

2019-2020
NEGOTIATED CONTRACT
BETWEEN
NOWATA CLASSROOM
TEACHERS' ASSOCIATION
AND
NOWATA BOARD OF
EDUCATION

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Scope of Contract **Procedural Agreement**

The Nowata Board of Education (herein referred to as the Board) and the Nowata Classroom Teachers Association, a member of Oklahoma Education Association, and the National Education Association (herein referred to as NCTA or the Association) hereby enter into the following agreement governing negotiations between the two entities.

A. Recognition

NCTA is hereby recognized as the bargaining agent for all teachers of the district. "Teacher" means a duly certified or licensed person who is employed to serve as a counselor, librarian or school nurse, or in any instructional capacity; an administrator shall be considered a teacher only with regard to service in an instructional, non-administrative capacity.

B. Scope of Bargaining

The scope of bargaining shall be limited to issues affecting salary, fringe benefits, and other terms and conditions of employment as stated by law. The Board and NCTA agree it is their responsibility to negotiate in good faith.

C. Negotiating Teams

No more than three (3) designated representatives of the Board will meet with no more than three (3) designated representatives of NCTA for the purpose of negotiations. All negotiations shall take place exclusively between the designated representatives of the parties. Each party shall designate a chairperson who shall serve as the spokesperson for their respective party. Each party shall be allowed up to three (3) additional persons in attendance, which may include legal counsel, observers or consultants. Meetings shall be closed to all with the above exceptions.

D. Exchange of Information

Upon reasonable specific requests, the parties shall provide each other with available information regarding negotiations.

E. Meetings

- 1. Written requests for negotiations shall be submitted by the Association to the superintendent, or by the superintendent to the Association, not later than March 15 for implementation in the academic year thereafter.**
- 2. Upon request of either party to commence negotiations, a mutually agreed upon meeting date and place shall be set no more than fifteen (15) working days following the request to meet.**
- 3. All meetings shall be mutually arranged by both parties.**
- 4. Negotiating sessions shall not exceed two (2) hours in length unless the extension of time is mutually agreed to by both parties.**
- 5. Either team may, at any time during a session, request a recess for the purpose of caucus. Caucus time shall be limited to fifteen (15) minutes and shall not be charged against the total session time; provided however, the chairperson of either party may adjourn the meeting at any time after three (3) hours duration.**
- 6. All negotiating sessions shall be held outside regular school working hours and shall be scheduled so as not to interfere with educational programs of the school.**
- 7. All proposals shall be presented in writing at the first meeting. No additional items shall be presented by either party once negotiations have begun, without the consent of both parties.**

F. The Agreement

- 1. When agreement is reached between the negotiating teams on any proposal, the proposal shall be reduced to writing or recorded to the adjournment of the meeting at which such agreement was reached, signed by both parties, and marked "tentative agreement".**
- 2. When final, total agreement is reached, it shall be submitted by NCTA to teachers for ratification. NCTA will notify the superintendent of the results of the vote not later than ten (10) working days after the final agreement has been reached by the bargaining teams.**
- 3. After ratification by the NCTA, the superintendent will present the agreement to the Board at the next regularly scheduled meeting. Upon approval and necessary action by the Board, the terms of agreement shall be implemented at the appropriate time.**
- 4. All agreements shall be reduced to a written contract between NCTA and the Board.**

G. Impasse Procedure

In the event that agreement cannot be reached on items being negotiated by the first teaching day of the next school year, impasse shall exist. Any meeting beyond this date must be mutually agreed upon by both parties.

H. Fact Finding

- 1. The items causing the impasse shall be referred to a three-member committee as directed by law.**
- 2. Cost of services for the fact finding committee shall be borne as follows:**
 - a. Board to pay the direct cost of its representative's services.**
 - b. Association to pay the direct costs of its representative's service.**
 - c. All other costs, including the cost of the chairperson's services and expenses directly related to negotiations, will be shared equally between the Board and the Association.**

I. Responsibility

Nothing in the aforementioned written statements of this agreement shall be construed as an abrogation or delegation of the legal responsibilities, powers and duties of the Board, including its right to make final decisions.

J. Severability

If any provision (s) of this contract or any application of this contract to any employee or group of employees is held, by a court of complete jurisdiction, to be contrary to law, now or hereinafter enacted or ensured, then such provisions or applications shall be inoperative but the remaining provisions hereof shall continue to be in effect. Upon request of the Association or the Board, within ten (10) working days after such finding(s), the parties will meet solely for the purpose of negotiating the provision(s) affected.

II Employment Provisions

2.01 Posting of Vacancies

- A. The superintendent shall supply notice of all new positions and vacancies, as they become known.**
- B. When school is in session, these notices shall be posted at each building office bulletin board, the superintendent's office and by email.**
- C. These notices shall include job title, job qualifications, salary application deadline, and person to whom application is to be made.**
- D. Currently employed personnel may apply and be considered for all new positions and/or vacancies for which they qualify.**

2.02 Reduction in Staff

A. Introduction

In the event it becomes necessary to reduce the professional staff because of diminished resources, decline in enrollment, consolidation of programs or positions, elimination of programs or other circumstances determined by the Board, the following rationale will be used.

B. Rationale

Nowata Public Schools exists to provide the best possible education for the students, provide for the best interest of the students, and not to provide employment for individuals. Therefore, the Board of Education and the administrative staff will determine the curricular area, subject level, or programs which will lose positions and which staff members can best serve the needs of the students.

C. Classes by Certification

If a reduction in certified staff becomes necessary, certified staff members will be placed in one of the following classes, and reduction will be made within each class.

- 1. Elementary certification, actually teaching in an elementary assignment.**
- 2. Secondary certification, actually teaching in a secondary assignment, and;**
- 3. Certified personnel holding non-administrative, non-teaching assignment.**

D. Reclassification

If a person holding certification in one or more classes is to be non-renewed, that person may request placement in the class of his/her choice and then will be considered for renewal or non-renewal within the new class. It will not be considered contrary to this policy to accept volunteers for a change in assignment, with the agreement of the administrator involved.

E. Reduction in Staff

If reduction in staff becomes necessary, the certified position or program will be the determining factor for what will be eliminated, not the individuals who occupy the positions. Provided, that individuals, programs or positions will be considered within the aforementioned classes. The Board will attempt to reduce staff first by normal attrition, unless the position is one which must be filled in order to achieve educational goals. If normal attrition is not sufficient to accomplish necessary reduction, the following procedures will be used.

1. Certified temporary teachers will be dismissed before certified career teachers, provided a career teacher is available, certified and competent, according to district evaluation for the position.
2. If there is more than one certified teacher in a position to be reduced, and all are temporary, or all are career, then following criteria, in this order will be utilized:
 - a. Certification (those holding standard certification will be given preference over those holding provisional or temporary)
 - b. Seniority, ie., years of continuous service with Nowata Public Schools
 - c. Years of teaching experience in position in Nowata Public Schools
 - d. Academic degree
3. In the event of a reduction in Federal programs or categorical grants, those affected certified teachers will be placed on the same reduction in force list as all general fund teachers.

F. Reemployment

Reemployment of certified individuals reduced under this policy will be in reverse order of dismissal, provided that individual is certified, available, and such reemployment is agreeable with all administrators involved. Employees not offered reemployment in the course of the school year following their non-renewal must make application for employment in accordance with current policy for any year beyond the school year following their non-renewal.

2.03 Evaluation Procedure

For the school year 2013-2014 Nowata Public Schools will utilize the Tulsa Model for evaluations. All requirements and procedures for the TLE will be implemented for evaluation purposes.

- A. All career teachers will receive a yearly evaluation by April 15, of each school year. All temporary teachers will receive an evaluation prior to the first semester ending. The second observation for the first evaluation must occur on or before November 15th. The second observation for the second semester evaluation must occur on or before April 15th, with the evaluation being completed prior to the second semester ending.
- B. All teachers will be appraised by administrative personnel who have participated in the required training of the State Department of Education. Each teacher will be notified at the beginning of each school year which administrator(s) has been designated as his/her appraiser, will be provided with a copy of the detailed appraisal criteria, and will participate in a meeting with his/her appraiser for the purpose of reviewing the district's appraisal process and appraisal criteria.
- C. All teachers, in their first year of employment in the district, shall participate in a September conference with their appraiser for the purpose of orientation and review of the district's appraisal process and appraisal criteria.
- D. The annual appraisal of a teacher's performance shall include at least four (4) formative review observations.
- E. Formative review observations for the purpose of appraisal shall be conducted openly with full knowledge of the teacher.
- F. All appraisals shall be made in writing on the jointly approved forms attached as appendix to this Agreement. These forms will be the Teacher Leader Effectiveness Model (TLE).
- G. A copy of the Summative Appraisal shall be given to the teacher at a conference held between the teacher and the appraiser. The teacher shall acknowledge receipt of the appraisal by placing his/her signature thereon.

