



2019-2020 Negotiated Agreement

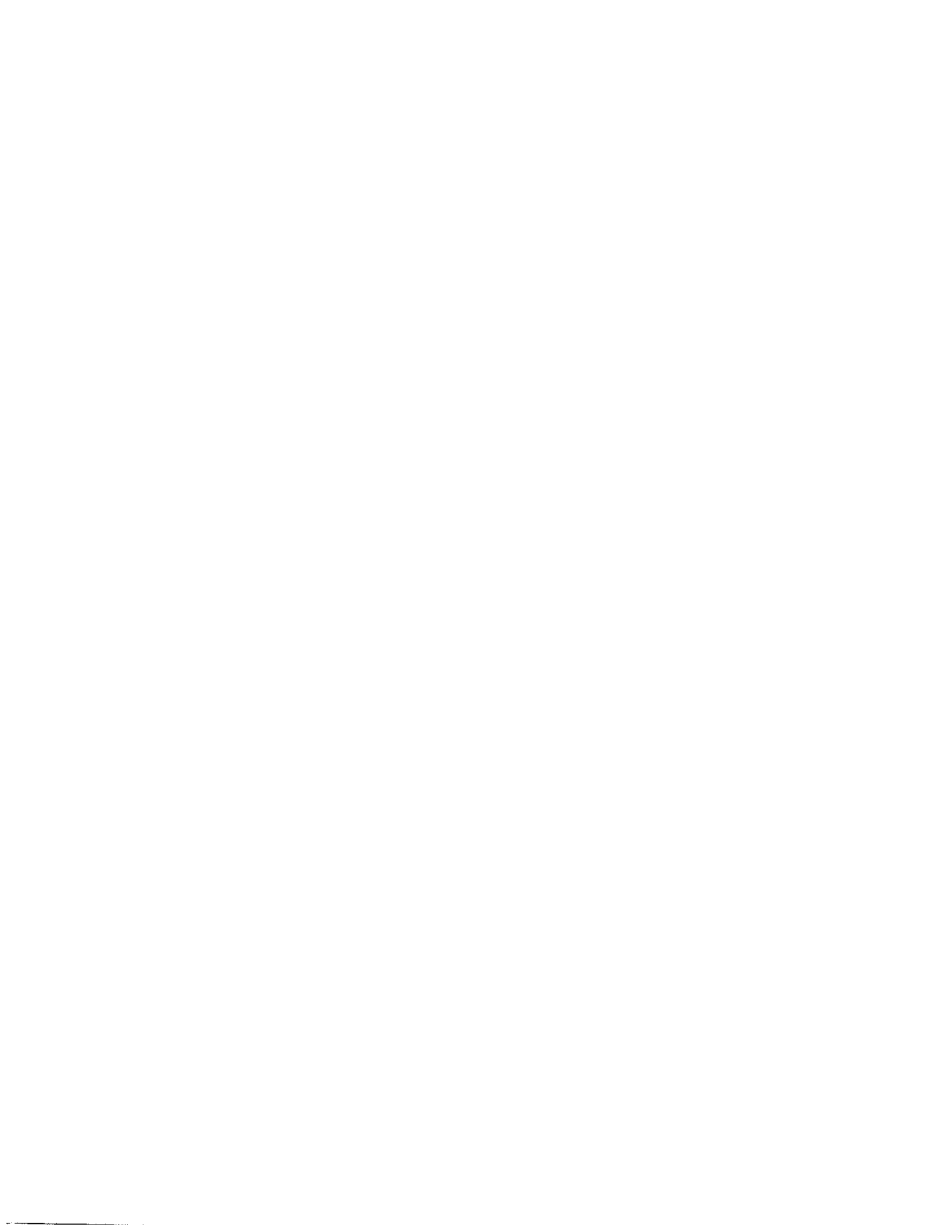


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SECTION I. TEACHER WORK DAY

- A. All Teachers shall report for work fifteen (15) minutes before the student day begins. All teachers may leave fifteen (15) minutes after the student day ends.
- B. Teachers may be required to come before, participate in, or stay beyond the work day for parent-teacher conferences, open house, IEP conferences, graduation, or other times required for the proper functioning of the school. Staff meetings shall not normally (regularly) be scheduled before the start of the workday. Attempts will be made to ensure that the number of meetings shall not be excessive for a teacher.
- C. In the event that the lengthening of the student day is considered, the W.E.A. President shall be notified. A committee of teachers who would be affected by this lengthened day shall be appointed by the W.E.A. to meet with the Administration before the day is lengthened.
- D. The district may adjust the work day reporting and departing times of teachers for program driven purposes within the confines of a seven and one half (7 ½) hour work day.

SECTION II. DUTY FREE LUNCH

- A. At the beginning of each school year, the principal, after receiving input from teachers, shall establish a lunch duty schedule. Said schedule shall assign duties to teachers on a rotating and equitable basis. Teachers shall be provided with 25 minutes duty-free lunchtime each day, when possible.
- B. Teachers may be required to forgo duty free lunches recess or noon period to accept school related responsibilities whenever emergency situations arise.
- C. Teachers may leave the campus during duty free lunch recess or period with the prior notification to the office of the principal. If the teacher leaving campus is unable to assume teaching duties at end of said lunch recess or period, the teacher will notify the office of the principal prior to after lunch duties commencing.
- D. Teachers are encouraged to assist in training elementary lunch/recess duty personnel, particularly during the first two weeks of school. Teachers shall also assist occasionally as problems arise.

