for the next school year prior to the end of the current school year. In the event a change of assignment, such as but not limited to room, site or courses appears necessary, the affected teacher(s) will be made aware of the issue and given an opportunity to conference with the administration to discuss possible solutions. If, after the conference, a change is considered the best solution, the teacher will have the option to resign without penalty should he/she find the change unacceptable. In certain circumstances, where a last minute change must occur due to low enrollment or another unforeseen circumstance, the administrator will communicate this change as soon as he/she is able and will not be held to the above time frame.

### **2. Elementary Student Assignment**

- a. No student will be transferred from classroom to classroom during the school year without notification by Principal to sending and receiving teachers. Notification must contain reasons for the transfer.
- b. Principal(s) will conference with appropriate grade level teams before making elementary student assignments for the following year.
- c. A list of students assigned to elementary instructors will be made available at least two weeks before school starts.

### **3. Classroom Assignment and Preparation**

The principal or his/her designee shall notify each teacher of his/her tentative classroom assignment prior to the end of the current school year. Classrooms shall be ready for teacher occupancy at least five (5) days before the first day of classes if possible or feasible. (Ready for teacher occupancy means textbooks, teacher desks, student desks, student chairs and file cabinets in proper rooms; either teacher desk or file cabinet shall lock.) Classrooms under construction or repair due to the acts of nature or vandalism will be exempt from this provision until ready for occupancy. The Board will then have five (5) days to comply with this provision. When possible, teachers may work in their classroom with air conditioning six (6) days before the first day of classes.

## **D. Posting of Vacant Positions/Voluntary Transfers**

1. During the school year, notice of each vacant position, including vacancies in promotional positions, shall be posted in a prominent place in or near the office in each school building for a minimum of five (5) consecutive school days.



2. During the summer, notice of each vacant position, including vacancies in promotional positions, shall be posted in a prominent place in or near the Superintendent's office for a minimum of five (5) consecutive weekdays. In addition, any teacher currently employed by the District who is interested in other positions shall, prior to leaving school for the summer, submit in writing to the Superintendent his/her interest in specified types of positions.
3. Applications from district-employed teachers will be considered for vacancies prior to those from individuals not currently employed by the district.
4. Any teacher employed by the district who desires to transfer to another building or to be reassigned to a vacant position in a different subject area or grade level must inform their supervisor prior to April 25<sup>th</sup> of the school year. After April 25<sup>th</sup>, a request for release must be submitted to the supervisor. Individuals with seniority will be given priority if all other factors are equal.
5. Any teacher requesting transfer or reassignment must possess the necessary certification and experience in order to be considered for the vacant position.

#### **E. Parent-Teacher Conferences**

The District shall schedule time for parent-teacher conferences equivalent to one (1) teacher workday each semester.

Site administrators may set specific dates and hours for the conferences using the following options; each option shall be considered equal to a full teachers work day:

##### **Option 1**

One entire teacher work day may be dedicated to conferences only. This day cannot be a fifth (5<sup>th</sup>) work day in the week.

##### **Option 2**

Conferences may be held on two consecutive days provided that on the first day conferences are held after the teacher work day and may not extend the teacher work day by more than three (3) hours. Conferences the following day will begin no earlier than 9:00 A.M. and last no more than three (3) hours

##### **Option 3**

Conferences may be held on two days after the teacher work day, provided that only one conference day is scheduled in a given week. Neither conference day may extend the teacher workday by more than three (3) hours.

## **F. Class Size**

The Board agrees to comply with current state law dealing with class size.

## **G. School Calendar**

Prior to February 1st of each year, the Little Axe Teachers' association may provide input to the Superintendent regarding the school calendar for the ensuing year. The Superintendent shall consider the association's input before making his/her recommendation to the Board.

## **H. Notification of Schedule Changes**

Administrators shall provide at least five (5) school days' notice to the teachers of any change in the regular daily schedule. Such schedule changes include but are not limited to safety drills, assemblies or field trips. This notice shall include plans and procedures for conducting the activity. Prior notice will not be required when, in the opinion of the administrator, it is in the best interest of the school to change the schedule. If five (5) or more teachers complain in writing (signed) to the Association that there has been a misapplication of this provision, it may be filed as an Association grievance.

