

NEGOTIATED AGREEMENT

2023 - 2024

TECUMSEH PUBLIC SCHOOLS

This agreement dated this ____ day of _____, 2023, shall be between the Tecumseh Association of Classroom Teachers, hereinafter referred to as the Association and the Tecumseh Board of Education of Independent School District I-92, Pottawatomie County, Oklahoma, hereinafter referred to as the Board. Any teaching contract between the Board and any teacher heretofore or hereafter executed shall become a part of this Agreement and shall be covered by the terms and conditions of this Agreement.

If any provision of this Agreement or any application of this Agreement to any teacher or group of teachers is held to be contrary to law, then such provision or application shall be deemed valid only to the extent permitted by law, and all other provisions or applications shall continue in full force and effect. All matters not agreed upon in this document shall remain the responsibility of the Board. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers employed by the Board.

President, Board of Education

President, TACT Association

Clerk, Board of Education

Secretary, TACT Association

ARTICLE I. CONTRACT YEAR

- 1.1 The basic contract year (standard teaching year) for all teachers shall consist of 180 days; 175 days of which shall be devoted to classroom instruction (teaching) and 5 days of which shall be used for professional meetings as scheduled by the Administration. In addition to the 180 days stated herein, the Administration may schedule up to two (2) additional non-teaching days per contract year for the purposes of in-service training and enrollment. One of the additional non-teaching days shall be assigned in the following manner:
 - a) One day before classes begin being designated for working in classrooms without meetings, that day being specified as "Open House" day, if Open House occurs prior to the start of school.

ARTICLE II. CONTRACT DAY

- 2.1 The basic contract day (standard teaching day) for all teachers shall be 8:00 A.M. to 3:45 P.M. An exception may be made to accommodate schedule needs at a particular site(s). Any change in schedule must include the entire site and still require a full contract day of seven (7) hours and 45 minutes. All exceptions must be approved by the members of the negotiations team and the district.
- 2.2 Meetings, duties and/or conferences required by the administration may extend beyond the teachers' basic contract day without being in violation of this article. Attendance at other school activities including but not limited to open house, parent teacher conferences and student award assemblies will be expected without being in violation of this article.
- 2.3 Teachers may leave when they have completed their assignments on the last working day of the week.

ARTICLE III. TEACHER COMPENSATION (PLACEMENT ON SALARY SCHEDULE)

- 3.1 Each full-time teacher employed by the Board shall be compensated for professional services rendered during the standard contract year. Said compensation shall be in accordance with the teacher's placement on the salary schedule for teachers. (See attachment D)

- 3.2 Each full-time teacher shall be eligible for and shall receive the highest salary for which the teacher's academic preparation and experience entitles him/her. All salary schedule placements are subject to verification of academic preparation and experience and shall be revised to the level for which the teacher proves his/her entitlement. Out of state teaching experience will be counted for salary schedule purposes.

ARTICLE IV. TEACHER COMPENSATION

- 4.1 Teacher Retirement:
The District agrees to pay \$100 as a part of the teachers' required contribution to the Oklahoma Teachers' Retirement System.
- 4.2 State and Education Employees Group Insurance:
The District agrees to pay one hundred percent of the current (single employee) premium of HealthChoice (HI Option) for each full time teacher's health insurance provided under HB 2662, SB 1106 and HB 1571 (Flexible Benefit Allowance). Teachers who choose not to participate in the approved health insurance program will receive the dollar amount (\$69.71) authorized under current legislation as salary in their regular monthly paycheck.
- 4.3 Other Fringe Benefits:
A portion of the salary schedule salary, up to a maximum of \$4,800 per teacher, may be applied toward a monthly fringe benefit payment. These benefits shall include any of the following cafeteria style fringe benefits the teacher authorizes, not to exceed the benefit limit.
- (1) Cost of remaining portion of each teacher's single insurance premium for health and dental insurance and the cost of additional health insurance benefits for teacher's spouse and/or family through the State and Education Employees Group Insurance Program.
 - (2) American Fidelity Salary Protection Insurance
 - (3) American Fidelity Group Life Insurance (Section 79)
 - (4) American Fidelity Hospital Indemnity or Cancer Insurance
 - (5) And/or Cash
- 4.4 Life Insurance:
The Board of Education will provide a term life insurance policy of \$25,000 for each full-time teacher.

4.5 Mileage:

Teachers whose assignment requires travel from one building site to another shall be reimbursed at the rate identified by the State Department of Education. The mileage and mileage rate will be approved by the administration at the beginning of the school year. Payment for said mileage will be paid ~~by separate checks~~ twice yearly.

4.6 Wellness Program:

Teachers in Tecumseh Public Schools are encouraged to participate in a wellness program that promotes physical fitness and good health. The Board hereby agrees to provide seventy-five dollars (\$75.00) per year to each teacher who chooses to purchase a membership in the St. Gregory's Aerobic Center, the Oklahoma Baptist University's fitness program or any health club/YMCA in the OKC metro area.