SECTION III. PREPARATION TIME

- A. Classroom teachers in grades five (5) through twelve (12) shall be scheduled for preparation time, one (1) class period each day.
- B. In grades Pre-K through four (4), preparation time shall be scheduled for forty (40) minutes daily. This planning time shall only exist when the District is able to provide specialized programs and teachers.
- C. Teachers may occasionally be required to forgo scheduled preparation time to accept responsibilities related to the function of the school.
- D. Teachers accepting an extra class assignment during their preparation time on a semester basis shall be compensated according to the amount specified in the article on compensation in this Agreement.
- E. With notification of and approval by the building principal, teachers may leave campus during their preparation time for the following reasons:
 - 1. Conduct financial business at the bank
 - 2. Conduct school related business
 - 3. Take care of emergencies

SECTION IV. PROFESSIONAL DEVELOPMENT DAYS

- A. Teachers other than those teachers new to the district and those described in Subsection B of this section, shall not be required to attend staff development meetings except on professional days within the school calendar unless they are compensated full salary amount for actual hours of attendance.
- B. If a teacher is required by the Administration to attend staff development meetings in order to fulfill the requirements of a plan for improvement, or when a teacher participates in a special program/curriculum, the language in paragraph A shall not apply.
- C. Certified employees who attend administrator-approved professional development outside of the contract day/year may bank up to 12 hours or a maximum of 2 days per school year. These hours can be converted and used as school business leave days on a 1:1 exchange (6 hours of professional development equals 1 contract day) with a district-provided Professional Development day, and cannot be counted toward accumulated leave. If a certified employee receives monetary compensation for attending professional development, those hours accrued cannot be banked. Professional development days may be exchanged if the alternative professional development opportunities meet the state and district requirements as determined

by administration. Administration will specify blackout dates prior to the beginning of the school year.

SECTION V. SICK LEAVE

A. The Board shall provide each teacher ten (10) days of sick leave each year for use in case of personal injury, illness or pregnancy, or injury, illness, or death in the family (spouse, child, parents, and sibling).

1. * When used for death, family may also include: grandparents, grandchildren, in-laws, and any other relative residing in the household.

B. Unused sick leave days may accumulate to a maximum of ninety (90) days. The Board will maintain records of sick leave accumulation beyond ninety (90) days to a maximum of one hundred eighty (180) days for the purpose of reporting those days to the Oklahoma Teachers Retirement System.

C. If, after exhausting all accumulated sick leave, a teacher is absent from his/her duties due to personal injury, illness, or pregnancy, the teacher shall receive his/her full contract salary less the amount actually paid to a substitute teacher if one is hired, or the amount normally paid to a substitute teacher if one is not hired, for an additional period of up to twenty (20) days.

D. If a teacher is still unable to return to work after the period of time provided in C above, the teacher may be placed on sick leave without pay for the remainder of the contract year. The teacher must provide a written request for such leave status, and the request must be accompanied by a written statement from a licensed physician supporting the need for such leave.

E. Teachers shall be charged for no less than one-half (1/2) of a day when a substitute is hired. If another teacher covers at no cost to the District for one period/hour or less, there will be no deduction against leave.

* Request for leave for deaths not covered above may be referred to the building principal who may grant such days if the request is deemed to have merit.

F. COMPENSATION FOR UNUSED SICK LEAVE

1. For the 2019-2020 school year, teachers who retire under OTRS or resign from the Woodward Public Schools shall receive payment for unused sick leave days accumulated over one hundred twenty days (120 days) which have not been utilized to obtain an additional year of service with the Oklahoma Teachers' Retirement System and have not been transferred to another district. Teachers who qualify shall receive payment per day according to the following schedules:

2. Teachers who are retiring and have been employed with Woodward Public Schools for at least five years and who do not have enough unused sick leave days to be reimbursed, may donate those days to the Sick Leave Bank.

YEARS OF EXPERIENCE IN THE WOODWARD PUBLIC SCHOOLS

For Retirement		For Resignation	
5 years	\$25.00	5 years	\$ 7.50
6 years	\$30.00	6 years	\$ 9.00
7 years	\$35.00	7 years	\$10.50
8 years	\$40.00	8 years	\$12.00
9 years	\$45.00	9 years	\$13.50
10 years	\$50.00	10 years	\$15.00

- G. At the beginning of each semester each teacher will be notified of available leave balances.
- H. After three (3) consecutive days absences, the Superintendent or his/her designee may require a doctor's certificate that states the teacher is unable to work. The superintendent may also request a doctor's statement to verify that the employee is able to return to work.

SECTION VI. LEAVE OF ABSENCE

- A. Career teacher with at least three (3) years of service to the District may apply in writing to the Board for a one (1) year unpaid leave of absence.
- B. Application for unpaid leave of absence for the ensuing year must be filed prior to March 1.
- C. Applications for reinstatement for the ensuing year following a leave of absence must be filed by March 1.
- D. Upon returning from an unpaid leave of absence, the teacher will be assigned to the same position he/she held prior to the leave if a vacancy exists, or to another position for which the teacher is qualified. Except in the case of a teacher subject to reduction in force provisions of this Agreement, Section IX.
- E. Upon returning from an unpaid leave of absence, the teacher will be placed on the same salary step he/she was on prior to the leave. All accumulated leave benefits and tenure will be reinstated upon return from an unpaid leave of absence.

SECTION VII. PERSONAL BUSINESS LEAVE

- A. Teachers shall be granted five (5) days of non-cumulative leave, the first three (3) days without loss of pay, the remaining two (2) days at cost of the substitute, to conduct personal business that demands the teacher's presence at times when school is in session. Personal business leave may be utilized in full or half day increments. Teachers may utilize one (1) of the three (3) days at no loss of pay to attend activities of their children.
- B. Teachers shall request personal business leave at least twenty-four (24) hours in advance, except in emergency situations in which case the request may be completed within twenty-four (24) hours of the teacher returning to work.
- C. Personal business leave shall not be granted for: participating in other employment; performing a service for compensation; entertainment; recreation; *travel; or participating in political or social problem activities.

** Exception: The teacher may utilize a maximum of three (3) personal business leave days to accompany their spouse on business trips or conventions. The cost of a substitute will be deducted for those days. The teacher may apply to the principal for additional days at a 1/180th deduction.*

- D. Personal business leave shall not normally be granted during: The first or last week of school; the day before or after a holiday or vacation period; or on days when school remains in session despite adverse weather conditions. At the end of each school year, up to five (5) unused personal business leave days will be transferred to sick leave.

SECTION VIII. PROFESSIONAL LEAVE

- A. Notice of workshop conferences or professional meetings shall be posted in each building. Teachers may apply to the principal for leave to attend professional meetings, workshops, or conferences directly related to their current teaching assignment. If the leave request is granted, the teacher shall not suffer a loss in pay or accumulated leave benefits for such absence.
- B. Honorariums and workshop presentations will be considered as professional leave if granted by the Administration. Substitute pay will be deducted from an honorarium or reimbursed by the requesting district.
- C. A request may be made to the Superintendent for an additional professional leave day at no cost to the teacher for the purpose of achieving initial certification, achieving additional certification or degree level. Only one day per year may be granted. Documentation for the use of the day must be provided.