## **I. Duty**

Each teacher shall be provided each workday a lunch period of at least twenty-five (25) consecutive minutes, which shall be duty free unless otherwise agreed to in writing with the administration.

Teachers who commute between campuses shall not be assigned duty at either campus.

Ball games will be worked on a voluntary basis. People wishing to work and be paid for this work shall be paid no less than minimum wage.

## **J. Teacher Restroom**

If a restroom is designated as a teacher restroom, then teachers shall have access to that restroom at all times during the teacher work day.

## **K. Classroom Money for Supplies**

Teachers will be informed by May 15 of procedures for purchase of classroom supplies for the following school year. Chalk, staples, paper clips, erasers, pens, dry erase markers, pencils, and scotch tape will be available on the first day of in-service.

As part of the end of the year check out, teachers will submit a prioritized requisition for instructional supplies.

## **L. Lesson Plans**

In preparation for classroom activity, teachers may be required to provide daily lesson plans or unit plans.

## **M. Paperwork Reduction**

Teachers and administrators will not be required to perform paper work tasks when the information is available from another source.

## **N. Copy Machine**

1. There shall be a working copier in each teacher's lounge/workroom in order that teachers can make masters. All effort will be made to keep the copiers in working order. The number of master copies on the copier in the teacher's workroom will be 12,000 per teacher per school year. Additional copies may be granted to sponsors/lead teachers/head coaches/etc., with appropriate justification and documentation of used copies with building administrator and Superintendent's approval. Copies may not be accumulated from year-to-year.

## **O. Changing Classrooms**

A reasonable attempt shall be made to notify a teacher if a move to a different classroom is needed.

## **P. Professional Dress Code**

The professional dress code for certified personnel is intended to create a role model for the students and an atmosphere of respect, professionalism and practicality.

## **Q. Available Workshops and Grant Applications**

When the district is notified, a list of available workshops and grant applications will be provided to the district staff development chairperson and posted in the appropriate teacher lounges.

## **R. Mentor Teacher**

The mentor teacher, insofar as possible, shall be a career teacher and shall be engaged in teaching with the same grade, building or subject area as the intern teacher. The mentor teacher shall assist the intern teacher in becoming acquainted with the teaching profession and the school system. Selection of mentor teacher(s) shall not be limited solely to individuals who are members of LATA/OEA/NEA.

## **S. Term Grades**

Teachers will be provided at least three (3) working days from the end of the quarter to submit nine weeks and semester grades to administration.

## **ARTICLE VI - TEACHER/PUPIL RELATIONS**

### **A. Communication**

1. Any teacher supervising a child who has serious health problems shall be advised of these problems when school has been notified that these problems exist.
2. Teachers will not discuss any personal or academic information about a child with another teacher unless such communication assists one or both teachers in comprehending a student's behavior and/or performance.
3. Teachers shall be provided a copy of the Parent-Student handbook at the beginning of each academic year.
4. Teachers have the right to request the equivalent of a full work day to prepare for a discussion with a parent concerning his/her child when the parent requests such a meeting either through the administration or directly from the teacher.
5. Any changes in interpretation of rules concerning students, made after the school year has begun, will be communicated in writing, including electronically, to teachers before said changes are communicated to students and parents.
6. Affected teacher(s) will be notified of the infraction and informed of action taken in the event that a student is disciplined for posting demeaning or disrespectful statements/images/videos of a teacher (teachers) to social media, or making threats to a specific teacher.

### **B. Discipline**

On or before the first day of classes each year, the administration will hold a meeting to brief the teachers as to the Board approved discipline policy that is to be consistently followed in each building.

Discipline action of teachers and administrators shall follow the building rules and regulations for behavior and shall be progressive in nature with all facts being considered.

Prior to September 10<sup>th</sup> the faculty advisory committee, consisting of representatives from the faculty, may schedule a meeting with the immediate supervisor to review those rules and regulations, and may present any recommendations to said supervisor for consideration. Such meeting would be scheduled for after the school day as necessary upon request.

Prior to the end of the school year, faculty may schedule a meeting with their immediate supervisor to review those rules and regulations and may present any recommendations to supervisor for consideration. Requests must be submitted to the Superintendent or Building Principal by the end of June for inclusion in student handbook.