The Board and the Association agree to jointly sponsor other wellness programs mutually agreed on by representatives of the Board and the Association.

4.7 Extra Duty:

4.7.1 "Extra Duty" assignments are those assignments to Extra Duty positions approved by the Board and/or the Administration and accepted by the teacher. Extra Duty positions are listed in the Extra Duty pay schedule in Attachment E of this agreement.

4.7.2 Extra Duty Assignments are for the current school year. However, it is understood by the Board and the teacher that Extra Duty assignments can be terminated by the Superintendent, upon Board approval, at any time. If termination occurs the teacher will receive no further compensation for the Extra Duty assignment.

4.7.3 Extra Duty contracts giving a general description of the duties and responsibilities of the position and the compensation for said duties will be provided to each teacher who accepts an Extra Duty assignment. If Extra Duty contracts are not ready prior to the beginning of the extra duty, each teacher accepting an Extra Duty assignment will be given an Extra Duty assignment(s) sheet listing his/her assignment(s) prior to beginning the extra duty.

4.7.4 Attachment E of this agreement is the compensation schedule for Extra Duty assignments.

ARTICLE V. PAYROLL DEDUCTIONS

5.1 The Board shall provide that whenever duly authorized by any teacher on an appropriate form or forms, payroll deductions shall be made for the following purposes:

- (1) Payments to Bison Federal Credit Union
- (2) Dues to the National Education Association and the Oklahoma Education Association
- (3) Donations to the Educators' Political Action Committee
- (4) Social Security*
- (5) Federal and State Withholding Taxes*
- (6) Approved Insurance and/or Annuity Programs
- (7) State and Education Employees Group Insurance
- (8) American Fidelity Assurance Company
- (9) Full Circle Scholarship

*Teacher participation is required in these programs.

5.2 Excluding present approved companies, no future deduction from a teacher's salary for insurance, annuities or similar programs shall be made for any one company until at least twenty (20) teachers have signified in writing their request for such deductions. If participation in any approved program drops below ten (10) teachers, payroll deductions for that program may be discontinued.

ARTICLE VI. LEAVE POLICY:

6.1 Sick Leave:

6.1.1 Sick leave benefits shall be in accordance with the School Laws of Oklahoma. A teacher may be absent from his or her duties due to personal accidental injury, illness or pregnancy, or accidental injury or illness in the immediate family without the loss of salary for not to exceed twelve (12) days during each school year. The right to such leave shall vest at the beginning of the school year. Unused sick leave shall be cumulative up to a total of one hundred and twenty (120) days. For the purposes of this policy immediate family shall be defined as husband or wife, children, parents, brother, sister, or any permanent resident of the teacher's household. If, after exhausting all sick leave, a teacher is absent from his or her duties due to personal accidental injury, illness or pregnancy, the teacher shall receive for a period of not to exceed twenty (20) days his or her full contract salary less the amount:

- (1) Actually paid a certified substitute teacher for his or her position if a certified substitute teacher is hired; or

(2) Normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.

6.2 Personal Business Leave:

Each teacher shall be entitled to a total of three (3) personal business leave days per school year without loss of pay.

Personal business leave will be granted upon written request and justification for taking said leave shall not be required. Except in cases of emergency, personal business leave must be requested at least three (3) days in advance of taking said leave. Personal business leave is noncumulative, but unused personal business leave will be converted to sick leave and accumulated as such. By law, personal business leave may not be taken on professional development days.

6.3 Bereavement Leave:

6.3.1 Each teacher shall be entitled to a total of four (4) bereavement leave days per school year. Bereavement leave shall be used for leave due to death in the immediate family of the teacher or teacher's spouse. Such leave is noncumulative and is subject to approval by the Superintendent. Immediate family shall be defined as husband or wife, children, parents, brother, sister, brother-in-law, sister-in-law, parents-in-law, grandparents, or any permanent resident of the teacher's household.

6.3.2 One of the four days provided in 6.3.1 may be used in the case of a death of someone other than the immediate family as defined in 6.3.1

6.4 Professional Leave:

6.4.1 Each teacher shall be entitled to one (1) professional leave day per school year without loss of pay. Such leave shall be used for attendance at professional conferences, workshops, meetings or other activities which have the potential of improving professional skills. Request for professional leave shall be made to the principal on a special form and must be approved in advance by the Superintendent. Professional leave is noncumulative. Upon the request of the principal and in the best interest of the school system supplementary professional leave may be allowed, subject to approval by the Superintendent.

