

2018-2019  
NEGOTIATED AGREEMENT

Between

Association of Duncan Educators  
And  
Duncan Public Schools Board of Education

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**SECTION 1: GENERAL CONTRACT**

### **1.1 Duration of Agreement**

Upon ratification by the Board and by the Association, this Agreement will become effective. This Agreement will be effective for a period of one (1) fiscal year and will be renewed automatically, without modification, unless changed through the negotiation process.

### **1.2 Procedural Agreement**

The Procedural Agreement for Negotiations between the Duncan Board of Education and the Association of Duncan Educators, agreed upon and effective August 3, 1994, will be attached to this Agreement for information purposes only (See Appendix A).

### **1.3 Definitions**

The following definitions will apply throughout this Agreement:

#### **Administrator:**

Any person who devotes a majority of his/her time to service as a superintendent, principal, supervisor, vice-principal or in any other administrative or supervisory capacity in the school district

#### **Agreement:**

This contract duly negotiated in accordance with the Procedural Agreement

#### **Association:**

The Association of Duncan Educators

#### **Association President:**

The elected president of the Association of Duncan Educators

#### **Board:**

The elected and/or appointed policy-making body governing the District Board

#### **Policy:**

A course of action adopted by the Board

#### **Career Teacher:**

A duly certified teacher who has completed three (3) or more, consecutive, complete years of teaching service in Independent School District No I-1, Stephens County, Oklahoma, under a written teaching contract, as provided by law

#### **District:**

The Duncan Public Schools, District No. I-1 of Stephens County, Oklahoma

#### **Immediate family:**

The spouse, father, stepfather, mother, stepmother, child, stepchild, grandchild, step-grandchild, brother, step-brother, sister, step-sister, mother-in-law, father-in-law,

daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent(step-grandparent(s) of teacher and spouse

**Evaluator:**

The Principal, other Administrator, or Principal Intern, to whom teachers are directly responsible. A Principal Intern is defined as any certified personnel in the role as an evaluator who holds or is in the process of working toward an administration degree and trained according to Teacher Leader Effectiveness provisions.

**Probationary Teacher:**

A duly certified teacher who has completed less than three (3) consecutive, complete school years of teaching service in Independent School District No. I-1, Stephens County, Oklahoma, under a written teaching contract, as provided by law

**Resident teacher:**

A teacher new to the profession or new to the position and a participant of the Residency Program.

**Alternative Certification:** The Oklahoma Alternative Placement Program provides an opportunity for individuals with non-teaching degrees to teach in Oklahoma accredited schools. The eligibility requirements are: Have a minimum of a baccalaureate degree from an accredited college/university; Have a major in a field of study that corresponds to an area of Oklahoma certification for a Secondary Certificate, Elementary/Secondary Certificate, or a Career and Technology Education Certificate; Have at least a 2.5 retention Grade Point Average (GPA); Document two years of work experience in your degree field area or completion of post-baccalaureate coursework related to your degree field area. Once a candidate has received approval to seek an alternative certificate, he/she must complete the following: The Oklahoma General Education Test (OGET) and The Oklahoma Subject Area Test (OSAT). To receive an alternative standard certificate, he/she must complete the following: Complete the professional education component, semester hours and/or development hours and Pass the Oklahoma Professional Teaching Exam (OPTe).

**Emergency Certification:** A district may seek emergency certification for teaching positions only when the district has exhausted every option to find an appropriately certified person for the open position. A person holding an emergency certification must hold a degree although the degree may be in a non-teaching field.

**School:**

Any work location at which teachers perform their job functions.

**Seniority:**

The length of continuous contracted certified employment in the District. The beginning date will be the first official day of school or the first day of employment thereafter.

**Superintendent:**

The chief administrative officer of the District.

#### **1.4 Maintenance of Standards**

The elements in this contract represent the full and complete standards negotiated in accordance with the Procedural Agreement. The Board agrees that no element of this contract will be changed except through the negotiation process.

#### **1.5 Savings Clause**

Should any part of this Agreement be declared illegal by statute, court of competent jurisdiction, or Attorney General's opinion, said part will be automatically deleted from this Agreement to the extent it violates the law. The remaining provisions will remain in full force and effect for the duration of this Agreement, if not affected by the deleted part. Negotiations will commence within thirty (30) days for arriving at a legally permissible replacement of the deleted part.

#### **1.6 Contract Reference**

This Agreement and Appendices will be incorporated by reference into each teacher's individual teaching contract with the same force and effect as though fully set forth therein. All teachers will be hired under the appropriate contract required for the position.

Temporary contracts may be used when necessary to protect the financial stability of the district. Any teacher employed under a Temporary contract will sign a statement verifying his/her awareness of the contract type at the time of the job offer.

A copy of the signed verification form will be given to the teacher and a copy will be placed in the teacher's personnel file. Every effort will be made to provide individual contracts to teachers no later than thirty (30) days after ratification of the negotiated agreement.

#### **1.7 Worth and Dignity Clause**

The Board and the Association agree that professional responsibility and respect will be recognized in all relations between teachers and administrators.

## **SECTION 2: WORKING CONDITIONS**

## **2.0 Teacher Protection**

The Board and Administration shall be vigilant to protect teachers from assault for reasons connected with their assignment. If the principal becomes aware that a teacher has been threatened with harm, he/she will notify the teacher. The principal shall take measures as deemed appropriate to protect the teacher, and if necessary, invoke the provision of law. In the event that a teacher has been assaulted by a student, the teacher will be notified when the person who committed the assault returns to the building. A student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher. An education employee who is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.

## **2.1 Non-discrimination**

In compliance with Title IX and state regulations regarding Non-Discrimination, the Duncan Public Schools will not discriminate against employees on the basis of race, color, national origin, sex, qualified disability, veteran status, age, or membership in the local, Oklahoma, or National Education Associations.

## **2.2 Date of Election of School Personnel**

Teachers will be notified of their employment status for the ensuing year no later than June 1<sup>st</sup>.

## **2.3 Teacher's Personnel Record**

Each teacher must be properly certified, with Teaching Certificates, Transcripts, Teacher Contract, and other required data sheets on file in the Superintendent's Office before any salary can be paid.

The District will keep a log indicating the persons who examine a personnel file as well as the dates such examinations were made. Such log will be available for examination by the teacher or the teacher's designated or authorized Association representative.

The following policies shall apply to all teacher permanent central office files:

- a. The file shall contain those items required by law and any other items deemed necessary by the Board of Education.
- b. All materials placed in the permanent central office teacher's file shall be available to the teacher at his request for inspection, except those items of



a confidential nature that were obtained in the process of evaluating a teacher for employment.

- c. Teachers will be notified if material that may adversely affect employment status is placed in the personnel file. The teacher may within ten (10) days provide a written response which will be attached to the original copy in the personnel file.
- d. Upon mutual agreement between the teacher and the administrator, disciplinary materials may be removed from the teacher's personnel file.
- e. Any derogatory or reprimand material in a personnel file more than three (3) years of age will be removed from the file at the teacher's request.

## **2.4 Contract Year**

The negotiated contract period for regularly employed personnel employed for the regular school year is **182** days. Any extension of the contract year will be addressed in Section 5: Compensation.

## **2.5 Teacher Workday**

Unless assigned duties require otherwise, the official workday of all classroom teachers will begin fifteen minutes prior to the beginning of the students' class day and will end fifteen minutes after the students' class day. "Instructional Day" will be defined as the time when the first assembly bell rings in the morning until the last dismissal bell rings in the afternoon.

Assemblies and special events that require teacher attendance shall not start prior to the beginning of the instructional day. Additionally, teachers who are asked to do duty before school will not be asked to do duty after school. The teacher workday shall begin 15 minutes prior to the instructional day and will end at the student dismissal time unless the teacher has professional obligations such as meetings, conferences, and/or afterschool duties.

The Board agrees to comply with all State Board rules, regulations and deregulation exceptions regarding class size and daily/yearly student load. The Board's expressed goal is toward optimum class size. Class loads between elementary sites and classes on the secondary level will be equalized where possible.

Meetings and/or conferences required by the administration may extend beyond the teacher workday, but will not extend beyond 60 minutes after the dismissal bell and will not occur on Fridays unless it is deemed an emergency. Such meetings will not be

called on any day immediately preceding any holiday or other day upon which teacher attendance is not required at school. No more than one meeting per week will be held. Teacher's meetings will be kept as short as possible to conduct the business at hand.

At the beginning of the school year, each building administrator will allow input from the teachers in establishing a meeting schedule. Notification of all meetings and the agenda for the same will be given to the teachers involved at least two (2) days prior to the meeting. Teachers may suggest additions to the agenda.

## **2.6 Teaching Assignments**

Each classroom teacher will be notified of the ensuing school year's tentative teaching assignment(s) no later than the last day of May.

If, during the summer, a situation arises that necessitates a change in teaching assignment(s), the teacher will be:

- a. consulted within ten (10) weekdays of the initial decision of assignment alteration,
- b. given the Teacher's Edition of the principal textbook(s) if one exists,
- c. given the opportunity to discuss the proposed reassignment.

Any teacher affected by a change in assignment will have the option of writing a personal disclaimer regarding the new assignment and to add such comment to his or her personnel file.

Teacher input will be allowed prior to any change in teaching assignment. Reassignments of teachers will be made, giving consideration to but not limited to, the following criteria; years of service, certification, job description, evaluations.

## **2.7 Transfer of Personnel**

The movement of a teacher to a different assignment, grade level, subject area, or building will be considered a transfer. When a vacancy occurs within a specific site and a teacher wishes to transfer within the building they currently teach, the original position is not considered a vacancy and therefore, posting is not required. When a vacancy occurs within a specific site and no teachers within the building wish to transfer, the original position is considered a vacancy and therefore requires posting.

Teachers will not be transferred to another position or school site without consultation. Consultation does not necessarily mean agreement.

Voluntary transfers: All vacancies as described in the first paragraph of this section which occur during the school year and for the following school year will be posted on the school website, DTV-10, all principals' offices, teacher bulletin boards and Duncan Public Schools Central Office. The listing of said vacancies will contain the date of posting and will be posted for not less than five (5) business days prior to the vacancies being filled.

For job posting purposes, during the month of June the job postings will be required to be posted for three (3) business days and during the months of July and August the job postings will be required to be posted for two (2) business days.

All certified positions/vacancies will be electronically (via email) posted in addition to the traditional job posting procedure.

In May, certified personnel may submit a letter of intent for a voluntary transfer to another school within the Duncan School District. This letter of intent may be addressed to the principal of the site in which they wish to transfer, principal of the site in which they are leaving or the assistant superintendent in charge of elementary or secondary (whichever one applies).

During the months of June, July, and August, the vacancies will be posted on the school website, D-TV, and emailed to all certified employees.

The vacancy list will include:

- a. Position title and job description
- b. Building location
- c. Status, e.g., permanent, temporary, part time or itinerant
- d. Desired qualifications
- e. Person to contact for further information

Teachers under contract in the district will be given consideration prior to those not under contract in the district. Teachers who desire a transfer may apply through the online application system under internal applications and may notify the business office.

If a teacher's request for transfer has been denied, the teacher will be informed of the reason(s) for denial of the request within five (5) working days of the filing of the vacancy. A request will remain active until such time it is removed by the teacher.

An involuntary transfer or reassignment will be made only in the best interest of the District. Seniority will be considered in determining the person transferred.

Voluntary transfers will be sought prior to involuntary transfers unless the transfer is deemed to serve the best interest of the district.

An involuntary transfer will be made only after a meeting between the teacher involved, the Association representative (if requested by the teacher), and the superintendent or designee at which time the teacher will be given reasons for such transfer unless a Reduction In Force has been declared, or is imminent.

Notice of involuntary transfer will be given in writing to the teacher as soon as possible and will include the building to which the teacher is to be reassigned, grade level, and/or subject matter to be taught. The teacher will also be given the Teacher's Edition(s) to the principal textbook(s) if one exists.

A list of open positions in the district will be made available to all teachers being involuntarily transferred. Such teachers may request the positions, in order of preference, to which they desire to be transferred. Teachers being involuntarily transferred will be given consideration prior to assigning a voluntary transfer.

When teachers are required to move to a different classroom and/or building site, the district, whenever possible, will assist such teacher in making the required move.

## **2.8 Preparation Time**

Teachers will be provided an opportunity to submit input to the principal regarding preparation time at each site. A committee of teachers will meet with the principal to examine schedules and to suggest ways to improve preparation time.

All secondary level teachers in grades sixth (6) through twelve (12) will have a scheduled preparation time of at least the length of one regular class period each day.

Every effort will be made to give all elementary level teachers in grades Pre-Kindergarten (PK) through grade five (5) a scheduled preparation time of at least thirty (30) consecutive minutes each school day. Each elementary teacher will receive a minimum of two hundred and sixty (260) minutes preparation time each five-day school week. Preparation time will not be scheduled before or after the student school day, or during lunch.

Teachers will not be required to use their planning time or lunchtime to cover another teacher's class unless it is absolutely necessary. Any teacher required to use such time more than three times a semester/term will be compensated at the rate of \$10 per 30 minutes for all planning and/or lunch time class coverage in the semester/term.

## **2.9 Teaching Facilities**

The Board of Education will strive to maintain healthy and safe conditions at each school site in compliance with applicable statutes and/or regulations. When unsafe conditions occur, the teacher will report the situation to the administration for correction.

The Board will strive to provide adequate teaching facilities, including, but not limited to, clean and sanitary restrooms and teacher work/lounge areas in each school building. Teachers will have access to a private telephone in each teacher's lounge/work area.

Persons desiring to visit a classroom must request such visits with the building administrator. The administrator will consult with the teacher prior to allowing any visit.

## **2.10 Absence of Personnel**

Teachers will be allowed to leave campus at lunch when not directly supervising students. Upon approval of principal or designee, teachers may leave campus at other times when not directly supervising students.

## **2.11 Professional Staff Development**

A majority of the members of the staff development committee will be classroom teachers. The members of the staff development committee will choose the chairperson to serve a one year term; however, if no other members of the committee wish to take on the responsibilities of chairperson the chairperson may hold the position for an additional term. The chairperson of the staff development committee will be compensated according to Appendix E: Extra-Duty Compensation Schedule.

## **2.12 Parent-Teacher Conferences**

The Board will agree to set aside days for Parent-Teacher Conferences for teachers employed at the elementary levels of Pre-K through twelfth grade, inclusive. Teachers will be allowed the opportunity to provide input regarding the scheduling of parent-teacher conference times at each site. Parent-teacher conferences will occur the first week of the second and fourth nine weeks' grading periods. The conference day may be adjusted to accommodate parent work schedules.