Any teacher referring a pupil to an administrator for disciplinary action shall submit a completed district behavior referral. A written explanation of actions taken by the administrator from a completed behavioral referral form shall be stated on the form and a copy sent to the teacher.

Assault on school district employees shall follow the guidelines established by 21 O.S. Supp 2000, Section 650.7 of the School Laws of Oklahoma.

Any person who without justifiable or excusable cause, commits any assault, battery, or assault and battery upon the person of a school employee while such employee is in the performance of any duties as a school employee, or upon any student while such student is participating in any school activity, or attending classes on school property during school hours shall, upon conviction, be guilty of a misdemeanor. The convicted person shall be punished by a term of imprisonment in the county jail for a period not exceeding one (1) year, or by a fine not exceeding two thousand dollars (\$2000.00), or by both such fine and imprisonment.

Any person who, without justifiable or excusable cause, commits any aggravated battery or aggravated assault and battery upon the person of a school employee while such employee is in the performance of any duties as a school employee, shall, upon conviction, be guilty of a felony punishable by a term of imprisonment in the State Penitentiary for a period not exceeding two (2) years or by a fine not exceeding Five Thousand Dollars (\$5000.00), or by both such fine and imprisonment. (21 O.S. Supp 2000, Section 650.7).

### **C. Retention Policy**

The Board shall adopt a retention policy and inform teachers of the current policy prior to the end of the first grading period.

## **ARTICLE VII - TEACHER EVALUATION PROCEDURE**

The following procedure for evaluation of teachers will be used by the Board of Education:

- A. The teacher shall be given access to a copy of the evaluation document.
- B. Teachers shall be evaluated according to requirements of the Tulsa TLE model.
- C. Each certified teacher will be evaluated by an administrator designated by the Board.
- D. Probationary teachers will be evaluated at least twice yearly, once during the first semester and once during the second semester each school year.
- E. Career teachers will be evaluated at least once each year prior to April 30<sup>th</sup> of each school year, however, a career teacher who has received a total score on the TLE of Highly Effective or Superior may be evaluated once every two years upon full implementation of TLE.
- F. If at any time a plan of improvement is deemed necessary, it will be implemented according to state law and TLE requirements.
- G. The teacher and/or evaluator may request an additional principal/assistant principal to work with the evaluator and teacher to implement the plan of improvement.
- H. The signed evaluation forms and the plan for improvement, if any, will be filed in the teacher's personnel file. Within ten (10) days after receiving a copy of the evaluation report, the teacher may make written response. Such response will be attached to the report and shall become part of the record.
- I. Nothing is to be attached to the teacher evaluation form except a plan of improvement (if one is written), and a rebuttal (if one is written).

## **ARTICLE VIII - REDUCTION IN FORCE**

When the Board determines it is necessary to reduce the total number of certificated and/or licensed employees in the district, the following procedures will be utilized. If rified position is re-established, rified person will be re-instated in the same position.

- A. Normal attrition
- B. The position eliminated will be the determining factor, not the teachers occupying those positions.
- C. The order of termination will be as follows:

1. Teachers holding only a license in eliminated positions will be terminated first.
  2. Probationary teachers holding eliminated positions will be terminated second. However, if a probationary teacher is qualified for certification in a position held by a licensed teacher, the probationary teacher will be reassigned to that position and the licensed teacher will be released.
  3. Career teachers holding eliminated positions will be placed in another position in which they are at the time of determination, qualified by standard certification, provided those areas are occupied by probationary or licensed teachers. Those licensed or probationary teachers will then be terminated.
  4. Probationary or licensed teachers will be retained when a tenured teacher is terminated only if the career teacher is not qualified for certification to teach the position which the probationary or licensed teacher occupies.
- D. If there is more than one career teacher in a position being eliminated, the following criteria, in this order will be retained:
1. Certification in a retained teaching position, which is open. A career teacher with standard certification will be retained over a career teacher with provisional certification, and a teacher with provisional certification shall be retained over a career teacher with temporary certification or a license.
  2. Length of full time contracted certified employment in the District.
  3. If certification and length of service (as defined in above) are the same according to the above criteria, the determining factors in order of importance are:
    - (a) Years teaching in the retained position in the school district.
    - (b) Academic degree status: A teacher with a doctorate will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.
    - (c) Written evaluation.
    - (d) Recommendations of principals and superintendent.
  4. If there is more than one probationary teacher or more than one licensed teacher in the position being reduced, the criteria listed in C, 1 through 4, in that order, will be used to determine which of the probationary or which of the licensed teachers will be retained and which will be terminated.

