

2023-2024

Negotiated Agreement

between

THE BOARD OF EDUCATION
U.S.D. NO. 362

And

THE PRAIRIE VIEW TEACHERS
ASSOCIATION

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ARTICLE II DURATION OF AGREEMENT

This agreement shall become effective July 1, 2023, and shall remain in full force and effect to and including June 30, 2024.

ARTICLE III DEFINITIONS

- A. ADMINISTRATION: All persons employed by the Board in positions requiring an administrative license by regulation of the State Department of Education as stated in the current KSDE (Kansas State Department of Education) Licensure Handbook.
- B. ASSOCIATION: Prairie View Teachers Association, affiliated with the Kansas National Education Association and the National Education Association.
- C. BOARD: The Board of Education of Unified School District No, 362, Linn County, Kansas.
- D. DAYS: Except when otherwise indicated, days shall mean contract days. "Contract Day" shall mean each day that certified employees are required to provide service to the district in accordance with this agreement. "Student Contact Day" shall mean instructional days where students are present.
- E. DISTRICT: Unified School District (U. S. D.) No. 362, Linn County, Kansas.
- F. EMPLOYEE: The terms "employee" and "teacher" may be used interchangeably but shall mean the same.
- G. KNEA: Kansas National Education Association.
- H. NEA: National Education Association.
- I. SENIORITY: The period of professional service to the district.
- J. SUPERINTENDENT: Superintendent of Schools of Unified School District No. 362, Linn County, Kansas.
- K. TEACHER: All certificated employees in the defined bargaining unit, except administrators and nurses, employed by the Board of Education.

ARTICLE IV TEACHING ASSIGNMENT/ WORK PRODUCTS

NUMBER OF WORK HOURS

The number of contract hours shall not exceed 1,496 hours. Such hours will be designated by building principals on dates determined on the board approved school calendar. The board will reserve the right to make final decisions on hours designated for the school day.

All elementary teachers will have a 20 minute period to eat lunch free from supervising students.

All secondary teachers will have a 20 minute period to eat lunch; however, a teacher may be asked to volunteer in the event supervision is needed.

TEACHER MENTORSHIP

Any USD 362 teacher that is entering their first or second year of the teaching profession will be assigned a USD 362 mentor teacher. A mentor teacher may mentor no more than two teachers at the same time providing both mentees are not 1st year teachers. The mentor teacher must have at least 3 years of teaching experience before being assigned to a mentee. The mentor must be trained using the Greenbush Mentoring Model before or during the mentorship period as long as is available. If Greenbush training is not available, a USD 362 trained mentor teacher

should be used to train new mentors. A maximum of 50 hours at the extended teaching and learning rate will be paid to mentors of first year teachers. A maximum of 25 hours at the extended teaching and learning rate will be paid to mentors of second year teachers. In order to receive payment a checklist must be filled out by the mentor and mentee and submitted to the administration by teacher checkout date. In addition, the mentee is requested to complete the mentor evaluation form and submit it to the building administrator by teacher checkout date. (See Appendix D for forms). The mentor teacher is at no time responsible for nor should be included in the evaluation process of the mentee. This is the sole responsibility of the administration.

INTELLECTUAL PROPERTY

Teachers are encouraged to prepare innovative material for classroom use. When a teacher markets such materials, he/she shall inform the board of his or her activities.

Proceeds from the sale of any material produced by the teacher shall be retained by the teacher. All rights to printed and electronic material will remain with the teacher.

The school will be entitled to use the material at no charge in-perpetuity.

When a person leaves the school, they will provide the school with an updated current version of any materials being used at no cost to the district.

ARTICLE V SALARY

SALARY SCHEDULE

\$1500.00 will be added to the base salary, changing from \$43,750 to \$ 45,250
The current schedule, appendix "A," is made a part of this agreement.

SALARY SCHEDULE PLACEMENT

The superintendent shall make a determination at the time of initial employment regarding the placement of all new employees on the salary schedule.

Degrees unrelated to the teaching assignment and/or hours acquired beyond a degree may not be given full weight in making the initial determination. This initial placement will determine the teacher's position relative to the schedule in succeeding years.

SALARY SCHEDULE MOVEMENT

Teachers who maintain full certification in their assigned position will be eligible for movement on the salary schedule. Teachers cannot move more than 1 step in experience in any given academic year.

Step movement will be based on successful completion of each academic year within the district. Teachers located in any of the master's degree columns who have maxed out on steps on the published schedule will be given a \$520 step annually provided the board does not freeze salaries of all staff.

Column movement will be based upon the successful completion of acceptable graduate coursework from a college or university as determined by the Kansas State Department of Education. Undergraduate coursework taken by a fully licensed teacher in order to gain certification in an area of need determined by the district may be approved by the superintendent for column movement. This does not apply to teachers taking undergraduate hours under the alternate route program to become fully licensed. A column movement notification form (see appendix D) must be submitted to the district office by **the end of the school year** preceding the academic year in which movement would be granted. Official transcripts verifying column movement must be submitted to the district office no later than **September 1** of the academic year in question. The advancement to the master's degree column requires a master's degree in the education field, verified by an official transcript. Pay adjustments will only be issued once a year at the time in which the new contract is offered to teachers.

PDC points can only be used to renew a license with the Kansas State Department of Education. Points will not be recognized to advance across the schedule. Final decisions regarding movement rests with the superintendent or board of education.

SUPPLEMENTAL SALARY SCHEDULE PLACEMENT

Coach/sponsor placement will be based on years of experience at Prairie View in each individual position. Board reserves the right to place new hires based on outside experience in that supplemental.

SUPPLEMENTAL SALARY SCHEDULE

The supplemental salary schedule, appendix "B," is made part of this agreement. Supplemental salaries will be paid in equal installments over the course of the school year.

TUITION REIMBURSEMENT

The district will allocate a line item of \$21,000 annually for the reimbursement of qualified college tuition incurred while actively serving on a teaching contract as a USD 362 teacher. If the total dollar amount requested exceeds the allocated amount, then the money will be distributed based upon the percentage of the total that the teacher submitted. (If a teacher submits 5% of the total amount submitted, then that teacher will receive 5% of the \$21,000.) The amount of money reimbursed to a submitter will not exceed the amount requested. Only classes with a grade of "B" or higher will be reimbursed. Pass/Fail classes and credit for district sponsored workshops will NOT be reimbursed, unless it is required for completion of a higher level degree. Teachers who receive grant or scholarship money to cover the cost of their tuition are only allowed to submit a request for the difference of their tuition costs and the amount awarded provided the tuition costs exceed the amount awarded. Official college transcripts and receipts of payment, along with a signed application form (Appendix D) specifying the reimbursement sought, must be submitted to the district office by September 15 for reimbursement of the previous academic year (including previous summer). In the event that not all of the \$21,000 allotted for tuition reimbursement is used, then the remaining money shall be divided equally among the teachers represented by the negotiated agreement providing the amount per teacher exceeds or is equivalent to \$20.00. This amount will be paid in the December payroll.

EXTRA DUTY PAY

Extra duty pay shall be \$13.50 per hour with a minimum pay of two hours. Extra duty is defined as any time a teacher is requested by the administration and/or mutually agrees to perform tasks which do not directly involve teaching or learning. Extra duty pay for working in a junior class or senior class sponsored concession stand will be \$16.50 per hour. Final decisions regarding the determination of pay will be made by the Superintendent.

EXTENDED TEACHING AND LEARNING

Teachers instructing summer school and after-school tutoring, with administrative preapproval, will be compensated at \$30.00 per hour. Other extended teaching and learning duties including but not limited to teaching, learning and participation on committees will be covered at \$20.00 per hour. Final decisions regarding the determination of pay will be made by the Superintendent.

TEACHER PLANNING TIME

Teachers directed by administration to cover another teacher's class to instruct/supervise will be compensated at a rate of \$20.00 per hour.

With previous permission from the building principal, a teacher may make arrangements to have another qualified person cover their class, for no pay, for up to one hour without taking any sick leave or dock in pay.

HEALTH INSURANCE

The District will contribute \$675 a month or the cost of a single [high deductible/HSA](#) employee policy, whichever is less toward the district sponsored health care premium (employee must be enrolled in the district's plan to be eligible).

EMPLOYEE BENEFITS COMMITTEE

A Benefits Committee composed of seven members represented with a board member, 2 teachers, 2 classified employees, principal and the superintendent will research available options involving employee benefits, as well as make recommendations to the board of education. Committee members shall be selected by their respective group. The board of education may consider committee recommendations when taking board action for any change in benefits. The board reserves the right to make the final decision which is suited best for the district.

In the event that a teacher with 20 or more years of service to the district is released because of a reduction in force, he or she will be allowed to participate in the district health, dental and vision insurance plans at his or her own expense for a maximum of four years from the last day of contract.