- 6.5 Leave for Jury Duty and/or Witness Service:
Teachers who are summoned for jury duty or subpoenaed for witness service shall, upon filing a copy of the summons or subpoena with their principal, be granted leave for jury duty or for service as a witness subpoenaed in a criminal, civil or juvenile proceeding. Teachers on such leave shall be paid the full contract salary.
- 6.6 Leave for Military Service:
Leave for military service shall be granted in accordance with the School Laws of Oklahoma.
- 6.7 Other Leave:
- 6.7.1 In addition to the leave policies mentioned above, each career teacher is entitled to two (2) days of "Other Leave" to be used at his or her discretion. Each probationary teacher shall be entitled to one (1) day of "Other Leave" to be used at his or her discretion. Except in cases of emergency, "Other Leave" must be requested at least one (1) day in advance of taking such leave. Such leave is noncumulative. "Other Leave" will be granted upon written request and justification for taking such leave shall not be required, however the teacher taking such leave shall bear the cost of the substitute by having deducted from his or her paycheck the amount:
(1) Actually paid a certified substitute teacher for his or her position if a substitute teacher is hired; or
(2) Normally paid a certified substitute teacher for his or her position if a substitute teacher is not hired.
- 6.8 Leave of Absence: Career teachers may request a year's leave of absence, without pay, in accordance with established Board policies.
- 6.9 Other Absences:
When a teacher is absent from his or her duties for reasons other than those permitted by the stated leave policies the teacher's annual salary shall be reduced by an amount equal to 1/180, or other appropriate fractional amount based upon the actual days taught and/or worked during the contract period, of his or her total contract salary including any extra-duty contracted salary.
- 6.10 Abuse of Leave Policy:
If the Superintendent has reasonable grounds to believe the school's leave policy has been abused by a teacher the Superintendent may request verification of the leave by the teacher. Such verification may include, but is not limited to, presentation of a signed physician's

statement attesting to the teacher's illness or accident and inability to perform assigned duties.

6.11 Leave benefits, excluding accumulated sick leave, shall not be transferable to or from the district. The termination of employment shall cancel all previously accrued or accumulated leave excluding accumulated sick leave.

6.12 Transfer of Sick Leave:

Accumulated sick leave shall be transferable as provided for by state law.

6.13 Payment for Unused Sick Leave:

6.13.1 At the end of each school year, including the year a teacher retires, a teacher may elect to receive reimbursement at the rate of forty-five dollars (\$45.00) Per day for each day of accumulated unused sick leave above one hundred twenty (120) days. Reimbursement for any individual teacher shall not exceed \$540.00 per year.

6.13.2 Upon retirement via the Oklahoma Teachers'

Retirement System or resignation after ten years of service in the District, a teacher may elect to receive reimbursement at the rate of forty-five dollars (\$45.00) per day for each day of accumulated sick leave that is not transferred to another school district or used to count toward another year of creditable service used in calculating retirement benefits via the Oklahoma Teachers' Retirement System. Reimbursement for any individual teacher shall not exceed \$540.00.

6.14 Sick Leave Bank:

6.14.1 A sick leave bank shall be established for teachers who choose to participate.

6.14.2 Each teacher who chooses to participate in the sick leave bank shall document on a form provided by the Board his/her contribution of one (1) day of sick leave each year at the beginning of the school year or within thirty (30) days of initial employment if initial employment occurs after the beginning of the school year. Days contributed to the sick leave bank shall be deducted from that teacher's accumulated sick leave. A teacher withdrawing membership from the bank may not withdraw contributed days.

- 6.14.3 A teacher may become a lifetime member of the sick leave bank under the following conditions;
- A) The overall accumulation of 400 days in the sick leave bank, and
 - B) The individual teacher's contribution of 12 consecutive years into the sick leave bank.
- If at the beginning of any school year the number of available days in the sick leave bank falls below 400 days, all members would be required to contribute in order to be considered a member for that school year.
- 6.14.4 Supervision of the sick leave bank shall be by a committee composed of two (2) teachers appointed by the Association and one administrator appointed by the Superintendent.
- 6.14.5 Records for the sick leave bank will be kept in the District Administrative Office.
- 6.14.6 A teacher who is a member of the sick leave bank will not be eligible to use sick leave from the sick leave bank if he/she is on other approved leave.
- 6.14.7 Contributing teachers may request days from the sick leave bank after they have exhausted all their individual sick leave accumulation and have exhausted the twenty statutory days whereby only the cost of a substitute is deducted. Said request for days from the sick leave bank shall be in writing and shall be presented to the supervision committee at least ten (10) days prior to the time the leave is to be taken. The supervision committee may request medical documentation of the illness or injury. The committee will consider the merits of the request and determine how many days, if any, are warranted as long as the total amount granted does not exceed ten (10) per year for each year the teacher has participated in the sick leave bank up to a maximum of sixty (60) days per contract year.
- 6.14.8 If a teacher is denied days from the sick leave bank he or she may appeal the supervision committee's decision to an appeals committee composed of the members of the supervision committee and two additional teachers appointed by the Association and one additional administrator appointed by the Superintendent. The decision of the appeals committee is final and is not grieveable.
- 6.14.9 Information concerning bank usage and balance shall be provided to the Association by the District Administrator's Office on a quarterly basis.