Certified employees released as a result of Reduction in Certified Employees will be rehired in reverse order of release if his/her position or a similar position for which he/she is fully qualified becomes available the following two (2) school years.

Failure to accept his/her position or a similar position for which he/she is fully qualified relieves the Board of any further rehire obligation to the released certified employee. Full time certified employees released as a result of Reduction in Force may accept or reject a part-time position without forfeiting his/her rehire rights to full time positions that become available.

When a certified employee who has been released as a result of RIF is rehired, all seniority and benefits to which said employee was entitled at the time of the release will be returned to the employee.

## **ARTICLE IX - GRIEVANCE PROCEDURE**

### **A. Definitions**

1. A grievance is a complaint by a teacher(s) that there has been as to him/her a violation, misinterpretation or misapplication of the provisions of this agreement.
2. The term "grievant" shall mean the person or persons making the complaint.
3. The term "days" shall mean working days of the teacher. Outside of the contract year of the teacher, "days" shall mean the working days of the supervisor involved at the level that the grievance is being processed. The starting point for the counting of these "days" shall be from the date of the last communication to the teacher discussing the alleged violation.
4. Parties in interest: A party in interest is the person or persons making the complaint, any person required to take action on the complaint or any person against whom any action might be taken to resolve the complaint.

### **B. Procedure for Filing a Grievance**

#### **1. Informal Resolution**

- a. A teacher with a grievance must first communicate it individually with the immediate supervisor within fifteen (15) days of the alleged violation, indicating the article and section alleged to have been violated, with the objective of resolving the matter informally. A written record of the outcome will not be required unless one party requests it.



- b. Any teacher whose grievance was not resolved in the informal discussion may file a formal written grievance as outlined below.

## 2. Formal Resolution

### a. Level I

- (1) The grievant shall submit a written grievance to his/her immediate supervisor within fifteen (15) working days of the alleged violation with the citation of this specific article section and paragraph of this agreement alleged to have been violated and the specific remedy sought.
- (2) The immediate supervisor shall schedule and hold a meeting within five (5) working days after receipt of the written grievance. Persons present at this meeting will be the grievant, and if the grievant so desires, representative of his/her own choosing, and the immediate supervisor, and if the immediate supervisor so desires, a person of his/her own choosing.
- (3) The immediate supervisor will transmit his/her written decision with written reason within five (5) working days after the Level I meeting to the grievant.
- (4) If the grievance being filed is in regard to the grievant's immediate supervisor, the grievant may, within fifteen (15) working days of the incident or the informal communication, file a Level II-Formal Resolution directly without having completed Level I procedures.

### b. Level II

- (1) If the grievant is not satisfied with the Level I decision, he/she may submit a written appeal of the grievance to the Superintendent within five (5) days after receipt of the Level I decision. A copy of the original grievance and the Level I response shall be filed with the appeal.
- (2) The Superintendent, or his designee, who shall act as a hearing officer, shall schedule and hold a hearing within five (5) days after the receipt of the appeal. Persons present at this hearing shall be the grievant, the respondent, and no more than two (2) representatives for each. The Superintendent shall set an orderly process by which pre-arranged witnesses for either party may be called into the hearing.
  - (a) The Superintendent or his designee shall admit relevant testimony, evidence or exhibits and shall determine what weight these have on the issue.