BENEFITS – EMPLOYER PAID ACCOUNT –

Employer Contributions

1. An Employer Paid Account will be established for each full time teacher participating in the USD 362 sponsored 403b/457 plan.
2. USD 362 will match up to **\$30.00** per month into each teacher's (employee's) Employer Paid Account.
3. Teachers will become fully vested upon the completion of 10 years of service to the district. Teachers with less than 10 years of service will be partially vested at the following rates at the completion of:
 - Year 3 - 20%
 - Year 5 - 40%
 - Year 7 - 60%
 - Year 9 - 80%
 - Year 10 - 100%
4. Vesting only applies to contributions made by the district. All employee contributions and any interest earned will always be retained by the employee at 100%.
5. A teacher who terminates employment with USD 362 after the end of his/her 3rd year may leave the vested amount, including the interest on that vested amount, in the Employer Paid Account, thereby retaining continuous vesting status upon returning to a teaching position with USD 362 at a future date. All unvested moneys will be forfeited by the employee and will revert to the USD 362 Forfeiture Account.
6. Fully vested employees may redirect investments in the Employer Paid Account, after the initial enrollment. The employee is responsible for the results of these decisions.

7. A teacher/employee may access the vested portion of his/her Employer Paid Account upon termination of an employment contract with USD 362.
8. Employer paid contributions and growth thereon will be considered taxable income upon distribution from the plan. Further, a penalty for early withdrawal may apply for distributions made prior to the age allowed by State and Federal laws and regulations. Qualified Rollover options may allow a terminated teacher to defer taxation until a later date.
9. If any provision of this plan is determined to be in violation of Federal or State laws or regulations, then the entire plan shall immediately terminate and shall be of no further force or effect unless re-adopted by the Board of Education and the recognized bargaining unit of the teachers.
10. This plan in no way limits additional voluntary contributions into separate qualified retirement accounts with qualified providers up to the amount(s) allowed by State and Federal laws and regulation.

LIQUIDATED DAMAGES

Teachers are required to give written notice to vacate their position to the board of education prior to two weeks past the third Friday in May. Any notice made thereafter or a break in the current contract being served may be subject to the following penalties, which are based on the following percentages of the current teacher base pay:

After statutory deadline to June 15.....	2%
June 16 – June 30.....	4%
July 1 – July 31.....	8%
Aug 1 –current contract served.....	16%

The payment for damage or permission to deduct from future pay must accompany the written request for release to the board. The board reserves the right to accept or deny such requests and whether penalties will be fully or partially assessed.

TERMINATION OR NON-RENEWAL

Upon termination or non-renewal of the teacher’s contract of employment for any reason, all board payments of salary and benefits shall terminate on the date employment ceases with the district.

ARTICLE VI LEAVE

SICK LEAVE

1. Each teacher will be granted 10 sick leave days per year. Each teacher shall be allowed to accumulate a total of seventy (72) sick leave days.
2. Sick leave is defined as days of absence from duty because of personal or immediate family illness, maternity leave, injury or death for which no deduction is made in regular monthly or annual compensation of the employee. The term days as used herein is defined as days on which the employee drawing sick leave would normally have reported for duty. Immediate family is defined as anyone living in the same household, spouse, children, parents, in-laws and siblings.
3. Any employee absent may be requested to present documentation at any time to justify their absence and/or their return to the workplace.

4. At the beginning of each school year, the annual amount of sick leave (up to 10 days) and any prior year personal days directed to be converted to sick leave (up to 4 days) shall be added to the employee's end-of-year accumulated sick leave days (not to exceed 72 days).
5. Sick Leave Incentive – any unused sick leave will be accumulated (up to a maximum of 72 days), unless otherwise elected by the employee as follows:
 - a. Teachers with fewer than 60 accumulated sick leave days at year end:
Teachers who use fewer than 6 sick days may elect to cash the difference between 6 and the actual sick days used that year at a rate of \$50 per day by completing the Leave Incentive Pay Form by teacher check out date.
 - b. Teachers with 60 or more accumulated sick leave days at year end:
 - 1) Teachers who have accumulated more than 60 unused sick leave days at the end of the current school year will be paid \$50 per day for up to a maximum of 10 days upon completion of the current school year.
 - 2) Teachers who have accumulated more than 60 unused sick leave days at the end of the current school year may elect to cash-out some or all remaining unused sick leave (up to a maximum of 10 days) at a rate of \$50 per day by **completing the Leave Incentive Pay Form by teacher check out date.**
6. Attendance Bonus- Teachers who do not use more than 2 leave days within an academic year will receive a \$500 bonus. For purposes of the attendance bonus, leave days are defined as the combined total of sick days (10 days) and personal days (4 days). Up to two days donated to an individual will not be counted against sick leave incentives, including perfect attendance. The donation of more than two sick days, on the behalf of an individual who utilizes the sick leave pool, will be counted as sick days used. The normal donation of days to the sick leave pool will not count against any incentives.
7. In bereavement cases or extenuating circumstances not defined by the district, a teacher may submit a written request for use of sick days to their building principal. If such request is denied, it can be appealed to the superintendent for a final decision. No grievances shall be filed regarding final decisions (previously #9)

SICK LEAVE – ENTER AND LEAVE THE DISTRICT

1. Upon retirement, as defined by KPERS, a teacher who gives written notice to the school board on or before November 15 will be paid \$50 per day for up to 72 days of unused sick days upon completion of the entire academic year. If the written notice is delivered to the board after November 15 but before the statutory date of automatic contract renewal, a teacher will be paid \$20 per day for up to 72 unused sick days upon completion of the entire academic year.
2. Involuntary termination of employment shall automatically void all sick leave benefits and reimbursements.
3. Teachers leaving USD 362 prior to retirement will receive \$20 per day for up to 20 days of accumulated sick leave.
4. Teachers leaving the district, including retirees, will not have the option to donate days to individuals that owe days to the sick leave pool.

5. Any new certified staff member hired shall be allowed to transfer up to a total of twenty (20) days of sick leave, provided he/she has days from his/her previous district. These days will be credited to the individual as accumulated sick leave. These days must be certified by the superintendent of the employee's former school district.

SICK LEAVE POOL

Every teacher is eligible to participate in the sick leave pool pending committee approval. The sick leave pool shall be administered by a sick leave pool committee consisting of 4 teachers designated by the PVTA and the superintendent or his/her designee. The pool will only be activated when need arises. All teachers on this contract who have sick leave shall contribute one day to the sick leave pool at the beginning of the school year.

At the end of a contract year, the unused days in the sick leave pool shall be distributed as follows:

- If the number of days is less or equal to the number of teachers who contributed, those days shall be carried in the sick leave pool for the next contract year.
- If the number of days is more than the number of teachers, each contributor shall be credited with 1 day of sick leave and the remainder carried in the sick leave pool for the next contract year.
- Teachers who leave the district shall have their contributed day credited back to them and new teachers shall contribute a day to the pool upon initial employment.

The initial grant of sick leave by the sick leave pool committee to an eligible employee shall be from 1 to 20 days. Upon completion of the 20 day period, additional entitlement may be extended by the sick leave pool committee upon demonstration of need by the applicant. An employee may not exceed borrowing 60 days of sick leave pool within a rolling 365 day period based on payroll records. Of these 60 days, 20 days may be granted for the same conditions of a spouse, parent, in-law, child or legal dependent of the teacher with the intention that the teacher must administer constant care of such individual. In the event that workers compensation benefits are activated, sick leave pool benefits will not apply.

To be eligible for sick leave pool days, the teacher, must, because of accident or illness, be prevented from performing his/her regular employment and have a disability which requires an absence in excess of 5 school days and the participant must have exhausted all sick and personal leave days. In the case of a spouse, parent, in-law or child, the need for constant care due to accident or illness will need to be demonstrated. The sick leave pool days will be retroactive to the 5 school days prior to receiving sick leave days. See Appendix D for the application to request sick leave pool days.

The superintendent or his/her designee may require a statement from the staff member's physician certifying that he/she is incapable of performing their duties as a result of the accident or illness. The physician may be asked to certify in writing the number of days absence the given illness or disability requires. Such requirements may also be required in regards to eligible family member situations.

Subject to foregoing requirements, the sick leave pool committee will determine eligibility for the use of the pool and the amount of leave to be granted. The following general criteria shall be considered by the committee in administering the pool and in determining the amount of leave:

- Medical evidence of serious illness
- Prior utilization of sick leave
- Length of service in the system

The decision of the sick leave pool committee with respect to eligibility entitlement shall be final and binding and not subject to appeal, to grievance or to arbitration.

The sick leave pool committee shall design a repayment/replenishment plan with the employee who receives days from the sick leave pool.

- The requirements of repayment from the affected individual shall not exceed 3 days per year.
- If the employee does not complete years of service to the district to repay the number of days received, the employee must reimburse the district for the per diem wage at the time the employee was absent. If, at the time of resignation, the employee has other accrued sick leave (beyond the 3 days repaid per year), that leave may be used to cancel the remaining days due.
- A third way of repayment would be allowing teachers, who are continuing employment in the district, to donate the days the affected teacher has borrowed. Teachers willing to donate must indicate by **teacher check out day** of that school year in writing to the payroll clerk the number of days they would like to donate. Up to two days donated in this fashion will not be counted against sick leave incentives, including perfect attendance. Any days not repaid by the staff are then subject to other pay back provisions listed herein. See Appendix D for the form to donate.
- If the number of days in the pool is extinguished, the committee shall ask for a donation of days to the pool and report such donation within 5 calendar days. The number of days donated shall not exceed the number of teachers on this contract. To donate days see appendix D for the sick day donation form.