SECTION IX. BEREAVEMENT LEAVE

- A. Each teacher shall be granted up to five (5) days leave for each death in the immediate family (parents, step-parents, father-in-law, mother-in-law, siblings, brother-in-law, sister-in-law, spouse, children, step-children, nieces, nephews, aunts, uncles, grandparents, grandparents-in-law, and grandchildren) without loss of pay. If no workdays exist between the date the death occurs and the end of the fifth day, no bereavement leave shall be granted.
- B. When additional days are needed or when a death occurs outside the immediate family, the teacher may apply to the Superintendent for additional days.

SECTION X. OTHER LEAVE REQUEST

- A. Other types of leave not addressed in this document specifically may be applied for through the building administrator. Teachers receiving approval for such absence will have deducted from their salary an amount equal to a day's pay for each day's absence. Teachers absent without approval will be subject to disciplinary action up to and including termination. Leaves in this section are non-cumulative.
- B. The Woodward Education Association has seven (7) days of leave to be used for Association business at cost of a substitute such as:
 - 1. Attend O.E.A. Delegate Assembly
 - 2. President's Conference
 - 3. Participate in legislative lobbying

Request to use Association leave will be made to the building principal twenty-four (24) hours in advance. With the exception of the W.E.A. President, no one person may use more than two (2) days of Association leave in one school year with no more than two (2) teachers absent per building per day.

- C. Jury Service Leave: Teachers shall be granted leave for jury service as prescribed by state law.
 - 1. Legal Process Leave: Teachers shall be granted leave to serve as a witness subpoenaed in a criminal, civil, or juvenile proceeding as prescribed by law.
- D. Military Leave: Military leave shall be granted as prescribed by state law.
- E. Teachers appointed or elected to an OEA/NEA office or Board of Directors shall have three (3) days of leave at cost of substitute to attend required activities of the position. Any additional days necessary shall be charged to personal business leave or Woodward Education Association leave at the discretion of the teacher.

SECTION XI. REDUCTION IN FORCE

A. Needs of the School District and Students

1. When the Board determines that it is necessary to reduce the total number of certificated and/or licensed employees in the bargaining unit, the student and program needs of the district will be the primary criteria in establishing priorities for those to be released.
2. In implementing a reduction in force, the position or positions to be eliminated will be determined by the Board first and, thereafter, the following procedures will be used to determine the teacher or teachers to be terminated as a result thereof. However, the Board reserves the right to retain teachers regardless of the criteria listed below when there is a need to maintain an extra duty program assignment and no other teacher possesses the necessary qualifications and/or experience for such extra duty program assignments.

B. Termination and Displacement Sequences

1. A licensed teacher in an eliminated position will be terminated first.
2. A probationary teacher in an eliminated position will be terminated second. However, if a probationary teacher is certified for a position held by a licensed teacher, the probationary teacher will be reassigned to that position, and the licensed teacher will be displaced and terminated.
3. A career teacher in an eliminated position will be terminated third. However, if a career teacher is certified for a position held by a licensed or probationary teacher, the career teacher will be reassigned to that position, and the licensed or probationary teacher will be displaced and terminated.
 - a. If the licensed or probationary teacher to be displaced occupies an extra duty assignment, the career teacher must be qualified and willing to accept the extra duty assignment in order for the displacement to occur.
 - b. The career teacher must have on file in the Superintendent's office, at the time of the presentation of the recommendation to reduce force, the proper standard certification or evidence of eligibility for such standard certification, in order for displacement to occur.
4. If there is more than one teacher qualified by certification to displace another teacher in accordance with the procedures in numbers B.1, B.2, or B.3 above, the following criteria, in priority order, will be used to determine which teacher or teachers will be displaced and terminated.

- a. Certification: Standard, then Provisional, then Temporary
- b. Seniority defined as total years of service in the District
- c. Years of local district teaching experience in the position to be retained
- d. Career Status: total years' experience
- e. Academic degrees: Doctorate, then Masters, then Bachelors
- f. Recommendations of Principal and/or Superintendent

C. Recall

- 1. Teachers who are released because of a reduction in force will have priority for a twelve (12) month period following the date of release to fill subsequent vacancies in position for which they have standard certification. Teachers will be offered re-employment in reverse order of termination according to the provisions of this policy.
- 2. Through the twelve (12) month period after release, terminated teachers will be placed on a recall list. Teachers on this recall list will be notified by certified mail of position vacancies for which they have priority. A teacher shall remain on the recall list unless the teacher:
 - a. Does not accept a position within ten (10) days from the mailing or notice of vacancy as provided above; or
 - b. Waives recall in writing; or
 - c. Resigns; or
 - d. Refused to accept a position for which he/she was qualified and was offered to him/her by the District.
- 3. It shall be the teacher's responsibility to see that the district has his/her current address on file, and that address will be used for recall purposes.

SECTION XII. GRIEVANCE PROCEDURE

A. Purpose

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

B. Definitions

1. A “grievance”, is a claim by a teacher or teachers that there has been a violation, misinterpretation, or misapplication of the terms of this Negotiated Agreement that has affected that teacher or teachers.
2. A “grievant”, is the teacher or teachers making the claim.
3. The “party in interest” is the teacher or teachers making the claim, or any person who might be required to take action, or against whom action might be taken in order to resolve the claim.
4. “Days” except when otherwise indicated shall mean working days.

C. Procedure

1. Level I

A teacher with a grievance shall first discuss the grievance individually with the principal within ten (10) days of the alleged violation, citing the article and section alleged to have been violated with the objective of resolving the grievance informally. No written record will be made.

2. Level II

a. If the grievant is not satisfied with the disposition of his/her grievance at Level I, he/she may file the grievance within five (5) days of the Level I response with the principal citing the article and section alleged to have been violated and the specific remedy sought.

b. The principal shall schedule and hold a formal meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.