- H. **The teacher may, within 10 working days of the appraisal conference, respond to the appraisal in writing, and said response will be attached to the Summative Appraisal.**

2.04 Suspension, Non-reemployment, or Dismissal

- A. **“Suspension” means the temporary discontinuance of a teacher’s services.**

If the superintendent has reason to believe that cause exists for dismissal of a teacher and is of the opinion that immediate suspension of the teacher is in the best interest of the children of the district, the superintendent may suspend that teacher without notice of hearing. The suspended teacher will not be deprived of any teaching compensation or other benefits to which he/she would otherwise be entitled.

- B. **“Non-reemployment” means the non-renewal of a teacher’s contract upon expiration of the contract.**

- C. **“Dismissal” means the discontinuance of the teaching services of a teacher during the term of a written contract.**

- D. **“Temporary Teacher” means a teacher who has completed fewer than three (3) consecutive complete school years in such capacity in one school district under a written teaching contract. A temporary teacher may be dismissed or not re-employed for cause.**

- E. **“Career Teacher” means a teacher who has completed three (3) or more consecutive complete school years in such capacity in one school district under a written teaching contract. A career teacher may be dismissed or not re-employed for the following reasons:**

- 1. Willful neglect of duty.**
- 2. Repeated negligence in performance of duty.**
- 3. Mental or physical abuse to a child.**
- 4. Incompetency.**
- 5. Instructional ineffectiveness.**
- 6. Unsatisfactory teaching performance.**

7. Any reason involving moral turpitude.

F. Teachers may contact their NCTA building representative for further information.

III. Individual Rights

3.01 Personnel File

- A. The Board shall maintain a central personnel file at the Board office for each teacher.
- B. Upon request, a teacher may inspect his personnel file subject to the following:
 - 1. Inspection shall occur during the teacher's non-working hours, including lunch and break periods.
 - 2. Upon request, a teacher may have an NCTA representative present during the inspection.
 - 3. A teacher may reproduce any of the contents of his/her personnel file.
 - 4. A copy of all evaluation materials shall be maintained in the teacher's file. No evaluation material will be placed in a teacher's file unless the teacher has had an opportunity to review the material. The teacher will acknowledge that he/she has reviewed the material by affixing his/her signature to the copy to be filed, with the express understanding that each signature in no way indicates agreement with the contents. Evaluations more than three years old shall be removed from the personnel file.
 - 5. The teacher shall have the right to submit a written response to such material and have it attached to the file copy.
 - 6. If there is no recurrence of an incident, a reprimand and/or admonishment shall be removed from the teacher's personnel file two calendar years from the date of entry, upon the request of the teacher.

7. Except by order of a court of competent jurisdiction evaluation documents and responses thereto shall be available only to the evaluated teacher, Board of Education, administrative staff of the district schools, or the board and administrative staff of any school to which the teacher applies for employment, and such other persons as are specified by the teacher in writing.

3.02 Right to Representation

Teachers shall, upon their request, have the right to be accompanied by the Association at all conferences with administrators and/or the Board. The Association representative's primary role shall be as a witness. If documentation of a disciplinary conference is to be made, the administrator shall:

- A. Give reasonable notice of said scheduled conference (s);
- B. Inform the teacher of the subject to be discussed.

3.03 Rights

No teacher shall be discriminated against by the Board, superintendent or any other administrative officer of the district or by an organization, its officers or any member thereof because of his exercise or non-exercise of constitutional rights. It shall be prohibited for an organization, teacher, or employer to impede, restrain, or coerce a teacher in the exercise of the rights guaranteed by the state law or this contract.

3.04 Grievance Procedures

- A. The purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the claim of the grievant.
- B. A "grievance" is a claim in writing by a member that there has been a violation of building policy, Board policy, negotiated contract, or state law which affects the terms and conditions of employment. (See Appendix 9.04 for form.)

C. Nowata Classroom Teachers Association and or a Teacher may file grievances.

D. General Provisions

- 1. Both the grievant and the person against whom the claim is made, may be represented at any level of the proceedings by representation of his choice. Either party may be represented by counsel at his option.**
- 2. The number of days indicated at each level should be considered maximums. Efforts should be made to deal with claims as soon as possible.**
- 3. Time limits may be extended by mutual agreement.**
- 4. The procedure may start at level 2 if the building principal is not involved.**

E. Procedure

Level 1 – Any teacher may present a written grievance to the building principal within ten (10) working days after the event on which the grievance is based comes to the attention of the teacher. The teacher and the principal shall agree upon a date within five (5) working days when the grievance will be heard. Following the hearing, the principal shall give the teacher a decision and a rationale within five (5) working days.

Level 2 – If the teacher is not satisfied with the decision of the principal, the teacher may appeal in writing to the superintendent within five (5) working days of the receipt of the principal's decision. The superintendent will set a date within five (5) working days which is mutually agreeable with the teacher for a hearing of the grievance. At this hearing shall be present the superintendent, the grievant, a representative of the grievant, if desired, and the building principal. Following the hearing, the superintendent shall, if necessary, initiate an investigation of the matter. The superintendent shall give the grievant a written decision, rationale, suggestions and/or recommendations within ten (10) working days following the hearing.

Level 3 – If the grievant feels that the issue (s) is/are not resolved by the decision of the superintendent, he/she may appeal to the decision of the Board. Such appeal shall be made in writing at least five (5) working days before the next scheduled meeting of the Board. The superintendent shall place the item on the agenda. The Board shall direct its decision following the hearing or not later than the conclusion of their next regular meeting. The Board may provide or direct the superintendent to provide the grievant written notification as to the decision and rationale of the Board.

IV Organizational Rights

4.01 Use of School Buildings and Services

A. School facilities may be used by NCTA for informal meetings, building meetings, or association meetings before or after work hours. Such use shall be scheduled with building principals.

B. Teacher’s boxes, outgoing correspondence except postage, and school bulletin boards may be used by NCTA for routine communications and announcements.

C. NCTA may have access to printing and copy equipment when it does not interfere with the regular instructional program.

4.02 Board Meeting Information

A. The superintendent shall provide a copy of the Board meeting agenda when it is posted, to the NCTA president.

B. The superintendent shall provide the NCTA president with a copy of the complete packet provided to the Board members at the time it is distributed to the Board.

C. The superintendent shall provide the NCTA president with copies of the minutes of each Board meeting at the same time copies are made available to the administrative staff.

4.03 Developing the School Calendar

A. NCTA will provide a committee that will be contacted by the superintendent to meet annually for input on the development of the school calendar.

B. The Board, the administration, and NCTA recognize the importance of not scheduling extra-curricular activities during nine weeks and semester testing. Every effort will be made to keep these dates open for testing purposes.

4.04 Association Leave

A pool of ten (10) days shall be provided to the Association for the purpose of legislative visits, OEA Delegate Assembly, Association related professional meetings, and Association business. No more than five (5) days will be used from this pool on a given day. No individual member, other than the NCTA president and president-elect, shall use more than five (5) days from the pool during the school year. Days from the pool may not be approved for use by individual members who have exhausted all other sources of leave. Association leave may be granted on an hourly basis. Written request for use of Association leave shall be made to the superintendent or designee through the President of NCTA twenty-four (24) hours in advance of the anticipated absence. Substitute salary will be paid for by the Association.

4.05 Printing and Distribution of Contract

The superintendent's office shall be responsible for printing the contract. The contract shall be printed in sufficient quantity to provide a copy for each teacher, administrator and Board member. Copies of the contract shall be distributed by NCTA. Copies shall be available for distribution within thirty (30) working days from the date of ratification. Additional copies shall be available upon request.

4.06 Teacher Survey

NCTA will have the option to conduct bi-yearly surveys to be completed by the teachers as an effective communication tool to discuss progress and or relevant

issues in all buildings. Surveys created and managed by NCTA; however, all results will be confidentially submitted to the superintendent.

4.07 NCTA Executive Officer

NCTA Executive Officer shall sit in on interviews for a new principal and teacher.

4.08 Policies

The District will, with the input of NCTA, review and revise student promotion policy district-wide student disciplinary policy, and school safety and lock-down procedures.

4.09 Professional Development

NCTA will work with the administration to develop timely and meaningful professional development.

V Leave Provisions

5.01 Sick Leave

Each employee is allowed a minimum of ten (10) days of sick leave per year, provided that eleven (11) and twelve (12) month employees are allowed eleven (11) and twelve (12) days respectively. Sick leave is cumulative. The right to such leave shall vest at the beginning of the school year for teachers. Each employee may use sick leave for serious illness, hospitalization or death of immediate members of their family without the loss of salary, not to exceed their total number of days accumulated. The term "immediate family" is defined as parent, sibling, grandparent, children, grandchildren, stepchildren, or spouse of the employee or any other member of the immediate household. If extreme or unusual circumstances exist, an employee may request additional sick leave from the Board upon recommendation of the superintendent.