The sick leave pool committee has the right to waive payment to the sick leave pool from the affected individual if the employee suffers a permanently disabling illness or a terminal condition that causes them not to return to school.

PERSONAL LEAVE

1. Two days of absence without deduction in pay shall be allowed each semester as personal leave time. Personal leave time must be approved by the building administrator in advance and may not be taken immediately preceding and/or following holidays or extended breaks. Requests for exceptions due to extenuating circumstances may be made in writing to the building administrator. Approval of a request for an exception is at the discretion of the building administrator.
2. Personal Leave Incentive. At the end of the school year, all remaining unused personal leave will be cashed-out at a rate of \$50 per day unless the teacher elects to convert some or all unused personal days into accumulated sick leave (subject to the sick leave limitations set forth in the Sick Leave Section of this

contract) by completing the Leave Incentive Pay Form prior to the end of the school year. In which case, the teacher will be cashed-out only for those days which are not directed to be converted or those which are ineligible for conversion to sick leave.

3. In the event that a USD 362 employee would use all his/her personal days, another USD 362 employee or employees may donate one or more full unused personal days to the employee by completion and submission of the Personal Day Donation Form (see appendix D) to District Office for processing. Once processed, donated days belong to the receiving employee for purposes of the Personal Leave Incentive.
4. Final decisions regarding personal leave will be determined by the Superintendent.

PROFESSIONAL LEAVE

Professional leave is defined as the time used to attend training or collaboration which will benefit the teacher in their assigned position. All professional leave will be pre-approved by the building administrator and superintendent. Final decisions for classifying professional leave shall be left to the discretion of the Superintendent.

LEAVES WITHOUT PAY

A deduction shall be made from an employee's salary for each approved absence without pay. The prorated deduction shall be based on the employee's annual salary.

ARTICLE VII EVALUATION

EVALUATION OF TEACHERS

Evaluation of teachers will be at least once every three years. Evaluation criteria is not negotiable nor is it considered in this agreement to be negotiable. The Board retains the sole discretion to determine evaluation criteria.

TEACHER EVALUATION PROCEDURES

1. All new personnel shall be formally evaluated at least twice each year during the first two years of service in U. S. D. No. 362. The evaluation conference will be held in each full semester of employment and no later than the 60th day of each semester.
2. All personnel during their third and fourth years of employment in U. S. D. No. 362 shall be formally evaluated at least once each year. All personnel with four and more years of service shall be formally evaluated at least once every 3 years. The evaluation conference will be held prior to February 15th.
3. The Prairie View Evaluation Instrument will be used for the evaluation of all personnel and shall be based upon a minimum of three observations per year in the basic contractual assignment of each individual evaluated. See appendix C.
4. Non-probationary teachers who are not subject to district evaluation will be evaluated using the district yearly evaluation tool. See Appendix C.

EVALUATION OF SUPPLEMENTAL POSITIONS

Evaluations of individuals performing supplemental duties shall be completed as directed by the superintendent or board of education. See Appendix C for evaluation tools.

FAIR DISMISSAL

For the first three years of professional employment with the district, teachers are considered probationary and may be non-renewed prior to the statutory deadline for any reason except as protected by constitutional or other non-discrimination protections.

Starting in year four of teaching with the district, teachers shall have earned non-probationary status. Non-probationary teachers may be non-renewed for good cause, including anything which is put forward by the school board in good faith which is not arbitrary, irrational, unreasonable, or irrelevant to the school board's task of building up and maintaining an efficient school system. If the proposed non-renewal is to be based on poor job performance, the district evaluation and improvement plan procedures shall be followed as outlined in the agreement. If the non-renewal is based on other reasons, including disciplinary factors or reduction in force, those procedures as outlined in the agreement shall be followed. If a non-probationary teacher is non-renewed, he/she shall be notified in writing prior to the statutory continuing contract date. The notification shall include the reasons for the non-renewal, as well as the evidence used to support the board's decision. The non-renewed teacher shall be granted the right to speak to the board in executive session with legal representation present if they so desire.

ARTICLE VIII TEACHER GRIEVANCE

GRIEVANCE PROCEDURE

- 1) Purpose
 - a) This procedure is provided for the orderly and expeditious adjustment of grievances of individual employees at their lowest level.
 - 2) Definitions:
 - a) Grievance shall mean any alleged violation of the terms and conditions of an employee's contract of employment.
 - b) "Grievant" means an employee of U. S. D. No. 362, Linn County, Kansas who claims an alleged violation of the terms and conditions of an employee's contract of employment.
 - c) Words denoting gender shall include both masculine and feminine, and words denoting number shall include both singular and plural.
 - 3) Procedures
 - a) In General. The adjustment of grievances shall be accomplished as rapidly as is possible. To that end, the number of days within which each step is prescribed to be accomplished shall be considered as maximum circumstances. The time limit prescribed in these procedures may be extended or reduced by mutual consent of the grievant and the person or persons considering the grievance.
 - b) Level 1. A grievant shall first take up the grievance with the immediate administrative superior in private informal conference(s) within fifteen (15) school days after the occurrence of the event upon which a grievance is based or after the grievant becomes aware of such event. If the employee is dissatisfied with the outcome of the initial private conference(s), a formal conference with the immediate supervisor may be requested. Every effort should be made to develop an understanding of the facts and the issues in order to create a climate which will lead to a solution. The formal conference shall occur within ten (10) school days of the last informal conference.
 - c) Level 2. In the event that the aggrieved person is not satisfied with the disposition of the grievance at Level 1, or in the event that no decision is reached within ten (10) school days after a formal presentation, the matter may be appealed in writing to the superintendent of schools.
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If the grievant appeals to the superintendent, the superintendent or his designated representative shall confer with the grievant in an effort to arrive at a satisfactory solution within ten (10) school days after the appeal has been received by the superintendent.

If the grievant does not appeal to the superintendent within thirty (30) school days after the formal conference at Level 1, the appeal of the grievance shall automatically be waived.

- d) Level 3. In the event that the aggrieved person is not satisfied with the disposition of the grievance at Level 2 or if no decision is made thereon within twenty (20) school days after the date the grievance was filed with the superintendent or designated representative under Level 2, then the grievant may appeal to the Board of Education by submitting a written request to the Clerk of the Board within (10) school days after the superintendent or designated representative has rendered a decision or after the expiration of said twenty (20) days.

The Board of Education shall, within thirty (30) school days after receipt of the written request, meet and confer with the grievant and render a decision, in writing, which will be the final disposition of the grievance. As an alternative, the Board of Education, upon receipt of a grievance, may assign a hearing officer to hear the grievance and make findings and recommendations to the Board. Such findings and recommendations shall be made to the Board within thirty (30) days after receipt of the hearing officer's findings and recommendations.

4) Supplemental Conditions

- a) All individuals involved, and all others who might possibly contribute to the acceptable adjustment of a grievance, are authorized and urged to testify with full assurance that no reprisal will follow by reason of such participation.
- b) Upon the final determination of the grievance, the documents, communications and records relating thereto shall be destroyed, excepting a record of the grievance, the final adjustment thereof and records required by law to be kept and maintained.
- c) At each step of the procedure for adjusting grievances after the initial private conference(s) with the immediate administrative superior, the grievant shall be entitled to be accompanied by others who might contribute to the acceptable adjustment of the grievance and/or to be represented by legal counsel.
- d) All grievance hearings shall be confidential.
- e) This grievance procedure shall not be available in matters where federal or state law mandate another method of review.
- f) Only the employee affected may file a grievance or an appeal from levels one (1) and two (2).
- g) The filing of a grievance at all levels beyond the informal conference(s) in Level 1 shall be in writing and shall be reasonably specific as to the nature of the grievance. The grievance should, to the extent possible, describe the alleged event or act giving rise to the grievance including the time, date, and place of the event or act and the names and addresses of any witnesses thereto.

ARTICLE IX REDUCTION IN FORCE

In the event that a reduction in staff is necessary, the superintendent shall have the authority to identify programs or positions for reduction. The decision will include but is not limited to length of service, licensure, previous evaluations, level of education and other contributions to the district, in no specific sequence. Final decisions will be made by the board of education. To see full board policy, go to section GBQA, available on the district website.

Teachers with 20 years of service are entitled to insurance benefits at their expense (Refer to Page 5, Health Insurance, for details).