3. Level III

a. If the grievant is not satisfied with the disposition of his/her grievance at Level II, he/she may file the grievance with five (5) days of the Level II response with the Superintendent.

- b. The Superintendent or Superintendent's designee shall schedule and hold a meeting with the grievant within five (5) days after receipt of the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.

4. Level IV

- a. If the grievant is not satisfied with the disposition of his/her grievance at Level III, he/she may file the grievance within five (5) days of the Level III response for transmittal to the Board
- b. The Board will hear the grievance at its next regularly scheduled meeting or a special meeting which has been called for that purpose. The Board shall transmit its written decision to the grievant within five (5) days of the meeting. The decision of the Board shall be final.

D. Right to Representation

The grievant and the Administration may each be represented by a person of their own choosing at Levels II, III, and IV of this procedure.

E. General Provisions

1. The Association may file a grievance as the "grievant" on alleged violation of the article pertaining to Association Privileges.
2. Decisions rendered at Levels II, III, and IV of the Grievance Procedure will be in writing, setting forth the decisions and the reasons therefore and will be transmitted promptly to all parties in interest and to the Association.
3. The Grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.
4. Necessary forms for the filing of grievances shall be mutually agreed upon by the Association and the Board and be made a part of this Agreement.
5. Copies of official grievances, all documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel files of any of the participants.
6. No reprisals shall be taken against the grievant, any witness, or other participant in the grievance procedures by reason of such participation.

7. Failure in any step of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.
8. All meetings and hearings, with the exceptions of those at Level IV, under this procedure shall not be conducted in public and shall include only parties in interest and their selected representatives.
9. Time limits at any level may be extended by mutual agreement, and such agreements shall be reduced to writing and placed in the record for that grievance.

SECTION XIII. TEACHER EVALUATION

- A. In order to meet the requirements, set forth by the legislature in SB 2033 regarding the Teacher and Leader Effectiveness Evaluation System (TLE), Woodward Public Schools and Woodward Education Association agree to employ the Tulsa Observation and Evaluation System during the 2018-2019 school year. All teacher evaluations shall be conducted in accordance with the written Tulsa Model Plan.
- B. **As required in SB 426:**
 1. Every probationary teacher shall receive formative feedback from the evaluation process at least two (2) times per school year; once during the fall semester and once during the spring semester.
 2. Every teacher shall be evaluated once each year, except for career teachers receiving a “superior” or “highly effective” rating under the TLE, who may be evaluated once every two (2) years at the evaluator’s discretion.
- C. **As required by HB 2957:**
 1. “Career teacher” means a teacher who:
 - a. is employed by a school district prior to the 2017-2018 school year and has completed three (3) or more consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, or
 - b. is employed for the first time by a school district under a written continuing or temporary teaching contract during the 2017-2018 school year and thereafter:
 1. has completed three (3) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract and has achieved a district evaluation rating of “superior” for at least two (2) of the three (3) school years,

2. has completed four (4) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract and has averaged a district evaluation rating of at least “effective” for the last two (2) years of the four-year period, or
 3. has completed four (4) or more consecutive complete school years in one school district under a written continuing or temporary teaching contract and has not met the requirements of career status may only if the principal of the school at which the teachers is employed submits a petition to the superintendent of the school district requesting that the teacher be granted career status, the superintendent agrees with the petition, and the school district board of education approves the petition. The principal shall specify in the petition the underlying facts supporting the granting of career status to the teacher.
2. “Probationary teacher” means a teacher who:
- a. is employed by a school district prior to the 2017-2018 school year and has completed fewer than three (3) consecutive complete school years as a teacher in one school district under a written teaching contract, or
 - b. is employed for the first time by a school district under a written teaching contract during the 2017-2018 school year and thereafter and has not met the requirements for career teacher status as provided in law.
3. “Professional Learning Focus” PL Focus:
- a. As set forth in law all evaluation of teachers conducted during the 2018-2019 school year, and each school year thereafter, school district shall fully incorporate and put into operation the individualized programs of professional development. Professional development shall:
 1. Establish an annual professional growth goal for the teacher that is developed by the teacher in collaboration with the evaluator,
 2. Be tailored to address a specific area or criteria identified through the qualitative component of the TLE,
 3. Allow the teacher to actively engage with learning practices that are evidence-based researched practices that are correlated with increased student achievement, and
 4. Be supported by resources that are easily available and supplied by the school district and the State Department of Education.

D. If the statutes are changed concerning evaluations, negotiations will reopen.

SECTION XIV. COMPLAINTS

- A. All complaints against a teacher must be substantiated and documented through a complete and thorough investigation before disciplinary action is taken. If it appears that disciplinary action is in order, the teacher(s) in question will be notified.
- B. Teachers shall have the right to be informed of the identity of a complainant and provided an opportunity to resolve the issue before disciplinary action is taken.
- C. Except in emergency situations, teachers shall not be reprimanded in the presence of others.
- D. If documentation of a disciplinary conference is to be made, the teacher shall have the right to have a representative, who is a member of the bargaining unit, present during the conference. The administrator shall have the right to have a witness present during such conferences.

SECTION XV. PERSONNEL FILES

- A. An official file shall be maintained in the office of the Superintendent. Materials used as documentation for non-renewal or termination will be placed in the official file. Unofficial working files may be maintained in the office of each principal and may only be reviewed by administrative staff.
- B. Material that may adversely affect a teacher's employment status may not be placed in the teacher's official file until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher shall have the right, within ten (10) days, to affix a written response to said material.
- C. The teacher, or upon notarized written authorization, the teacher's designee, may review the contents of the teacher's official file during normal business hours, but not during the duty time of the teacher or designee. The teacher is entitled to receive a copy of any documents contained therein with the teacher paying the cost of reproduction.
- D. Access to a teacher's official file will be limited to: the teacher or the teacher's designee, district employees who have a need to review the file in order to complete a job responsibility, members of the Board of Education, public agencies upon official request, otherwise as required by law.