5.02 Personal Leave

All certified employees shall be granted a total of three (3) days per year for personal leave at no substitute deduct, and one (1) day per year with substitute pay deducted.

Any of these three (3) days remaining as unused shall be cancelled on June 30 and an equivalent number of sick leave days added to the employee's leave accrual.

Written notification shall be submitted to the building principal one (1) day prior to the expected absence. In the event of an extreme case, notification of Personal Leave may be made by telephone to the appropriate official.

Personal leave may be used at the discretion of the certified employee with the exception of the following times: first or last week of school; the day immediately preceding or following a holiday or vacation period; or on staff development days. However, if extenuating circumstances occur that make it necessary to request one of the above listed days, a leave form must be submitted to the principal at least five (5) working days in advance of the date(s) taken.

5.03 Emergency Leave

An emergency is defined as an unexpected catastrophe involving damage or danger to the teacher's personal well-being, family, or property, or the attendance for no more than one (1) day, to no more than one (1) funeral per year, not provided by the school sick leave policy. One (1) day of emergency leave may be authorized upon request of the teacher to the superintendent. No payment will be deducted when emergency leave is granted. Additional days may be granted by superintendent.

5.04 Professional Leave

Teachers may be absent to attend professional meetings or assignments of school business when approved by the principal of the building and/or superintendent without a deduction of pay.

5.05 Maternity Leave

Existing sick leave policy shall prevail and teachers can use their sick leave for absences relating to maternity leave. Pregnancy shall be regarded the same as a disability. The teacher's personal doctor shall recommend when the teacher should leave and return to her assignment.

5.06 Other Leaves of Absences

When a teacher's absence exceeds his/her sick leave and personal leave accumulations combined, the Board shall then determine what compensation, if any he/she shall receive in accordance with provisions of Oklahoma law. Provisions for military leave, jury duty and other leave shall comply with Oklahoma State Law.

5.07 Sick Leave Bank

A. PURPOSE: The purpose of the sick leave bank is to provide a bank of sick leave days from which qualifying members or their immediate family may request donations for extraordinary or severe illness, catastrophic injury or impairment that has caused or will cause the employee to exhaust all accumulated sick leave earned.

B. MEMBERSHIP: All full-time and part-time employees (certified, support, and administrative) may become members of the sick leave bank upon employment, provided they contribute days to the bank. All donated sick leave must be given voluntarily.

Days contributed become the property of the sick leave bank and no longer count toward the individual member's accumulated or current sick leave. Days contributed shall remain in the sick leave bank until exhausted and shall not be abused.

The opportunity to enroll in the sick leave bank will begin September 9, 2013. Employees will have thirty (30) days in which to enroll. Enrollment will then be closed. At the beginning of each school year enrollment will be open for new and existing employees for thirty days.

Employees who wish to become members of the sick leave bank will contribute one (1) day of sick leave. During enrollment an employee may contribute more than one sick day to the bank as long as at the time of donation they do not go below 20 personal sick days. It will be the responsibility of an NCTA Representative in each building to distribute and gather the membership forms. Representatives will then pass them on to the superintendent's office.

If at any time the number of days in the bank drops below fifty (50), contributions will be solicited from all members.

C. OPERATION: The operation and administration of the sick leave bank shall be by three (3) NCTA members (one each from the elementary, middle school and high school) and the Superintendent or his or her appointee. These individuals shall constitute the Sick Leave Bank Committee. An employee requesting donated days must first provide the sick leave bank committee with a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition. Requests for sick leave bank benefits shall be made to the Committee in writing. Once the committee meets their recommendations will then be taken to the superintendent for review. Once the superintendent has reviewed the recommendations the information will be placed on the next scheduled board meetings agenda for board consideration. The board will be asked to approve, deny, or table action on

the committee's request. The board has the right to request further information from the employee or the committee.

Application for use of the sick leave bank shall be made only after all other applicable leave is exhausted, including: all sick leave, personal leave, and applicable emergency leave.

The maximum number of sick leave bank days that can be used in (1) school year shall not exceed forty-five (45) days per person. Previous requests to the sick leave bank will be taken into account when approving a new request.

The receiving employee may only utilize the donated days for which he/she qualifies by virtue of the employee's condition or a household member for which the donation was specifically made. The bank will retain days not utilized by the receiving employee.

Any exception to these provisions may be reviewed upon written request to the Committee, the Superintendent, or the Board.

VI Compensation

6.01 Payroll Deductions

A. In addition to those deductions required by state and federal law, each teacher may, upon request, initiate the following payroll deductions:

1. School approved health, hospital, life, cancer, dental and vision insurance, annuities, and salary protection.

2. Tulsa Teachers Credit Union.

3. NCTA/OEA/NEA Dues.

4. Other items as approved by the Board.

B. Teachers wishing to voluntarily cancel any part of their payroll deduction options may do so by giving notice in writing to the clerk at least two (2) weeks prior to the next payroll date unless that deduction is a Cafeteria Plan deduction.

C. NCTA will be notified of the cancellation of NCTA/OEA/NEA dues as soon as the request is received by the administration. The form for dropping such membership will be provided by NCTA.

6.02 Salary Adjustment

A. Each teacher hired prior to contract ratification in a school year shall be placed on the salary schedule commensurate with the returning teachers. Upon ratification, they will be moved to the placement or which they are qualified for the current contract year. (The salary schedule is found under Appendix 9.10 and 9.11.)

B. In order for salary adjustment to be figured and received by the teachers at the beginning of the school year, an official letter of confirmation or transcript must be received by the clerk on or before August 1 for all certified personnel. The official letter of confirmation must include the following information:

1. Number of hours above degree or,
2. Degree earned

6.03 Teacher Retirement Contributions

Teacher retirement contributions are not paid on base salary.

6.04 Retirement Requirements and Bonus

Teachers who retire from the Nowata Public School District may qualify for a retirement bonus of up to a maximum of 5% of their last contracted annual salary. The actual bonus a teacher will receive will be based on four criteria: age, accumulated sick leave, seniority, and longevity. The bonus is calculated by taking 5% of the last contract amount as the maximum dollar number and using the chart (Appendix 9.13) as a guide. The teacher's age, number of unused sick

leave days, years of service in Nowata Schools, and years of total service are located on the chart and each of the corresponding percentages totaled. This percentage of the maximum dollar amount is the retirement bonus for which that teacher qualifies.

6.05 Unemployment/Worker's Compensation

The Nowata School District shall maintain unemployment/worker's compensation coverage for each teacher.

6.06 Extra Duties – “Any duty that directly relates to educational activities that require time beyond teaching duties or requires time when school is not in session and for which pay above the basic salary schedule is given.”

A. Extra duty assignments

Pay schedules for coaching sponsorships, and similar extra duties are found in Appendix 9.12.

B. Ball game workers

Employees shall be assigned to work ball games (take gate, keep clock, etc.) and be compensated at each season's end according to the schedule found in Appendix 9.12. If enough volunteers aren't available, middle and high school teachers will be assigned to complete the schedule.

6.07 Insurance Fringe

6.08 A \$500.00 step will be awarded to teachers with thirty plus years teaching experience. This will be determined yearly, based on all certified staff receiving a step.

VII. Work Year/Work Day

7.01 Length of Work Day / Work Year

A. Work year for teachers is defined as not less than 1080 instructional hours each school year; including 2 Parent/Teacher conference days, 5 professional meeting days and 1 teacher work day.

B. Work day for teachers is defined as 7:50 a.m. to 3:20 p.m. Contract day shall not include Saturday or Sunday.

C. it is the intent to provide a minimum of forty (40) continuous minutes of planning and preparation time for elementary teachers each day and one class period each day for middle school and high school teachers. Every effort will be made to assure that a teacher's planning period is used for its intended purpose.

D. There will be times that routine staff meetings will occur outside the contract working hours, principals and the superintendent will adhere to not taking more than one hour of time outside working contract hours per month. However, if situations arise that require additional meetings teachers would be required to attend (this would be deemed an emergency meeting or one called to discuss extensive issues). The hour does not include child find meetings, parent requested conferences or IEP meetings.

In an effort to keep all routine staff meetings short principals and the superintendent will send out regular e-mails for communication purposes. It is the responsibility of the teachers to check their e-mails often and to alert the office if there is an issue with their e-mail (a work order would be need to be put on for tech if there is an issue with the computer and the e-mail).

E. Teachers will be given a twenty-five(25) minute duty-free lunch at the minimum of four of five days of school. The duty schedule shall be fair and equitable for all staff members.

F. Teachers and staff will be allowed to wear jeans when the forcasted wind chill temperature is 32 degrees or below.

VIII. Duration of Contract

This contract will take effect October 14, 2019 and will remain in effect until a successor contract has been ratified by both parties.