APPROVED THIS DAY, August 14, 2023 BY:

Wade Teagarden, President

Teacher Association President, Tamala Snyder

APPENDIX A

Prairie View USD #362 2023-24

Certified Schedule

BASE 45250

	BS	BS + 8	BS + 20	BS+ 40	MS	MS + 15	MS + 30	MS + 45
0-1	45250	45770	46660	48751	50435	51600	52765	53930
2	45770	46290	47180	49271	50955	52120	53285	54450
3	46290	46810	47700	49791	51475	52640	53805	54970
4	46810	47330	48220	50311	51995	53160	54325	55490
5	47330	47850	48740	50831	52515	53680	54845	56010
6	48350	48870	49760	51851	53535	54700	55865	57030
7	48870	49390	50280	52371	54055	55220	56385	57550
8	49390	49910	50800	52891	54575	55740	56905	58070
9	49910	50430	51320	53411	55095	56260	57425	58590
10	50430	50950	51840	53931	55615	56780	57945	59110
11		51470	52360	54451	56135	57300	58465	59630
12		51990	52880	54971	56655	57820	58985	60150
13			53400	55491	57175	58340	59505	60670
14			53920	56011	57695	58860	60025	61190
15			54440	56531	58215	59380	60545	61710
16				57051	58735	59900	61065	62230
17				57571	59255	60420	61585	62750
18				58091	59775	60940	62105	63270
19				58611	60295	61460	62625	63790
20				59131	60815	61980	63145	64310
21						62500	63665	64830
22						63020	64185	65350
23							64705	65870
24							65225	66390
25								66910
26								67430

*Additional steps beyond this schedule will be awarded per the terms included herein. Teachers located in any of the master's degree columns who have maxed out on steps on the published schedule will be given a \$520 step annually provided the board does not freeze salaries of all staff.

Appendix B

Current Teacher Base Salary

\$45,250

Supplemental Activity	Percentage of Base	1	2	3	4
		Pay	0.25%	0.25%	0.30%
		0-5 years	6-10 years	11-15 years	16+ years
Head Football HS	13.5	\$6,108.75	\$6,221.88	\$6,335.00	\$6,470.75
Asst Football HS	10.75	\$4,864.38	\$4,977.50	\$5,090.63	\$5,226.38
Head Basketball HS	13.5	\$6,108.75	\$6,221.88	\$6,335.00	\$6,470.75
Asst Basketball HS	10.75	\$4,864.38	\$4,977.50	\$5,090.63	\$5,226.38
Head Volleyball HS	12.25	\$5,543.13	\$5,656.25	\$5,769.38	\$5,905.13
Asst Volleyball HS	9	\$4,072.50	\$4,185.63	\$4,298.75	\$4,434.50
Head Track HS	10.75	\$4,864.38	\$4,977.50	\$5,090.63	\$5,226.38
Asst Track HS	9	\$4,072.50	\$4,185.63	\$4,298.75	\$4,434.50
Head Wrestling HS	13.5	\$6,108.75	\$6,221.88	\$6,335.00	\$6,470.75
Asst Wrestling HS	10.75	\$4,864.38	\$4,977.50	\$5,090.63	\$5,226.38
Head Cross Country	10	\$4,525.00	\$4,638.13	\$4,751.25	\$4,887.00
Asst Cross Country	8.25	\$3,733.13	\$3,846.25	\$3,959.38	\$4,095.13
Head Baseball/Softball HS	10.75	\$4,864.38	\$4,977.50	\$5,090.63	\$5,226.38
Asst Baseball/Softball HS	9	\$4,072.50	\$4,185.63	\$4,298.75	\$4,434.50
Head Golf HS	10	\$4,525.00	\$4,638.13	\$4,751.25	\$4,887.00
Asst Golf HS	8.25	\$3,733.13	\$3,846.25	\$3,959.38	\$4,095.13
Fall Cheerleading Sponsor	8	\$3,620.00	\$3,733.13	\$3,846.25	\$3,982.00
Winter Cheerleading Sponsor	8	\$3,620.00	\$3,733.13	\$3,846.25	\$3,982.00
Dance Team HS	7.25	\$3,280.63	\$3,393.75	\$3,506.88	\$3,642.63
Musical Director HS	10	\$4,525.00	\$4,638.13	\$4,751.25	\$4,887.00
High School Play	5.5	\$2,488.75	\$2,601.88	\$2,715.00	\$2,850.75
Auditorium Lights & Sound	7.25	\$3,280.63	\$3,393.75	\$3,506.88	\$3,642.63
*Stuco Sponsor HS	6.5	\$2,941.25	\$3,054.38	\$3,167.50	\$3,303.25
Senior Trip Coordinator	4.25	\$1,923.13	\$2,036.25	\$2,149.38	\$2,285.13
Prom Coordinator	1.25	\$565.63	\$678.75	\$791.88	\$927.63
Concession Stand Coordinator	3	\$1,357.50	\$1,470.63	\$1,583.75	\$1,719.50
Yearbook	8.25	\$3,733.13	\$3,846.25	\$3,959.38	\$4,095.13
Instrumental Music	12.5	\$5,656.25	\$5,769.38	\$5,882.50	\$6,018.25
Vocal Music	9.5	\$4,298.75	\$4,411.88	\$4,525.00	\$4,660.75
FBLA HS	6	\$2,715.00	\$2,828.13	\$2,941.25	\$3,077.00
*FCCLA HS	4.5	\$2,036.25	\$2,149.38	\$2,262.50	\$2,398.25
FFA Sponsor 1	9	\$4,072.50	\$4,185.63	\$4,298.75	\$4,434.50
FFA Sponsor 2	9	\$4,072.50	\$4,185.63	\$4,298.75	\$4,434.50
Forensics HS	8.25	\$3,733.13	\$3,846.25	\$3,959.38	\$4,095.13
Debate HS	8.25	\$3,733.13	\$3,846.25	\$3,959.38	\$4,095.13
*Art HS	9	\$4,072.50	\$4,185.63	\$4,298.75	\$4,434.50
*Language Club HS	3	\$1,357.50	\$1,470.63	\$1,583.75	\$1,719.50
Scholar Bowl Sponsor HS	8.25	\$3,733.13	\$3,846.25	\$3,959.38	\$4,095.13

Chess Sponsor HS	3	\$1,357.50	\$1,470.63	\$1,583.75	\$1,719.50
Math Sponsor HS	3.5	\$1,583.75	\$1,696.88	\$1,810.00	\$1,945.75
*Science Club HS	3	\$1,357.50	\$1,470.63	\$1,583.75	\$1,719.50
National Honor Society	4.5	\$2,036.25	\$2,149.38	\$2,262.50	\$2,398.25
Color Guard	3	\$1,357.50	\$1,470.63	\$1,583.75	\$1,719.50
Trapshooting	6.5	\$2,941.25	\$3,054.38	\$3,167.50	\$3,303.25
District Vocational Coordinator	9	\$4,072.50	\$4,185.63	\$4,298.75	\$4,434.50
Head Football MS	9.25	\$4,185.63	\$4,298.75	\$4,411.88	\$4,547.63
Asst Football MS	8.25	\$3,733.13	\$3,846.25	\$3,959.38	\$4,095.13
Head Volleyball MS	9.25	\$4,185.63	\$4,298.75	\$4,411.88	\$4,547.63
Asst Volleyball MS	8.25	\$3,733.13	\$3,846.25	\$3,959.38	\$4,095.13
Head Wrestling MS	6.5	\$2,941.25	\$3,054.38	\$3,167.50	\$3,303.25
Asst Wrestling MS	5.5	\$2,488.75	\$2,601.88	\$2,715.00	\$2,850.75
Head Basketball MS	9.25	\$4,185.63	\$4,298.75	\$4,411.88	\$4,547.63
Asst. Basketball MS	8.25	\$3,733.13	\$3,846.25	\$3,959.38	\$4,095.13
Head Track MS	9.25	\$4,185.63	\$4,298.75	\$4,411.88	\$4,547.63
Asst Track MS	8.25	\$3,733.13	\$3,846.25	\$3,959.38	\$4,095.13
Cheerleading MS	8.25	\$3,733.13	\$3,846.25	\$3,959.38	\$4,095.13
*Stuco Sponsor MS	2	\$905.00	\$1,018.13	\$1,131.25	\$1,267.00
Play MS	5.5	\$2,488.75	\$2,601.88	\$2,715.00	\$2,850.75
Scholar Bowl Sponsor MS	6	\$2,715.00	\$2,828.13	\$2,941.25	\$3,077.00

- Coach/sponsor placement will be based on years of experience at Prairie View in each individual position. Board reserves the right to place new hires based on outside experience in that supplemental.

Appendix C

Improvement Assistance Plan

The USD 362 Improvement Assistance Plan is available to assist staff members who, in the judgment of the administration, need assistance in the performance of their duties. The staff member and administrator will mutually agree upon all meeting dates. The staff member will be provided with a copy of all documentation.

Upon judgment of the administration, performance issues will be addressed through one of the following:

- 1. Awareness Notification**
- 2. Professional Assistance Plan**

Failure of a staff member to participate in an administrator-designated Improvement Assistance Plan will result in recommendation for:

- A. Employment termination of the staff member.
- or-
- B. Acceptance of resignation or early retirement of the staff member.

Awareness Notification

An initial discussion of the concerns regarding the staff member will take place between the administrator and staff member. Identification of the concerns prompting the Awareness Notification will be made to the staff member in writing.

Professional Assistance Plan

Step I. A discussion of the concerns regarding the staff member will take place between administrator and staff member. Depending upon the nature of those concerns, a Professional Assistance Plan will be developed.