6.15 Family and Medical Leave:

The Board agrees to abide by the terms of the Family and Medical Leave Act of 1993. The Board reserves unto itself all rights, powers, and elections accruing to it under that act.

Upon completion of the family or medical leave the teacher will be entitled to return to his/her former position of employment if that position is available. If his/her former position is unavailable he/she will be reinstated to a comparable position.

6.16 Association Leave:

The Association shall be entitled to ten (10) days Association leave each year. Such leave shall be used for Association business and must be requested in writing by the Association President. The Board will pay the cost of a substitute for the first five (5) days of Association leave used. The Association will pay the cost of a substitute for the remaining five (5) days used. Additional days may be granted if a special need warrants. The cost of the substitute will be shared by the Association and the District.

6.17 Sick Leave Sharing Plan:

The Board agrees to adopt a Sick Leave Sharing Plan in accordance with current state laws. This plan shall be apart from and in addition to the Sick Leave Bank provided for in section 6.14 of this article.

6.18 Maternity Leave

The Board of Education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be immediately following the birth of the school district employee's child.

ARTICLE VII. LESSON PLANS

- 7.1 Each teacher shall be required to develop and use daily lesson plans that shall be well defined and shall cover at least 5 teaching days ahead of schedule. These lesson plans shall be detailed enough that a substitute teacher may utilize them to carry out an effective class in the teacher's absence. The format for lesson plans shall be set by the building administrator.

ARTICLE VIII. RELATED DUTIES

- 8.1 As a part of their duty as a teacher each teacher may be assigned certain teaching related duties on a regular rotating basis. Such duties may include hall duty, bus duty, playground duty, lunch duty, and other such related duties and may necessitate the teacher's presence before school, after school and/or during the noon lunch break.

ARTICLE IX. DUTY FREE LUNCH

- 9.1 Each full-time teacher shall be entitled to a minimum of twenty (20) minutes for duty-free lunch. The Middle School Principal and teachers may be allowed flexibility in scheduling lunch time duties.
- 9.2 Upon notification of the appropriate administrator, teachers may leave their assigned buildings during their duty-free lunchtime.

ARTICLE X. PREPARATION PERIOD

- 10.1 Preparation time is to be utilized in the planning and preparation of lessons or related materials for the purpose of more effective teaching.
- 10.2 The schedule of the individual teacher's preparation time shall be determined by the building administrator; however, each teacher shall have a minimum of thirty (30) minutes preparation time each regular school day and be entitled to two hundred (200) minutes preparation time each five-day school week.)
- 10.3 Upon approval by the appropriate administrator, teachers may leave school during their preparation time.

ARTICLE XI. CLASS SIZE

- 11.1 The Board agrees to abide by current state laws dealing with class size.

ARTICLE XII. TEACHER EVALUATION

- 12.1 The approved teacher evaluation policy is included herein as Attachment A.

ARTICLE XIII. REDUCTION IN PERSONNEL (REDUCTION IN FORCE)

- 13.1 The approved reduction in force policy is included herein as Attachment B.

ARTICLE XIV. GRIEVANCE PROCEDURE

14.1 The approved grievance procedure is included herein as Attachment C.

ARTICLE XV. COMMUNICATION

15.1 A Communication Committee shall be formed for the purpose of providing teacher input into matters of mutual concern regarding items that are not appropriate subjects for negotiations such as curriculum., student discipline, extra duty, school calendar, in-service training and teacher transfer policies, etc. Said Communication Committee shall be composed of six (6) career classroom teachers, one (1) teacher selected from each site by the teachers at that site and the Superintendent or his designee(s). The organizational structure of the committee shall be determined by committee members at the first meeting of the committee. Said committee shall meet at least two times per semester.

ARTICLE XVI. RIGHT TO REPRESENTATION

16.1 If during a conference between an administrator and a teacher, either the administrator or the teacher feels that it would be in his/her best interest to have a witness present, he/she may discontinue the conference and it shall be rescheduled when witnesses may be present.

ARTICLE XVII. RESERVATION OF POWERS

17.1 The Board, on its own behalf and on the behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and constitution of the state and the United States.

17.2 By the adoption of this agreement, the Association and the Board hereby agree that nothing contained herein shall be construed to delegate or limit the powers, rights, authority, duties and responsibilities of a Board of Education as prescribed by the Constitution and Laws of the State of Oklahoma.

ARTICLE XVIII. DURATION OF AGREEMENT

18.1 This agreement shall be effective for the 2023-2024 contract year and shall expire at 12:00 P.M. on June 30, 2024, unless mutually extended in whole or in part by the Association and the Board.