APPENDIX



APPENDIX (9.01)

Oklahoma Teacher & Leader Effectiveness

Teacher: _____ Assignment: _____

Date: _____ Time: _____

Domain/Dimension: Classroom Management / Preparation

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

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Classroom Management / Discipline

2. Teacher clearly defines and effectively manages behavior.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

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

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

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Classroom Management / Lesson Plans

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

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Classroom Management / Assessment Patterns

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

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Classroom Management / Student Relations

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

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Literacy

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

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Current State Standards

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

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Involves All Learners

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

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Explains Content

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

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Clear Instruction & Directions

11. Teacher provides clear instruction and direction.

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Models

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

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Monitors

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

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Adjusts Based upon Monitoring

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

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Establishes Closure

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

Ineffective Needs Improvement Effective Highly Effective Superior Not Observed Not Applicable

Comment:

Domain/Dimension: Instructional Effectiveness / Student Achievement

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

Ineffective	Needs Improvement	Effective	Highly Effective	Superior	Not Observed	Not Applicable
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Comment:**Domain/Dimension: Professional Growth & Continuous Improvement / Professional Development****17. Uses Professional Growth as a Continuous Improvement Strategy.**

Ineffective	Needs Improvement	Effective	Highly Effective	Superior	Not Observed	Not Applicable
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Comment:**Domain/Dimension: Professional Growth & Continuous Improvement / Professional Accountability****18. Exhibits behaviors and efficiencies associated with professionalism.**

Ineffective	Needs Improvement	Effective	Highly Effective	Superior	Not Observed	Not Applicable
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Comment:**Domain/Dimension: Interpersonal Skills / Effective Interpersonal Skills****19. Effective Interactions and Collaboration with Stakeholders.**

Ineffective	Needs Improvement	Effective	Highly Effective	Superior	Not Observed	Not Applicable
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Comment:**Domain/Dimension: Leadership / Professional Involvement & Leadership****20. Exhibits Positive Leadership through Varied Involvements.**

Ineffective	Needs Improvement	Effective	Highly Effective	Superior	Not Observed	Not Applicable
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Comment:**Notes:**

Appendix 9.02 (1)
Nowata Public Schools
Nowata, Oklahoma

COACHES' PERFORMANCE EVALUATION

In the performance of his/her duties, a Nowata coach must work within the following principles. This philosophy exists for every sport and each coach will be evaluated according to it:

1. Coaches will teach the fundamentals of the game.
2. Coaches will create an environment which will allow students to learn to enjoy the game.
3. Coaches will teach the principles of team work and cooperation.
4. Coaches will ensure that students are protected physically and emotionally during participation.
5. Programs should be developmental in nature, stressing opportunity in the lower grades and team success as the students become more able to perform.
6. Success is measured by what is accomplished and the manner in which it is accomplished (leadership).
7. Coaches will develop written goals and plans for reaching the goals.

PERFORMANCE FACTORS TO ACHIEVE THE PRINCIPLES

A=Acceptable U=Unacceptable

1. Demonstrates the teaching of fundamentals by:
____ A. Explaining and teaching the rules of the game.
____ B. Teaching the proper basic skills.
____ C. Using available practice time efficiently.
____ D. Using coaching devices such as drills, film and equipment effectively.
____ E. Stressing the importance of sportsmanship as a valuable part of the game.

COMMENTS/OBSERVATIONS: _____

2. Creates an environment which allows students to enjoy participation by:
____ A. Setting a personal example for the students.
____ B. Exhibiting a positive attitude and high expectations for the students.
____ C. Demonstrating the willingness to work and put forth proper effort.
____ D. Providing motivations for students based on the needs of the team and individuals who make up the team.
____ E. Being reasonable and willing to explain methods to create maximum understanding.
____ F. Commanding respect by others while showing respect for others.

COMMENTS/OBSERVATIONS: _____

- _____ 3. Demonstrates the teaching of teamwork and cooperation by:
- _____ A. Establishing and consistently enforcing team rules and discipline procedures which are reasonable and just.
 - _____ B. Demonstrating a decision making process for team, not individual benefit.
 - _____ C. Developing procedures which show how to develop the team concept by balancing competition and cooperation.
 - _____ D. Ensuring the hazing, intimidation and undue pressure do not exist.

COMMENTS/OBSERVATIONS: _____

- _____ 4. Provides for students' physical and emotional protection by:
- _____ A. Using proper and careful training techniques to ensure good conditioning.
 - _____ B. Knowing and practicing proper first aid procedures.
 - _____ C. Keeping current on proper CPR procedures.
 - _____ D. Using acceptable motivation and discipline procedures, free from unnecessary or harsh criticism or punishment.
 - _____ E. Ensuring that equipment is in good repair and by taking proper care of facilities and equipment.

COMMENTS/OBSERVATIONS: _____

- _____ 5. Demonstrates the use of methods to discover and develop the potential in athletes by:
- _____ A. Giving ample opportunity to as many students as possible at the lower grade levels.
 - _____ B. Encouraging student effort as an important part of the program.
 - _____ C. Demonstrating patience and tolerance while teaching the fundamentals of the game.
 - _____ D. Establishing an effective offMseason plan to keep up student interest.

COMMENTS/OBSERVATIONS: _____

- _____ 6. Demonstrating the leadership skills necessary to achieve goals while using acceptable procedures to reach them by:
- _____ A. Instilling confidence in others through honesty, integrity and confidentiality.
 - _____ B. Practicing effective communication skills.
 - _____ C. Evaluating the skills of the athletes and setting goals based on their ability.
 - _____ D. Ensuring the proper effort produces performance within the ability level of the athlete.
 - _____ E. Retaining athletes in the program.

- _____ F. Demonstrating personal pride and pride in the program by creating a good image through dress, appearance and side line decorum.
- _____ G. Practicing acceptable business management and budgeting.

COMMENTS/OBSERVATIONS: _____

- 7. Demonstrating adequate preparation and organization by:
 - _____ A. Having a written plan for each head coaching assignment and having the plan approved by the Athletic Director.
 - _____ B. Demonstrating the willingness to modify the plan when necessary to achieve goals.

COMMENTS/OBSERVATIONS: _____

8. Additional Comments: _____

Recommendation for Assignment

- _____ Continue in present assignment
- _____ *Be re-assigned to different coaching position
- _____ Be relieved of coaching assignments
- _____ *Other

*Recommendation for re-assignment/other

Signature of Evaluator

Signature of Coach

CREATE PERSONAL DEVELOPMENT PLAN

Teacher

APPENDIX (9.03)

Type

Date of PDP

Introduction

0 of 20000 used

Areas of Deficiency

- Cite/Summarize the situation and/or Observation/Evaluation details
- Be sure to reference appropriate indicators

0 of 20000 used

Performance Level Desired – Provide a list of Expectations

0 of 20000 used

Provide an Action Plan

- Using SMART format (Specific, Measurable, Attainable, Resources attached, Timeline included)
- Including Assistance to be Provided

0 of 20000 used

Conclusion

0 of 20000 used

The evaluator and the educator will review this PDP on the following

Date/Time

Location

0 of 50 used

If additional reviews are necessary, insert the date(s), time(s) and location of those meeting

0 of 500 used

Comments (Optional):

Important Notes for Evaluator

Evaluators are responsible for writing the PDP. If appropriate, an evaluator may write the PDP in collaboration with the educator receiving the PDP. The evaluator may seek assistance from outside sources when necessary—human capital partners, curriculum and instruction staff, legal counsel, etc. A PDP should support and assist the educator so that he or she becomes an effective educator. A PDP is typically issued when failure to comply with the directive(s) in the PDP may affect the educator's continued employment with the District. It may be issued in conjunction with an observation, an evaluation or as a standalone document.

Appendix 9.04 (1)

Nowata Classroom Teachers Association
Grievance Report Form

Submit to Building Principal(s) / Supervisor(s)

Grievance# _____

Date _____

Name of Grievant _____

WorkPlace _____

Job Assignment _____

STEP 1

Date Grievance Occurred _____

Statement of Grievance:

Relief Sought:

Employee Signature _____

Date _____

Appendix 9.04 (2)

Grievance Report Form
Page 2 of 2

Prncipal(s) / Supervisor (s) Disposition of Grievance

Position of Grievant and/or Association

Date Submitted to Superintendent, _____

Superintendent's Disposition of Grievance

Position of Grievant and/or Association

STEP 2

Date Submitted to Board of Education _____

Board of Education's Disposition of Grievance

**Appendix 9.05
Nowata Public School**

EMPLOYEE LEAVE REQUEST FORM

Employee Name: _____ Date: _____

Date of Requested Leave: _____
(Requests must be made at least one day in advance or within one day after return to work)

Type of Leave Requested:

_____ Emergency Leave

Reason for Leave Request: (To be completed for Emergency)

.....