Step II. A written Plan shall be developed and shall include:

- A.** A list of the concerns to be addressed in the Plan, as well as the indicators of success.
- B.** A list of the Assistance offered by the district.
- C.** A timeline for successful improvement. Subject to D below, the timeline should take into consideration school and contract calendar and the complexity of the issues in order to provide the staff member and administrator sufficient time to make and evaluate improvements.
- D.** A timeline to review the Plan. Said timeline may include multiple review dates but will provide at least 30 days before final review and any related action. If the staff member and administrator agree that correction of the issues outlined is

possible in less than 30 days the superintendent may approve the shorter timeline.

Step III. Upon review of the Plan, the administrator will determine:

A. That the concerns identified in the Plan are resolved, and the staff member shall be removed from the Professional Assistance Plan in writing.

-or-

B. That the concerns identified in the Plan are not resolved in which case the staff member shall:

a. Be placed on a continuation of the Professional Assistance Plan with an updated timeline for successful improvement and Plan review.

Continuation of Assistance Plans beyond one additional period are discouraged and subject to superintendent approval.

-or-

b. Be placed on a new Professional Assistance Plan as specified in Steps I and II.

-or-

c. Be recommended for employment termination.

PRAIRIE VIEW SCHOOL DISTRICT
IMPROVEMENT ASSISTANCE PLAN FOR
[STAFF MEMBER NAME]

The USD 362 Improvement Assistance Plan, is available to assist staff members, who in the judgment of the administration, need assistance in the performance of their duties.

Check		Effective Date	Review Date	Result
	Awareness Notice		██████████	██████████
	Professional Assistance Plan			
	Professional Assistance Plan, Continuation			
	[Administrator may add lines for Professional Assistance Plans for similar or related issues]			

The staff member is hereby reminded that he/she is entitled to legal representation through-out the planning process as well as during the operation of the Plan and may request that representation at any time during the development and/or continuation of the Plan.

DISCUSSION OF SITUATION/INCIDENT

LIST OF REQUIREMENTS	SUCCESS INDICATOR	COMPLETION DATE

LIST OF ASSISTANCE OFFERED BY THE DISTRICT

PARTIES PRESENT			
Name	Position	Signature indicates Agreement	Date
	Administrator		
	Staff Member		

PARTIES PRESENT DURING FOLLOW-UP OR REVIEW			
Name	Position	Initials	Date
	Administrator		
	Staff Member		

PRAIRIE VIEW USD 362
LICENSED EVALUATION FORM
Summative Evaluation

Teacher's Name _____ Date _____

School _____

Personal Status

_____ Probationary teacher

1st year teacher

2nd year teacher

3rd year teacher

_____ Non-probationary teacher

PRAIRIE VIEW USD 362 EVALUATION FORM

INDICATOR 1 – PLANNING AND PREPARATION

DESCRIPTORS	LEVELS OF PERFORMANCE			
	Does Not Meet the Standard	Partially/Approaching the Standard	Meets the Standard	Exceeds the Standard
COMPONENT 1a: DEMONSTRATES KNOWLEDGE OF STUDENTS				
1) Teacher uses knowledge of student readiness, interest, and learning style Did Not Observe	<input type="checkbox"/> Teacher does not use knowledge of student readiness, interest, and learning style to design instruction.	<input type="checkbox"/> Teacher inconsistently uses knowledge of student readiness, interest, and learning style to design instruction.	<input type="checkbox"/> Teacher consistently uses knowledge of student readiness, interest, and learning style to design instruction.	<input type="checkbox"/> Teacher uses extensive knowledge of student readiness, interest, and learning style to design instruction. Plans include helping students identify their own readiness, interest, and learning styles to become more effective learners.
COMPONENT 1b: DEMONSTRATES KNOWLEDGE OF CONTENT				
2) Teacher uses variety of instructional strategies and teaching techniques appropriate for the subject area Did Not Observe	<input type="checkbox"/> Teacher planning indicates little use of varied teaching and instructional strategies, and little or no integration of technology and/or library media resources.	<input type="checkbox"/> Teacher planning indicates some use of varied teaching and instructional strategies, while integrating some technology and/or library media resources.	<input type="checkbox"/> Teacher planning indicates use of varied teaching and instructional strategies based upon current research and “best-practice” methods, while integrating appropriate technology and/or library media resources.	<input type="checkbox"/> Teacher planning indicates extensive use of varied teaching and instructional strategies, continuing search for best practice through action research, while integrating appropriate technology and/or library media resources.
COMPONENT 1c: USES INSTRUCTIONAL GOALS WITH ASSESSMENT OF AND FOR LEARNING				
3) Teacher uses instructional goals and assessments to plan for a variety of student learning needs Did Not Observe	<input type="checkbox"/> Teacher planning indicates no alignment between instructional goals, facilitating activities, formative and summative assessments.	<input type="checkbox"/> Teacher planning indicates little or sporadic alignment between instructional goals, facilitating activities, formative and summative assessments.	<input type="checkbox"/> Teacher planning indicates direct alignment between instructional goals, facilitating activities, formative and summative assessments.	<input type="checkbox"/> Teacher planning indicates seamless alignment between instructional goals, facilitating activities, formative and summative assessments and as a result, teacher can show evidence that such alignment significantly impacts student learning.
COMPONENT 1d: DESIGNS COHERENT INSTRUCTION				
4) Teacher defines instructional goals aligned to district and state standards Did Not Observe	<input type="checkbox"/> Teacher planning indicates instructional goals are unclear, poorly defined, and not aligned to district and state standards.	<input type="checkbox"/> Teacher planning indicates instructional goals are inconsistently defined and partially aligned to district and state standards.	<input type="checkbox"/> Teacher planning indicates instructional goals are clearly defined and aligned to district and state standards.	<input type="checkbox"/> Teacher planning indicates instructional goals are clearly defined, aligned to district and state standards, and appropriately linked to student’s readiness levels.

Comments:

**PRAIRIE VIEW USD 362 EVALUATION FORM
INDICATOR 2 – INSTRUCTION**

DESCRIPTORS	LEVELS OF PERFORMANCE			
	Does Not Meet the Standard	Partially/Approaching the Standard	Meets the Standard	Exceeds the Standard
COMPONENT 2a: DIFFERENTIATES AND ACCELERATES INSTRUCTION				
1) Teacher uses variety of instructional strategies Did Not Observe	<input type="checkbox"/> The teacher uses limited instructional strategies which have not been differentiated in response to varied learner needs or ineffectively uses instructional strategies.	<input type="checkbox"/> The teacher uses limited instructional strategies and is inconsistent in differentiating them in response to varied learner needs.	<input type="checkbox"/> The teacher uses several instructional strategies that have been consistently differentiated in response to varied learner needs.	<input type="checkbox"/> The teacher uses a wide range of instructional strategies that have been consistently differentiated in response to varied learner needs.
2) Teacher provides learning opportunities Did Not Observe	<input type="checkbox"/> The teacher provides learning opportunities which require all students participate in the same learning opportunities with limited chances to work with higher-order thinking skills; no attention is given to different patterns of student readiness, interest, or learning style.	<input type="checkbox"/> The teacher provides learning opportunities which require only high-achieving students to work with higher-order thinking skills. The content, process, and/or products are inconsistently differentiated according to patterns of student readiness, interest, and learning style.	<input type="checkbox"/> The teacher provides learning opportunities which require the majority of students to work with higher-order thinking skills, and the content, process, and/or products have been differentiated according to patterns of student readiness, interest, or learning style.	<input type="checkbox"/> The teacher provides learning opportunities which require all students to work with higher-order thinking skills and the content, process, and/or products have been differentiated according to individual student readiness, interest, or learning style.
3) Teacher uses assessment information to drive instruction Did Not Observe	<input type="checkbox"/> The teacher makes no attempt to assess throughout the lessons in order to make adjustments to meet patterns of student needs during instruction.	<input type="checkbox"/> The teacher attempts to use multiple forms of assessment in order to make adjustments throughout the lessons to meet patterns of student needs during instruction.	<input type="checkbox"/> The teacher successfully uses multiple forms of assessment to make successful adjustments throughout the lessons to meet patterns of student needs during instruction.	<input type="checkbox"/> The teacher successfully uses multiple forms of assessment on a consistent basis to make adjustments throughout the lesson to meet individual student needs during instruction.
COMPONENT 2b: ENGAGES ALL STUDENTS IN LEARNING				
4) Teacher incorporates instructional resources and technologies Did Not Observe	<input type="checkbox"/> The teacher uses materials and resources that do not support instructional goals or engage students in meaningful learning, are clearly unplanned, and/or unavailable to use. Technology is not in evidence.	<input type="checkbox"/> The teacher uses some materials and resources to support instructional goals and engage a few students in some learning. Materials are not conveniently ready to use. Technology is occasionally used to facilitate learning.	<input type="checkbox"/> The teacher uses materials and resources to support instructional goals and engage most students in meaningful learning. Materials are ready to use. Technology is integrated to facilitate learning.	<input type="checkbox"/> The teacher uses varied materials and resources to meaningfully support instructional goals and engage students in relevant learning. Materials are ready to use. Technology is effectively integrated to facilitate learning.
5) Teacher 's presentation of content Did Not Observe	<input type="checkbox"/> The teacher's presentation of content is inappropriate and unclear or the teacher uses poor examples or analogies.	<input type="checkbox"/> The teacher's presentation of content is inconsistent in quality. Presentation is occasionally skillful, with good examples; other portions are difficult to follow.	<input type="checkbox"/> The teacher's presentation of content is appropriate and links well with student's knowledge and experience.	<input type="checkbox"/> The teacher's presentation of content is appropriate and links well with student's knowledge and experience. Students contribute to the presentation of content.
6) Teacher engages students in activities and assignments Did Not Observe	<input type="checkbox"/> Activities and assignments are inappropriate for students in terms of their age or backgrounds. Students are not engaged.	<input type="checkbox"/> Some activities and assignments are appropriate to students and engage them, but others do not.	<input type="checkbox"/> Most activities and assignments are appropriate to students. Almost all students are engaged in the activities and assignments.	<input type="checkbox"/> All students are engaged in the activities and assignments in their exploration of content. Students initiate or adapt activities and projects to enhance understanding