## **2.13 Grading of Students**

If an administrator deems it necessary to change a grade, he/she will initial the change and notify the teacher of record. If the teacher disagrees with the action to change the grade, he/she may do so in writing. If the teacher is on leave, (he/she) will be notified immediately on return to school, access will be logged and initialed by the administrator or counselor.

#### **2.14 Discipline**

Teachers will be provided with updated copies of the Board policies, guidelines, and regulations concerning student behavior and discipline, including all the duties, responsibilities, and relationships of all personnel regarding the enforcement of the same. This information may be included in the teachers' policy book or handbook.

If a student is behaving in a manner that is interfering with the teaching or learning process, the teacher will refer the student to the principal or designee. If the principal or designee determines that the student is to be removed from the class, every attempt will be made to conduct a conference between the teacher, parent, principal/designee, and counselor (if appropriate) prior to returning the student to the classroom.

#### **2.15 Transfer of Students**

No transfer of any student will be made from one teacher to another unless recommended by the principal. Students will not be transferred within a grading period without consultation with the teachers concerned.

#### **2.16 Homebound Teachers**

All teachers will be eligible for voluntary homebound teaching assignments. Preference may be given to teachers currently teaching advanced academic subjects in which the homebound student is enrolled. Typically all homebound teaching assignments will be conducted after regular school day business has concluded. Homebound teachers will be reimbursed according to State Department policy for hours taught and mileage. (See COMPENSATION.

#### **2.17 Computer Network Use**

All certified staff will comply with the requirements outlined in the Internet User Agreement. The Internet User Agreement may be located on the district website.

#### **2.18 Lesson Plans**

The District and the Association recognize the importance of carefully prepared lesson plans to ensure the guidance of the instructional process. Teachers will work with their

respective site administrator(s) in establishing and implementing procedure for lesson plans.

### **2.19 Duty-free Lunch**

The Board agrees to make every effort to provide each teacher with at least thirty (30) minutes duty-free lunchtime at each site. Teachers will be given an opportunity to submit input to the principal regarding duty-free lunch at each site. At the beginning of the school year, a representative committee of teachers will meet with the principal to examine schedules and to suggest ways to implement duty-free lunch.

### **2.20 Working with Children with Individual or Special Needs**

An appropriate learning environment is essential to the needs of all children. In the event a teacher recognizes the possibility that a student may need special attention not available in the regular classroom, the teacher will consult with the designated administrator regarding the potential need of additional services to the student. The administrator will examine the situation and determine the appropriate action to be taken. All such determinations will be in compliance with local board policy, state and federal statutes, rules and regulations

### **2.21 Traveling Teachers**

Traveling teachers will be provided sufficient time to travel between assignments. Every effort will be made not to use planning time or lunchtime for such travel. The principals at the respective sites will work with the teachers to establish the traveling teacher's schedule. Traveling teachers will be assigned a home school site where the teacher will attend regular faculty meetings and serve duty. The traveling teacher may be required from time to time, whenever necessary, to attend meetings or serve duty at one of the teacher's non-homeschool sites.

### **2.22 Class Size**

The Board's expressed goal is toward optimum class size. Class loads between elementary sites and classes on the secondary level will be equalized where possible.

### **2.23 Certified Teachers Driving Activity Buses**

Certified teachers who are required to drive an activity bus to an event will be paid as follows: 1 hour or less - \$9; Over 1 hour to three hours - \$18; Over 3 hours - \$30. The determination of time spent driving will begin at the time of the trip occurring outside the teacher's regular contracted workday. The pay is for the driving of buses only.

## **2.24 Parent Communication**

Parent communication is one of the cornerstone tenets of an effective school. To better facilitate these connections, teachers and school staff will return parent contacts made with the school within one working day upon the teacher receiving the message. Messages received on Friday could reasonably be expected to be returned the following Monday. Building leaders will create workable procedures to ensure that teachers get parent messages promptly and that a documented paper trail is established. Office staff will inform the parent if a teacher is out of the building and give the parent the option of speaking with a building administrator or calling back the next school day.

## **2.25 Local Bargaining Unit/Negotiations**

The local bargaining unit will be permitted to negotiate and make decisions if the need arises during a school year after formal negotiations have been finalized. The issue(s) will be brought to formal negotiations by the local bargaining unit when formal negotiations are opened the following school year.

## **SECTION 3: EVALUATION**

### **3.1 General Provisions**

In the Duncan School District, evaluation is defined as a mutual endeavor between all teachers and the Board of Education to improve the quality of the educational program. The primary purpose of personnel evaluation will be for the improvement of instruction, and the school district and the individual teacher jointly accept the responsibility for such improvement.

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

All monitoring or observation of the work performance of a teacher will be conducted openly and with the full knowledge of the teacher. Each evaluation will be based upon the evaluator's actual observation of the person being evaluated while performing the job function. The use of eavesdropping, public address, audio or video systems, or similar surveillance devices for monitoring or observing the work performance of a teacher will be strictly prohibited. The teacher and evaluator may mutually agree to



videotape teaching performance for use by the teacher and/or evaluator. If maintained, the tape becomes the property of the teacher.

A teacher and/or evaluator will have the right of representation during any evaluation conference.

### **3.2 Evaluation Procedures**

Evaluations of teachers shall be based upon the requirements of state law and the guidelines of the district adopted Tulsa Model evaluation framework.

- a. At the beginning of each school year, administrators shall explain the evaluation procedure to teachers. After the school year has begun, administrators will explain the evaluation procedure to all new teachers to the building. No formal classroom observation shall take place until an orientation has occurred.
- b. All career teachers will be formally evaluated at least once during each school year, by April 15th . All probationary teachers will be formally evaluated at least twice during each school year, once in the Fall semester by November 15th and once in the Spring semester by April 15th .
- c. All teachers will be evaluated by a Principal, Principal Intern, or Administrator designated by the school board based upon State law and who have participated in the required training of the State Department of Education. Teachers shall be informed at the beginning of the year and throughout the year who their evaluator will be for the year.
- d. All evaluation rubrics, handbooks, and examples of all instruments used in the evaluation process shall be attached as Appendix C. Electronic formats may vary from the documents printed in the Agreement.
- e. Formal classroom observations for the purpose of evaluation shall be conducted openly with the full knowledge of the teacher.
- f. Teachers will be notified of the date and time of the formal observation at least five days in advance.
- g. A teacher will be notified by the designated evaluator of any concerns that will negatively impact their evaluation as soon as possible.
- h. A personal development plan shall be developed for any indicator ranking of ineffective or needs improvement on the evaluation. A personal development plan may be initiated at other times, as necessary.
- i. A copy of each formal written evaluation shall be given to the teacher at an evaluation conference held between the teacher and the evaluator. The

teacher shall acknowledge receipt of the evaluation by dating and placing his/her signature thereon. The teacher may, within two (2) weeks, respond to the evaluation in writing and said response will be attached to the evaluation.

## SECTION 4: REDUCTION IN FORCE

### **4.1 Reduction in Force Certified Personnel**

#### **A. General Matters**

##### **1. Reasons for a Reduction in Force**

Any teacher in the District may be non reemployed for the following fiscal year when the board decides that due to (a) a financial necessity or (b) a program change for institutional reasons or (c) a decline in enrollment or (d) other business necessity as determined by the Board, a reduction in the teaching staff for the following fiscal year is necessary.

##### **2. Definitions**

For the purpose of this section, the following terms have the stated meanings:

- a. "Financial necessity" means a reduction in the District's financial resources resulting from declining enrollment or any other action or event that in the sole judgement of the Board of Education will result in the District's current or future operating budget.
- b. "Program change" means any elimination, curtailment or reorganization of a curriculum offering, program or school operation or a reorganization or closing of a school or a consolidation of two or more individual schools or school districts.
- c. "Declining enrollment" means a decrease in the District's total enrollment or enrollment in a particular program or curriculum offering which in the sole judgement of the Board of Education may adversely affect the District's current or future allocation of funds and/or the necessity of maintaining certain current or future class sections or curriculum offerings.
- d. A "contracted special duty assignment" is an assignment that requires special skill or expertise for which the teacher receives additional pay pursuant to a written extra duty

contract that is separate from the regular teaching contract and which assignment involves athletics, academics, the arts, music, drama, debate, and cheerleading.

e. "Seniority" means the length of continuous, full-time contracted employment as a teacher in the district, beginning on the date the teacher first reported to work. If seniority is the same, the date the Board approved the employment of the teacher will be the deciding factor.

3. Criteria for Eliminating Positions. The primary criterion in determining any reduction in force shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the District. In deciding which positions to eliminate, the superintendent and the Board will consider the curriculum, the needs of students and those contracted by special duty assignments that require special skill or expertise. The decision as to which positions to eliminate shall be made by the Board of Education acting on its own volition or following receipt of a recommendation by the superintendent of schools. When it is determined that reduction of teachers may become necessary, written notification of such recommendation shall be given to the ADE President. When positions must be eliminated, the Board will attempt to reduce staff first by normal attrition.

4. Criteria for Non Reemployment of Teachers in Affected Positions- Once a determination has been made as to which positions should be eliminated then the following criteria will be used in determining which teachers to retain in the affected position(s):

- a. Seniority in the District
- b. Total years of teaching experience
- c. Number of certifications held
- d. The composite rating of the teachers holding such positions as measured [to the nearest hundredth of a decimal point] by the District's Teacher and Leader Effectiveness Evaluation System [TLE] for each year in which the TLE has been in effect, not to exceed three (3) years
- e. Academic degree status: Doctorate, then Master's, National Board Certification, then Bachelor's
- f. Administrative recommendation

## **B. Procedures for Reduction in Force**

1. Action by Superintendent The superintendent, upon receipt of the Board's preliminary determination of the necessity for a reduction in force, or upon his/her own volition, shall submit to the board the superintendent's written recommendations for eliminating

particular teaching positions. Recommendations will be determined based on criteria listed in the Criteria for Non-reemployment of Teacher in Affected Positions. In making recommendations, the superintendent (a) shall not be limited to considering only positions in the areas or programs designated by the Board and (b) shall consult with relevant district administration where a position elimination is proposed and (c) shall take into consideration the criteria set out herein. If there is more than one career teacher qualified to teach in the position being reduced, the Criteria for Non-reemployment of Teachers in Affected Positions will be used to determine which of the teachers will be retained. If all of the above are equal, retention will be decided by a majority vote of the Board of Education.

## 2. Action by the Board

In the absence of a recommendation from the superintendent pursuant to this section, or when the Board of Education chooses not to accept the superintendent's recommendation, the Board by initiate action without such recommendation provided that it adheres to the other provisions of this Reduction in Force Agreement.

## 3. Notice and Hearing Procedures

Prior to taking any action to not reemploy a teacher due to a reduction in force, whether acting on a recommendation of the superintendent or on its own volition, the Board shall provide written notice and an opportunity for hearing to the affected teacher; provided however, because the law does not provide non renewal hearings for teachers on temporary contracts, no hearing opportunity shall be afforded any teacher on a temporary contract with notice of the expiration of the temporary teacher's contract at the end of the school year being provided to the temporary teacher. The notice and Board hearing procedures for teachers other than temporary teachers shall by the same as those provided by Oklahoma law regarding non reemployment of teachers. Notice of a recommendation of non reemployment shall be given to the teacher prior to the applicable deadline set by law.

## 4. Board Hearing

At the Board hearing, evidence may be presented by the administration and the teacher, as to (a) whether a reduction in force is reasonable necessary and is being made in good faith and for the best interest of the District and (b) whether the recommendation to not renew the specific teacher is being made in good faith under this Reduction in Force Agreement.

## 5. Effect of Board Decision

The decision of the Board based on the evidence presented at the hearing shall be final and non appealable.

### **C. Reemployment or Other Employment After Reduction in Force**

#### **1. Recall**

For one school year after the effective date of non reemployment due to a reduction in force, the Board of Education shall not fill the specific position previously held by an eligible teacher who was non reemployed due to a reduction in force without first offering such specific position to the non reemployed and eligible teacher. In order to be an "eligible teacher" for recall, the teacher, at the time of the reduction in force, must have an overall composite evaluation rating, for the time period used, of at least 2.80 on a scale of 5.00. If such teacher has not been employed by the district for at least three years prior to the reduction in force, then the number of years ( one or two) will be used to obtain an average of an overall composite evaluation rating of 2.80 on a scale of 5.00. If more than one non reemployed eligible teacher is both certified and qualified for a position which the teachers previously held with the District and which becomes available, the Board, after receiving the superintendent's advice, shall select the eligible teacher based on the "Criteria for Non Reemployment of Teachers in Affected Positions".

#### **2. Recall Procedures**

When vacancies for certified positions occur, "eligible teachers" who were terminated by the reduction in force will be notified by certified mail of their recall to positions for which they are certified. Outside personnel will not be hired for a position until all qualified personnel involved in the reduction in force have been recalled.

Failure to respond to the notice within ten (10) days of its receipt will constitute rejection of the opportunity to return to the employment of the Duncan Public Schools. The ten (10) day period will begin on the date the receipt of notice is signed by the teacher or someone designated by the teacher to act in the teacher's behalf. Failure of the teacher to provide for receipt of the notice will constitute removal of the teacher from the notification list and the teacher will lose notification rights. Rejection of the opportunity to return to the Duncan Public Schools will terminate recall privilege. It will be the responsibility of the teacher, subject to notification, to inform the Superintendent's office of changes of address or other necessary information.

#### **3. Status After Recall**

A career teacher who has been non reemployed and who is then reemployed within one school year shall be reinstated as a career teacher. A probationary teacher who is non reemployed but is then reemployed within one school year shall be given credit for the

time already served as a probationary teacher for the purpose of determining eligibility for career teacher status. In the event a certified teacher is recalled, she/he will receive credit for all previously accumulated service and benefits as provided by law but will receive no credit for the period of time she/he was separated from service.

## SECTION 5: COMPENSATION

### **5.1 Salary Schedule**

All teachers with no previous teaching experience will be placed on step zero. Extend the salary schedule to include 36 years. All teachers with teaching experience within the State of Oklahoma will be given full credit for that experience, as verified by state records, and placed on the appropriate step. All teachers with teaching experience up to five years outside the State of Oklahoma will be credited with that experience and will be placed on the appropriate step.