- (b) The Superintendent or his designee shall limit his/her decision to the facts as presented by the parties in interest and the impact on or conflict with this agreement.
- (c) Within five (5) days after the hearing, the Superintendent or his designee shall transmit his/her decision in writing with written reasons therefore to the grievant, and the grievant/s immediate supervisor.

c. Level III

- (1) If the grievant is not satisfied with the decision rendered at Level II, he/she may submit a written appeal to the Board of Education within five (5) days after the receipt of the Level II decision. The written appeal shall be a specific statement of the basis for the appeal. A copy of the appeal shall be submitted to the person who acted as a Hearing Officer at the Level II hearing.
  - (a) Within five (5) days after submitting the written appeal, the grievant and the Hearing Officer of the Level II appeal shall each submit a narrative to the Board with copies of any exhibits or documents introduced at the Level II hearing. Each party shall furnish the other party copies of all materials furnished to the Board as soon as they are available.
- (2) The Board of Education shall set a Level III Hearing on the agenda of a regular scheduled board meeting or may schedule a special meeting for the purpose of hearing the appeal if a regular meeting is not scheduled to be held within a reasonable time after the receipt of the appeal and supporting material. Persons present at the hearing will be the grievant, the respondent and no more than two (2) representatives for each. The Board shall set an orderly process by which pre-arranged witnesses may be called into the hearing.
  - (a) If the Association is not the representative of the grievant, the Association representative shall have the right to be present at the hearing and shall be permitted to present the Association's views with respect to the grievance prior to the conclusion of the hearing.
  - (b) At the conclusion of the hearing, the Board shall give its decision by vote of the members present and shall transmit its decision in writing to the grievant, the immediate Supervisor and the Association within five (5) days.

**C. General Provisions**

- 1. The Association shall establish a Professional Rights and Responsibilities Committee, which shall be broadly representative and shall serve as the Association's Grievance Committee.

2. If meetings and hearing involving the grievance procedure are held during teacher's regular hours of assignment, all persons who are eligible to participate in the meeting or hearing will be released from his/her duties for that time and will not suffer loss of time or pay.
3. The Association may file and/or process grievances only on those items that deal directly with the Association as an organization and not on those items that deal with the individual teacher. Grievance, if properly filed by the Association, will be filed at Level II.
4. No reprisals of any kind will be taken by any party in interest because of his/her participation in any grievance.
5. If the time limits are not met by the administration, the grievant shall have the right to appeal the complaint to the next level.
6. If five (5) or more teachers complain that as to each of them there has been the same violation, misinterpretation or misapplication of the provision of this agreement, they may file a group grievance and it will be heard as a group rather than individually.
7. A grievance shall be filed at the lowest level that it can be solved.

## **ARTICLE X - TEACHER RIGHTS**

**Teacher/administrator relationships will be conducted in a professional manner that respects the worth and dignity of the individual.**

### **A. Right to Representation**

Members of the Bargaining Unit, upon their request shall have the right to be accompanied by a member of the Association at disciplinary conferences with administrators. If documentation of a disciplinary conference is to be made, the administrator shall in writing:

1. Give, at least, twenty-four (24) hour notice of the scheduled disciplinary conference(s) except in those instances where, in the judgment of the administrator, the seriousness of the situation requires immediate attention.
2. Inform Member of the nature of the subject to be discussed.
3. Inform Member of his/her right to representation by a member of the association.

If during conferences called for other reasons, the conferences become disciplinary in nature, the teacher can request the conference to be rescheduled in order to secure representation. The administrator shall honor such request.

## **B. Cause Provision**

The Board agrees to abide by current laws dealing with cause for discharge, non-renewal, suspension, reprimand or discipline of certified personnel.

## **C. In-Service**

Teachers will not be required to attend workshops or in-service meetings outside the teacher school day if they have the required fifteen (15) staff development points for the current school year. This would not include any in-service necessary to implement a state or federally mandated program.

## **D. Academic Grade Change**

If an administrator changes a student's academic grade, the teacher shall be advised in writing within three (3) days that the change has been made. The administrator will include in this communication his/her reasoning behind this change.

## **E. P.A. Announcements**

P.A. announcements shall be limited to two (2) scheduled five (5) minute periods per day unless in the opinion of the administrator it is in the best interest of the school to make additional announcements at other times. If five (5) or more teachers complain to the Association that there has been a misapplication of this provision, it may be filed as an Association grievance.

## **F. Preparation Period**

Each teacher shall have preparation time scheduled during the teacher work week.