Comments:

PRAIRIE VIEW USD 362 EVALUATION

INDICATOR 2 – INSTRUCTION

DESCRIPTORS	LEVELS OF PERFORMANCE			
	Does Not Meet the Standard	Partially/Approaching the Standard	Meets the Standard	Exceeds the Standard
COMPONENT 2c: PROVIDES FEEDBACK TO STUDENTS				
7) Teacher’s high-quality feedback during instruction is: Accurate Substantive Constructive Specific Timely Did Not Observe	<input type="checkbox"/> The teacher’s feedback is either not provided or is of uniformly poor quality.	<input type="checkbox"/> The teacher’s feedback is inconsistent in quality. Some elements of high-quality feedback are present; others are not.	<input type="checkbox"/> The teacher’s feedback is consistently of high quality.	<input type="checkbox"/> The teacher’s feedback is consistently of high quality. The teacher makes provisions for students to use feedback in their learning.
COMPONENT 2d: COMMUNICATES CLEARLY AND ACCURATELY				
8) Teacher uses appropriate oral and written communication Did Not Observe	<input type="checkbox"/> The teacher’s spoken language is inaudible, or written language is illegible. Spoken or written language may contain many grammar and syntax errors. Vocabulary may be inappropriate, vague, or used incorrectly, leaving student confused.	<input type="checkbox"/> The teacher’s spoken language is audible, written language is legible. Both are used correctly, and vocabulary is correct; it may be limited or inappropriate to student’s age or background.	<input type="checkbox"/> The teacher’s spoken and written language is clear and correct. Vocabulary is appropriate to student’s age and interest.	<input type="checkbox"/> The teacher’s spoken and written language is correct and expressive, with well-chosen vocabulary that enriches the lesson.
9) Teacher clearly communicates instructional goals to students Did Not Observe	<input type="checkbox"/> The teacher’s instructional goals are not clear and/or delivered effectively to students.	<input type="checkbox"/> The teacher’s instructional goals are mentioned but the purpose of them has not been communicated.	<input type="checkbox"/> The teacher’s instructional goals are mentioned and clearly communicated to students.	<input type="checkbox"/> The teacher’s instructional goals have been articulated in such a manner they have set the expectations for the class.
COMPONENT 2e: PROMOTES CRITICAL THINKING AND PROBLEM-SOLVING SKILLS				
10) Teacher uses discussion and questioning techniques Did Not Observe	<input type="checkbox"/> The teacher’s interaction with students does not promote discussion or questions.	<input type="checkbox"/> The teacher engages some students in discussion and questions with inconsistent results.	<input type="checkbox"/> The teacher facilitates effective discussion and students are engaged. Wait time is adequate for addressing questions.	<input type="checkbox"/> The teacher facilitates effective discussion and students assume responsibility for the success of the discussion, make contributions, and initiate topics when developmentally appropriate. Wait time is adequate for addressing questions.
11) Teacher creates connections of knowledge and skills Did Not Observe	<input type="checkbox"/> The teacher makes no attempt to guide students to create connections between prior knowledge, other subject areas, and real world applications.	<input type="checkbox"/> The teacher inconsistently guides students to create connections between prior knowledge, other subject areas, and real world applications.	<input type="checkbox"/> The teacher consistently guides students to create connections between prior knowledge, other subject areas, and real world applications.	<input type="checkbox"/> The teacher consistently gives students the opportunity to apply concepts and skills in new situations and real world applications.

Comments:

PRAIRIE VIEW USD 362 EVALUATION

INDICATOR 3 – CLASSROOM ENVIRONMENT

DESCRIPTORS	LEVELS OF PERFORMANCE			
	Does Not Meet the Standard	Partially/Approaching the Standard	Meets the Standard	Exceeds the Standard
COMPONENT 3a: CREATING AND MANAGING THE LEARNING ENVIRONMENT				
1) Teacher interaction with students Did Not Observe	<input type="checkbox"/> Teacher’s interaction with at least some students is negative, demeaning, sarcastic, or inappropriate to the age or culture of the students. Students exhibit disrespect for teacher.	<input type="checkbox"/> Teacher-student interactions are generally appropriate but may reflect occasional inconsistencies, favoritism, or disregard for student’s cultures. Students exhibit only minimal respect for teacher.	<input type="checkbox"/> Teacher-student interactions are friendly and demonstrate general warmth, caring, and respect.	<input type="checkbox"/> Teacher demonstrates genuine caring and respect for individual students. Students exhibit respect for teacher.
2) Teacher has expectations of students Did Not Observe	<input type="checkbox"/> Teacher does not have expectations for behavior. Students are confused about expectations.	<input type="checkbox"/> Teacher’s expectations for behavior appear to have been established for most situations, and most students seem to understand them.	<input type="checkbox"/> Teacher’s expectations for behavior have been made clear to students by the teacher.	<input type="checkbox"/> Teacher’s expectations for behavior are clear to students and have been embedded in the culture of the classroom.
3) Teacher monitors student behavior Did Not Observe	<input type="checkbox"/> Teacher is unaware of what students are doing and student behavior is not monitored.	<input type="checkbox"/> Teacher is generally aware of student behavior but may miss the activities of some students or no serious disruptive behavior occurs.	<input type="checkbox"/> Teacher is alert to student behavior or student behavior is generally appropriate.	<input type="checkbox"/> Monitoring by teacher is subtle and preventive. Students contribute to the overall positive behavior of the class and student behavior is entirely appropriate.
4) Teacher responds to student misbehavior Did Not Observe	<input type="checkbox"/> Teacher responds inappropriately to misbehavior and does not respect student’s dignity.	<input type="checkbox"/> Teacher attempts to respond to student misbehavior.	<input type="checkbox"/> Teacher’s response to misbehavior is appropriate and successful and respects the student’s dignity.	<input type="checkbox"/> Teacher’s response to misbehavior has caused consistent positive behavior.

Comments:

PRAIRIE VIEW USD 362
EVALUATION FORM

INDICATOR 3 – CLASSROOM ENVIRONMENT

DESCRIPTORS	LEVELS OF PERFORMANCE			
	Does Not Meet the Standard	Partially/Approaching the Standard	Meets the Standard	Exceeds the Standard
COMPONENT 3b: MANAGE CLASSROOM PROCEDURES AND SPACE				
5) Teacher manages instructional groups Did Not Observe	<input type="checkbox"/> Students not working with the teacher are not productively engaged in learning.	<input type="checkbox"/> Tasks for group work are partially organized, resulting in some off-task behavior when teacher is involved with one group.	<input type="checkbox"/> Tasks for group work are organized, and groups are managed so most students are engaged at all times.	<input type="checkbox"/> Groups working independently are productively engaged at all times, with students assuming responsibility for productivity when appropriate.
6) Teacher manages transitions Did Not Observe	<input type="checkbox"/> Much time is lost during transitions.	<input type="checkbox"/> Transitions are sporadically efficient, resulting in some loss of instructional time.	<input type="checkbox"/> Transitions occur smoothly, with little loss of instructional time.	<input type="checkbox"/> Transitions are seamless, with students being given and assuming responsibility for their role.
7) Teacher provides safety with respect to arrangement of furniture Did Not Observe	<input type="checkbox"/> Teacher makes poor use of the physical environment, resulting in unsafe or inaccessible conditional for some students or a serious mismatch between the furniture arrangement and the lesson activities.	<input type="checkbox"/> Teacher's classroom is safe, and essential learning is accessible to all students, but the furniture arrangement only partially supports the learning activities.	<input type="checkbox"/> Teacher's classroom is safe, and learning is accessible to all students; teacher uses physical resources well and ensures that the arrangement of furniture supports the learning activities.	<input type="checkbox"/> Teacher's classroom is safe, and students contribute to ensuring that the physical environment supports the learning of all students.
8) Teacher manages materials and supplies Did Not Observe	<input type="checkbox"/> Teacher uses supplies, materials and resources poorly, or learning is not accessible to some students.	<input type="checkbox"/> Teacher uses supplies, materials and resources adequately, and at least minimal learning is accessible to all students.	<input type="checkbox"/> Teacher uses supplies, materials and resources skillfully with little loss of instructional time.	<input type="checkbox"/> Both teacher and students use supplies, materials and resources skillfully with little loss of instructional time on a consistent basis.