ARTICLE IXX. ENTIRE AGREEMENT

19.1 This written agreement sets forth the full and complete agreement between the Association and the Board concerning the subject matter hereof, and supersedes all prior informal or formal agreements hereon. There are no valid or binding representations, inducements, promises or agreements, oral or otherwise, between the Association and the Board that are not embodied herein.

TECUMSEH PUBLIC SCHOOLS TEACHER EVALUATION POLICY

Teacher evaluation in the Tecumseh School District shall emphasize the achievement of improved instructional performance by all teachers. Thus, observation and evaluation of teacher performance shall be used first for the purpose of providing to the teacher suggestions and assistance on generally accepted criteria for effective teaching, and secondarily for determining whether teaching performance meets with the degree of excellence required for continued employment and/or career status.

All teachers shall be formally evaluated at least once yearly as prescribed herein, by certificated administrative personnel designated by the Board of Education.

The procedure for evaluation and the instrument of evaluation shall be developed cooperatively by the administrative and teaching staff, shall be subject to approval by the Board of Education, and shall be in compliance with 70 O.S. 6-103, Supp. 1977.

In order to satisfy the purpose of this policy, the procedure for evaluation and the instrument of evaluation shall emphasize generally accepted criteria for effective teaching as outlined by local school board policies.

Unless stated otherwise in approved local school board policies, teacher positions listed under Section 5, 70 O.S. 6-103, Supp. 1977, shall be subject to evaluation, but shall not be afforded "job rights" under this policy unless otherwise specified by state law.

The procedure, instrument, and process of evaluation shall be subject to continuous review by the administrative and teaching staff and appraisal by the Board of Education, and is subject to change by Board approval.

This policy has been developed in compliance with 70 O.S. 6-103, Supp. 1977.

All evaluations will be accordance with the laws addressing the teacher evaluation process as set forth by the State of Oklahoma.

TEACHER EVALUATION POLICY REGULATIONS

1. Definition: Teacher: For the purpose of this policy any person who is employed to serve as a counselor, librarian, or classroom teacher, or in any other instructional capacity and who holds a valid teaching certificate, issued by and in accordance with the rules and regulations of the State Board of Education, to perform the particular services for which he or she is employed shall be defined as a teacher.
2. The Board of Education shall provide every teacher a true copy of the teacher evaluation policy at the beginning of each school year. Copies of amendments thereto shall be provided every teacher upon adoption of the amendments by the Board of Education.
3. All evaluations shall be in writing and evaluation documents and responses thereto shall be maintained in a personnel file for each teacher.
4. All probationary teachers shall be evaluated at least twice each year, once prior to November 15 and once prior to February 10. Evaluation may be conducted as often as necessary to fulfill the intent of this policy and 70 O.S. 6-103, Supp. 1977.
5. All career teachers shall be evaluated at least once each year prior to February 10. Evaluation may be conducted as often as necessary to fulfill the intent of this policy and 70 O.S. 6-103, Supp. 1977.
6. Each school principal or appropriate supervisor designated by the Superintendent shall be responsible to evaluate the teachers in the school unit in accordance with this policy and in compliance with 70 O.S. 6-103, Supp. 1977.
7. Whenever any evaluation is made of a teacher, a true copy of the evaluation shall be presented to the teacher. The teacher shall acknowledge the written evaluation by his signature thereon. Within two (2) weeks after the evaluation, the teacher may respond and said response shall be made part of the evaluation record. Within two (2) weeks after said response the evaluator shall acknowledge the response by his/her signature thereon.
8. Any teacher evaluation shall be produced in writing, shall list cause(s) or reason(s) for potential dismissal or non-reemployment, shall list suggestions for correcting stated cause(s) or reason(s), and shall state a reasonable time-line to permit a teacher to correct stated cause(s) or reason(s). The evaluator shall be responsible to follow up written

evaluations containing time-line statements and reinforce the initial evaluation with a subsequent evaluation(s).

9. If the teacher does not correct the cause(s) or reason(s) for potential dismissal or non-reemployment within a reasonable length of time the principal shall make a recommendation to the superintendent of the school district for the dismissal or non-reemployment of the teacher.
10. Whenever the superintendent of the school district determines that cause(s) or reason(s) exists for the dismissal or non-reemployment of a teacher he shall submit a recommendation to the Board of Education pursuant to Section 7, 70 O.S. 6-103, Supp. 1977 and/or Section 8, 70 O.S. 6-103, Supp. 1977.
11. Teacher evaluation records shall be confidential and access to such records shall comply with State and Federal privacy Supp. 1977.
12. Standardized test results shall not be used in the evaluation of teachers.
13. The evaluation of any teacher shall be based upon the evaluator's observation and personal knowledge of the teacher and the teacher's performance.
14. If during the 2023-2024 school year the state board of education adopts new criteria for the standards of performance and conduct of teachers that become effective during the 2023-2024 school year, the parties agree to return to the table to negotiate new language for the teacher evaluation item.