- E. Any anonymous allegation or charge which is unproven through a thorough documented investigation shall not be placed in a teacher's official file. An allegation or charge placed in a teacher's file shall have attached a copy of information utilized to determine the veracity of the claim.
- F. A sign-in sheet shall be placed in each personnel file. With the exception of duties ordinarily and routinely performed by secretaries and Regional Accreditation officers, any person reviewing the file shall sign and date the sign-in sheet. The person requesting the review shall be noted on the sign-in sheet.
- G. A record of the contents of each file shall be placed at the front of the file, including the date of each item's placement

SECTION XVI. NOTIFICATION OF ASSIGNMENT

Teachers will be notified of their tentative teaching assignment for the ensuing year prior to July 1. In the event a change of the tentative assignment is made during the summer, the teacher affected will be notified as soon as possible. When an involuntary transfer is to be made, the superintendent or his/her designee shall hold a conference with the teacher to be affected. The conference shall be held as soon as possible after the need is recognized.

SECTION XVII. DEPARTMENT HEADS, GRADE LEVEL CHAIRPEOPLE

For the 2019-2020 school year, grade level chair people and department heads will receive a stipend according the schedule below. Applications for department heads and grade level chair people shall be filled through yearly applications to the administration. Notification of the tentative selection for the ensuing school year will be made by the administration by July 1.

Department Heads, Grade Level Chairs

Pre-Kindergarten	\$880
Kindergarten	\$880
1 st Grade	\$880
2 nd Grade	\$880
3 rd Grade	\$880
4 th Grade	\$880
5 th Grade	\$880
Middle School English	\$880
Middle School Math	\$880
Middle School Science	\$880
Middle School History	\$880
High School English	\$880

High School Math	\$880
High School Science	\$880
High School History	\$880
Art – Middle School/High School	\$440
Foreign Language – Middle School/High School	\$440
Vocational – Middle School/High School	\$440
Business/Computer – Middle School High School	\$440
Fine Arts – Middle School/High School	\$440
Media Center – K-12	\$440

SECTION XVIII. TEACHER PAY PERIODS

- A. Teacher payday shall fall on the 20th day of each month. In the event the 20th falls on a holiday or weekend, payday will be on the last business day prior to the 20th.
- B. Under 70 O.S. Section 6-106.2 the district has adopted a direct deposit system. All teachers will be paid on a twelve-month basis by direct deposit.

SECTION XIX. LESSON PLANS

Careful planning and preparation are prerequisites for successful teaching. All teachers are expected to make available, to their respective principals, a copy of weekly lesson plans for the ensuing week by 8:00 A.M. of the first workday of the week.

SECTION XX. ASSOCIATION PRIVILEGES

- A. After scheduling with the building principals, the Association may use school facilities for meetings of the Association. The Association shall reimburse the district as a result of the usage of school facilities.
- B. The Association shall be permitted to distribute information related to the official business of the Association by placing it in the mail box of individual teachers at each school and will be permitted to place such material on a designated bulletin board in each school, either in the teacher’s workroom/lounge or adjacent to the sign-in/out roster and by email.
 - 1. Such material shall not suggest, urge, or propose any action by a teacher to violate, ignore, or resist any term of this agreement, Board policy, or administrative regulation.
 - 2. Political material distributed by the Association may only be related to the official business of the Association.

SECTION XXI. SALARY SCHEDULE
A. Teacher Salary Schedule – 2019-2020

Years Exp.	Retirement Offset	Compensation Bachelor's	Compensation Bachelor's +15	Compensation Masters	Compensation Masters +15	Compensation Doctorate
0	\$60.15	\$40,000.00	\$40,500.00	\$41,509.00	\$42,009.00	\$42,899.00
1	\$103.41	\$40,434.00	\$40,934.00	\$41,943.00	\$42,443.00	\$43,333.00
2	\$145.65	\$40,868.00	\$41,368.00	\$42,377.00	\$42,877.00	\$43,767.00
3	\$188.96	\$41,302.00	\$41,802.00	\$42,811.00	\$43,311.00	\$44,201.00
4	\$233.33	\$41,736.00	\$42,236.00	\$43,245.00	\$43,745.00	\$44,635.00
5	\$278.76	\$42,209.00	\$42,709.00	\$43,717.00	\$44,217.00	\$45,107.00
6	\$325.26	\$42,672.00	\$43,172.00	\$44,181.00	\$44,681.00	\$45,571.00
7	\$372.82	\$43,135.00	\$43,635.00	\$44,645.00	\$45,145.00	\$46,035.00
8	\$421.44	\$43,598.00	\$44,098.00	\$45,109.00	\$45,609.00	\$46,499.00
9	\$471.12	\$44,061.00	\$44,561.00	\$45,573.00	\$46,073.00	\$46,963.00
10	\$521.87	\$45,083.00	\$45,583.00	\$47,087.00	\$47,587.00	\$49,464.00
11	\$573.67	\$45,576.00	\$46,076.00	\$47,580.00	\$48,080.00	\$49,957.00
12	\$626.54	\$46,059.00	\$46,559.00	\$48,073.00	\$48,573.00	\$50,450.00
13	\$680.48	\$46,562.00	\$47,062.00	\$48,566.00	\$49,066.00	\$50,943.00
14	\$735.47	\$47,055.00	\$47,555.00	\$49,059.00	\$49,559.00	\$51,436.00
15	\$791.53	\$47,566.00	\$48,066.00	\$49,572.00	\$50,072.00	\$51,950.00
16	\$848.65	\$48,059.00	\$48,559.00	\$50,065.00	\$50,565.00	\$52,443.00
17	\$906.83	\$48,552.00	\$49,052.00	\$50,558.00	\$51,058.00	\$52,936.00
18	\$966.07	\$49,045.00	\$49,545.00	\$51,051.00	\$51,551.00	\$53,429.00
19	\$1,026.38	\$49,538.00	\$50,038.00	\$51,544.00	\$52,044.00	\$53,922.00
20	\$1,087.75	\$50,051.00	\$50,551.00	\$52,058.00	\$52,558.00	\$54,437.00
21	\$1,150.18	\$50,544.00	\$51,044.00	\$52,551.00	\$53,051.00	\$54,930.00
22	\$1,213.68	\$51,037.00	\$51,537.00	\$53,044.00	\$53,544.00	\$55,423.00
23	\$1,278.23	\$51,530.00	\$52,030.00	\$53,537.00	\$54,037.00	\$55,916.00
24	\$1,343.85	\$52,023.00	\$52,523.00	\$54,030.00	\$54,530.00	\$56,409.00
25	\$1,410.53	\$53,448.00	\$53,948.00	\$55,490.00	\$55,990.00	\$57,914.00
26	\$1,410.53	\$53,898.00	\$54,398.00	\$55,940.00	\$56,440.00	\$58,364.00
27	\$1,410.53	\$54,348.00	\$54,848.00	\$56,390.00	\$56,890.00	\$58,814.00
28	\$1,410.53	\$54,798.00	\$55,298.00	\$56,840.00	\$57,340.00	\$59,264.00
29	\$1,410.53	\$55,248.00	\$55,748.00	\$57,290.00	\$57,790.00	\$59,714.00
30	\$1,410.53	\$55,698.00	\$56,198.00	\$57,740.00	\$58,240.00	\$60,164.00
31	\$1,410.53	\$56,148.00	\$56,648.00	\$58,190.00	\$58,690.00	\$60,614.00
32	\$1,410.53	\$56,598.00	\$57,098.00	\$58,640.00	\$59,140.00	\$61,064.00
33	\$1,410.53	\$57,048.00	\$57,548.00	\$59,090.00	\$59,590.00	\$61,514.00
34	\$1,410.53	\$57,498.00	\$57,998.00	\$59,540.00	\$60,040.00	\$61,964.00
35	\$1,410.53	\$57,948.00	\$58,448.00	\$59,990.00	\$60,490.00	\$62,414.00
36	\$1,410.53	\$58,398.00	\$58,898.00	\$60,440.00	\$60,940.00	\$62,864.00
37	\$1,410.53	\$58,848.00	\$59,348.00	\$60,890.00	\$61,390.00	\$63,314.00