_____ Personal Leave, Paid by Board (3 Days)
If not taken, This day will roll into sick leave at the end of the year

_____ Personal Leave, Paid by Employee (1 Day)
Certified Staff Pays Substitute Rate,

Personal Business Leave may be used for: Pressing business, legal obligations, or family matters which cannot, through reasonable effort, be scheduled outside school hours. Personal Leave may not be utilized for entertainment, recreation, seeking employment, or providing a service for compensation. Except upon the approval of the immediate supervisor and the Superintendent, personal leave will not be granted on days immediately before or after holidays, vacation periods, or during the first or last two weeks of school.

Employee's Signature

APPROVED:

Signature of Building Principal
or Supervisor

Superintendent's Signature

NOT APPROVED:

Signature of Building Principal

Superintendent's Signature

Appendix 9.08
NOWATA PUBLIC SCHOOLS
REIMBURSEMENT CLAIM
OUT OF DISTRICT TRAVEL

Reimbursement will not be made without an approved purchase order prior to travel

Name: _____ Date: _____

Name of Site: _____ Meeting Attended: _____

Purpose of Meeting: _____

Location: _____ Date of Meeting: _____

First Date of Travel: _____ Last Date of Travel: _____

ATTACH ALL **ITEMIZED** RECEIPTS FOR PAYMENT TO THIS CLAIM

(1) _____ Miles traveled at SDE rate (which at this time is) _____ per mile. _____

(2) _____ Nights lodging at _____ per night _____

(3) _____ Meals... (Reimbursable on an itemized cost basis for overnight trips only)....
(\$35.00 is the maximum reimbursable amount for meals per day) _____

(4) _____ Parking and turnpike fees..... _____

(5) Itemized other expenses:

(a) _____

(b) _____

(c) _____

(d) _____

TOTAL EXPENSES CLAIMED..... _____

I hereby certify that all expenses claimed on this reimbursement form were incurred by me, while acting on behalf of Nowata Public Schools.

Signature of Employee

Approved by: _____
Principal Director Superintendent

Appendix 9.07
Nowata Public Schools
Nowata, Oklahoma

STAFF DEVELOPMENT ACTIVITY EVALUATION FORM

Teacher's Name _____ Date of Activity _____

Name/Title of Activity _____ Place held _____

Activity Instructor _____ Length of Activity (hours) _____

Please answer the following questions about the activity:

Yes No

Yes	No

1. Did the activity state program objectives?
2. Were the objectives realistic/attainable?
3. Did this activity meet the stated objectives?
4. Did this activity provide you some useful information?
5. Will this activity help you become a more effective teacher?
6. Do we need more in-service activities dealing with this same general area next year?
7. Would you rate this activity as good/excellent (yes), or fair/poor (no)?

Please make any comments below which you feel will assist in planning activities for next year:

Staff Development Points Awarded for this Activity _____

Staff Development Chairperson Signature _____

Superintendent's Signature _____

Activity Instructor's Initials _____

**CERTIFIED EMPLOYEE CONTRACT
FOR NOWATA PUBLIC SCHOOLS
Independent District I-40
NOWATA COUNTY, NOWATA, OKLAHOMA**

This contract, made and entered into this **19th** day of **August 2019** DISTRICT NUMBER I-040, NOWATA COUNTY, NOWATA OKLAHOMA, party of the first part (hereafter referred to as the Board) and Party of the second part (hereafter referred to as the teacher), as authorized and required by Title 70, Oklahoma Statutes, Section 6-139.

Witnesseth: That said Board does hereby employ the second party in the **Nowata Public Schools** in the capacity of:

The term of this contract shall be for a period of 10 months, with **1080 hours**, as established in the school calendar 08/19/19 and ending 05/14/20.
The Board agrees to pay the teacher:

Base Salary	
2019-2020 STATE PAY RAISE	
Total Salary	\$ -
Retirement	\$ -
State Flex Insurance	
Total Compensation	
HB 1873 Retirement Credit	

Payable in ten (10) school months, or payable in twelve (12) calendar months, whichever is applicable. Payment made on or before the 20th of each month following the beginning date of the contract period as specified above with the provision that the last installment of said salary shall not be payable until teacher shall perform all duties of the assigned position for the full school term.

THE TEACHER AGREES TO CARRY OUT THE FOLLOWING OBLIGATIONS:

- 451. To accept the work and perform the duties assigned by Superintendent and Principal, realizing that assignments will be made in an effort to provide the best possible educational program for the good of this community.
- 452. To observe all rules, regulations and policies of the Board of Education and Administration.
- 453. To make all reports that are called for by the Superintendent, the Principal, and the Board, and to cooperate with the school Administration.
- 454. To be in the building where the teacher is to work during the hours designated by the Board unless previously excused by the Administration.
- 455. To attend all teachers meetings called by the Superintendent or Principal.
- 456. The Teacher agrees to keep fully qualified through the term of this contract.
- 457. The Teacher shall observe and comply with the provisions of the Oklahoma School Code, all of which are hereby made a part of this contract.
- 458. **EXPERIENCE/DEGREE/HOURS ABOVE:** _____ years of experience, _____ degree and 0 extra hours. ()
- 459. Conditions of employment: The contract is subject to other terms and conditions of employment as delineated in the negotiated agreement.

In witness thereof, we have subscribed our name this _____ day of _____, **2019** for School District #I-040 of Nowata County, Nowata, Oklahoma.

Teacher

Superintendent

President of Board of Education

Clerk of Board of Education

EMPLOYEE EXTRA DUTY ASSIGNMENT CONTRACT

This Extra Duty Assignment Contract is made between _____ an employee of Nowata School District No. 40 of Nowata County, Oklahoma("District") and the District for the _____ school year.

Employee and District agree:

1. District assigns to Employee, in addition to Employee's regular duties, the following extra duty assignment*:

and Employee accepts said extra duty assignment.

2. For the performance of said extra duty, District agrees to pay Employee the sum of \$ _____ said amount to be payable in accordance with district policy.
3. Whenever it is deemed to be in the best interest of the school district, the superintendent or supervising principal may suspend this extra duty assignment at any time with pay.
4. District reserves the right to terminate this extra duty assignment and unearned compensation at any time.
5. If not terminated earlier, this extra duty assignment shall automatically terminate at the end of the term for which this agreement is made with no action from the district or administration. Renewal of Employee's regular contract shall not automatically renew this extra duty assignment contract. This extra duty assignment shall afford the employee no right to reemployment in an extra duty assignment for the next school year.

EXECUTED this _____ day of _____, 20__.

"Employee

ATTEST:

NOWATA SCHOOL DISTRICT
NO. 40 OF NOWATA COUNTY,
OKLAHOMA

Clerk, Board of Education

By: _____
President, Board of Education 'District'

*Each extra duty assignment shall be on a separate contract.

TEMPORARY TEACHER CONTRACT
NOWATA PUBLIC SCHOOLS
 Independent District I-40
 NOWATA COUNTY, NOWATA, OKLAHOMA

This Temporary Teacher Contract is made by and between Nowata School District I-40 ("School District") and the individual whose name is signed below ("Temporary Teacher")

Nowata School District desires to employ Temporary Teacher _____ to provide temporary teaching services as beginning _____ and ending on _____

Temporary Teacher desires to accept employment by School district as a temporary teacher under the terms of this contract

The Board agrees to pay the teacher:

Base Salary	
EXTRA DUTY	
Total Salary	
Retirement	\$ -
State Flex Insurance	
Total Compensation	\$ -
HB 1873 Retirement Credit	

payable in ten (10) school months, or payable in twelve (12) calendar months, whichever is applicable. Payment made on or before the 20th of each month following the beginning date of the contract period as specified above with the provision that the last installment of said salary shall not be payable until teacher shall perform all duties of the assigned position for the full school term.