Comments:

**PRAIRIE VIEW USD 362 EVALUATION FORM
INDICATOR 4 – TEACHER PROFESSIONALISM**

DESCRIPTORS	LEVELS OF PERFORMANCE			
	Does Not Meet the Standard	Partially/Approaching the Standard	Meets the Standard	Exceeds the Standard
COMPONENT 4a: PROMOTES A POSITIVE SCHOOL COMMUNITY				
1) Teacher interacts appropriately with colleagues Did Not Observe	<input type="checkbox"/> Teacher interactions with colleagues are negative or self-serving.	<input type="checkbox"/> Teacher maintains cordial (minimal) interactions with colleagues to fulfill the duties that the school or district requires.	<input type="checkbox"/> Teacher is supportive and interacts positively with colleagues.	<input type="checkbox"/> Teacher is supportive and interacts positively with colleagues. Teacher takes initiative in assuming leadership among the faculty.
2) Teacher engages in collaborative decision making Did Not Observe	<input type="checkbox"/> Teacher makes decisions based on self-serving interests.	<input type="checkbox"/> Teacher's decisions are based on limited, though genuinely professional, considerations.	<input type="checkbox"/> Teacher maintains an open mind and participates in team or departmental decision making.	<input type="checkbox"/> Teacher takes a leadership role in team or departmental decision making and helps ensure that such decisions are based on the highest professional standards.
3) Teacher contributes to positive school climate Did Not Observe	<input type="checkbox"/> Teacher makes little or no contribution to a positive school climate, and behaviors may even have a negative impact.	<input type="checkbox"/> Teacher makes a limited contribution to a positive school climate.	<input type="checkbox"/> Teacher actively participates in contributing positively to the overall school climate.	<input type="checkbox"/> Teacher takes a leadership role in building a positive school climate.
COMPONENT 4b: COMMUNICATES EFFECTIVELY				
4) Teacher communicates with parents Did Not Observe	<input type="checkbox"/> Teacher provides no information to parents and does not respond or responds insensitively to parent concerns about student.	<input type="checkbox"/> Teacher provides minimal information about student's progress. Responses to parent concerns are minimal.	<input type="checkbox"/> Teacher communicates with parent about student's progress, as appropriate, and is available as needed to respond to parent concerns.	<input type="checkbox"/> Teacher provides information to parents on both positive and negative aspects of student's progress, as appropriate. Response to parent concerns is handled with great sensitivity.
COMPONENT 4c: GROWS AND DEVELOPS PROFESSIONALLY				
5) Teacher engages in professional development Did Not Observe	<input type="checkbox"/> Teacher does not engage in any professional development activities to enhance knowledge or skill.	<input type="checkbox"/> Teacher participates in professional development activities to a limited extent.	<input type="checkbox"/> Teacher actively engages in professional development to enhance content knowledge.	<input type="checkbox"/> Teacher seeks out opportunities for professional development and systematically applies new knowledge.
COMPONENT 4d: MAINTAINS ACCURATE RECORDS				
6) Teacher uses instructional records and reports Did Not Observe	<input type="checkbox"/> Teacher has no system for maintaining information on students.	<input type="checkbox"/> Teacher's system for maintaining information on students is minimally effective.	<input type="checkbox"/> Teacher's system for maintaining information on students is fully effective.	<input type="checkbox"/> Teacher's system for maintaining information on students is fully effective. Teacher records and report are thorough.
7) Teacher uses student information system Did Not Observe	<input type="checkbox"/> Teacher ineffectively uses the student information system to communicate current and accurate information about attendance, assignments, and grades.	<input type="checkbox"/> Teacher inconsistently uses the student information system to communicate current and accurate information about attendance, assignments, and grades.	<input type="checkbox"/> Teacher effectively uses the student information system to communicate current and accurate information about attendance, assignments, and grades.	<input type="checkbox"/> Teacher effectively uses the enhanced features of the student information system to communicate current and accurate information about attendance, assignments, and grades.

Comments:

**SUMMATIVE EVALUATION
RATING
SIGNATURE PAGE**

Instructional Practices Indicator (IPI) Summary Rating: Exceeds the Standards
 Meets the Standard
 Partially/Approaching the
Standard
 Does Not Meet the Standard

Evaluator Statement:

Evaluatee (Teacher) Comments:

Signatures

Evaluator	Date	Evaluatee (Teacher)	Date
-----------	------	---------------------	------

Employee signature acknowledges receipt of form, not necessarily concurrence. The teacher has the right to submit written comments to any part of the evaluation within 10 work days following the presentation of the evaluation to the teacher.

If comments are attached, initial and date here

Prairie View USD 362

Goal Setting

School:

School Year:

Educator:

Evaluator:

What indicator will you address?

What is your goal regarding this indicator?

Activities Planned:

Resources Needed:

Timeline:

Evidence to Support Goal Attainment:

Educator Signature/Date

Evaluator Signature/Date

Prairie View School District - USD #362 Yearly Evaluation

Teachers Name: [Click here to enter text.](#)
an item.

Date: [Click here to enter text.](#)

School: [Choose](#)

	Satisfactory No Concerns	Satisfactory With Area for Growth	Unsatisfactory With Concern(s)	Evaluator Comment	Teacher Comment
Teaching					
➤ Overall teaching skills continue to meet the needs of the students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
➤ Teaches district curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Communication					
➤ Demonstrates effective oral and written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
➤ Works cooperatively with administration and staff to achieve school goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Policy					
➤ Demonstrates appropriate time management as outlined in building and district policies (Examples include but are not limited to: attendance, punctuality, meeting deadlines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
➤ Displays accuracy in record keeping including student attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	

➤ Abides by District Technology Acceptable Use Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
➤ Abides by established rules, regulations, policies, and guidelines adopted by the board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
Professionalism					
➤ Can be trusted to maintain confidentiality regarding school matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
➤ Interacts appropriately with students in a professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	
➤ Displays respect and behaves in a manner that contributes to a positive school climate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	

Signatures

In accordance with KSA 72-9003-et.seq, the teacher’ signature on this report does not represent either acceptance or approval of the appraiser’s evaluation. It indicates only that the teacher reviewed this Teacher Performance Report in conference with the appraiser. The teacher has two weeks to response in writing on this form and a copy of the response shall remain a part of the permanent record.

Teacher
Date

Date

Evaluator



**PRAIRIE VIEW HIGH/MIDDLE SCHOOL KSHSAA
SUPPLEMENTAL CONTRACT EVALUATIONS**

NAME _____ DATE OF EVALUATION _____

ACTIVITY _____

YEARS COACHING/SPONSORING ABOVE ACTIVITY AT PRAIRIE VIEW _____

Purpose:

The purpose of the evaluation is to recognize a coach/sponsor for his/her strengths and to assist the individual in designating areas that need improvement.

Process:

The evaluation will be conducted by the activity director. The evaluation will be presented to the sponsor in person with discussion immediately following. The sponsor's signature indicates that he/she has been presented with the evaluation and a post season/event interview has been conducted. **The signature does not indicate complete agreement with the evaluation.** The coach/sponsor may express any disagreement in writing and attach such documentation to the evaluation. A copy of the evaluation will be given to the coach/sponsor, and the original evaluation will be filed in the office of the activities director.

Responsibilities:

There are objective and subjective areas of responsibility that will be evaluated.

Objective

areas include requirements by the Kansas State High School Activities Association (KSHSSA) and the Prairie View School District Sponsor's Handbook.

The items below are to be rated using the following system:

- ◆ **C** completed on time
- ◆ **CL** completed late or past the deadline
- ◆ **I** not completed

****Any items that receive a CL or I need to be explained under comments.**

Table 1: Administrative Duties

<i>Objective</i>				
Complies with KSHSAA : 1. Attends Rules Meeting 2. Passes Rules Test 3. Certifies Player Eligibility ⇒ Academics ⇒ Athletic Physical	C	CL	I	NA
Submits all forms/reports in timely fashion: 1. Team Rules & Expectations 2. Team Roster 3. Incident Reports	C	CL	I	NA
Conducts Parent Meeting to discuss Team Rules & Expectations as needed.	C	CL	I	NA
Complies with USD 362 Policies.	C	CL	I	NA
Completes AD designated responsibilities in a timely fashion. 1. Inventory 2. Assistant Coach Evaluations	C	CL	I	NA
Takes necessary actions to ensure proper equipment is distributed. 1. Recommends to AD equipment to be replaced. 2. Informs students of proper use of equipment. 3. Ask students and assistant coaches to perform regular equipment checks.	C	CL	I	NA

Comments:

The items listed below are to be rated using the following system:

- ◆ 1—unacceptable
- ◆ 2—needs improvement
- ◆ 3—acceptable
- ◆ 4—highly acceptable

****Any items that receive a 1 or a 2 need to be explained under comments.**

Table 2: Communication

<i>Objective</i>				
Returns all inquiring communications from interested parties.	1	2	3	4
Communicates and collaborates with like programs within the district. Examples include but are not limited to the following: 1. Track – sharing event coaches 2. Coordinating gym rotation. 3. PAC usage.	1	2	3	4
Establishes a rapport and maintains an open line of communication with: 1. Activity Director/Administration 2. Parents/Guardian 3. Prairie View Colleagues	1	2	3	4
Demonstrates ability to motivate and direct participating students.	1	2	3	4
Promotes the program through a good relationship with the media.	1	2	3	4