1. Elementary teachers shall receive no less than 200 minutes per week of plan time which will include one (1) period of no less than forty (40) minutes per day. Other minutes will be at designated times. This time will be duty free and the classroom, or equivalent, will be available
2. Secondary teachers shall receive daily plan time no less than the length of one class period. This time will be duty free and the teachers' classroom will be available.
3. Exceptions will be made for changes in the normal schedule.
4. Duty time shall not infringe on preparation time with the exception of otherwise compensation time (reference page Compensation).

## ARTICLE XI - COMPENSATION

### A. Professional Compensation

1. Retirement – The employer of any member of the Teachers’ Retirement System of Oklahoma shall make the state-mandated contribution to the System.
2. Health Insurance -The Health Insurance plan that is made available to school employees shall be administered in accordance with the State Health Insurance Plan. Provisions for payroll deduction of the premium for insurance will be made in accordance with the 125 Plan.
3. Teaching Experience - Teachers shall be given credit for teaching experience under the same guidelines used by the State Department of Education and/or the Teachers' Retirement System of Oklahoma. This includes out-of-state experience. Placement on the salary schedule shall be in accordance with the teacher's years of experience, highest degree and the number of credits earned beyond said degree.
4. Mileage - The Board shall reimburse teachers for approved mileage for the use of their personal vehicle on school related business, in compliance with the current Internal Revenue Service per mile rate as per Board policy.
5. Credits Earned – For salary adjustment for additional credits earned to be made, notification must be given no later than September 15 for work completed during the spring or summer term and no later than January 15 for work completed during the fall term.
6. Extra Duty - Teachers will be compensated for extra-duty assignments according to the negotiated agreement which includes payment of teacher’s retirement. Compensation for any present position omitted from the agreement will be added at the next printing of the agreement. Compensation for any extra-duty position created after approval of the agreement will be subject to negotiation during the following contract period.
7. Paycheck Adjustment – When it is necessary to adjust a teacher’s paycheck in the amount of fifty dollars (50.00) or more, the teacher will be notified prior to the time checks are written. Every effort will be made to keep adverse impact on the teacher at a minimum.
8. Additional Assignment - Compensation for Covering Classes/Additional Classes. Any teacher in the District who is required by an administrator to cover one or more classes causing him/her to forfeit a preparation period, will be compensated at the rate of \$15.00 per plan period or \$7.50 per one-half (1/2) plan period. A teacher who is required by an administrator to monitor additional students not on his/her roll will be compensated at a rate not to exceed \$15.00 per day.

Teachers who agree to teach a class beyond their contracted work day, which is understood to include a planning period for each day in session, will be paid an extra duty contract computed on an additional 1/7 of that teacher's salary, except by mutual agreement, with review by LATA president.

Only in times of budget crisis as determined by the Association, Superintendent, and the Little Axe School Board, site administrators will maintain a record of classes covered and planning periods missed by each teacher. For each 8 hours covered, the teacher shall be granted a day of compensation pay. Partial days can be accumulated to receive the following compensation pay.

¼ day = 2 planning periods forfeited

½ day = 4 planning periods forfeited

¾ day = 6 planning periods forfeited.

At the end of each semester, site administrators will turn in a cumulative log to the central office. Teachers must request compensation at \$60.00 per day earned. A teacher who is required by an administrator to watch additional students not on his/her roll will be compensated 1/8 day per hour.

9. Mentor Teacher Reimbursement - District teachers who serve as Mentor Teachers will be reimbursed in accordance with the Oklahoma State Department of Education (OSDE) reimbursement schedule. If for any reason the OSDE curtails payment of the Mentor Teacher stipend, the district will not be responsible for the payment of the stipend.

Payment of this stipend will be a lump sum payment at the conclusion of the required mentor training session.

10. Pay Dates - Pay dates shall be the fifteenth (15th) and the last day of each month. If either of these days fall on a weekend or holiday, pay date will be on the preceding business day.

Notification via e-mail will be sent to notify employees if paychecks are to be earlier than the days listed above.