Note: Teachers eligible to receive the National Board Certification bonus shall not be eligible to receive any additional salary increment. The teachers who applied for and/or received National Board Certification after June 30, 2013 shall receive an additional \$1,000 salary increment.

State and District Flexible Benefit Allowance explanation – Reference Section A-D

1. The required contribution to Teacher Retirement is a salary reduction from the total salary.

* These must be hours directly related to teaching fields or graduate level courses applicable toward a higher degree. *To qualify for this increment, a transcript and updated certificate showing these hours must be on file in the Superintendent's Office by October 1, 2019. Adjustments in salary will not be made after this date.*

** The Board shall provide for each teacher a life insurance policy with a value of \$30,000.

A. **State Payment: Teachers who choose to participate in Major Medical Coverage.**

For the 2019-2020 school year, each teacher who purchases major medical health coverage through the Oklahoma State and Education Employees Group Insurance Program shall receive individual premium paid by the state.

B. **State Payment: Teachers Certified Personnel who choose not to participate in Major Medical Coverage offered through the District sponsored Cafeteria Plan.**

For the 2019-2020 school year, teachers who choose not to participate in the District Health Insurance Plan shall receive sixty-nine dollars and seventy-one cents (\$69.71) per month which may be applied to options in the District's Section 125 Cafeteria Plan or may be taken as taxable compensation, in lieu of the flexible benefit allowance provided for in part B above.

C. When required by the Principal or the Principal's designee to substitute during a teacher's planning/conference period, the rate of reimbursement will be \$15.00 per period. A teacher may choose to forego the reimbursement and accumulate one day of sick leave for each six times they sub during their planning period.

D. When required by the Principal or the Principal's designee to cover another teacher's class, the rate of reimbursement shall be \$30.00 for a half day and \$60.00 for a full day. In the instance of students in a class being split among teachers, the reimbursement amount will also be split among those teachers. A teacher may choose to forego reimbursement and accumulate a half day of sick leave for covering a half day or a full day of sick leave for covering a full day.

- E. Teachers shall receive step increases according to years of experience and degree status.
- F. No teacher shall receive less in total compensation for the 2019-2020 school year than the teacher received in 2018-2019 for the performance of the same duties and work hours.
- G. Teachers may choose to have the cost of a Corporate Membership to Peak Fitness through payroll deduction at a monthly discount.
- H. A \$500 stipend will be paid to teachers who agree to mentor first year entry level teachers. A stipend of \$250 will be paid to teachers who agree to mentor an experienced teacher new to Woodward Public Schools. Mentors will be selected from a list of volunteers. Mentor teachers must agree to and follow appropriate Mentoring Agreement documentation.
- I. When possible, a one-time \$250 loyalty stipend may be considered for returning WPS certified staff in November. After the mid-term adjustment has been received by the district, negotiations may resume to discuss an end-of-year retention stipend.
- J. The District will reimburse up to \$500.00 tuition and fees cost of three (3) hours of college classes per semester under the following guidelines:
 - a. The hours apply to a graduate degree program in the field of education.
 - b. Reimbursement will only be made when the hours have been successfully completed.
 - c. Successful completion must be documented by a copy of the transcript at the end of the semester.

Requests for tuition reimbursement are due as follows:

Spring Semester - May 30

Fall Semester - January 31

Summer Semester - August 30

Requests for tuition reimbursement *not* submitted by the deadlines established for the appropriate semester will not be accepted and therefore not approved for reimbursement.

SECTION XXII. EXTRA DUTY PAY

A teacher may request pay for currently unpaid duties which the teacher is performing by completing the proper form and submitting it to the building principal. Receipt of this form will be acknowledged in writing by the administration.

SECTION XXIII. POSTING VACANCIES

- A. During the school year notice of vacancies for certified positions shall be posted on the faculty bulletin board at each school site and released to the public within five (5) days after the vacancy has been determined by the Superintendent or designee to exist. Vacancies shall be posted for five (5) days before filling with the exception of temporary positions which may be filled immediately. The notice shall contain information pertinent to the vacant position whenever applicable.
- B. During the summer months a list of vacancies shall be provided to the W.E.A. President or designee under the same timelines as given in A.

SECTION XXIV. TEACHER TRANSFER

Teachers may request a transfer to another position for the following year by submitting a letter of request to the Superintendent by April 1 each year. Qualified teachers who file a transfer request by April 1 will be considered for appropriate vacancies.