To the extent approved by the Oklahoma State Board of Education, all teachers will receive credit for one year of teaching experience for each of the following: each year of active service in an armed force of the United States or alternative civilian service required by the Selective Service System; each year in the Peace Corps, VISTA, or the National Teacher Corps; and for any type of service recognized by the Oklahoma State Board of Education for certification and salary increments.

At the beginning of the contract year all teachers will be placed on the appropriate degree classification, as verified by official records, such as a college transcript.

Upon providing the Superintendent's office with documentation of advancement to the next level of degree classification prior to the beginning of the first semester or the beginning of the second semester/term, the employee will be moved to the appropriate level and step prorated for the remainder of the year.

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

Teachers working in the same assignment more days than specified in the negotiated contract year will be compensated based on the number of days they work above the negotiated contract year. Teachers working in State or Federally mandated programs shall receive additional compensation as stipulated by the governing agency.

Teachers who are receiving Oklahoma Teacher Retirement and who are employed to work as teachers in the Duncan system will be paid in conjunction with statutory requirements based on the percent of the work day employed.

## **5.2 Wellness Day**

A wellness day may be granted for employees who meet the criteria below. No sick leave used from July 1- December 31 equals 1 day off January 1 – June 30. No sick leave used from January 1-June 30 equals 1 day off July 1- December 31.

- a. Wellness days shall not be carried over: day must be used in designated time frame or it is lost.
- b. Wellness day shall be taken in full day increment
- c. Wellness day shall not be taken during the first full week of school or the first week returning from winter break.
- d. Wellness day shall not be taken the last two weeks of school.
- e. The person requesting a wellness day will submit the request in writing to his or her principal or supervisor at least three (3) days prior to the absence. In case of an emergency, the teacher taking the wellness day will notify his or her principal/supervisor as soon as possible and then file a written request within forty-eight (48) hours after the teacher returns to work.

Every special education teacher will get 1 day per nine weeks to work onsite on paperwork. This day will not count against the employee.

## **5.3 Substitute Pay**

Certified Substitute Teacher Pay ----- \$12.50 per hour

Non-Certified Substitute Teacher Pay--- \$ 8.50 per hour

## **5.4 Extra-Duty Compensation**

Volunteers will be sought for extra duty prior to such assignments being made. Extra duty, exclusive of routine duty assignment or extensions thereof, will be defined as activities occurring outside the teacher's work day and that are not extensions of regular teaching assignments in an area separate and apart from the regular work day.

Teachers with extra-duty assignments will be compensated according to the attached Appendix E: Extra-Duty Compensation Schedule. No compensation other than that

listed on the schedule may be paid, unless negotiated. Negotiations will be reopened for this item only in the event of changes.

Teachers will not be required to use their planning time or lunchtime to cover another teacher's class unless it is absolutely necessary. Any teacher required to use such time more than three (3) times a semester/term will be compensated at the rate of \$10.00 per thirty (30) minutes for all planning and/or lunch time class coverage in that semester/term. It is the teacher's responsibility to ensure that the negotiated agreement is followed for the purposes of compensation. He/she should notify the building principal and central office if compensation is necessary.

IEP meetings will be scheduled during the teacher's workday whenever possible.

### **5.5 Pay Date**

All teachers will be paid on or before the twenty-seventh (27<sup>th</sup>) of each month. If a pay date falls on or during a school holiday, vacation, or weekend, teachers will receive their paychecks on the last previous working day. Checks for June and July will be issued on or before June 27.

### **5.6 Inconvenience Pay**

Teachers will be reimbursed at the current IRS business rate per mile in cases where they are required to use their personal vehicles for school business if a school vehicle is not available. This mileage will be paid monthly by separate check.

Teachers using their personal vehicles to travel from building to building on a regular basis as a part of their assignment will receive \$325.00 for traveling to two sites each school day and \$650.00 for traveling to more than two sites each school day. This is not applicable to coaching assignments.

The District is covered by liability insurance when teachers are transporting students to or from school functions.

### **5.7 Fringe Benefits**

The State of Oklahoma will pay the cost of a state single premium health insurance policy. All certified personnel under age 70 that are employed by the Duncan Public Schools for six (6) or more hours per day shall receive District-paid benefits.

The District will provide short-term disability, long-term disability, and \$15,000 life insurance to each eligible employee contingent on funding. These benefits will be



evaluated annually and if not provided for the coming school year, each employee will be notified accordingly.

The District will pay the member cost of health, dental, and vision for each eligible certified employee. Eligible employees may opt out of health insurance and still participate in district-paid dental and/or vision. Eligibility is defined as follows: Certified employees that are employed for a minimum of four (4) hours are entitled to district-paid health insurance only; certified employees that are employed six (6) hours or more are entitled to district-paid Health, Dental, and Vision.

In the event that changes are proposed to be made to the management of the Cafeteria Fringe Benefit 125 Plan, a panel of teachers and administrators will be appointed by the Board to consider such changes and to make recommendations to the Board.

For those teachers not accessing the health insurance the flex benefit amount of \$69.71 per month will be paid in cash.

#### **5.8 Passes for School Events**

Passes will be made available to all teachers for all local school events. The pass will admit the teacher and his or her spouse and will be non-transferable.

#### **5.9 Salary Reopener**

The Board and the Association agree to schedule a meeting on a date in May, which is mutually agreeable to both parties for the purpose of examining the fiscal condition of the Duncan School District. Relevant information regarding revenues and expenditures of the District will be provided to the Association team prior to the meeting. If the fiscal condition of the District warrants it, the Board agrees to make every effort to provide additional compensation to the teachers.

#### **5.10 Assigned Duty**

Committee composed of one (1) teacher selected by A.D.E., one (1) parent and one (1) administrator will be appointed at each site to study bus schedules and duty schedules. The committees will provide recommendations to the board relative to improving these areas.

#### **5.11 Summer School Teaching and Enrichment Teaching**

In the event the District determines the need for summer school and/or enrichment teaching positions, the need for teachers in the positions will be posted in each site for five (5) working days. Any teacher in the Duncan system will have the opportunity to apply for these positions.

## SECTION 6: LEAVE

### **6.1 Sick Leave**

Sick leave is defined as a period of time in which the teacher is incapacitated for the performance of duties by personal accidental injury, illness or pregnancy, and earned benefits may be used for such occasions. Sick leave may be used and time counted against accumulated sick leave when there is an accidental injury or illness in the teacher's immediate family.

Sick leave for employees is designated as follows

- a. All regularly employed personnel will receive ten (10) days sick leave for each year of full employment, without loss of pay.
- b. All regularly employed ten (10) month personnel will receive eleven (11) days sick leave for each year of employment, without loss of pay.
- c. All regularly employed eleven (11) month personnel will receive twelve (12) days sick leave for each year of employment, without loss of pay.
- d. All regularly employed twelve (12) month personnel will receive thirteen (13) days sick leave for each year of employment, without loss of pay.

After all sick leave is exhausted, a teacher who is absent due to illness, personal accidental injury or pregnancy, will receive full contract salary less the normal amount paid a substitute teacher for an additional sick benefit period of twenty (20) days during the year.

Teachers who are adopting a child of any age through a legal adoption procedure will be permitted to use for the purposes of maternity/paternity leave.

### **6.2 Transferring Sick Leave**

Unused sick leave is transferable under state law.

If another certified teacher currently employed by an Oklahoma public school district first agrees in writing, Duncan Public School may, upon prior Board approval, allow the transfer of sick days. Procedure is as follows:

- a. Secure a letter from the donating teacher as to how many days should be donated.

- b. Duncan teacher submits written request, along with donation letter
  - c. Board considers request and notifies the teacher of its decision.
- (6-24-2003)

The Superintendent's Office may request a doctor's statement confirming any illness, injury or pregnancy for which a claim of sick leave is made.

When all sick leave benefits are exhausted, a certified person may apply for the status of sick leave without pay, if he or she meets the criteria for long-term disability benefits according to the district's insurance coverage.

- a. In order to continue long term disability insurance benefits, a certified teacher may request, after all sick leave has been exhausted, to be assigned to sick leave without pay status.
- b. In the event such disability extends into the next school year, a request for extension will be made to the Superintendent of Schools.
- c. From time to time the Superintendent of Schools may require that the teacher submit a certificate of disability from the attending physician.
- d. If this certificate does not clearly show sufficient disability to preclude the teacher from the performance of duties, such sick leave without pay will be canceled, and all benefits will cease.
- e. At the expiration of sick leave without pay a teacher will be returned to the same position or a comparable position to which qualifications are met. Refusal to accept the assigned position will constitute a valid resignation by the teacher. The teacher may not appeal such resignation.

All teachers retiring from Duncan Public Schools under the prevailing State Teacher Retirement Laws will receive \$35.00 for each day of unused sick leave left at the end of their retirement year.

All eligible teachers of Duncan Public Schools will be allowed to accumulate 120 days of unused sick leave for retirement purposes as defined by the OKLAHOMA TEACHERS' RETIREMENT SYSTEM RULES AND PROCEDURES. This article does not change the maximum accumulation of unused sick leave as stated in Article I - Sick Leave, subsections 1.2, 1.3, 1.4, and 1.5.

The Board of Education will place the number of accumulated unused sick leave days for the end of the prior school year on a form accompanying the first payroll check received at the beginning of each school year by each full time certified teacher.

Any absences of certified teachers not on approved paid leave will result in there being deducted 1/total-contract days.

### **6.3 Leave Sharing**

In order for an employee to participate in the shared leave program, the employee must:

- a. Meet the criteria described in this regulation;
- b. Have abided by district policies regarding the use of sick leave.

An employee may donate sick leave to another employee only pursuant to the following conditions:

- a. The receiving employee or a relative or a household member of the employee must have a severe or extraordinary illness, definition of a severe or extraordinary condition is any temporary disability resulting from pregnancy, miscarriage, childbirth and recovery there from.
- b. The condition must have caused, or is likely to cause the employee to take leave without pay or to terminate employment.
- c. Donated sick leave will not be available until all sick leave which is available the requesting employee is exhausted.
- d. Pursuant to Oklahoma statute, the board of education of each school district shall determine the amount of donated sick leave an employee may receive. Accordingly, the Duncan Board of Education hereby adopts the following limitations and/or regulations regarding the amount of donated leave an individual employee may receive:
  - i. Donated sick leave days are cumulative and no employee may receive donated sick leave in excess of 100 days during the employee's employment with the District, whether such employment is in one or more intervals;
  - ii. If the employee is recovering from a non-cesarean childbirth where neither the mother nor the child experiences severe or extraordinary complications or medical conditions, the maximum amount of donated sick leave that such employee may receive shall be computed as follows: Thirty (30) days, minus the total number of sick leave and personal leave days used by the receiving employee since the delivery of the child and minus the total number of weekdays that school has not been in session since the delivery of

the child. By way of example, if, since the delivery of the child, the receiving employee has used ten (10) of his or her own sick/personal leave days and school has not been in session for an additional five (5) weekdays, the employee may only receive fifteen (15) days of donated sick leave;

- iii. If the employee is recovering from a caesarean childbirth where neither the mother nor the child experiences severe or extraordinary complications or medical conditions, the maximum amount of donated sick leave that such employee may receive shall be computed as follows: Forty (40) days, minus the total number of sick leave and personal leave days used by the receiving employee since the delivery of the child and minus the total number of weekdays that school has not been in session since the delivery of the child. By way of example, if, since the delivery of the child, the receiving employee has used ten (10) of his or her own sick/personal leave days and school has not been in session for an additional five (5) weekdays, the employee may only receive twenty-five (25) days of donated sick leave; and
- iv. The limitations set forth in subparagraphs (iii) and (iv) above pertinent to an employee's recovery from childbirth, shall not apply in those cases where either the mother or the child experiences severe or extraordinary complications or medical conditions as certified by a physician.

Provided, however, in the event of extraordinary circumstances, the Board of Education may, in its sole discretion, increase the maximum number of donated sick leave days on a case-by-case basis.

Employees may not donate excess sick leave that the donor would not be able to otherwise take and the board will determine the amount of donated leave an employee may receive, if any.

Prior to approving donated sick leave, the board shall require the requesting employee to provide a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

When using donated sick leave, the receiving employee shall be paid the regular rate of pay normally paid to the receiving employee. Shared sick leave usage records will be maintained separately from regular sick leave records.

Shared or donated sick leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

Any shared sick leave not used by the recipient during each occurrence of shared sick leave use will be returned to the donating employee. If more than one employee donates sick leave to the recipient and all the donated sick leave is not used, the remainder will be prorated to the credit of the donating teacher and its original value (based on donor's pay rate) will be restored.

Participation in this policy is strictly voluntary. No employee will be coerced, threatened, intimidated or financially induced into donating sick leave for the purpose of this policy.

#### **6.4 Personal Business Leave**

All teachers with 0-24 years will receive three (3) non-accumulative personal business days per year for which no salary will be deducted. All teachers with 25 or more years of experience will receive four (4) non-accumulative personal business days

per year for which no salary will be deducted.

- a. The day(s) will not be used prior to, on, or the first day following a regularly scheduled holiday, workday, professional day, the first day of school, or the last day of school. This provision applies to a half day or full day (morning or afternoon).
- b. The person requesting personal business leave will submit the request in writing to his or her building principal at least three (3) days prior to the absence. In case of an emergency, the teacher taking the leave will notify his or her principal as soon as possible and then file a written request within forty-eight (48) hours after the teacher returns to work.
- c. Exceptions may be granted at the principal's discretion.

#### **6.5 Professional Leave**

The District will provide a substitute for any teacher who is approved by administration to attend a workshop, in-service training, or any other meeting for school purposes. The teacher will not pay the cost of the substitute.

The District will provide a substitute for any teacher who is approved by administration to attend any meeting of a county, state, or national education related board, committee,

or commission to which the teacher has been elected or appointed. The teacher will not pay the cost of the substitute.

### **6.6 Leave of Absence**

The Board may grant a career teacher a leave of absence for up to one (1) year without pay and without district paid benefits. Under extenuating circumstances, such as a severe illness of a member of the immediate family, teachers may request an extension of their leave of absence without pay and without district paid benefits.

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

A teacher on approved leave of absence will be reinstated at a salary level no lower than that attained at the time the leave was granted. Additionally, such salary placement will reflect any advancement occasioned by additional degrees, college or hours earned.

Sick leave that has accrued previously to approved leave of absence will be reinstated. Additional sick leave or personal leave will not be granted for the period of leave.