REDUCTION IN PERSONNEL (REDUCTION IN FORCE)

In-order to promote an orderly reduction in teaching personnel in the event school operations must be restricted because of, but not limited to, the loss of federal or state funds, declining student enrollment or local district financial constraints, the following general procedure shall be utilized:

1. Probationary teachers shall be laid off first according to prior consecutive teaching experience within the system provided that qualified and certified career teachers or probationary teachers with more service are available to perform the services of the probationary teacher being laid off.
2. In the event career teachers must be laid off, prior consecutive teaching experience within the system shall control, provided the more experienced career teachers are qualified and certified to perform the services of the career teacher being laid off.
3. Career teachers shall not be laid off until all probationary teachers have been laid off provided qualified and certified career teachers are available to perform the services of the probationary teachers being laid off.
4. In the event the difficulties which cause the reduction in teaching personnel ease or are corrected and the necessity of reemployment occurs said reemployment shall occur by recalling teachers in the inverse order of layoffs for new positions for which the teachers are qualified and certified.
5. In either a reduction in personnel or an increase in personnel following a reduction the Superintendent shall make necessary personnel recommendations to the Board. The Board shall have final approval of any changes in teaching personnel.

GRIEVANCE PROCEDURE

Article I Definitions

- 1.1 Grievance: An allegation that there has been a misapplication or misinterpretation of the negotiated agreement
- 1.2 Grievant: A teacher filing a grievance
- 1.3 Days: Calendar work days excluding Saturdays, Sundays and holidays recognized by the Board of Education
- 1.4 Grievance committee: An advisory committee composed of three (3) members, two (2) of which shall be career teachers selected by the Association and, one (1) of which shall be a school administrator. This committee may make recommendations regarding grievances and the grievance procedure. Any member of the committee may be present for any meetings related to a grievance. None of the members of the grievance Committee shall have been directly associated with the grievance.

Article II Purpose

- 2.1 The purpose of this procedure is to secure an equitable solution to any grievance that might arise.

Article III Procedure

- 3.1 It is highly desirable that potential grievances be resolved between teacher and principal or immediate supervisor and nothing in this agreement shall limit the right of a teacher to discuss a potential grievance with any principal, supervisor, or other school administrator. Prior to a teacher presenting a potential grievance to the grievance committee the teacher shall have discussed the potential grievance with his/her principal or supervisor.

- 3.2 If the process described in 3.1 does not satisfy the teacher, then the alleged grievance shall be processed as follows:

Stage I: The grievant shall present the grievance in writing to a grievance committee which shall arrange for a meeting for the purpose of discussing the grievance. Said meeting shall be held within five (5) days after receipt of the grievance. Within five (5) days after this meeting the grievance committee shall provide the grievant with a written decision on the grievance. This decision shall be that the

grievance either has merit or that it does not have merit. Upon determining that a grievance has merit the grievance committee shall make a written recommendation to the parties for resolution of the grievance. In the event either party fails to accept the recommendation of the grievance committee within five (5) days the grievance may be referred to Stage II. A grievance adjudged to not have merit shall be withdrawn by the grievant and shall be considered resolved. The decision of the grievance committee on a grievance adjudged as not having merit shall be final.

Stage II: The grievant may, within five (5) days after either party has rejected the grievance committee's recommendation, present said grievance in writing to the Superintendent who shall arrange for a meeting for the purpose of discussing the grievance. Said meeting shall be held within ten (10) days after receipt of the grievance. Within ten (10) days after this meeting the Superintendent shall provide the grievant with a written decision on the grievance.

Stage III: The grievant may, within five (5) days after receiving the Superintendent's recommendation, present said grievance in writing to the Board of Education which shall arrange for a meeting for the purpose of discussing the grievance. Said meeting shall be held within two regularly scheduled board meetings after receipt of the grievance. Within ten (10) days after this meeting the Board shall provide the grievant with a written decision on the grievance.

- 3.3 Any grievance shall be submitted no later than ten (10) days after the incident has occurred.
- 3.4 A grievant may represent himself/herself or be represented by counsel. If grievant is represented by counsel, the counsel may be present and state opinions at either stage of the grievance process.
- 3.5 The Board of Education and school administration will cooperate with the grievance committee in its investigation of any grievance and will furnish the committee such relevant and pertinent information as is necessary for the investigation.