LITTLE AXE PUBLIC SCHOOL  
SALARY SCHEDULE  
2016 – 2016

YEARS EXPERIENCE	BACHELOR'S	BACHELOR'S 15	MASTER'S	MASTER'S 15	MASTER'S 30	DOCTORATE
0	\$31,600.00	\$32,000.00	\$32,800.00	\$33,200.00	\$33,600.00	\$34,000.00
1	\$31,975.00	\$32,375.00	\$33,175.00	\$33,575.00	\$33,975.00	\$34,375.00
2	\$32,350.00	\$32,750.00	\$33,550.00	\$33,950.00	\$34,350.00	\$34,750.00
3	\$32,725.00	\$33,125.00	\$33,925.00	\$34,325.00	\$34,725.00	\$35,125.00
4	\$33,100.00	\$33,500.00	\$34,300.00	\$34,700.00	\$35,100.00	\$35,500.00
5	\$33,500.00	\$33,900.00	\$34,700.00	\$35,100.00	\$35,500.00	\$35,900.00
6	\$33,900.00	\$34,300.00	\$35,100.00	\$35,500.00	\$35,900.00	\$36,300.00
7	\$34,300.00	\$34,700.00	\$35,500.00	\$35,900.00	\$36,300.00	\$36,700.00
8	\$34,700.00	\$35,100.00	\$35,900.00	\$36,300.00	\$36,700.00	\$37,100.00
9	\$35,100.00	\$35,500.00	\$36,300.00	\$36,700.00	\$37,100.00	\$37,500.00
10	\$35,950.00	\$36,350.00	\$37,575.00	\$37,975.00	\$38,375.00	\$39,625.00
11	\$36,375.00	\$36,775.00	\$38,000.00	\$38,400.00	\$38,800.00	\$40,050.00
12	\$36,800.00	\$37,200.00	\$38,425.00	\$38,825.00	\$39,225.00	\$40,475.00
13	\$37,225.00	\$37,625.00	\$38,850.00	\$39,250.00	\$39,650.00	\$40,900.00
14	\$37,650.00	\$38,050.00	\$39,275.00	\$39,675.00	\$40,075.00	\$41,325.00
15	\$38,075.00	\$38,475.00	\$39,700.00	\$40,100.00	\$40,500.00	\$41,750.00
16	\$38,500.00	\$38,900.00	\$40,125.00	\$40,525.00	\$40,925.00	\$42,175.00
17	\$38,925.00	\$39,325.00	\$40,550.00	\$40,950.00	\$41,350.00	\$42,600.00
18	\$39,350.00	\$39,750.00	\$40,975.00	\$41,375.00	\$41,775.00	\$43,025.00
19	\$39,775.00	\$40,175.00	\$41,400.00	\$41,800.00	\$42,200.00	\$43,450.00
20	\$40,200.00	\$40,600.00	\$41,825.00	\$42,225.00	\$42,625.00	\$43,875.00
21	\$40,625.00	\$41,025.00	\$42,250.00	\$42,650.00	\$43,050.00	\$44,300.00
22	\$41,050.00	\$41,450.00	\$42,675.00	\$43,075.00	\$43,475.00	\$44,725.00
23	\$41,475.00	\$41,875.00	\$43,100.00	\$43,500.00	\$43,900.00	\$45,150.00
24	\$41,900.00	\$42,300.00	\$43,525.00	\$43,925.00	\$44,325.00	\$45,575.00
25	\$42,325.00	\$42,725.00	\$43,950.00	\$44,350.00	\$44,750.00	\$46,000.00
26	\$42,750.00	\$43,150.00	\$44,375.00	\$44,775.00	\$45,175.00	\$46,425.00
27	\$43,175.00	\$43,575.00	\$44,800.00	\$45,200.00	\$45,600.00	\$46,850.00
28	\$43,600.00	\$44,000.00	\$45,225.00	\$45,625.00	\$46,025.00	\$47,275.00