Upon return, the teacher will be assigned to the same or comparable position that he or she held prior to such leave. An exception may be granted when the teacher has gained additional certification, or requests another available position.

### **6.7 Legal Leave**

Certified personnel who are called to Jury Duty will receive full contract salary during the time of service. Teachers who are subpoenaed will not suffer loss of pay or leave time as a result of such subpoena for non-personal matters.

### **6.8 Military Leave**

Any personnel who is a member of the Armed Forces of the United States of America and is ordered to active duty by properly constituted authority will receive thirty (30) working days with full pay for the first thirty (30) working days of duty.

Upon termination of military leave, the personnel will be returned to the same or comparable position in the same building as was held prior to the leave.

## **6.9 Emergency Leave**

Each person will receive two (2) days emergency leave each school year.

Emergency leave will be non-accumulative. "Definition: an emergency is an event or happening that could not be planned."

Emergency leave will be granted for the following reasons without salary deduction:

- a. Death or illness of persons not covered by the sick leave policy
- b. Extension of sick leave for funerals
- c. Extension of sick leave after all accumulated sick leave is exhausted or after twenty (20) days sick benefit period.
- d. In the obedience to a subpoena regarding personal matters from a properly constituted authority
- e. Disaster such as, but not limited to, the loss of home by fire or storm, etc.

## **6.10 Bereavement Leave**

Bereavement leave is defined as the period of time in which the teacher is incapacitated for the performance of duties by the death of an immediate family member. Leave may be taken as consecutive days or as individual days. Certified teachers will be granted bereavement leave at no loss of salary each school year.

- a. Bereavement leave will be non-accumulative, non-reimbursable, and used before other available leave.
- b. Certified personnel are granted yearly five (5) days, no deduction in salary, for occurrence of death of members of the immediate family and friends. Immediate family shall be defined as spouse, children, step-children, parent, step-parents, brothers, sisters, grandparents, grandchildren, spouse's parents and grandparents, brothers-in-law and sisters-in-law, nieces and nephews, aunts and uncles, and spouses of members of said immediate family. All death leave benefits shall be non-cumulative. A teacher may request up to two additional days of bereavement leave if the death occurs outside the immediate geographical area (200 miles).
- c. In addition to the five (5) days of bereavement leave, certified teachers may use a maximum of five (5) sick leave days for this purpose. A teacher may request up to five (5) additional days of sick leave in the event of extenuating circumstances. Such request must be approved by the site administration.

Bereavement leave of one (1) day per event, up to three days total per year, will be granted for the death of any person not included in immediate family.



### **6.11 Association Leave**

The Board will grant twelve (12) days leave to the Association to send its representatives to local, state, or national conferences, meetings, or workshops, or to conduct other business pertinent to Association affairs. The Association will pay the cost of substitute(s) if used.

### **6.12 Notification of Absence**

The Board will provide each teacher with web address to be utilized by the teacher for notification of absence from work. If possible such notice of absence will be reported no later than 7:00 a.m. on the day of absence in order to ensure substitute coverage.

### **6.13 Family and Medical Leave**

The District will provide Family and Medical Leave in accordance with Federal Rules and Regulations. (See Appendix H: Family and Medical Leave).

### **6.14 Notification of Leave**

Prior to the end of each semester, each teacher will receive upon request notification from the Board of Education stating the number of leave days used by the teacher and the number available for use by said teacher.

## **SECTION 7: GRIEVANCE PROCEDURES**

### **7.1 Definitions**

A grievance is a complaint by a teacher or teachers or the Association regarding the meaning, misinterpretation, misapplication, or violation of any provision in this Agreement.

The term “grievant” will mean the person or persons making the complaint.

The term “days” will mean contract days of the teacher. Outside of the contract year of the teacher, “days” will mean the working days of the supervisor involved at the level that the grievance is being processed.

A “party of interest” is the person or persons making the claim or any person who might be required to take action, or the person against whom action might be taken in order to resolve the claim.

### **7.2 Purpose**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems that may from time to time arise affecting teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

### **7.3 Rights to Representation**

At least one Association representative may be present for any meetings, hearings, appeals, or other proceedings related to a grievance that has been formally presented.

If, in the judgment of the Association, a grievance affects the Association, the Association may initiate and submit such grievance in writing to the superintendent directly, and the processing of such grievance will be commenced at Stage II. The Association officers or designee may process such a grievance through all levels of the procedure, even though there is no individual aggrieved person who wishes to do so. Class action grievances involving more than one supervisor and grievances involving an administrator above the building level may be filed by the Association at Stage II.

### **7.4 Individual Rights**

Nothing contained herein will be construed as limiting the right of any teacher having a complaint to discuss the matter via administrative channels and to have the problem adjusted without the intervention of the Association, as long as such disposition is consistent with the terms of this Agreement.

A grievant may be represented at all stages of the grievance procedure by himself or herself, or, at his or her option, by an Association representative selected by the Association, or by a person of his or her choice. In addition, the grievant may be accompanied by a person of his or her choice for advice and/or counsel. If an aggrieved party is not represented by the Association, the Association representative will have the right to be present and to state the Association's views at all stages of the grievance procedures.

Any grievance will be submitted not later than twenty (20) days of the knowledge of the alleged violation. Timelines may be extended by mutual agreement.

### **7.5 Procedure**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may be extended by mutual written agreement.

- a. Stage I -- The teacher or the Association may present the grievance in writing to the teacher's supervisor who will arrange for a meeting to take place within five (5) days after receipt of the grievance. The supervisor must provide the aggrieved teacher and the Association with a written answer concerning the grievance within five (5) days after the meeting.
- b. Stage II -- If the grievant is not satisfied with the disposition of the grievance at Stage I, or if no decision has been rendered within five (5) days after the presentation of the grievance at Stage I, or if the grievance was instituted at State II, the Superintendent will arrange for a hearing with the grievant and/or the Association, to take place within five (5) days of his or her receipt of the appeal. The parties in interest will have the right to include in their representation such witnesses and counselors as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of this hearing, the Superintendent will have five (5) days to provide his written decision, together with the reasons for the decision, to the grievant.
- c. Stage III - If the grievant is not satisfied with the decision at Stage II, or if no decision has been rendered within five (5) days of the Stage II hearing, then the grievance may be referred to the Board. The Board will arrange for a hearing with the grievant or the Association to take place at the next regular and/or special Board meeting called for that purpose. No later than the next Board meeting, the Board will provide its decision, together with the rationale for the decision, in writing to the grievant.

### **7.6 Reprisals**

No reprisals of any kind will be taken against any teacher because of his or her participation in this grievance procedure.

### **7.7 Cooperation of Board and Administration**

The Board and the Administration will cooperate with the Association in its investigation of any grievance, and further will furnish the Association with public information as is requested for the processing of any grievance.

### **7.8 Released Time**

Should it be agreed by the Board and the Association that the investigation or processing of any grievance requires that a teacher or an Association representative be released from his or her regular assignment, he or she will be released without loss of pay or benefits. The Board will pay payment of a substitute.

### **7.9 Grievance Files**

All documents, communications, and records dealing with the processing of a grievance will be filed separately in a grievance file of the participants.

### **7.10 Grievance Forms**

Forms for filing grievances will be prepared by the Association and given appropriate distribution so as to facilitate operation of the grievance procedure. (See Appendix I: Grievance Forms)

### **7.11 Confidentiality**

No meetings or hearings under this procedure, with the exception of the Stage III (Board level) hearing, will be conducted in public. Meetings and hearings will include only such parties in interest and their designated or selected representatives, heretofore referred to in this Agreement.

## **SECTION 8 - ASSOCIATION RIGHTS**

### **8.1 Availability of Information**

Upon request, the Board will provide to the Association any compiled public information that the Association deems necessary for the administration of this contract.

### **8.2 Use of Facilities and Equipment**

The Association will have the right to use school facilities and equipment as long as such use does not interfere with the everyday operation. The Association will have the right to use school buildings for meetings.

### **8.3 Use of Bulletin Boards and Mail Service**

The Association will have the right to post notices of non-political activities and matters of Association concern on teacher bulletin boards. The Board will provide at least one bulletin board in each school building. The Association will have the right to use the district mail service and teacher mailboxes for non-political communication with teachers. All association communication shall be distributed by an association designee and shall not be distributed by office staff or student assistants.

### **8.4 Transaction of Business**

Representatives of the Association will be permitted to transact Association business on school property, provided that classroom activities are not interrupted.

### **8.5 Board Packet**

The Association President or designee will be notified of all regular, special, and/or reconvened meetings of the Board as soon as they are scheduled, and will receive an agenda of all meetings. The Association may request any clarifying documents of agenda items.

### **8.6 Board Agenda**

The Association may request to be placed on the agenda of any Board meeting. Such request will be made at least five (5) days prior to the preparation of the agenda and will state the purpose of the request.

### **8.7 Reproduction of Agreement**

Unless extenuating circumstances prevent doing so, within thirty (30) days of the ratification of this Agreement, Board personnel will enter contract amendments to the Master contract available on the district server. Upon entry and notification, ADE will verify amendments. In case of a delay, the ADE will be notified.

## APPENDICES

Appendix A – Procedural Agreement

Appendix B– Evaluation Forms

B-1 – Minimum Criteria for Effective Teaching Performance

B-3 – Evaluation Report and Recommendation

B-4 – Plan of Improvement

Appendix C – Salary Schedule

Appendix D – Extra-Duty Compensation

Appendix E– Request for Personal Business

Appendix F – Family and Medical Leave Policy

Appendix G – Grievance Forms

## APPENDIX A

## **PROCEDURAL AGREEMENT**

### **I. PURPOSE**

1. The Board of Education of the Duncan Public Schools and the Association of Duncan Educators recognize the need for an orderly process of communication of

administering employer/employee relations, which conform to Oklahoma Statutes,  
Title  
70 O.S. 509.1 et seq.

## **II. RECOGNITION**

**2.1** This agreement is made and entered into by and between the Association of Duncan Educators, hereinafter termed the “Association,” and the Board of Education of the Duncan Public Schools, hereinafter termed the “Board.”

**2.2** The Board hereby recognizes the Association as the exclusive representative for the bargaining unit consisting of all certified and licensed employees, excluding administrators, of the Duncan Public Schools. The Board agrees not to bargain with

any individual member of the bargaining unit for the duration of this Agreement. Further, no individual member of the bargaining unit will negotiate with the Board except through their duly recognized bargaining representative.

**2.3** The Board and/or the association will not discriminate against any person regardless of membership or nonmembership in the Association or for participation or nonparticipation in any phase of the bargaining process.

## **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 and reserves unto itself, without limitation, all powers, rights and authority conferred upon and vested in it by State and Federal law, including the right to make policy, rules, and regulations which are consistent with the Negotiated Agreement.

**3.3** The Board and Association agree that no negotiations will occur on any duty reserved to the Board by statute or court order.

**3.4** Negotiations may occur on areas or items outside the scope of wages, hours, fringe benefits, and other terms and conditions of employment upon mutual agreement of the parties.

## **IV. NEGOTIATIONS PROCEDURES**

**4.1.1** The Board and the Association will each designate in writing the names of not more than six (6) persons who will serve as their respective representatives for negotiations pursuant to the provisions of this Agreement. Each party will also designate the person on its team who will serve as spokesperson. Alternates may be designated; however, alternates will attend meetings only when serving in the place of a regular team member or by mutual agreement of the parties.

### **4.2 OPENING NEGOTIATIONS**

**4.2.1** On or before May 30<sup>th</sup> of each ensuing year, either the Association or

the Board will submit a written request to the other party for negotiations to commence for that year. If no such request is made, negotiations will not take place for the ensuing year.

**4.2.2** The first negotiations session will occur on a mutually agreeable date no later than thirty (30) days after the written request is presented, unless both parties mutually agree upon another date.

**4.2.3** Both parties will submit proposals for negotiations at the first session. Additional proposals to cover unforeseen situations may be submitted after the first session by mutual agreement.

**4.2.4** Negotiations may be opened at any time during the school year by mutual agreement.

**4.2.5 For the current contract year**, the Board and the Association agree to reopen negotiations if the legislature provides additional funds for health insurance or other compensation prior to the end of the contract year. The Board and Association also agree to reopen negotiations as soon as possible after the receipt of the final state aid statement to consider additional compensation, or benefits if additional funds are available.

**4.2.6 Reopen Negotiations During Contract Year**

The Board and the Association agree to option to reopen negotiations after January 1, 2015 for the 2014-2015 school year.

**4.3 NEGOTIATIONS SESSIONS**

**4.3.1** Negotiations will 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. Scheduling of subsequent sessions will be made prior to the close of each current negotiations session. Such scheduling will reflect times and places mutually acceptable to the spokespersons of the respective parties.

**4.3.2** Other meeting ground rules will be set by mutual agreement at the table.

**4.3.3** During meetings each party is free to caucus at any time.

**4.4 TENTATIVE AGREEMENT**

**4.4.1** Both parties agree 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 will be reduced to writing and signed and dated by the spokesperson of each team. When tentative agreement is reached on all items, the package of agreements will be submitted first to the members of the Association for ratification and then to the Board for ratification.

**V. IMPASSE**

**5.1** If negotiations are not successfully concluded by the first day of school, an impasse will exist. At an earlier time following its initial negotiation, either party may

declare an impasse, or by mutual agreement of the parties, the date declaring impasse may be extended beyond the first day of school.

**5.2** Within two (2) days of such declaration, the Parties may, by mutual agreement, request the services of the Federal Mediation and Conciliation Service.

**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 will be submitted to fact finding as follows:

**5.3.1** A fact-finding committee consisting of three members will be formed. The Association will select one member and the Board will select one member, within five (5) days of the declaration of impasse or the conclusion of an unsuccessful mediation.

These two members will notify the State Superintendent of Public Instruction that a fact-finder is needed. The State Superintendent of Public Instruction (or designee) will provide a list of five (5) potential fact-finders to the parties. If the representative of the Board and the representative of the Association cannot agree upon a name, then there will be a coin toss. The winner of the toss will decide whether to strike a name first or to have the loser of the toss strike a name first from the list. The two representatives will then continue alternately striking a name from the list until only one name remains. That person will then be named to serve as chairperson of the fact-finding committee.

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

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

**5.3.4** The fact finding committee will have the authority to establish procedural rules, conduct investigations, and hold hearings during which each party to the dispute will be given the opportunity to present its case with supporting evidence.