Attachment D

Stipend Schedule For Teachers
Tecumseh Public Schools
2023-2024

Persons on steps 0 through 25 will receive a one-time stipend for the 2023-2024 school year as follows:

<u>Years Experience</u>	<u>Amount of Stipend</u>
0	\$ 200
1	\$ 200
2	\$ 200
3	\$ 300
4	\$ 300
5	\$ 300
6	\$ 400
7	\$ 400
8	\$ 400
9	\$ 500
10	\$ 500
11	\$ 500
12	\$ 600
13	\$ 700
14	\$ 800
15	\$ 900
16	\$1,000
17	\$1,100
18	\$1,200
19	\$1,300
20	\$1,400
21	\$1,500
22	\$1,600
23	\$1,700
24	\$1,800
25	\$1,900

Persons on the 26th or greater will receive a one-time stipend for the 2023-2024 school year as follows:

26	\$2,500
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Persons on steps 0 to 15 on the stipend schedule will receive the full amount of the stipend in November. Persons on steps 16 to 26 or greater will receive their stipend in two payments, one half in November and one half in March. Stipend payment is for a full year of employment. Should a person leave prior to the completed contract, any remaining contract payment owed will be prorated to reclaim funds to equal contract amount including the stipend for the actual days worked.

Stipend Schedule For Teachers
Tecumseh Public Schools
2023-2024

Attendance for teachers is crucial to increase the student achievement at all levels. Therefore, an additional stipend will be given to each full-time teacher who maintains perfect attendance without a substitute being hired in their place or their position being covered by other district personnel. Teachers with no days absent will receive a \$400.00 stipend for the year, with one day absent \$300.00, two days absent \$200.00. This will exclude school related activities and/or approved professional leave. The stipends will be paid with the June paycheck. Qualification details will be the same at each site.

Tecumseh Public Schools
2023-2024 Extra Duty Schedule

Level 1 extra duty assignments of \$900.00 or less will be paid in two checks, one in December and one in May.

<u>Level I</u>	<u>Minimum Amount</u>
Senior Class Sponsor	800.00 each (3)
Junior Class Sponsor	900.00 each (3)
Sophomore Class Sponsor	600.00 each (2)
Freshman Class Sponsor	600.00 each (2)
Mu Alpha Theta Math Club	150.00 each (2)
Beta Club	150.00 each (2)
S.A.D.D.	150.00 each (2)
Art Club	300.00
Ecology Club	300.00
Spanish Club	300.00
French Club	300.00
National Honor Society	400.00
Student Council/High School	800.00 each (2)
Gifted/Talented Building Coordinator	600.00
Entry Year Consultant Teacher	500.00
Department Heads:	
Language Arts	800.00
Fine Arts	800.00
Math	800.00
Science	800.00
Social Studies	800.00
Vocational Programs	800.00
Business	800.00
Foreign Language	800.00
Special Education	800.00
Middle School Newspaper	600.00
Middle School Student Council	800.00
Cross Timbers Academic Coach	800.00
Cross Timbers Assistant Academic Coach	500.00
Cross Timbers Honor Choir Director	800.00
Cross Timbers Assistant Honor Choir Director	500.00
Cross Timbers Running Club	800.00
Cross Timbers Robotics Team	800.00
Barnard Robotics Team	800.00
Early Childhood Center Robotics Team	800.00

Attachment E (2 of 4)

Level 2 extra duty assignments of more than \$900.00 will be divided into twelve payments and added to the regular monthly payroll checks.

Level 2

High School Academic Coach	2,500.00
Assistant High School Academic Coach	1,500.00
Counselors	2,500.00
High School Cheerleading/Spirit Club Sponsor	3,500.00
9th Grade Cheerleader Sponsor	2,000.00
Mat Maid/Wrestling Cheerleading	1,600.00
Porn Pons/Dance	2,000.00
High School Yearbook	2,000.00
Journalism/High School Newspaper	1,500.00
Website	2,000.00
Robotics	2,000.00

Attachment E (3 of 4)

Assignment High School

<u>Football</u>	<u>Minimum Amount</u>
Head High School (190 days)	7,500.00
Associate Head Coach (190 days)	5,500.00
Assistant High School (190 days)	3,500.00
Head 9th Grade (190 days)	2,800.00
Assistant 9th Grade (190 days)	2,000.00
<u>Basketball</u>	
Head High School	6,500.00
Assistant High School	2,900.00
Head 9th Grade	2,500.00
Assistant 9 th Grade	1,700.00
<u>Wrestling</u>	
Head High School	6,500.00
Assistant High School	2,900.00
<u>Baseball</u>	
Head High School	6,500.00
Assistant High School	2,900.00
Head 9 th Grade	2,500.00
<u>Track</u>	
Head High School & 9th Grade (Boys & Girls)	3,500.00
Assistant High School (Boys & Girls)	2,300.00
<u>Tennis</u>	
Head High School (Boys & Girls)	3,500.00
Assistant High School (Boys & Girls)	2,300.00
<u>Softball</u>	
Head High School Slow Pitch	6,500.00
Assistant High School Slow Pitch	2,900.00
Head High School Fast Pitch	6,500.00
Assistant High School Fast Pitch	2,900.00
<u>Volleyball</u>	
Head High School	3,500.00
Assistant High School	2,300.00
<u>Golf</u>	
Head High School	3,250.00
Assistant High School	1,500.00
<u>Cross Country</u>	
Head High School	3,250.00
<u>Music</u>	
Band Director	6,000.00
Assistant Band	3,800.00
Vocal Music Director	4,000.00
Assistant Vocal Director	2,500.00
<u>Vocational Agriculture</u>	3,500.00