EXTRA DUTY SALARY SCHEDULE/EXTRA CURRICULAR ACTIVITIES			
I. HIGH SCHOOL	HEAD Sponsor	ASSISTANT	ONE SPONSOR
A. Academic / Extra Curricular			
Academic Team	1000 – 1500		
Band	2000 – 3000		
Class Sponsors:			
Freshman	300		
Sophomore	300		
Junior	850	850	1275
Senior	750	750	1125
Department Chairpersons	950		
Drama	500 – 900		
Drill Team/Flag Corp	560		
Foreign Language Club	250		
Four-H Club	550		
History Club	250		
Honor Society	450		
Math Club	250		
Show Choir	350-850		
Vocal	750- 2500		
Newspaper	500		
Gifted and Talented	500-1000		
Science Club	250		
Scholastic Competition	600		
Tri-M	300		
Student Council	750		
Web Page	1000		
Yearbook/Publication	1250		
Speech/Debate Competition Coordinator	500		
Art Club	250		

*Extra duties not on this list may be added outside of normal contract negotiations with the approval of the Superintendent, site principal, the individual proposed for the position, and the LATA President.*



I. HIGH SCHOOL (Continued)		
B. ATHLETICS	HEAD COACH	ASSISTANT COACH
Baseball	2000-4000	1750
Basketball (girls or boys)	3200 – 5000	2000
Cheerleading	2000 – 3000	1000 - 1500
Cross Country	1100 – 2000	1000
Football	3500 – 6000	2500
Slow Pitch Softball	2000 – 4000	1000
Fast Pitch Softball	2000 - 4000	1750
Tennis	1200 – 1500	1000
Track	1500 – 2000	1000
Summer Weight Lifting	1500	
Wrestling	3200 – 5000	1750
C. 9 <sup>th</sup> Grade		
Basketball (girls or boys)	1200 – 1800	750
Football	1200 – 1800	1000
D. Special Duty	Teachers/coaches as assigned by building administrators to monitor lunchroom activity or serve, as detention monitors during their lunchtime will receive a free lunch. These assignments must be furnished in writing to cafeteria personnel.	

*Extra duties not on this list may be added outside of normal contract negotiations with the approval of the Superintendent, site principal, the individual proposed for the position, and the LATA President.*

EXTRA DUTY SALARY SCHEDULE/EXTRA CURRICULAR ACTIVITIES		
II. Middle School	Head	Assistant
A. Academic/Extra-Curricular		
Academic Team	500-1000	
Department Chairperson	950	
Honor Society	250	
Newspaper	500	
Student Council	650	
Yearbook	860	
Middle School G&T	500-1000	
Fundraiser Coordinator	650	
B. Athletics		
Baseball	750-1200	750
Basketball – 8 <sup>th</sup> grade (boys or girls)	1000-1500	750
Basketball – 7 <sup>th</sup> grade (boys or girls)	1000 – 1500	750
Cheerleading	1600	800
Cross Country (boys & girls)	1000	750
Football – 8 <sup>th</sup>	1000 – 1500	750
Football – 7 <sup>th</sup>	1000 – 1500	750
Softball – Fast pitch& Slow Pitch	750 – 1200	750
Tennis	750 – 1200	750
Wrestling	1200 – 1800	750
Track	750-1200	750

EXTRA DUTY SALARY SCHEDULE/EXTRA CURRICULAR ACTIVITIES		
III. Elementary School	Head	Assistant
Grade Level Leader	950	
Show Choir	500-900	
Drama Team	400-900	
Yearbook	860	
Special Education Coordinator	900	
Special Olympics Coordinator	800-1500	
G&T Coordinator	500-1000	
Student Council	650	
Fundraising Coordinator	650	

*Extra duties not listed may be added to this list outside of normal contract negotiations with the approval of the Superintendent, site principal, the individual proposed for the position, and the LATA President. Each sponsor shall receive total amount listed on extra duty schedule with the exception of positions which reflect a salary range.*

The maximum increase in extra duty shall not exceed \$500.00 for each year for any position within a range.

Any head coach who has a team or a member of a team that places first or second in state competition will receive \$500.00 at the end of the season.

The District will pay for coaches to attend the coaches' clinic. Such pay will be for mileage, hotel registration, and OSSAA dues and fees.

ARTICLE XII - RATIFICATION

In witness whereof, we have affixed our signatures this 17<sup>th</sup> day of September, 2016

FOR THE BOARD:

FOR THE ASSOCIATION:

\_\_\_\_\_  
President  
Little Axe School Board

\_\_\_\_\_  
President  
Little Axe Teachers' Association