**5.3.5** The chairperson will convene the committee for fact finding. The committee will meet with representatives of both parties and within twenty (20) days after the fact-finding hearing, will present its written recommendations to the Board and the Association. The report will set forth findings of fact and recommendations on the issues submitted.

**5.3.6** 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 will meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties will exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and will attempt to clarify any remaining differences. The representatives will 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 action, either party may discontinue such effort.

**5.3.7** The local board will 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 will draft a written agreement and present the agreement of both parties for ratification, and such agreement will also be forwarded to the State Superintendent of Public Instruction. If the effort to resolve differences is unsuccessful, the local board of education will forward to the State Superintendent of Public Instruction in writing its final disposition of the negotiations impasse process within thirty (30) days of the effective date of implementation.

**5.4** The procedure provided for herein for resolving impasses will be the exclusive recourse of the Association. It will be illegal for the Association to strike or threaten to strike as a means of resolving differences with the Board. Any member of the Association engaging in a strike will be denied the full amount of his wages during the period of such violation. If the Association or its members engage in a strike, then the Association will cease to be recognized as representative of the unit and the school district will be relieved of the duty to negotiate with such organization or its representatives, as prescribed and outlined in Oklahoma Statutes 70.509.8

## **VI. SAVINGS CLAUSE**

**6.1** The Board and the Association agree to abide by all applicable statutes, rules and regulations, and decisions of courts of competent jurisdiction. Should any part of this Agreement be affected or declared illegal by Oklahoma statutes, court of competent jurisdiction, or the Attorney General, said part will be automatically deleted from this Agreement to the extent that it is affected, or violates the law.

**6.2** The remaining provision will remain in full force and effect for the duration of the Agreement. Negotiations will commence within thirty (30) days of the deletion for the purpose of arriving at a legally permissible replacement of the deleted part.

## **VII. DURATION OF AGREEMENT**

**7.1** This Agreement will become effective upon ratification by the Board and the Association. The Agreement will be effective for the period of one (1) Fiscal year and will be renewed automatically without modification unless the parties agree on an amendment. Notice will be given in writing, between January 1 and February 28 of

any year, by either party, that the party desires to modify, amend, or terminate this Agreement.

**7.2** In the event that the Association disbands or otherwise ceases to be the recognized bargaining agent, this Agreement will be null and void on the date of such disbanding or cessation of representation.

**ADOPTED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_**

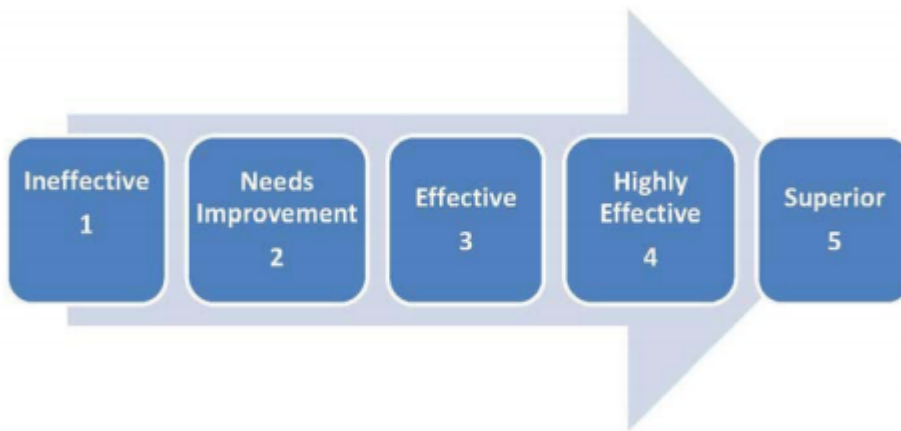
**PRESIDENT OF THE BOARD \_\_\_\_\_**

**PRESIDENT OF THE ASSOCIATION \_\_\_\_\_**

## APPENDIX B

### TLE Teacher Evaluation: Tulsa Public Schools Model

The Tulsa Model Evaluation rubric for each certification level can be located at [http://www.tulsaschools.org/4\\_About\\_District/employee\\_standards\\_main.asp](http://www.tulsaschools.org/4_About_District/employee_standards_main.asp). The rubric's descriptions as to each indicator are organized along a five-point scale with numeric rankings of 1 - 5. The rankings of N/A and N/O are used for not applicable and not observed behavior (evidence) respectively. The numeric scores represent the following rankings:



Domains vary in importance, especially with regard to how much they impact student achievement. For purposes of establishing the overall effectiveness of a teacher's performance, and hence the overall evaluation score, the TLE Observation and Evaluation System weights the rubrics domains according to their relative importance.

#### Domains: Their weights and their number of Indicators

Classroom Management <i>(% weight / # of indicators)</i>	Instructional Effectiveness <i>(% weight / # of indicators)</i>	Professional Growth <i>(% weight / # of indicators)</i>	Interpersonal Skills <i>(% weight / # of indicators)</i>	Leadership <i>(% weight / # of indicators)</i>
30% / 6	50% / 10	10% / 2	5% / 1	5% / 1

APPENDIX E

**Extra Duty Compensation**

Extra duty assignments will be defined as activities occurring outside the teacher’s work day and that are not extensions of regular teaching assignments in an are separate and apart from the regular work day (Section 5).

<b>Extra Duty Compensation</b>	
<b>District Level</b>	
Site Technology Coordinator	\$1,000.00
District Nursing	\$2,500.00
District Staff Development Chairperson	\$1,000.00
National Cert Clinical Speech Pathologist	\$5,000.00
High School Building Site Web Master	\$500.00
Supervisor of Student Services/Technology	\$6,100.00
District Textbook Coordinator	\$2,500.00
Special Education Teacher-Student Portfolios	\$1,000.00
Speech Pathologist-Student Portfolios	\$1,000.00
Transitional Services Coordinator	\$600.00
Licensed Professional Counselor, Special Ed. Teachers, Speech Pathologists	7.5% above base
Virtual Coordinator	\$1000.00
Virtual Teacher	\$500.00
<b>Enrichment Teachers</b>	
Elementary	\$400.00
Middle School	\$400.00
High School	\$400.00
High School Coordinator	\$600.00
<b>Department Heads</b>	
Middle School	\$200.00
High School	\$400.00
<b>Organization Sponsors</b>	
Middle School Student Council	\$750.00
Middle School Assistant Student Council	\$400.00

High School Student Council	\$1500.00
National Junior Honor Society	\$300.00
National Honor Society	\$750.00
Key Club	\$200.00
Multicultural Club	\$200.00
Business Club	\$200.00
Health Careers Club	\$200.00
National Forensic League	\$200.00
Students Against Destructive Decisions	\$200.00
Duncan High School Art Club	\$200.00
Pathways to Future Careers	\$3,200.00
DECA	\$200.00
Middle School Spanish Club	\$200.00
Middle School Science Club	\$200.00
Starbase	\$400.00
Middle School Yearbook/Newspaper (for 2)	\$400.00
Middle School Computer Club	\$200.00
Middle School Art Club	\$400.00
DHS Robotics Club	\$2,200.00
DHS Robotics Club Assistant	\$1,000.00
DMS Robotics Club	\$800.00
DMS Robotics Club Assistant	\$400.00
Elementary Academic Team Sponsor	\$200.00
Go Green	\$200.00
High School Rotary	\$200.00
<b>Band and Vocal Music</b>	
Band Assistant	\$3,750.00
Middle School Band	\$4,375.00
High School Band	\$7,500.00
Colorguard/Winterguard	\$2,500.00
Jazz Band	\$1,250.00
Percussion	\$2,500.00
Middle School Percussion	\$1,250.00
Elementary Vocal Music	\$500.00

Middle School Vocal Music	\$2,750.00
High School Vocal Music	\$4,625.00
High School Vocal Music Assistant	\$3,750.00
<b>Other</b>	
High School Speech and Drama Coach	\$2,500.00
High School Head Academics Coach	\$2,200.00
Middle School Academics Coach	\$800.00
Middle School Assistant Academics Coach	\$400.00
Head Senior Class Sponsor(s)	\$600.00
Head Junior Class Sponsor(s)	\$750.00
Yearbook	\$2,000.00
Newspaper	\$1,750.00
High School Leadership Advisor	\$1,000.00

<b>Baseball</b>	
Field Maintenance	\$1,300.00
High School Head	\$5,500.00
High School Head Assistant	\$3,000.00
High School Assistant	\$2,500.00
Middle School Head	\$2,000.00
Middle School Assistant	\$1,750.00
<b>Basketball - Boys</b>	
High School Head	\$7,000.00
High School Head Assistant/9th Grade	\$6,250.00
HS Asst./JV	\$3,000.00
Middle School Head - 8th	\$2,000.00
Middle School Assistant - 7th	\$2,000.00
<b>Basketball - Girls</b>	
High School Head	\$7,500.00
High School Head Assistant/9th Grade	\$5,000.00
HS Asst./JV	\$3,500.00
Middle School Head - 8th	\$2,125.00
Middle School Assistant - 7th	\$2,125.00
<b>Cheerleading</b>	
High School Head	\$4,000.00
Middle School Head	\$2,500.00
Pom Pon	\$3,500.00
<b>Cross Country - Boys</b>	
High School Head	\$3,750.00
High School Assistant *	\$1,875.00
<b>TOTAL</b>	<b>\$5,625.00</b>

<b>Cross Country - Girls</b>	
High School Head	\$3,750.00
Middle School Head	\$2,000.00
<b>Football</b>	
High School Head	\$11,000.00
Offensive Coordinator	\$9,375.00
Defensive Coordinator	\$9,375.00
Assistant Offense	\$5,500.00
Assistant Defense	\$5,500.00
Assistant Defense	\$2,000.00
Assistant Offense	\$2,250.00
Summer Pride Coordinator	\$2,500.00
Middle School Head - 8th	\$2,500.00
Middle School Assistant - 8th	\$1,750.00
Middle School Head - 7th	\$2,500.00
Middle School Assistant - 7th	\$1,750.00
<b>Golf - Boys</b>	
High School Head (Spring)	\$4,000.00
High School Assistant	\$1,000.00
Middle School Head	\$2,000.00
<b>Golf - Girls</b>	
High School Head (Spring)	\$4,000.00
High School Assistant	\$1,000.00
Middle School Head	\$2,000.00
<b>Soccer - Boys</b>	
High School Head	\$4,000.00
High School Assistant	\$2,000.00
<b>Soccer - Girls</b>	
High School Head	\$4,000.00
High School Assistant	\$2,000.00
<b>Softball</b>	
Field Maintenance	\$1,300.00
High School Head	\$5,500.00
High School Assistant	\$2,375.00
Middle School Head	\$2,000.00
Middle School Assistant	\$1,750.00
High School Assistant	\$2,375.00
<b>Swimming - Boys</b>	
High School Head	\$2,500.00
High School Assistant	\$1,500.00
<b>Swimming - Girls</b>	
High School Head	\$2,500.00
High School Assistant	\$1,500.00
<b>Tennis - Boys</b>	
High School Head	\$4,000.00

High School Assistant	\$2,500.00
Middle School Head	\$2,000.00
<b>Tennis - Girls</b>	
High School Head	\$4,000.00
High School Assistant	\$2,500.00
Middle School Head	\$2,000.00
<b>Track - Boys</b>	
High School Head	\$4,000.00
High School Assistant	\$2,500.00
	\$2,500.00
	\$2,500.00
Middle School Head	\$2,000.00
Middle School Assistant	\$1,750.00
	\$1,750.00
<b>Track - Girls</b>	
High School Head	\$4,000.00
High School Assistant	\$2,500.00
	\$2,500.00
Middle School Head	\$2,000.00
Middle School Assistant	\$1,750.00
<b>Volleyball</b>	
High School Head	\$4,000.00
High School Assistant	\$2,250.00
9th Grade Volleyball *	\$1,875.00
Middle School Head	\$2,000.00
Middle School Assistant	\$1,750.00
<b>Wrestling</b>	
High School Head	\$7,500.00
High School Assistant	\$4,250.00
Middle School Head	\$2,000.00
Middle School Assistant	\$1,750.00



## APPENDIX F

### **BOARD POLICY Family and Medical Leave**

#### 1. Reasons for Leave

Eligible employees may apply for this leave for the following reasons:

- A. In the event of a birth of a child of the employee, to take care of that child;
- B. In the event of placement of a child with the employee for adoption or care;
- C. In order to care for the spouse, a child, parent or legal dependent of the employee due to a serious health condition;
- D. In the event of a serious health condition of the employee that makes the employee unable to perform the functions of the employee's job.

#### 2. Eligible Employees

An eligible employee is one who has been employed in the District for at least twelve months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

Leave requested under 1.A or 1.B must begin and end within twelve months of the birth or placement.

#### 3. Nature of Leave

This leave is an unpaid leave, provided:

- A. For leave requested under 1.A, 1.B, or 1.C, the District may require the employee to substitute any accrued paid vacation, personal business or family leave provided by the District;
- B. For leave requested under 1.C or 1.D, the District may require or the employee may choose to substitute any accrued paid vacation, personal business, medical or sick leave provided by the District.

#### 4. Procedures

a. An employee will apply for the leave by filling out the Family and Medical Leave Request Form located in the central office. Upon verification by the District, the leave requested will be granted, provided:

#### 5. Verification

In the case of leave requested under 1.C or 1.D, the District retains the right to require verification by the appropriate health care provider. It is the responsibility of the requesting employee to provide a copy of such verifications for the District when requested.

Proper verification will state:

- A. Date on which the condition began;
- B. The probable duration of the condition;
- C. The medical opinion of the health care provider;
- E. For leave requested under 1.C, a statement that the employee is needed to care for the appropriate individual.
- F. For leave requested under 1.D, a statement that the employee is unable to perform the functions of the position.

At District expense, the District may require the employee to obtain a second opinion of a health care provider designated or approved by the District.

If the two opinions differ, the District may require at District expense that the employee obtain a third opinion of a health care provider designated or approved jointly by the District and the employee. The opinion of the third health care provider will be final and binding.

#### 6. Notice

Employees should apply for leave as soon as the employee is aware of the need for the leave.

In the case of birth or placement of a child, application should be made at least thirty days in advance of the day the leave is requested to begin.

In the case of a serious health condition as defined in 1.C or 1.D, if planned medical treatment is the basis for the leave, the employee should schedule the treatment in a manner that will not be disruptive to the efficient operation of the District. Application should be made at least thirty days before the date the leave is to begin or as soon as practicable.