EXPERIENCE/DEGREE/HOURS ABOVE: _____ years of experience, degree, extra hours.()

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the School District and Temporary Teacher agree as follows:

1. **Employment of Temporary Teacher:** School District employs Temporary Teacher to perform teaching services in School District's schools under terms of this contract. Temporary Teacher accepts employment with School District in that capacity
2. **Duties:** Temporary Teacher agrees that Temporary Teacher is familiar with the duties he/she is to assume as a temporary teacher in School District's school system and agrees to perform those duties as assigned from time to time to Temporary Teacher.
3. **Compensation:** For all teaching services performed under this contract, School District agrees to pay Temporary Teacher at regular payroll periods, according to the salary schedule adopted by School District's Board of Education for the fiscal year of School District in which Temporary Teacher renders services.
4. **Fringe Benefits:** During the term of this contract, School District agrees that Temporary Teacher is entitled to participate in any "Fringe benefit" programs offered to other teachers by School District for this fiscal year only.
5. **TERMINATION OF CONTRACT:** THE TERM OF THIS CONTRACT WILL AUTOMATICALLY EXPIRE AT THE END OF THE PERIOD OF TIME FOR WHICH THIS CONTRACT IS MADE. THE PARTIES SPECIFICALLY AGREE THAT THIS CONTRACT IS NOT SUBJECT TO THE OKLAHOMA CONTINUING CONTRACT LAW AND THAT NO ACTION NEED BE TAKEN BY THE BOARD OF EDUCATION OF THE SCHOOL DISTRICT TO NONRENEW TEMPORARY TEACHER OR TERMINATE THIS CONTRACT. TEMPORARY TEACHER ACKNOWLEDGES AND UNDERSTANDS THAT HE/SHE WOULD NOT HAVE BEEN HIRED BY THE SCHOOL DISTRICT WITHOUT TEMPORARY TEACHER'S AGREEMENT AS TO AUTOMATIC EXPIRATION OF THIS CONTRACT. TEMPORARY TEACHER FURTHER ACKNOWLEDGES THAT THE LIMITATION ON THE TERM OF THIS CONTRACT WAS A MATERIAL INDUCEMENT TO THE SCHOOL DISTRICT'S ENTERING INTO THIS AGREEMENT.
6. **Dismissal:** If the School District seeks to dismiss Temporary Teacher from employment with the School District and thereby terminate this contract prior to its expiration, then Temporary Teacher is entitled to receive all substantive and procedural rights set forth in the provisions of the Oklahoma Teacher Due Process Act of 1990 which are applicable to the suspension and dismissal of probationary teacher.
7. **Rules and Regulations:** All rules and regulations of School District pertaining to its teachers are incorporated herein by reference, except that if the provision of this contract are contrary to any of the rules and regulations, the provisions of this contract shall control and be prevailing.
8. **Miscellaneous:** This contract represents the entire understanding between the parties concerning the subject matter hereof and may be modified only by the mutual written agreement of the parties. This being a contract for personal services. Temporary Teacher may not assign this contract or the compensation to be received by Temporary Teacher under this contract. School District has not made any promises or representations to Temporary Teacher beyond the items specifically stated in this contract. Without limiting the foregoing, School District has not made any promise or commitment to Temporary Teacher for a permanent teacher's position or any preferred status for a permanent teacher's position.
9. **BY SIGNING THIS TEMPORARY TEACHER CONTRACT THE TEMPORARY TEACHER WARRANTS THAT THE TEACHER HAS READ THIS CONTRACT AND UNDERSTANDS ITS TERMS AND CONDITIONS.**

EXECUTED this _____ day of _____, 20___. Nowata School District I-40

 Temporary Teacher

 Superintendent

 President of Board of Education

 Clerk of Board of Education

Appendix 9.09
Nowata Public Schools
Nowata, Oklahoma
Independent School District No. 40, Nowata County, Oklahoma

DECLARATION OF INTENTION FOR RE-EMPLOYMENT FOR THE ENSUING YEAR

Teacher's Name _____

Pursuant to the provisions of Title 70 Oklahoma Statutes, Section 6-10 (E), you must notify this school district by April 25, in writing and by certified mail, in case you do not desire to be re-employed for the ensuing year. If you do not so notify and if you have not received notification of non-renewal, which is to be issued in writing and by certified mail by this school district prior to April 10, then you shall be considered as being employed for said year, pursuant to a written contract which will be issued effective July 1.

In order that this school district might more adequately plan its faculty for the next school year and further, because the school district usually acts upon teacher employments at the monthly Board of Education meeting in _____, you are asked to complete this form and return to the office of the superintendent no later than _____. This form is not a contract, but if you check Category 4, sign and return, it will be considered as your resignation, subject to approval by the Board of Education.

PLEASE CHECK THE APPLICABLE CATEGORY:

- _____ 1. Upon completion of this school year, I will have ____ year(s) of continuous, completed service with this school district and plan to remain with same for the ensuing year. I am currently working on additional college hours that will entitle me to an additional pay increase for the _____ school year.
_____ Yes _____ No
- _____ 2. I have, or intend to file a request for leave of absence without pay, pursuant to Title 70 Oklahoma Statutes 5-117 for the ensuing year.
- _____ 3. My future plans are uncertain as of this date but I will notify the office of the superintendent as soon as possible following determination.
- _____ 4. I hereby resign my employment with this school district effective _____.
(Request resignation/retirement letter from the superintendent.)
- _____ 5. Please state any other teaching areas that you are qualified to teach that you would like to be considered for if such an opening occurs. _____.

If there is any change in your plans prior to April 25, you are to immediately notify the office of the superintendent. Once that date has passed, you have a continuing contract in effect pursuant to Title 70, O.S. 6-122 or 6-101 (E), and you are hereby given notice that employment with any other school district, unless specifically released by this school district, could result in the suspension of your teaching certificate. By signing this form, I hereby certify that my teaching certificate is currently valid and will continue as such during the ensuing year.

Signature of Teacher

Date of signing

Received in the Office of the Superintendent _____

2019-2020 Salary Schedule

Bachelors (7%)

7/1/2019

Years of Service	Base Salary	Teacher Ret.	Total	Base With 15 Hours	Teacher Ret.	Total With 15 Hours	Base With 30 Hours	Teacher Ret.	Total With 30 Hours	Base With 60 Hours	Teacher Ret.	Total With 60 Hours	Nat'l Board		Total Degree	Doctor Degree Base	Teacher Ret.	Total Dr. Degree
													Cert Base	Teacher Ret.				
0	35,660	2,684	38,344	35,760	2,692	38,452	35,860	2,699	38,559	36,060	2,714	38,774	35,403	2,665	38,068	37,842	2,848	40,690
1	35,761	2,692	38,453	35,861	2,699	38,561	35,961	2,707	38,668	36,161	2,722	38,883	35,519	2,674	38,193	37,990	2,859	40,849
2	35,864	2,699	38,563	35,964	2,707	38,671	36,064	2,714	38,778	36,264	2,730	38,993	35,924	2,704	38,628	38,137	2,871	41,008
3	35,965	2,707	38,672	36,065	2,715	38,781	36,165	2,722	38,885	36,365	2,737	39,102	36,504	2,748	39,252	38,286	2,882	41,168
4	36,264	2,730	38,994	36,364	2,737	39,102	36,464	2,745	39,209	36,664	2,760	39,356	36,731	2,765	39,496	38,411	2,891	41,302
5	36,672	2,760	39,432	36,772	2,768	39,540	36,872	2,775	39,647	37,072	2,790	39,862	37,170	2,798	39,968	38,827	2,922	41,749
6	37,080	2,791	39,871	37,180	2,799	39,979	37,280	2,806	40,086	37,480	2,821	40,301	37,602	2,830	40,432	39,235	2,953	42,188
7	37,487	2,822	40,309	37,587	2,829	40,417	37,687	2,837	40,524	37,887	2,852	40,739	38,116	2,869	40,985	39,642	2,984	42,626
8	37,918	2,854	40,772	38,018	2,862	40,880	38,118	2,869	40,987	38,318	2,884	41,202	38,463	2,895	41,358	40,073	3,016	43,089
9	38,867	2,926	41,793	38,967	2,933	41,901	39,067	2,941	42,008	39,267	2,956	42,223	38,894	2,928	41,822	40,504	3,049	43,553
10	39,225	2,952	42,177	39,325	2,960	42,285	39,425	2,967	42,392	39,625	2,983	42,607	39,845	2,999	42,844	42,729	3,216	45,945
11	39,683	2,987	42,670	39,783	2,994	42,778	39,883	3,002	42,885	40,083	3,017	43,100	40,302	3,034	43,336	43,280	3,258	46,538
12	40,141	3,021	43,162	40,241	3,029	43,270	40,341	3,036	43,377	40,541	3,051	43,592	40,761	3,068	43,829	44,049	3,316	47,365
13	40,631	3,058	43,689	40,731	3,066	43,797	40,831	3,073	43,904	41,031	3,088	44,119	41,219	3,103	44,322	44,136	3,322	47,458
14	41,107	3,094	44,201	41,207	3,102	44,309	41,307	3,109	44,416	41,507	3,124	44,631	41,678	3,137	44,815	44,594	3,357	47,950
15	41,565	3,129	44,694	41,665	3,136	44,802	41,765	3,144	44,909	41,965	3,159	45,124	42,154	3,173	45,327	45,072	3,392	48,464
16	42,024	3,163	45,187	42,124	3,171	45,295	42,224	3,178	45,402	42,424	3,193	45,617	42,613	3,207	45,820	45,530	3,427	48,957
17	42,482	3,198	45,680	42,582	3,205	45,788	42,682	3,213	45,895	42,882	3,228	46,110	43,071	3,242	46,313	45,989	3,462	49,450
18	42,941	3,232	46,173	43,041	3,240	46,281	43,141	3,247	46,388	43,341	3,262	46,603	43,530	3,276	46,806	46,447	3,496	49,943
19	43,418	3,268	46,686	43,518	3,276	46,794	43,618	3,283	46,901	43,818	3,298	47,116	43,988	3,311	47,299	46,905	3,531	50,436
20	43,876	3,303	47,179	43,976	3,310	47,287	44,076	3,318	47,394	44,276	3,333	47,609	44,466	3,347	47,813	47,384	3,567	50,951
21	44,336	3,337	47,673	44,436	3,345	47,781	44,536	3,352	47,888	44,736	3,367	48,103	44,925	3,381	48,306	47,843	3,601	51,444
22	44,794	3,372	48,166	44,894	3,379	48,274	44,994	3,387	48,381	45,194	3,402	48,596	45,383	3,416	48,799	48,301	3,636	51,937
23	45,253	3,406	48,659	45,353	3,414	48,767	45,453	3,421	48,874	45,653	3,436	49,089	45,842	3,450	49,292	48,761	3,670	52,431
24	46,577	3,506	50,083	46,677	3,513	50,191	46,777	3,521	50,298	46,977	3,536	50,513	46,300	3,485	49,785	49,219	3,705	52,924
25	47,414	3,569	50,983	47,514	3,576	51,091	47,614	3,584	51,198	47,814	3,599	51,413	47,646	3,586	51,232	50,619	3,810	54,429
26	47,879	3,604	51,483	47,979	3,611	51,591	48,079	3,619	51,698	48,279	3,634	51,913	48,111	3,621	51,732	51,014	3,840	54,854
27	48,344	3,639	51,983	48,444	3,646	52,091	48,544	3,654	52,198	48,744	3,669	52,413	48,576	3,656	52,232	51,409	3,870	55,279
28	48,809	3,674	52,483	48,909	3,681	52,591	49,009	3,689	52,698	49,209	3,704	52,913	49,041	3,691	52,732	51,805	3,899	55,704
29	49,274	3,709	52,983	49,374	3,716	53,091	49,474	3,724	53,198	49,674	3,739	53,413	49,506	3,726	53,232	52,270	3,934	56,204
30	49,739	3,744	53,483	49,839	3,751	53,591	49,939	3,759	53,698	50,139	3,774	53,913	49,971	3,761	53,732	52,735	3,969	56,704
31	50,204	3,779	53,983	50,304	3,786	54,091	50,404	3,794	54,198	50,604	3,809	54,413	50,436	3,796	54,232	53,200	4,004	57,204
32	50,669	3,814	54,483	50,769	3,821	54,591	50,869	3,829	54,698	51,069	3,844	54,913	50,901	3,831	54,732	53,665	4,039	57,704
33+	51,134	3,849	54,983	51,234	3,856	55,091	51,334	3,864	55,198	51,534	3,879	55,413	51,366	3,866	55,232	54,130	4,074	58,204