Attachment E (4 of 4)

Assignment Middle School

<u>Football</u>	<u>Minimum Amount</u>
Head 8th Grade	2,000.00
Head 7th Grade	2,000.00
Assistant 7th and 8th Grade	1,700.00
<u>Basketball</u>	
Head 8th Grade	2,000.00
Head 7th Grade	2,000.00
Assistant 7th and 8th Grade	1,700.00
<u>Wrestling</u>	
Head 7th and 8th Grade	2,000.00
Assistant 7th and 8th Grade	1,700.00
<u>Baseball</u>	
Head 7th and 8th Grade	2,000.00
<u>Track</u>	
Head 7th and 8th Grade	1,500.00
<u>Tennis</u>	
Head 7th and 8th Grade	1,700.00
<u>Softball</u>	
Head 7th and 8th Grade Fast Pitch	2,000.00
Head 7th and 8th Grade Slow Pitch	1,800.00
<u>Volleyball</u>	
Head 7th and 8th Grade	1,500.00
Music	
<u>Band Director</u> 7th and 8th Grade	1,800.00
Assistant Director 7th and 8th Grade	1,200.00
Vocal Director 7th and 8th Grade	1,500.00
Assistant Director 7th and 8th Grade	1,000.00
<u>Academic Team</u>	
Head Middle School	1,500.00
Assistant Middle School	500.00
<u>Yearbook</u>	
Middle School	1,200.00
<u>Spirit Club</u>	
Middle School	1,000.00
<u>Robotics</u>	
Middle School	1,000.00
<u>MS Beta Club</u>	800.00

TECUMSEH PUBLIC SCHOOLS
Certified Salary Schedule
2023-2024

Year	FY 23-24 Bachelors	FY 23-24 Bachelors +16	FY 23-24 Bachelors +NB	FY 23-24 Masters	FY 23-24 Masters +16	FY 23-23 Masters +32	FY 23-24 Masters +NB	FY 23-24 Doctorate
0	41,461	42,061	42,215	42,851	43,545	44,238	43,699	45,121
1	41,895	42,495	42,649	43,285	43,979	44,672	44,133	45,555
2	42,332	42,929	43,084	43,719	44,413	45,106	44,568	45,989
3	42,767	43,364	43,518	44,154	44,848	45,541	45,002	46,424
4	43,198	43,798	43,952	44,588	45,282	45,975	45,436	46,858
5	44,670	45,270	45,424	46,060	46,754	47,447	46,908	48,330
6	45,133	45,733	45,888	46,523	47,217	47,910	47,372	48,794
7	45,597	46,197	46,351	46,987	47,681	48,374	47,835	49,258
8	46,060	46,660	46,814	47,450	48,144	48,837	48,299	49,721
9	46,523	47,123	47,278	47,914	48,608	49,301	48,762	50,185
10	48,544	49,144	49,300	50,428	51,122	52,665	51,278	53,549
11	49,037	49,637	49,792	50,921	51,615	53,158	51,771	54,042
12	49,530	50,130	50,285	51,414	52,108	53,651	52,263	54,535
13	50,022	50,622	50,778	51,907	52,601	54,144	52,756	55,028
14	50,515	51,115	51,271	52,399	53,093	54,636	53,249	55,520
15	52,027	53,052	53,208	53,912	54,606	56,149	54,762	57,033
16	52,520	53,849	54,005	54,495	55,225	56,805	55,381	57,689
17	53,186	54,853	55,009	55,336	56,069	57,652	56,225	58,536
18	54,188	55,371	55,527	56,344	57,080	58,667	57,236	59,551
19	54,706	55,889	56,045	56,862	57,598	59,185	57,754	60,069
20	55,244	56,427	56,584	57,401	58,137	59,724	58,293	60,608
21	55,762	56,945	57,102	57,919	58,655	60,242	58,812	61,126
22	56,281	57,464	57,620	58,437	59,173	60,760	59,330	61,644
23	56,799	57,982	58,138	58,956	59,692	61,279	59,848	62,163
24	57,317	58,500	58,656	59,474	60,210	61,797	60,366	62,681
25	58,766	59,949	60,105	60,959	61,695	63,282	61,873	64,188
26	59,284	60,467	60,623	61,477	62,213	63,800	62,391	64,684