Upon returning to work from the leave, the employee will be guaranteed either the same position previously held by the employee or an equivalent position. While on leave, the employee will suffer no loss in benefits, but neither will benefits accrue during the period the employee is on leave, except for coverage the District offers under a group health plan.

For leave requested under 1.D, the District requires appropriate certification that the employee is able to resume work.

If the employee fails to return to work and the reason is not a serious health condition or other circumstance beyond the employee's control, then the District may recover from the employee the premium paid for maintaining the employee's group health coverage during the leave.

The District may require certification that the employee is unable to return to work, either that the employee is unable to perform the functions of the position or that the employee is needed to care for a spouse, child, or parent.

## APPENDIX I

## Grievance Forms

### INSTRUCTIONS

The Purpose of the grievance procedure is to facilitate free, easy, and effective communication between teachers and the administrative staff in order to secure, in good faith, equitable solutions to problems that may arise from time to time. Careful attention to contract requirements for a grievance and the proper procedure for completing a grievance form and the filing of same, as hereinafter detailed, will help to insure an expeditious and thorough consideration of each grievance.

Grievance Report Forms are available on line or from the Association officers, and should be filed at each level of the grievance procedure.

1. Each portion of the Grievance Report Form should be completed fully in as much detail as possible. The statement of facts upon which the grievance is based should include all relevant facts, including details of time, date, place, persons involved and what occurred.

Detailed information of the facts involved, the relevant contract provisions, board policies, or administrative regulations or practices, and the manner in which they are related are extremely important in order to provide a basis upon which a fair, thorough, and expeditious decision may be made.

2. Under Section B of the Grievance Report Form those relevant contract provisions, board policies, or administrative regulations or practices which the grievant contends have been violated, misinterpreted, or misapplied, should be specified.
3. Under Section C the grievant should state his/her claim by describing the manner in which the factual contention are related to the relevant contract provisions and how a violation, misinterpretation, or misapplication of the contract, board policies, or administrative regulations or practices has occurred.
4. Under Section D the grievant should specify the relief which he/she desires as a result of the grievance.

**GRIEVANCE REPORT FORM  
DUNCAN PUBLIC SCHOOLS**

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Name of Grievant	Building	Assignment	Date Filed
------------------	----------	------------	------------

**Stage One**

(Within 20 days from the time that employee becomes aware of the condition for the grievance)

**A. Date cause of grievance occurred:**

**B. Statement of grievance:**

**C. Relief sought:**

---

Signature of Grievant	Date
-----------------------	------

(Building Principal will arrange a meeting within 5 days and provide his decision, in written form, within 2 days of the meeting.)

**D. Principal's Response:**

---

Signature of Principal	Date
------------------------	------

## Stage Two

(If not satisfied with the disposition of Stage I, or if no decision has been rendered within 5 days of the presentation of grievance)

**A. Date received by Superintendent: \_\_\_\_\_**

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

**B. Superintendent's Response**

Signature of Superintendent	Date

**C. Position of grievant and/or Association:**

Signature of Grievant or Assn. Rep.	Date

**Stage  
Three**

(If not satisfied with the disposition of Stage II, or if no decision has been rendered within 10 days of the meeting with the Superintendent)

**A. Date submitted to the Board:** \_\_\_\_\_

(The Board will arrange for a hearing with the grievant or the Association to take place at the next regular and/or special Board meeting called for that purpose. No later than the next Board meeting after the conclusion of the hearing, the Board will provide its decision, together with the rationale for the decision, in writing to the grievant.)

**B. Board's Response:**

\_\_\_\_\_  
Signature of Board President

\_\_\_\_\_  
Date

\*\*Note: All provisions of Section VII of the Negotiated Agreement dated \_\_\_\_\_  
\_\_\_\_\_ will be strictly observed in the settlement of grievances.

**DUNCAN PUBLIC SCHOOL  
GRIEVANCE REPORT FORM**

PROCEDURE (2) (3) (4)

Date Filed \_\_\_\_\_

(Circle one to indicate level of Grievance)

Name of Grievant

Building

Assignment

\_\_\_\_\_

**A. Date of cause of grievance occurred:** \_\_\_\_\_

**B. Relevant contract provisions alleged to have been violated:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Statement of grievance claim (statement of facts upon which grievance is based-- Use additional pages if necessary:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relief desired:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

+++++

Date received by appropriate administrator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2018-19**  
**Duncan Public Schools**  
**BACHELORS**  
**SALARY SCHEDULE**

YEARS EXP	State Salary	Total District Compensation	Base Salary	Retirement Credit Pmt.	OTRS		FBA in lieu of	Total Compensation
0	\$ 36,601.00	\$ 37,601.00	\$ 34,968.93	\$ 60.15	\$ 2,571.92		\$ 836.52	\$ 38,437.52
1	\$ 37,035.00	\$ 38,035.00	\$ 35,372.55	\$ 103.41	\$ 2,559.04		\$ 836.52	\$ 38,871.52
2	\$ 37,469.00	\$ 38,469.00	\$ 35,776.17	\$ 145.65	\$ 2,547.18		\$ 836.52	\$ 39,305.52
3	\$ 37,904.00	\$ 38,904.00	\$ 36,180.72	\$ 188.15	\$ 2,535.13		\$ 836.52	\$ 39,740.52
4	\$ 38,338.00	\$ 39,338.00	\$ 36,584.34	\$ 233.33	\$ 2,520.33		\$ 836.52	\$ 40,174.52
5	\$ 38,810.00	\$ 39,810.00	\$ 37,023.30	\$ 278.76	\$ 2,507.94		\$ 836.52	\$ 40,646.52
6	\$ 39,273.00	\$ 40,273.00	\$ 37,453.89	\$ 325.26	\$ 2,493.85		\$ 836.52	\$ 41,109.52
7	\$ 39,737.00	\$ 40,737.00	\$ 37,885.41	\$ 372.82	\$ 2,478.77		\$ 836.52	\$ 41,573.52
8	\$ 40,200.00	\$ 41,200.00	\$ 38,316.00	\$ 421.44	\$ 2,462.56		\$ 836.52	\$ 42,036.52
9	\$ 40,663.00	\$ 41,663.00	\$ 38,746.59	\$ 471.12	\$ 2,445.29		\$ 836.52	\$ 42,499.52
10	\$ 41,684.00	\$ 42,684.00	\$ 39,696.12	\$ 521.87	\$ 2,466.01		\$ 836.52	\$ 43,520.52
11	\$ 42,177.00	\$ 43,177.00	\$ 40,154.61	\$ 573.67	\$ 2,448.72		\$ 836.52	\$ 44,013.52
12	\$ 42,670.00	\$ 43,670.00	\$ 40,613.10	\$ 626.54	\$ 2,430.36		\$ 836.52	\$ 44,506.52
13	\$ 43,162.00	\$ 44,162.00	\$ 41,070.66	\$ 680.48	\$ 2,410.86		\$ 836.52	\$ 44,998.52
14	\$ 43,655.00	\$ 44,655.00	\$ 41,529.15	\$ 735.47	\$ 2,390.38		\$ 836.52	\$ 45,491.52
15	\$ 44,167.00	\$ 45,167.00	\$ 42,005.31	\$ 791.53	\$ 2,370.16		\$ 836.52	\$ 46,003.52
16	\$ 44,660.00	\$ 45,660.00	\$ 42,463.80	\$ 848.65	\$ 2,347.55		\$ 836.52	\$ 46,496.52
17	\$ 45,153.00	\$ 46,153.00	\$ 42,922.29	\$ 906.83	\$ 2,323.88		\$ 836.52	\$ 46,989.52
18	\$ 45,646.00	\$ 46,646.00	\$ 43,380.78	\$ 966.07	\$ 2,299.15		\$ 836.52	\$ 47,482.52
19	\$ 46,139.00	\$ 47,139.00	\$ 43,839.27	\$ 1,026.38	\$ 2,273.35		\$ 836.52	\$ 47,975.52
20	\$ 46,652.00	\$ 47,652.00	\$ 44,316.36	\$ 1,087.75	\$ 2,247.89		\$ 836.52	\$ 48,488.52
21	\$ 47,145.00	\$ 48,145.00	\$ 44,774.85	\$ 1,150.18	\$ 2,219.97		\$ 836.52	\$ 48,981.52
22	\$ 47,639.00	\$ 48,639.00	\$ 45,234.27	\$ 1,213.68	\$ 2,191.05		\$ 836.52	\$ 49,475.52
23	\$ 48,132.00	\$ 49,132.00	\$ 45,692.76	\$ 1,278.23	\$ 2,161.01		\$ 836.52	\$ 49,968.52
24	\$ 48,625.00	\$ 49,625.00	\$ 46,151.25	\$ 1,410.53	\$ 2,063.22		\$ 836.52	\$ 50,461.52
25	\$ 50,049.00	\$ 51,049.00	\$ 47,475.57	\$ 1,410.53	\$ 2,162.90		\$ 836.52	\$ 51,885.52
26	\$ 50,049.00	\$ 51,474.00	\$ 47,870.82	\$ 1,410.53	\$ 2,192.65		\$ 836.52	\$ 52,310.52
27	\$ 50,049.00	\$ 51,899.00	\$ 48,266.07	\$ 1,410.53	\$ 2,222.40		\$ 836.52	\$ 52,735.52
28	\$ 50,049.00	\$ 52,324.00	\$ 48,661.32	\$ 1,410.53	\$ 2,252.15		\$ 836.52	\$ 53,160.52
29	\$ 50,049.00	\$ 52,749.00	\$ 49,056.57	\$ 1,410.53	\$ 2,281.90		\$ 836.52	\$ 53,585.52
30	\$ 50,049.00	\$ 53,174.00	\$ 49,451.82	\$ 1,410.53	\$ 2,311.65		\$ 836.52	\$ 54,010.52
31	\$ 50,049.00	\$ 53,599.00	\$ 49,847.07	\$ 1,410.53	\$ 2,341.40		\$ 836.52	\$ 54,435.52
32	\$ 50,049.00	\$ 54,024.00	\$ 50,242.32	\$ 1,410.53	\$ 2,371.15		\$ 836.52	\$ 54,860.52
33	\$ 50,049.00	\$ 54,449.00	\$ 50,637.57	\$ 1,410.53	\$ 2,400.90		\$ 836.52	\$ 55,285.52
34	\$ 50,049.00	\$ 54,874.00	\$ 51,032.82	\$ 1,410.53	\$ 2,430.65		\$ 836.52	\$ 55,710.52
35	\$ 50,049.00	\$ 55,299.00	\$ 51,428.07	\$ 1,410.53	\$ 2,460.40		\$ 836.52	\$ 56,135.52
36	\$ 50,049.00	\$ 55,724.00	\$ 51,823.32	\$ 1,410.53	\$ 2,490.15		\$ 836.52	\$ 56,560.52



**2018-19**  
**Duncan Public Schools**  
**NATIONAL BOARD CERTIFIED TEACHER-BACHELORS**  
**SALARY SCHEDULE**

YEARS EXP	State Salary	Total District Compensation	Base Salary	Retirement Credit Pmt.	OTRS		FBA in lieu of	Total Compensation
0	\$ 37,759.00	\$ 38,759.00	\$ 36,045.87	\$ 60.15	\$ 2,652.98		\$ 836.52	\$ 39,595.52
1	\$ 38,193.00	\$ 39,193.00	\$ 36,449.49	\$ 103.41	\$ 2,640.10		\$ 836.52	\$ 40,029.52
2	\$ 38,628.00	\$ 39,628.00	\$ 36,854.04	\$ 145.65	\$ 2,628.31		\$ 836.52	\$ 40,464.52
3	\$ 39,062.00	\$ 40,062.00	\$ 37,257.66	\$ 188.15	\$ 2,616.19		\$ 836.52	\$ 40,898.52
4	\$ 39,496.00	\$ 40,496.00	\$ 37,661.28	\$ 233.33	\$ 2,601.39		\$ 836.52	\$ 41,332.52
5	\$ 39,968.00	\$ 40,968.00	\$ 38,100.24	\$ 278.76	\$ 2,589.00		\$ 836.52	\$ 41,804.52
6	\$ 40,432.00	\$ 41,432.00	\$ 38,531.76	\$ 325.26	\$ 2,574.98		\$ 836.52	\$ 42,268.52
7	\$ 40,895.00	\$ 41,895.00	\$ 38,962.35	\$ 372.82	\$ 2,559.83		\$ 836.52	\$ 42,731.52
8	\$ 41,358.00	\$ 42,358.00	\$ 39,392.94	\$ 421.44	\$ 2,543.62		\$ 836.52	\$ 43,194.52
9	\$ 41,822.00	\$ 42,822.00	\$ 39,824.46	\$ 471.12	\$ 2,526.42		\$ 836.52	\$ 43,658.52
10	\$ 42,844.00	\$ 43,844.00	\$ 40,774.92	\$ 521.87	\$ 2,547.21		\$ 836.52	\$ 44,680.52
11	\$ 43,336.00	\$ 44,336.00	\$ 41,232.48	\$ 573.67	\$ 2,529.85		\$ 836.52	\$ 45,172.52
12	\$ 43,829.00	\$ 44,829.00	\$ 41,690.97	\$ 626.54	\$ 2,511.49		\$ 836.52	\$ 45,665.52
13	\$ 44,322.00	\$ 45,322.00	\$ 42,149.46	\$ 680.48	\$ 2,492.06		\$ 836.52	\$ 46,158.52
14	\$ 44,815.00	\$ 45,815.00	\$ 42,607.95	\$ 735.47	\$ 2,471.58		\$ 836.52	\$ 46,651.52
15	\$ 45,327.00	\$ 46,327.00	\$ 43,084.11	\$ 791.53	\$ 2,451.36		\$ 836.52	\$ 47,163.52
16	\$ 45,820.00	\$ 46,820.00	\$ 43,542.60	\$ 848.65	\$ 2,428.75		\$ 836.52	\$ 47,656.52
17	\$ 46,313.00	\$ 47,313.00	\$ 44,001.09	\$ 906.83	\$ 2,405.08		\$ 836.52	\$ 48,149.52
18	\$ 46,806.00	\$ 47,806.00	\$ 44,459.58	\$ 966.07	\$ 2,380.35		\$ 836.52	\$ 48,642.52
19	\$ 47,299.00	\$ 48,299.00	\$ 44,918.07	\$ 1,026.38	\$ 2,354.55		\$ 836.52	\$ 49,135.52
20	\$ 47,813.00	\$ 48,813.00	\$ 45,396.09	\$ 1,087.75	\$ 2,329.16		\$ 836.52	\$ 49,649.52
21	\$ 48,306.00	\$ 49,306.00	\$ 45,854.58	\$ 1,150.18	\$ 2,301.24		\$ 836.52	\$ 50,142.52
22	\$ 48,799.00	\$ 49,799.00	\$ 46,313.07	\$ 1,213.68	\$ 2,272.25		\$ 836.52	\$ 50,635.52
23	\$ 49,292.00	\$ 50,292.00	\$ 46,771.56	\$ 1,278.23	\$ 2,242.21		\$ 836.52	\$ 51,128.52
24	\$ 49,785.00	\$ 50,785.00	\$ 47,230.05	\$ 1,410.53	\$ 2,144.42		\$ 836.52	\$ 51,621.52
25	\$ 51,232.00	\$ 52,232.00	\$ 48,575.76	\$ 1,410.53	\$ 2,245.71		\$ 836.52	\$ 53,068.52
26	\$ 51,232.00	\$ 52,657.00	\$ 48,971.01	\$ 1,410.53	\$ 2,275.46		\$ 836.52	\$ 53,493.52
27	\$ 51,232.00	\$ 53,082.00	\$ 49,366.26	\$ 1,410.53	\$ 2,305.21		\$ 836.52	\$ 53,918.52
28	\$ 51,232.00	\$ 53,507.00	\$ 49,761.51	\$ 1,410.53	\$ 2,334.96		\$ 836.52	\$ 54,343.52
29	\$ 51,232.00	\$ 53,932.00	\$ 50,156.76	\$ 1,410.53	\$ 2,364.71		\$ 836.52	\$ 54,768.52
30	\$ 51,232.00	\$ 54,357.00	\$ 50,552.01	\$ 1,410.53	\$ 2,394.46		\$ 836.52	\$ 55,193.52
31	\$ 51,232.00	\$ 54,782.00	\$ 50,947.26	\$ 1,410.53	\$ 2,424.21		\$ 836.52	\$ 55,618.52
32	\$ 51,232.00	\$ 55,207.00	\$ 51,342.51	\$ 1,410.53	\$ 2,453.96		\$ 836.52	\$ 56,043.52
33	\$ 51,232.00	\$ 55,632.00	\$ 51,737.76	\$ 1,410.53	\$ 2,483.71		\$ 836.52	\$ 56,468.52
34	\$ 51,232.00	\$ 56,057.00	\$ 52,133.01	\$ 1,410.53	\$ 2,513.46		\$ 836.52	\$ 56,893.52
35	\$ 51,232.00	\$ 56,482.00	\$ 52,528.26	\$ 1,410.53	\$ 2,543.21		\$ 836.52	\$ 57,318.52
36	\$ 51,232.00	\$ 56,907.00	\$ 52,923.51	\$ 1,410.53	\$ 2,572.96		\$ 836.52	\$ 57,743.52