500.00 Increment per year at 26 years

1019-2020 Salary Schedule

Masters (7%)

7/1/2019

Years of Service	Base Salary	Teacher Ret.	State Base Total	Base With 15 Hours	Teacher Ret.	Total With 15 Hours	Base With 30 Hours	Teacher Ret.	Total With 30 Hours	Base With 60 Hours	Teacher Ret.	Total With 60 Hours	Nat'l Board		Total Degree	Doctor Degree Base	Teacher Ret.	Total Degree
													Base	Ret.				
0	36,953	2,781	39,734	37,055	2,789	39,844	37,157	2,797	39,954	37,343	2,811	40,154				32,837	2,472	40,690
1	37,054	2,789	39,843	37,156	2,797	39,953	37,259	2,804	40,063	37,445	2,818	40,263				32,837	2,472	40,849
2	37,156	2,797	39,953	37,259	2,804	40,063	37,361	2,812	40,173	37,547	2,826	40,373				32,837	2,472	41,008
3	36,854	2,804	40,062	37,360	2,812	40,172	37,462	2,820	40,282	37,648	2,834	40,482				38,286	2,882	41,168
4	37,557	2,827	40,384	37,659	2,835	40,494	37,762	2,842	40,604	37,947	2,856	40,804				38,411	2,891	41,302
5	37,713	2,839	40,552	37,816	2,846	40,662	37,918	2,854	40,772	38,113	2,869	40,982				38,827	2,922	41,749
6	38,373	2,888	41,261	38,473	2,896	41,369	38,573	2,903	41,476	38,773	2,918	41,691				39,235	2,953	42,188
7	38,780	2,919	41,699	38,880	2,926	41,807	38,980	2,934	41,914	39,180	2,949	42,129				43,362	3,264	46,626
8	39,212	2,951	42,163	39,312	2,959	42,271	39,412	2,966	42,378	39,612	2,982	42,593				40,073	3,016	43,089
9	40,620	3,057	43,677	40,720	3,065	43,785	40,820	3,072	43,892	41,020	3,088	44,107				40,504	3,049	43,553
10	40,977	3,084	44,061	41,077	3,092	44,169	41,177	3,099	44,276	41,377	3,114	44,491				42,729	3,216	45,945
11	41,435	3,119	44,554	41,535	3,126	44,662	41,635	3,134	44,769	41,835	3,149	44,984				43,280	3,258	46,538
12	41,894	3,153	45,047	41,994	3,161	45,155	42,094	3,168	45,262	42,294	3,183	45,477				44,049	3,316	47,365
13	42,383	3,190	45,573	42,483	3,198	45,681	42,583	3,205	45,788	42,783	3,220	46,003				44,136	3,322	47,458
14	42,860	3,226	46,086	42,960	3,234	46,194	43,060	3,241	46,301	43,260	3,256	46,516				44,594	3,357	47,950
15	43,318	3,261	46,579	43,418	3,268	46,687	43,518	3,276	46,794	43,718	3,291	47,009				45,072	3,392	48,464
16	43,777	3,295	47,072	43,877	3,303	47,180	43,977	3,310	47,287	44,177	3,325	47,502				45,530	3,427	48,957
17	44,235	3,330	47,565	44,335	3,337	47,673	44,435	3,345	47,780	44,635	3,360	47,995				45,989	3,462	49,450
18	44,694	3,364	48,058	44,794	3,372	48,166	44,894	3,379	48,273	45,094	3,394	48,488				46,447	3,496	49,943
19	45,172	3,400	48,572	45,272	3,408	48,680	45,372	3,415	48,787	45,572	3,430	49,002				46,905	3,531	50,436
20	45,599	3,432	49,031	45,699	3,440	49,139	45,799	3,447	49,246	45,999	3,462	49,461				47,384	3,567	50,951
21	46,089	3,469	49,558	46,189	3,477	49,666	46,289	3,484	49,773	46,489	3,499	49,988				47,843	3,601	51,444
22	46,548	3,504	50,052	46,648	3,511	50,160	46,748	3,519	50,267	46,948	3,534	50,482				48,301	3,636	51,937
23	47,007	3,538	50,545	47,107	3,546	50,653	47,207	3,553	50,760	47,407	3,568	50,975				48,761	3,670	52,431
24	48,365	3,640	52,005	48,465	3,648	52,113	48,565	3,655	52,220	48,765	3,670	52,435				49,219	3,705	52,924
25	48,760	3,670	52,430	48,860	3,678	52,538	48,960	3,685	52,645	49,160	3,700	52,860				50,619	3,810	54,429
26	49,225	3,705	52,930	49,325	3,713	53,038	49,425	3,720	53,145	49,625	3,735	53,360				51,014	3,840	54,854
27	49,690	3,740	53,430	49,790	3,748	53,538	49,890	3,755	53,645	50,090	3,770	53,860				51,409	3,870	55,279
28	50,155	3,775	53,930	50,255	3,783	54,038	50,355	3,790	54,145	50,555	3,805	54,360				51,805	3,899	55,704
29	50,620	3,810	54,430	50,720	3,818	54,538	50,820	3,825	54,645	51,020	3,840	54,860				52,270	3,934	56,204
30	51,085	3,845	54,930	51,185	3,853	55,038	51,285	3,860	55,145	51,485	3,875	55,360				52,735	3,969	56,704
31	51,550	3,880	55,430	51,650	3,888	55,538	51,750	3,895	55,645	51,950	3,910	55,860				53,200	4,004	57,204
32	52,015	3,915	55,930	52,115	3,923	56,038	52,215	3,930	56,145	52,415	3,945	56,360				53,665	4,039	57,704
33	52,480	3,950	56,430	52,580	3,958	56,538	52,680	3,965	56,645	52,880	3,980	56,860				54,130	4,074	58,204