SECTION XXV. GATE DUTY

- A. Teachers shall be given the opportunity to voluntarily sign up for gate duty. Rosters showing dates of activities and the amount of time required will be made available to the teachers.
- B. In the event no teacher volunteers for gate duty, then this duty shall be rotated among the staff in an equitable manner.
- C. Teachers shall receive no less than \$15.00 for each gate duty assignment.

SECTION XXVI. WORK YEAR

The 2019-2020 school year shall consist of no more than one hundred eighty (180) days. The 2019-2020 school year shall consist of no more than one hundred eighty (180) days. Five (5) of these days may be used for attendance of professional meetings as determined by the administration. Teachers new to the district may be requested to attend four (4) additional days of staff development.

SECTION XXVII: Instructional Materials Requests

For the 2019-2020 School Year, the District agrees to allot each teacher the amount of \$100 for the purchase of classroom teaching supplies. Funds must be spent by February 28. Teachers will need to request a Purchase Order (PO) from their site administrator prior to purchasing the materials.

SECTION XXVIII. CATASTROPHIC LEAVE BANK

- A. The term catastrophic means serious, extreme, or life-threatening including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery therefrom. Leave from the bank may be granted for catastrophic reasons involving the employee or a relative or household member of the employee which has caused or is likely to cause the employee to take leave without pay. A relative of the employee means spouse, child, stepchild, grandchild, grandparent, stepparent, parent, son-in-law or daughter-in-law of the employee. Household member means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term shall include foster children and legal wards even if they do not live in the household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.
- B. Each employee will be assessed one (1) day of his/her sick leave upon initial enrollment in the bank. (Example - If employed half days, they contribute one (1) half-day and could draw sixty (60) half-days.) Employees may contribute additional days voluntarily during the enrollment period. No more days will be assessed except from new enrollees until the bank is depleted to below seventy-five (75) days. If the bank falls below seventy-five (75) days during the year, those bank members who have another day to donate will be assessed another day. If that member needs the leave during the remainder of the year, they will have sixty-one (61) days to use. Each member who donates a day for the year will have use of the bank for that year even if they cannot make the second donation. Assessment will be made at the time of enrollment as a bank member. Persons desiring to become members of the bank must do so in writing on or before October 1. Coverage for previous employees enrolling for the first time will begin October 1. Coverage for employees new to the district will begin from the start of the school year.
- C. New members who are presently out of school on a catastrophic leave will not be covered by the leave bank until they have a medical release and have returned to work full time. (Full time refers to your employed days' time as stated in your contract.)
- D. Each employee must complete an enrollment form accepting or declining membership in the bank. Eligible employees who do not elect to join the bank at the first opportunity afforded them will not be permitted to join the bank until the subsequent annual open enrollment period.
- E. All forms for enrollment or cancellation in the bank shall be available from the site principal. Applications to use the bank shall be obtained from the site principal. Applicants shall be given a copy of the leave bank guidelines with their application.

- F. Only those employees participating in the bank will be eligible to apply for bank days.
- G. A person withdrawing from membership in the bank will not be able to withdraw the contributed days.
- H. A maximum of sixty (60) days each contract year can be drawn by one individual from the bank unless said individual has contributed additional days above the one-day assessment. An individual who has contributed additional days may withdraw those days in addition to the sixty (60) days maximum. Bank days can be used after exhausting all accumulated sick leave. Personal business leave does not have to be used before drawing leave bank days. Leave grants from the bank shall be in units of not more than thirty (30) consecutive working days. Individuals must reapply for additional days after thirty (30) days.
- I. If a bank member does not use all days granted from the bank, the unused bank days will be returned to the bank.
- J. Leave from the bank may not be used for disabilities which qualify the member for Workers' Compensation benefits, unless the member has exhausted all Workers' Compensation leave and their own accumulated sick leave.
- K. A member of the bank will lose the right to use the benefits of the bank by:
 - 1. Termination of employment with the Woodward Public Schools.
 - 2. A member's voluntary cancellation of his/her membership in the bank, as of the effective date of the cancellation.
- L. The Superintendent, or designee, will administer the sick leave bank.
- M. A sick leave bank advisory committee shall be created by the Superintendent.
- N. An eligible member who wishes to use the sick leave bank must apply directly to the office of the Superintendent, in writing, concerning the illness, disability or injury requiring absence. The member must provide a doctor's written verification with the request in order to access the sick leave bank. In case contributor's incapacity is of such a nature that he/she cannot personally apply for a grant, his/her application may be submitted to the committee by his/her authorized agent or member of his/her family on his/her behalf.
- O. If a member is denied days from the sick leave bank the decision may be appealed to the Woodward board of Education at a regular or special meeting in executive session.

SECTION XXIX: SICK LEAVE SHARING PROGRAM

- A. The operation and administration of the Sick Leave Sharing Program shall be by the Administrative Office. A full-time employee may donate sick leave to another employee without loss of incentive benefits for the following reasons:
1. The donee has exhausted or will exhaust all available sick leave due to an extraordinary or severe: injury, illness, impairment or physical or mental condition of the donee, including pregnancy, miscarriage, or childbirth and recovery therefrom; or
 2. The donee has exhausted or will exhaust all available sick leave due to an extraordinary or severe injury, illness, impairment or physical or mental condition, including pregnancy, miscarriage, or childbirth and recovery therefrom, of a relative (spouse, child, stepchild, grandchild, grandparent, stepparent or parent) or household member (one who resides in the same home as the employee and who shares a duty to provide financial support with the employee) of the donee; and
 3. The condition has caused, or is likely to cause, the donee to take leave without pay or to terminate employment. The employee may donate any sick leave which does not cause that employee's sick leave balance to fall below 25 days.
- B. Use of days shall be limited to one (1) occurrence within two (2) consecutive contract years. The maximum number of days granted per application shall be limited to the maximum accumulated sick leave days the employee has at the beginning of the year of the application not to exceed 100 days. Should an employee's maximum accumulated days be less than twenty-five (25), he/she shall be granted up to twenty-five (25) days.
- C. An employee requesting donated days must first provide the Superintendent or designee the most current FMLA form or other district approved form, which must contain the recommended beginning and ending dates of the requested leave, verifying the severe or extraordinary nature and expected duration of the condition. Employees desiring to donate days shall complete a written authorization transferring days to the ill or injured employee. Donations will be accepted in a chronological sequence until the requested number of days is reached. Surplus donations will be returned to the donor(s). The employee receiving donated days is to receive his or her normal rate of pay. Exceptions may be allowed only by appeal to and approval of the Board of Education.