**2018-19**  
**Duncan Public Schools**  
**MASTERS**  
**SALARY SCHEDULE**

YEARS EXP	State Salary	Total District Compensation	Base Salary	Retirement Credit Pmt.	OTRS		FBA in lieu of	Total Compensation
0	\$ 37,991.00	\$ 38,991.00	\$ 36,261.63	\$ 60.15	\$ 2,669.22		\$ 836.52	\$ 39,827.52
1	\$ 38,425.00	\$ 39,425.00	\$ 36,665.25	\$ 103.41	\$ 2,656.34		\$ 836.52	\$ 40,261.52
2	\$ 38,859.00	\$ 39,859.00	\$ 37,068.87	\$ 145.65	\$ 2,644.48		\$ 836.52	\$ 40,695.52
3	\$ 39,294.00	\$ 40,294.00	\$ 37,473.42	\$ 188.15	\$ 2,632.43		\$ 836.52	\$ 41,130.52
4	\$ 39,728.00	\$ 40,728.00	\$ 37,877.04	\$ 233.33	\$ 2,617.63		\$ 836.52	\$ 41,564.52
5	\$ 40,200.00	\$ 41,200.00	\$ 38,316.00	\$ 278.76	\$ 2,605.24		\$ 836.52	\$ 42,036.52
6	\$ 40,663.00	\$ 41,663.00	\$ 38,746.59	\$ 325.26	\$ 2,591.15		\$ 836.52	\$ 42,499.52
7	\$ 41,127.00	\$ 42,127.00	\$ 39,178.11	\$ 372.82	\$ 2,576.07		\$ 836.52	\$ 42,963.52
8	\$ 41,590.00	\$ 42,590.00	\$ 39,608.70	\$ 421.44	\$ 2,559.86		\$ 836.52	\$ 43,426.52
9	\$ 42,054.00	\$ 43,054.00	\$ 40,040.22	\$ 471.12	\$ 2,542.66		\$ 836.52	\$ 43,890.52
10	\$ 43,568.00	\$ 44,568.00	\$ 41,448.24	\$ 521.87	\$ 2,597.89		\$ 836.52	\$ 45,404.52
11	\$ 44,061.00	\$ 45,061.00	\$ 41,906.73	\$ 573.67	\$ 2,580.60		\$ 836.52	\$ 45,897.52
12	\$ 44,554.00	\$ 45,554.00	\$ 42,365.22	\$ 626.54	\$ 2,562.24		\$ 836.52	\$ 46,390.52
13	\$ 45,047.00	\$ 46,047.00	\$ 42,823.71	\$ 680.48	\$ 2,542.81		\$ 836.52	\$ 46,883.52
14	\$ 45,539.00	\$ 46,539.00	\$ 43,281.27	\$ 735.47	\$ 2,522.26		\$ 836.52	\$ 47,375.52
15	\$ 46,052.00	\$ 47,052.00	\$ 43,758.36	\$ 791.53	\$ 2,502.11		\$ 836.52	\$ 47,888.52
16	\$ 46,545.00	\$ 47,545.00	\$ 44,216.85	\$ 848.65	\$ 2,479.50		\$ 836.52	\$ 48,381.52
17	\$ 47,038.00	\$ 48,038.00	\$ 44,675.34	\$ 906.83	\$ 2,455.83		\$ 836.52	\$ 48,874.52
18	\$ 47,531.00	\$ 48,531.00	\$ 45,133.83	\$ 966.07	\$ 2,431.10		\$ 836.52	\$ 49,367.52
19	\$ 48,024.00	\$ 49,024.00	\$ 45,592.32	\$ 1,026.38	\$ 2,405.30		\$ 836.52	\$ 49,860.52
20	\$ 48,538.00	\$ 49,538.00	\$ 46,070.34	\$ 1,087.75	\$ 2,379.91		\$ 836.52	\$ 50,374.52
21	\$ 49,031.00	\$ 50,031.00	\$ 46,528.83	\$ 1,150.18	\$ 2,351.99		\$ 836.52	\$ 50,867.52
22	\$ 49,524.00	\$ 50,524.00	\$ 46,987.32	\$ 1,213.68	\$ 2,323.00		\$ 836.52	\$ 51,360.52
23	\$ 50,018.00	\$ 51,018.00	\$ 47,446.74	\$ 1,278.23	\$ 2,293.03		\$ 836.52	\$ 51,854.52
24	\$ 50,511.00	\$ 51,511.00	\$ 47,905.23	\$ 1,410.53	\$ 2,195.24		\$ 836.52	\$ 52,347.52
25	\$ 51,971.00	\$ 52,971.00	\$ 49,263.03	\$ 1,410.53	\$ 2,297.44		\$ 836.52	\$ 53,807.52
26	\$ 51,971.00	\$ 53,396.00	\$ 49,658.28	\$ 1,410.53	\$ 2,327.19		\$ 836.52	\$ 54,232.52
27	\$ 51,971.00	\$ 53,821.00	\$ 50,053.53	\$ 1,410.53	\$ 2,356.94		\$ 836.52	\$ 54,657.52
28	\$ 51,971.00	\$ 54,246.00	\$ 50,448.78	\$ 1,410.53	\$ 2,386.69		\$ 836.52	\$ 55,082.52
29	\$ 51,971.00	\$ 54,671.00	\$ 50,844.03	\$ 1,410.53	\$ 2,416.44		\$ 836.52	\$ 55,507.52
30	\$ 51,971.00	\$ 55,096.00	\$ 51,239.28	\$ 1,410.53	\$ 2,446.19		\$ 836.52	\$ 55,932.52
31	\$ 51,971.00	\$ 55,521.00	\$ 51,634.53	\$ 1,410.53	\$ 2,475.94		\$ 836.52	\$ 56,357.52
32	\$ 51,971.00	\$ 55,946.00	\$ 52,029.78	\$ 1,410.53	\$ 2,505.69		\$ 836.52	\$ 56,782.52
33	\$ 51,971.00	\$ 56,371.00	\$ 52,425.03	\$ 1,410.53	\$ 2,535.44		\$ 836.52	\$ 57,207.52
34	\$ 51,971.00	\$ 56,796.00	\$ 52,820.28	\$ 1,410.53	\$ 2,565.19		\$ 836.52	\$ 57,632.52
35	\$ 51,971.00	\$ 57,221.00	\$ 53,215.53	\$ 1,410.53	\$ 2,594.94		\$ 836.52	\$ 58,057.52
36	\$ 51,971.00	\$ 57,646.00	\$ 53,610.78	\$ 1,410.53	\$ 2,624.69		\$ 836.52	\$ 58,482.52

**2018-19**  
**Duncan Public Schools**  
**NATIONAL BOARD CERTIFIED TEACHERS-MASTERS**  
**SALARY SCHEDULE**

YEARS EXP	State Salary	Total District Compensation	Base Salary	Retirement Credit Pmt.	OTRS		FBA in lieu of	Total Compensation
0	\$ 39,149.00	\$ 40,149.00	\$ 37,338.57	\$ 60.15	\$ 2,750.28		\$ 836.52	\$ 40,985.52
1	\$ 39,583.00	\$ 40,583.00	\$ 37,742.19	\$ 103.41	\$ 2,737.40		\$ 836.52	\$ 41,419.52
2	\$ 40,018.00	\$ 41,018.00	\$ 38,146.74	\$ 145.65	\$ 2,725.61		\$ 836.52	\$ 41,854.52
3	\$ 40,452.00	\$ 41,452.00	\$ 38,550.36	\$ 188.15	\$ 2,713.49		\$ 836.52	\$ 42,288.52
4	\$ 40,886.00	\$ 41,886.00	\$ 38,953.98	\$ 233.33	\$ 2,698.69		\$ 836.52	\$ 42,722.52
5	\$ 41,358.00	\$ 42,358.00	\$ 39,392.94	\$ 278.76	\$ 2,686.30		\$ 836.52	\$ 43,194.52
6	\$ 41,822.00	\$ 42,822.00	\$ 39,824.46	\$ 325.26	\$ 2,672.28		\$ 836.52	\$ 43,658.52
7	\$ 42,285.00	\$ 43,285.00	\$ 40,255.05	\$ 372.82	\$ 2,657.13		\$ 836.52	\$ 44,121.52
8	\$ 42,749.00	\$ 43,749.00	\$ 40,686.57	\$ 421.44	\$ 2,640.99		\$ 836.52	\$ 44,585.52
9	\$ 43,212.00	\$ 44,212.00	\$ 41,117.16	\$ 471.12	\$ 2,623.72		\$ 836.52	\$ 45,048.52
10	\$ 44,728.00	\$ 45,728.00	\$ 42,527.04	\$ 521.87	\$ 2,679.09		\$ 836.52	\$ 46,564.52
11	\$ 45,221.00	\$ 46,221.00	\$ 42,985.53	\$ 573.67	\$ 2,661.80		\$ 836.52	\$ 47,057.52
12	\$ 45,713.00	\$ 46,713.00	\$ 43,443.09	\$ 626.54	\$ 2,643.37		\$ 836.52	\$ 47,549.52
13	\$ 46,206.00	\$ 47,206.00	\$ 43,901.58	\$ 680.48	\$ 2,623.94		\$ 836.52	\$ 48,042.52
14	\$ 46,699.00	\$ 47,699.00	\$ 44,360.07	\$ 735.47	\$ 2,603.46		\$ 836.52	\$ 48,535.52
15	\$ 47,212.00	\$ 48,212.00	\$ 44,837.16	\$ 791.53	\$ 2,583.31		\$ 836.52	\$ 49,048.52
16	\$ 47,705.00	\$ 48,705.00	\$ 45,295.65	\$ 848.65	\$ 2,560.70		\$ 836.52	\$ 49,541.52
17	\$ 48,498.00	\$ 49,498.00	\$ 46,033.14	\$ 906.83	\$ 2,558.03		\$ 836.52	\$ 50,334.52
18	\$ 48,691.00	\$ 49,691.00	\$ 46,212.63	\$ 966.07	\$ 2,512.30		\$ 836.52	\$ 50,527.52
19	\$ 49,184.00	\$ 50,184.00	\$ 46,671.12	\$ 1,026.38	\$ 2,486.50		\$ 836.52	\$ 51,020.52
20	\$ 49,698.00	\$ 50,698.00	\$ 47,149.14	\$ 1,087.75	\$ 2,461.11		\$ 836.52	\$ 51,534.52
21	\$ 50,192.00	\$ 51,192.00	\$ 47,608.56	\$ 1,150.18	\$ 2,433.26		\$ 836.52	\$ 52,028.52
22	\$ 50,685.00	\$ 51,685.00	\$ 48,067.05	\$ 1,213.68	\$ 2,404.27		\$ 836.52	\$ 52,521.52
23	\$ 51,178.00	\$ 52,178.00	\$ 48,525.54	\$ 1,278.23	\$ 2,374.23		\$ 836.52	\$ 53,014.52
24	\$ 51,671.00	\$ 52,671.00	\$ 48,984.03	\$ 1,410.53	\$ 2,276.44		\$ 836.52	\$ 53,507.52
25	\$ 53,153.00	\$ 54,153.00	\$ 50,362.29	\$ 1,410.53	\$ 2,380.18		\$ 836.52	\$ 54,989.52
26	\$ 53,153.00	\$ 54,578.00	\$ 50,757.54	\$ 1,410.53	\$ 2,409.93		\$ 836.52	\$ 55,414.52
27	\$ 53,153.00	\$ 55,003.00	\$ 51,152.79	\$ 1,410.53	\$ 2,439.68		\$ 836.52	\$ 55,839.52
28	\$ 53,153.00	\$ 55,428.00	\$ 51,548.04	\$ 1,410.53	\$ 2,469.43		\$ 836.52	\$ 56,264.52
29	\$ 53,153.00	\$ 55,853.00	\$ 51,943.29	\$ 1,410.53	\$ 2,499.18		\$ 836.52	\$ 56,689.52
30	\$ 53,153.00	\$ 56,278.00	\$ 52,338.54	\$ 1,410.53	\$ 2,528.93		\$ 836.52	\$ 57,114.52
31	\$ 53,153.00	\$ 56,703.00	\$ 52,733.79	\$ 1,410.53	\$ 2,558.68		\$ 836.52	\$ 57,539.52
32	\$ 53,153.00	\$ 57,128.00	\$ 53,129.04	\$ 1,410.53	\$ 2,588.43		\$ 836.52	\$ 57,964.52
33	\$ 53,153.00	\$ 57,553.00	\$ 53,524.29	\$ 1,410.53	\$ 2,618.18		\$ 836.52	\$ 58,389.52
34	\$ 53,153.00	\$ 57,978.00	\$ 53,919.54	\$ 1,410.53	\$ 2,647.93		\$ 836.52	\$ 58,814.52
35	\$ 53,153.00	\$ 58,403.00	\$ 54,314.79	\$ 1,410.53	\$ 2,677.68		\$ 836.52	\$ 59,239.52
36	\$ 53,153.00	\$ 58,828.00	\$ 54,710.04	\$ 1,410.53	\$ 2,707.43		\$ 836.52	\$ 59,664.52