500.00 increment per year at 26 years

NOWATA PUBLIC SCHOOLS
EXTRA DUTY ASSIGNMENTS
FOR THE 2019-2020 ACADEMIC YEAR

EXTRA DUTY ASSIGNMENTS

BASEBALL			
VARSITY ASSISTANT COACH			\$ 1,652.00
VARSITY HEAD COACH			\$ 3,139.00
BASKETBALL			
6TH GRADE BOYS			\$ 1,000.00
6TH GRADE GIRLS			\$ 1,000.00
7TH GRADE BOYS HEAD COACH			\$ 1,652.00
7TH GRADE GIRLS HEAD COACH			\$ 1,652.00
8TH GRADE BOYS HEAD COACH			\$ 1,652.00
8TH GRADE GIRLS HEAD COACH			\$ 1,652.00
9TH GRADE BOYS HEAD COACH			\$ 1,652.00
9TH GRADE GIRLS HEAD COACH			\$ 1,652.00
BOYS ASSISTANT VARSITY COACH			\$ 2,475.00
BOYS VARSITY HEAD COACH			\$ 4,620.00
GIRLS ASSISTANT VARSITY COACH			\$ 2,475.00
GIRLS VARSITY HEAD COACH			\$ 4,620.00
FOOTBALL			
VARSITY HEAD COACH			\$ 4,620.00
7TH GRADE ASSISTANT COACH			\$ 1,158.00
7TH GRADE HEAD COACH			\$ 1,652.00
8TH GRADE ASSISTANT COACH			\$ 1,158.00
8TH GRADE HEAD COACH			\$ 1,652.00
9TH GRADE ASSISTANT COACH			\$ 1,158.00
9TH GRADE HEAD COACH			\$ 1,652.00
VARSITY ASSISTANT COACH			\$ 2,475.00
			\$ 2,475.00
			\$ 2,475.00
			\$ 2,475.00
SOFTBALL			
FAST PITCH ASSISTANT			\$ 1,652.00
FASTPITCH HEAD COACH			\$ 3,139.00
MIDDLE SCHOOL SOFTBALL HEAD			\$ 1,816.00
MIDDLE SCHOOL SOFTBALL ASSISTANT			\$ 1,158.00
GOLF			

VARSITY BOYS			\$	1,487.00
VARSITY GIRLS			\$	1,487.00
ATHLETIC DIRECTOR			\$	6,620.00
TRACK				
6TH GRADE GIRLS			\$	400.00
6TH GRADE BOYS			\$	400.00
7TH GRADE BOYS COACH			\$	750.00
7TH GRADE GIRLS COACH			\$	750.00
8TH GRADE BOYS COACH			\$	750.00
8TH GRADE GIRLS COACH			\$	750.00
9TH GRADE BOYS COACH				
9TH GRADE GIRLS COACH				
CROSSCOUNTRY BOYS/GIRLS			\$	1,816.00
HEAD VARSITY COACH (BOYS & GIRLS)			\$	1,816.00
TENNIS				
VARSITY COACH BOYS			\$	1,487.00
VARSITY COACH GIRLS			\$	1,487.00
WEIGHT ROOM				
WEIGHT ROOM SUPERVISOR			\$	2,639.00
MUSIC ASSIGNMENTS				
INSTRUMENTAL MUSIC DIRECTOR			\$	5,000.00
SECONDARY VOCAL MUSIC DIRECTOR			\$	2,958.00
ELEMENTARY MUSIC DIRECTOR			\$	1,158.00
ELEMENTARY YEARBOOK			\$	1,000.00
ELEM. FACEBOOK COORD.			\$	1,600.00
GUIDANCE COUNSELING ASSIGNMENTS				
HIGH SCHOOL GUIDANCE DIRECTOR			\$	2,500.00
MIDDLE SCHOOL GUIDANCE DIRECTOR			\$	2,500.00
ELEM. SCHOOL GUIDANCE DIRECTOR			\$	2,500.00
COUNSELOR - TEST COORDINATOR			\$	1,000.00
DETENTION				\$10.00 PER HOUR
HIGH SCHOOL SPONSORSHIPS:				
SPONSOR- 9TH GRADE PEP CLUB			\$	1,652.00
SPONSOR- ACADEMIC TEAM			\$	1,652.00

SPONSOR- HIGH SCHOOL STUDENT COUNCIL			\$	600.00
SPONSOR-JUNIOR CLASS (1500.00 TOTAL)			\$	750.00
			\$	750.00
SPONSOR- NATIONAL HONOR SOCIETY			\$	600.00
SPONSOR-NEWSPAPER			\$	1,200.00
SPONSOR- SENIOR CLASS (1500.00 TOTAL)			\$	750.00
			\$	750.00
SPONSOR- VARSITY PEP CLUB			\$	3,139.00
SPONSOR-YEARBOOK			\$	1,800.00
SPONSOR-SPANISH CLUB			\$	600.00
H.S. / M.S. FACEBOOK COORD.			\$	1,600.00
ROBOTICS MS / HS			\$	4,000.00
MIDDLE SCHOOL SPONSORSHIPS				
SPONSOR-MATHCOUNTS			\$	600.00
SPONSOR-MIDDLE SCHOOL ACADEMIC TEAM			\$	950.00
SPONSOR -MIDDLE SCHOOL OFFICERS COUNCIL			\$	600.00
SPONSOR-MIDDLE SCHOOL PEP CLUB			\$	1,352.00
ALTERNATIVE SCHOOL SALARIES				
BASE SALARY + (5% OF SALARY)				
NUMBER OF PERIODS IN A REGULAR SCHOOL DAY				
(IN THE EVENT THIS DOES NOT MEET THE ALTERNATIVE SCHOOLS FUNDING				
THIS ITEM WILL BE REOPENED FOR NEGOTIATIONS.				
VACATIONAL & SPECIAL EDUCATION TEACHERS				
SPECIAL EDUCATION INCREMENT				
VOCATIONAL AGRICULTURE INSTRUCTOR			\$	5,468.00
VOCATIONAL HOME ECONOMICS			\$	4,968.00

VOCATIONAL STEM			\$3,300.00
SPECIAL AREA TEACHERS			
GIFTED COORDINATOR(K-12)			\$ 1,152.00
ELEM TEACHER EVALUATOR			\$ 2,000.00
LITERACY COACH			\$ 2,000.00
ELL COORDINATOR			\$ 1,000.00
TESTING COORDINATOR			\$ 2,500.00
SPECIAL EDUCATION TESTING			\$ 2,000.00
SPEECH PATHOLOGIST			\$ 5,000.00
SPECIAL EDUCATION COORDINATOR			\$ 4,584.00
CURRICULUM COACH			\$ 5,000.00
ELEM DEAN OF STUDENTS			\$ 3,000.00
SP. OLYMPIC COORDINATOR			\$ 500.00
PERFORMANCE EVALUATOR			\$2,000.00
PLANPERIOD/CLASS COVERAGE			10.00 PER HOUR
GATE WORKER ASSIGNMENTS			
FOOTBALL-VARSITY GATE & CLOCK \$40.00 PER GAME REGULAR & PLAYOFF			
FOOTBALL JR. VARSITY (WITHOUT MS GAMES) \$20.00 PER NIGHT GATE AND CLOCK			
FOOTBALL JUNIOR HIGH (MAY INCLUDE JV) \$40.00 PER NIGHT GATE AND CLOCK.			
BASKETBALL-VARSITY \$20.00 PER GAME GATE. CLOCK & BOOK REGULAR & PLAYOFF			
BASKETBALL-JR. VARSITY \$10.00 PER GAME GATE, CLOCK & BOOK			
BASKETBALL JR. HIGH \$10.00 PER GAME GATE, CLOCK & BOOK			
SOFTBALL/BASEBALL HS/MS GATE \$10.00 PER GAME. REGULAR & PLAYOFF			

ACTIVITY TRIP DRIVERS			
CERTIFIED SPONSOR(DRIVING TIME) 10.00 PER TRIP			
CERTIFIED NON SPONSOR ACTUAL TRIP TIME			
EMPLOYED BUS DRIVER TIME AVG HRLY RATE			
EMPLOYED BUS DRIVER TRIP TIME AVG O/T RATE			
SUBSTITUTE OR VOLUNTEER DRIVER			
DRIVERS ED INSTRUCTOR(PER STUDENT-TUITION)			\$ 125.00
STAFF DEVELOPMENT CHAIR			\$ 329.00

CERTIFICATION OF RATIFICATION

Ratification of the foregoing Contract between the parties is attested to by the representatives whose signatures appear below.

NOWATA CLASSROOM TEACHERS' ASSOCIATION

By: Angelia Franke 12/9/19
President & Chief Negotiator Date

By: [Signature] 12.9.19
Bargaining Team Member Date

By: Sheila Sellers 12.9.19
Bargaining Team Member Date

NOWATA BOARD OF EDUCATION

By: Chris Jensen 12/9/19
Superintendent Date

By: Chris Hallett 12-9-2019
President of the Board Date

By: Tom Kest 1-13-2020
Vice President of the Board Date

By: Charlote Smalley 12-9-19
Clerk of the Board Date

By: [Signature] 12-9-19
Board Member Date

By: Markesha Hill 12-9-19
Board Member Date