SECTION XXX. PROFESSIONAL DRESS

Teachers shall dress professionally. If a principal notes unprofessional dress, the principal shall call it to the attention of the teacher. A teacher who continues to dress in an unprofessional manner may be subject to disciplinary action.

SECTION XXXI. EDUCATIONAL RIGHTS AND RESPONSIBILITIES

The Board and the Association mutually agree to protect and enhance educational opportunities for students, so that they will become responsible, life-long learners who are confident and equipped to succeed. To this end, it is the right and responsibility of educators and students to study, investigate, present, interpret, and discuss all facts and ideas relevant to the subject matter of the classroom which is appropriate to the maturity and intellectual and emotional capacities of the student.

If a school patron has a complaint with any curriculum materials being used in the Woodward Public School System, the patron must fill out a Request for Reconsideration of Curriculum Materials form before presenting the complaint to the administrator in charge of district curriculum for review.

The Board will strive to provide enhanced security for students and teachers at the Middle School during lunch periods.

During the month of February, representatives of the WEA Governing Body and administrative staff will participate in briefing of the financial conditions of the district.

By affixing their signatures below, the parties hereby agree to the provisions listed herein and the inclusion of said provisions in the 201:8-2019 Negotiated Agreement.

President
Board of Education

President
Woodward Education Association

Date

Date

SIGNIFICANT EVENT NOTICE

TO: _____
(Name of Teacher)

The purpose of this notice is to bring to your attention a problem in conduct for performance that requires remediation.

DATE: _____

STATE OF FACTS:

SUGGESTED ACTION FOR REMEDIATION:

TARGET DATE: _____

(Administrator)

(Teacher)

I have received and read the above concerns. My signature does not indicate that I agree with the above statement. I understand that I have ten (10) days in which to rebut any or all statements.

MINIMUM CRITERIA FOR EFFECTIVE TEACHING PERFORMANCE

- I. Practice
 - A. Teacher Management Indicators
 1. Preparation
The teacher plans for delivery of the lesson relative to short-term and long-term objectives.
 2. Routine
The teacher uses minimum class time for non-instructional routines thus maximizing time on task.
 3. Discipline
The teacher clearly defines expected behavior (encourages positive behavior and controls negative behavior).
 4. Learning Environment
The teacher establishes rapport with students and provides a pleasant and orderly climate conducive to learning.
 - B. Teacher Instructional Indicators
 1. Establishes Objectives
The teacher communicates the instructional objectives to students.
 2. Stresses Sequence
The teacher shows how the present topic is related to those topics that have been taught or that will be taught.
 3. Relates Objectives
The teacher relates subject topics to existing student experiences.
 4. Involves All Learners
The teacher uses signaled responses, questioning techniques or guided practices to involve all students.
 5. Explains Content
The teacher teaches the objective through a variety of methods.
 6. Explains Directions
The teacher gives directions that are clearly stated and related to the learning objectives.
 7. Models
The teacher demonstrates the desired objectives.
 8. Monitors
The teacher checks to determine if students are progressing toward stated objectives.
 9. Adjusts Based on Monitoring
The teacher changes instruction based on the results of monitoring.

10. Guides Practice
The teacher requires all students to practice new learning while under the direct supervision of the teacher.
11. Provides for Independent Practice
The teacher requires students to practice a skill without the direct supervision of the teacher.
12. Established Closure
The teacher summarized and fits into context what has been taught.

II. Products

A. Teacher Product Indicators

1. Lesson Plans
The teacher writes daily lesson plans designed to achieve the identified objectives.
2. Student Files
The teacher maintains a written record of student progress.
3. Grading Patterns
The teacher utilizes grading patterns that are fairly administered and based on identified criteria.

B. Student Achievement Indicators

Students demonstrate mastery of the stated objectives through projects, daily assignments, performance, and test scores.

*Language in this section is subject to revision based on SB 2033.

ANNEX B

Type or Print

FORMAL GRIEVANCE PRESENTATION LEVEL TWO

(To be completed by the grievant and forwarded to the site Principal)

Grievant _____ Date of Presentation _____

School _____ Principal _____

Grievant is represented by _____

Received _____

STATEMENT OF GRIEVANCE:

CITATION OF ARTICLE OR SECTION ALLEGED TO HAVE BEEN VIOLATED:

(Signature of Grievant)

ACTION REQUESTED:

Received _____

DECISION OF THE PRINCIPAL

(To be completed by the site Principal and returned to the grievant within five days)

DECISION OF THE PRINCIPAL

Date of decision _____

(Signature of Principal)

- () I concur with the decision
- () I do not concur with the decision

Date

(Signature of Grievant)

Type or Print

FORMAL GRIEVANCE PRESENTATION LEVEL THREE

(To be completed by the grievant and forwarded to the Superintendent)

Grievant _____ Date of Presentation _____

School _____ Principal _____

Grievant is represented by _____

Received _____

STATEMENT OF GRIEVANCE:

CITATION OF ARTICLE OR SECTION ALLEGED:

(Signature of Grievant)

ACTION REQUESTED:

Received _____

DECISION OF THE SUPERINTENDENT

(To be completed by the Superintendent and returned to the grievant within five days)

DECISION OF THE SUPERINTENDENT:

Date of decision _____

(Signature of Superintendent)

() I concur with the decision

() I do not concur with the decision

Date

(Signature of Grievant)

Type or Print

FORMAL GRIEVANCE PRESENTATION LEVEL FOUR

(To be completed by the grievant and forwarded to the Board of Education)

Grievant _____ Date of Presentation _____

School _____ Principal _____

Grievant is represented by _____

Received _____

STATEMENT OF GRIEVANCE:

CITATION OF ARTICLE:

(Signature of Grievant)

ACTION REQUESTED:

- () I concur with the decision
- () I do not concur with the decision

Date

(Signature of Grievant)