**2018-19**  
**Duncan Public Schools**  
**DOCTORATE**  
**SALARY SCHEDULE**

YEARS EXP	State Salary	Total District Compensation	Base Salary	Retirement Credit Pmt.	OTRS		FBA in lieu of	Total Compensation
0	\$ 39,381.00	\$ 40,381.00	\$ 37,554.33	\$ 60.15	\$ 2,766.52		\$ 836.52	\$ 41,217.52
1	\$ 39,815.00	\$ 40,815.00	\$ 37,957.95	\$ 103.41	\$ 2,753.64		\$ 836.52	\$ 41,651.52
2	\$ 40,249.00	\$ 41,249.00	\$ 38,361.57	\$ 145.65	\$ 2,741.78		\$ 836.52	\$ 42,085.52
3	\$ 40,684.00	\$ 41,684.00	\$ 38,766.12	\$ 188.15	\$ 2,729.73		\$ 836.52	\$ 42,520.52
4	\$ 41,118.00	\$ 42,118.00	\$ 39,169.74	\$ 233.33	\$ 2,714.93		\$ 836.52	\$ 42,954.52
5	\$ 41,590.00	\$ 42,590.00	\$ 39,608.70	\$ 278.76	\$ 2,702.54		\$ 836.52	\$ 43,426.52
6	\$ 42,054.00	\$ 43,054.00	\$ 40,040.22	\$ 325.26	\$ 2,688.52		\$ 836.52	\$ 43,890.52
7	\$ 42,517.00	\$ 43,517.00	\$ 40,470.81	\$ 372.82	\$ 2,673.37		\$ 836.52	\$ 44,353.52
8	\$ 42,980.00	\$ 43,980.00	\$ 40,901.40	\$ 421.44	\$ 2,657.16		\$ 836.52	\$ 44,816.52
9	\$ 43,444.00	\$ 44,444.00	\$ 41,332.92	\$ 471.12	\$ 2,639.96		\$ 836.52	\$ 45,280.52
10	\$ 43,945.00	\$ 44,945.00	\$ 41,764.47	\$ 521.87	\$ 2,624.28		\$ 836.52	\$ 45,745.52
11	\$ 44,446.00	\$ 45,446.00	\$ 42,196.02	\$ 573.67	\$ 2,608.59		\$ 836.52	\$ 46,211.52
12	\$ 44,947.00	\$ 45,947.00	\$ 42,627.57	\$ 626.54	\$ 2,592.83		\$ 836.52	\$ 46,677.52
13	\$ 45,448.00	\$ 46,448.00	\$ 43,059.12	\$ 680.48	\$ 2,577.07		\$ 836.52	\$ 47,143.52
14	\$ 45,949.00	\$ 46,949.00	\$ 43,490.67	\$ 735.47	\$ 2,561.31		\$ 836.52	\$ 47,609.52
15	\$ 46,450.00	\$ 47,450.00	\$ 43,922.22	\$ 791.53	\$ 2,545.55		\$ 836.52	\$ 48,075.52
16	\$ 46,951.00	\$ 47,951.00	\$ 44,353.77	\$ 848.65	\$ 2,529.79		\$ 836.52	\$ 48,541.52
17	\$ 47,452.00	\$ 48,452.00	\$ 44,785.32	\$ 906.83	\$ 2,514.03		\$ 836.52	\$ 49,007.52
18	\$ 47,953.00	\$ 48,953.00	\$ 45,216.87	\$ 966.07	\$ 2,498.27		\$ 836.52	\$ 49,473.52
19	\$ 48,454.00	\$ 49,454.00	\$ 45,648.42	\$ 1,026.38	\$ 2,482.51		\$ 836.52	\$ 50,000.52
20	\$ 48,955.00	\$ 49,955.00	\$ 46,080.00	\$ 1,087.75	\$ 2,466.75		\$ 836.52	\$ 50,527.52
21	\$ 49,456.00	\$ 50,456.00	\$ 46,511.55	\$ 1,150.18	\$ 2,451.00		\$ 836.52	\$ 51,054.52
22	\$ 49,957.00	\$ 50,957.00	\$ 46,943.10	\$ 1,213.68	\$ 2,435.24		\$ 836.52	\$ 51,581.52
23	\$ 50,458.00	\$ 51,458.00	\$ 47,374.65	\$ 1,278.23	\$ 2,419.48		\$ 836.52	\$ 52,108.52
24	\$ 50,959.00	\$ 51,959.00	\$ 47,806.20	\$ 1,410.53	\$ 2,403.72		\$ 836.52	\$ 52,635.52
25	\$ 51,460.00	\$ 52,460.00	\$ 48,237.75	\$ 1,410.53	\$ 2,387.96		\$ 836.52	\$ 53,162.52
26	\$ 51,961.00	\$ 52,961.00	\$ 48,669.30	\$ 1,410.53	\$ 2,372.20		\$ 836.52	\$ 53,689.52
27	\$ 52,462.00	\$ 53,462.00	\$ 49,100.85	\$ 1,410.53	\$ 2,356.44		\$ 836.52	\$ 54,216.52
28	\$ 52,963.00	\$ 53,963.00	\$ 49,532.40	\$ 1,410.53	\$ 2,340.68		\$ 836.52	\$ 54,743.52
29	\$ 53,464.00	\$ 54,464.00	\$ 49,963.95	\$ 1,410.53	\$ 2,324.92		\$ 836.52	\$ 55,270.52
30	\$ 53,965.00	\$ 54,965.00	\$ 50,395.50	\$ 1,410.53	\$ 2,309.16		\$ 836.52	\$ 55,797.52
31	\$ 54,466.00	\$ 55,466.00	\$ 50,827.05	\$ 1,410.53	\$ 2,293.40		\$ 836.52	\$ 56,324.52
32	\$ 54,967.00	\$ 55,967.00	\$ 51,258.60	\$ 1,410.53	\$ 2,277.64		\$ 836.52	\$ 56,851.52
33	\$ 55,468.00	\$ 56,468.00	\$ 51,690.15	\$ 1,410.53	\$ 2,261.88		\$ 836.52	\$ 57,378.52
34	\$ 55,969.00	\$ 56,969.00	\$ 52,121.70	\$ 1,410.53	\$ 2,246.12		\$ 836.52	\$ 57,905.52
35	\$ 56,470.00	\$ 57,470.00	\$ 52,553.25	\$ 1,410.53	\$ 2,230.36		\$ 836.52	\$ 58,432.52
36	\$ 56,971.00	\$ 57,971.00	\$ 52,984.80	\$ 1,410.53	\$ 2,214.60		\$ 836.52	\$ 58,959.52

2018-19

Duncan Public Schools

NATIONAL BOARD CERTIFIED TEACHER-DOCTORATE  
SALARY SCHEDULE

YEARS EXP	State Salary	Total District Compensation	Base Salary	Retirement Credit Pmt.	OTRS		FBA in lieu of	Total Compensation
0	\$ 39,381.00	\$ 40,381.00	\$ 37,554.33	\$ 60.15	\$ 2,766.52		\$ 836.52	\$ 41,217.52
1	\$ 39,815.00	\$ 40,815.00	\$ 37,957.95	\$ 103.41	\$ 2,753.64		\$ 836.52	\$ 41,651.52
2	\$ 40,249.00	\$ 41,249.00	\$ 38,361.57	\$ 145.65	\$ 2,741.78		\$ 836.52	\$ 42,085.52
3	\$ 40,684.00	\$ 41,684.00	\$ 38,766.12	\$ 188.15	\$ 2,729.73		\$ 836.52	\$ 42,520.52
4	\$ 41,118.00	\$ 42,118.00	\$ 39,169.74	\$ 233.33	\$ 2,714.93		\$ 836.52	\$ 42,954.52
5	\$ 41,590.00	\$ 42,590.00	\$ 39,608.70	\$ 278.76	\$ 2,702.54		\$ 836.52	\$ 43,426.52
6	\$ 42,054.00	\$ 43,054.00	\$ 40,040.22	\$ 325.26	\$ 2,688.52		\$ 836.52	\$ 43,890.52
7	\$ 42,517.00	\$ 43,517.00	\$ 40,470.81	\$ 372.82	\$ 2,673.37		\$ 836.52	\$ 44,353.52
8	\$ 42,980.00	\$ 43,980.00	\$ 40,901.40	\$ 421.44	\$ 2,657.16		\$ 836.52	\$ 44,816.52
9	\$ 43,444.00	\$ 44,444.00	\$ 41,332.92	\$ 471.12	\$ 2,639.96		\$ 836.52	\$ 45,280.52
10	\$ 43,945.00	\$ 44,945.00	\$ 41,764.47	\$ 521.87	\$ 2,624.28		\$ 836.52	\$ 45,745.52
11	\$ 44,444.00	\$ 45,444.00	\$ 42,196.02	\$ 573.67	\$ 2,608.59		\$ 836.52	\$ 46,211.52
12	\$ 44,945.00	\$ 45,945.00	\$ 42,627.57	\$ 626.54	\$ 2,592.91		\$ 836.52	\$ 46,677.52
13	\$ 45,444.00	\$ 46,444.00	\$ 43,059.12	\$ 680.48	\$ 2,577.23		\$ 836.52	\$ 47,143.52
14	\$ 45,945.00	\$ 46,945.00	\$ 43,490.67	\$ 735.47	\$ 2,561.55		\$ 836.52	\$ 47,609.52
15	\$ 46,444.00	\$ 47,444.00	\$ 43,922.22	\$ 791.53	\$ 2,545.87		\$ 836.52	\$ 48,075.52
16	\$ 46,945.00	\$ 47,945.00	\$ 44,353.77	\$ 848.65	\$ 2,530.19		\$ 836.52	\$ 48,541.52
17	\$ 47,444.00	\$ 48,444.00	\$ 44,785.32	\$ 906.83	\$ 2,514.51		\$ 836.52	\$ 49,007.52
18	\$ 47,945.00	\$ 48,945.00	\$ 45,216.87	\$ 966.07	\$ 2,498.83		\$ 836.52	\$ 49,473.52
19	\$ 48,444.00	\$ 49,444.00	\$ 45,648.42	\$ 1,026.38	\$ 2,483.15		\$ 836.52	\$ 50,000.52
20	\$ 48,945.00	\$ 49,945.00	\$ 46,079.97	\$ 1,087.75	\$ 2,467.47		\$ 836.52	\$ 50,527.52
21	\$ 49,444.00	\$ 50,444.00	\$ 46,511.52	\$ 1,150.18	\$ 2,451.79		\$ 836.52	\$ 51,054.52
22	\$ 49,945.00	\$ 50,945.00	\$ 46,943.07	\$ 1,213.68	\$ 2,436.11		\$ 836.52	\$ 51,581.52
23	\$ 50,444.00	\$ 51,444.00	\$ 47,374.62	\$ 1,278.23	\$ 2,420.43		\$ 836.52	\$ 52,108.52
24	\$ 50,945.00	\$ 51,945.00	\$ 47,806.17	\$ 1,343.82	\$ 2,404.75		\$ 836.52	\$ 52,635.52
25	\$ 51,444.00	\$ 52,444.00	\$ 48,237.72	\$ 1,410.53	\$ 2,389.07		\$ 836.52	\$ 53,162.52
26	\$ 51,945.00	\$ 52,945.00	\$ 48,669.27	\$ 1,478.68	\$ 2,373.39		\$ 836.52	\$ 53,689.52
27	\$ 52,444.00	\$ 53,444.00	\$ 49,100.82	\$ 1,548.50	\$ 2,357.71		\$ 836.52	\$ 54,216.52
28	\$ 52,945.00	\$ 53,945.00	\$ 49,532.37	\$ 1,619.63	\$ 2,342.03		\$ 836.52	\$ 54,743.52
29	\$ 53,444.00	\$ 54,444.00	\$ 49,963.92	\$ 1,692.07	\$ 2,326.35		\$ 836.52	\$ 55,270.52
30	\$ 53,945.00	\$ 54,945.00	\$ 50,395.47	\$ 1,765.82	\$ 2,310.67		\$ 836.52	\$ 55,797.52
31	\$ 54,444.00	\$ 55,444.00	\$ 50,827.02	\$ 1,841.57	\$ 2,295.00		\$ 836.52	\$ 56,324.52
32	\$ 54,945.00	\$ 55,945.00	\$ 51,258.57	\$ 1,919.72	\$ 2,279.32		\$ 836.52	\$ 56,851.52
33	\$ 55,444.00	\$ 56,444.00	\$ 51,690.12	\$ 1,999.27	\$ 2,263.64		\$ 836.52	\$ 57,378.52
34	\$ 55,945.00	\$ 56,945.00	\$ 52,121.67	\$ 2,080.22	\$ 2,248.00		\$ 836.52	\$ 57,905.52
35	\$ 56,444.00	\$ 57,444.00	\$ 52,553.22	\$ 2,162.57	\$ 2,232.32		\$ 836.52	\$ 58,432.52
36	\$ 56,945.00	\$ 57,945.00	\$ 52,984.77	\$ 2,246.32	\$ 2,216.64		\$ 836.52	\$ 58,959.52