Comments:

Table 3: Student Supervision & Discipline

<i>Objective</i>				
Supervises students as assigned.	1	2	3	4
Maintains discipline that reflects consistency with club/team rules.	1	2	3	4
Maintains appropriate participant conduct at events & practices.	1	2	3	4
Oversees safe and orderly activity environments. 1. Equipment is safe and in proper condition. 2. Ensures participant return is approved by “Appropriate Health-care Professional”. 3. Practices guidelines of State & National Federation of management of concussions in sports/activities.	1	2	3	4

Comments:

Table 4: Professionalism

<i>Objective</i>				
Emphasizes school attendance and policies affecting students.	1	2	3	4
Maintains positive approach to coaching/sponsoring situations.	1	2	3	4
Demonstrates support for district KSHSAA programs.	1	2	3	4
Understands and follows proper administrative line of command.	1	2	3	4
Demonstrates organization and purposeful preparation. 1. Coaches/Sponsors through use of fundamentals. 2. Maintains current knowledge of techniques & methods. 3. Creates practice plans/schedule.	1	2	3	4
Maintains & displays appropriate conduct at events regarding self, players, and assistant coaches/sponsors.	1	2	3	4
Makes both coaches/sponsors and students aware of opportunities for skill/knowledge building events.	1	2	3	4

Comments:

Summary

Team Accomplishments & Record:

Individual Accomplishments:

Appraiser's Remarks:

Sponsor's Remarks:

Sponsor's Signature _____ (Date)

Appraiser's Signature _____ (Date)

***Signature indicates evaluation process is completed.**



**PRAIRIE VIEW HIGH/MIDDLE SCHOOL
ASSISTANT COACH EVALUATION**

NAME _____ DATE OF EVALUATION _____

SPORT _____

YEARS COACHING ABOVE SPORT AT PRAIRIE VIEW _____

Purpose:

The purpose of the evaluation is to recognize a coach for coaching strengths and to assist the coach in designating areas that need improvement.

Process:

The evaluation will be made by the athletic director & the head coach. The evaluation will be presented to the coach in person. The coach's signature indicates that he/she has been presented the evaluation in person. **The signature does not indicate complete agreement with the evaluation.** The coach may express any disagreement in writing and attach such documentation to the evaluation. A copy of the evaluation will be given to the coach, and the original evaluation will be filed in the office of the athletic director.

Responsibilities:

There are objective and subjective areas of responsibility that will be evaluated. Objective areas include requirements by the KSHSAA and the Prairie View School District Coaches/Sponsors Handbook.

C-COMPLETED

CL-COMPLETED LATE

I-INCOMPLETE

Table 1: Administrative Duties

<i>Objective</i>			
Complies with KSHSAA : 4. Certifies Player Eligibility ⇒ Academics ⇒ Athletic Physical	C	CL	I
Submits all forms/reports in timely fashion: 4. Team Rules & Expectations 5. Incident Reports	C	CL	I
Complies with USD 362 Policies.	C	CL	I
Takes necessary actions to ensure proper equipment is distributed. 4. Recommends to Head Sponsor equipment to be replaced. 5. Informs students of proper use of equipment. 6. Ask students to perform regular equipment checks.	C	CL	I

The items listed below are to be rated using the following system:

1—unacceptable

2—needs improvement

3—acceptable

4—highly acceptable

****Any items that receive a 1 or a 2 need to be explained under comments.**

Table 2: Communication

<i>Objective</i>				
Returns all inquiring communications from interested parties.	1	2	3	4
Establishes a rapport and maintains an open line of communication with: 4. Activity Director/Administration 5. Parents/Guardian 6. Prairie View Colleagues	1	2	3	4
Demonstrates ability to motivate and direct participating students.	1	2	3	4

Comments:

Table 3: Supervision/Discipline

<i>Objective</i>				
Supervises students as assigned.	1	2	3	4
Maintains discipline that reflects consistency with club/team rules.	1	2	3	4
Maintains appropriate participant conduct at events & practices.	1	2	3	4
Oversees safe and orderly activity environments. 4. Equipment is safe and in proper condition. 5. Ensures participant return is approved by “Appropriate Health-care Professional”.	1	2	3	4

6. Practices guidelines of State & National Federation of management of concussion in sports/activities.				
--	--	--	--	--

Comments:

Table 4: Professionalism

<i>Objective</i>				
Emphasizes school attendance and policies affecting students.	1	2	3	4
Maintains positive approach to coaching/sponsoring situations.	1	2	3	4
Demonstrates support for district KSHSAA programs.	1	2	3	4
Understands and follows proper administrative line of command.	1	2	3	4
Demonstrates organization and purposeful preparation.				
4. Coaches/Sponsors through use of fundamentals.	1	2	3	4
5. Maintains current knowledge of techniques & methods.				
Maintains & displays appropriate conduct at events of self, players, and assistant coaches/sponsors.	1	2	3	4
Makes aware of opportunities for both coaches/sponsors and students of skill/knowledge building events.	1	2	3	4
Loyalty to Head Sponsor & System	1	2	3	4

Comments:

SUMMARY:

The assistant coach’s signature indicates only that all phases of the appraisal have been conducted with his/her full knowledge.

HEAD COACH’S SIGNATURE: _____ DATE: _____

ASST. COACH’S SIGNATURE: _____ DATE: _____

ATHLETIC DIRECTOR’S SIGNATURE: _____ DATE: _____

Overall Evaluation:

RECOMMENDED: To be recommended for continued assignment.

NEEDS IMPROVEMENT: To be recommended for continued assignment with understanding that improvement is expected in identified areas.

UNSATISFACTORY: Not recommended for continued assignment.



**PRAIRIE VIEW HIGH/MIDDLE SCHOOL
NON-KSHSAA SUPPLEMENTAL CONTRACT EVALUATION**

NAME _____ DATE OF EVALUATION _____

ACTIVITY _____

YEARS SPONSORING ABOVE ACTIVITY AT PRAIRIE VIEW _____

Purpose:

The purpose of the evaluation is to recognize a sponsor for their strengths and to assist the individual in designating areas that need improvement.

Process:

The evaluation will be made by the activity director. The evaluation will be presented to the sponsor in person with discussion immediately following. The sponsor's signature indicates that he/she has been presented with the evaluation and a post season/event interview has been conducted. **The signature does not indicate complete agreement with the evaluation.** The sponsor may express any disagreement in writing and attach such documentation to the evaluation. A copy of the evaluation will be given to the sponsor, and the original evaluation will be filed in the office of the activities director.

Responsibilities:

There are objective and subjective areas of responsibility that will be evaluated.
Objective areas include requirements by the Prairie View School District Sponsor's Handbook.

The items below are to be rated using the following system:

- ◆ **C** completed on time
- ◆ **CL** completed late or past the deadline
- ◆ **I** not completed

****Any items that receive a CL or I need to be explained under comments.**

Table 1: Administrative Duties

<i>Objective</i>				
Submits any necessary forms/reports in timely fashion: 1. Activity Rules & Expectations 2. Activity Roster 3. Incident Reports	C	CL	I	NA
Complies with USD 362 Policies.	C	CL	I	NA
Completes AD designated responsibilities within a timely fashion. 1. Inventory 2. Assistant sponsor Evaluations	C	CL	I	NA
Takes necessary actions to ensure proper equipment/supplies are distributed. 1. Recommends to AD equipment/supplies to be replaced. 2. Informs students of proper use of equipment/supplies.	C	CL	I	NA

Comments:

The items listed below are to be rated using the following system:

- ◆ 1—unacceptable
- ◆ 2—needs improvement
- ◆ 3—acceptable
- ◆ 4—highly acceptable

****Any items that receive a 1 or a 2 need to be explained under comments.**

Table 2: Communication

<i>Objective</i>				
Returns all inquiring communications from interested parties.	1	2	3	4
Communicates and collaborates with like programs within the district. Examples include, but not limited by the following: 1. Art Club-coordinates rooms for family art night 2. Coordinating gym rotation. 3. Coordination of use of PAC	1	2	3	4
Establishes a rapport and maintains an open line of communication with: 1. Activity Director/Administration 2. Parents/Guardian 3. Prairie View Colleagues	1	2	3	4
Promotes program through a good relationship with media and/ or public	1	2	3	4

Comments:

Table 3: Student Supervision & Discipline

<i>Objective</i>				
Supervises students as assigned.	1	2	3	4
Maintains discipline that reflects consistency with activity/club rules.	1	2	3	4
Maintains appropriate student conduct at activities & practices.	1	2	3	4
Oversees a safe and orderly environments. 1. Equipment is safe and in proper condition.	1	2	3	4

Comments:

Table 4: Professionalism

<i>Objective</i>				
Emphasizes school attendance and policies affecting students.	1	2	3	4
Maintains positive approach to sponsoring situations.	1	2	3	4
Demonstrates support for district extra curricular programs.	1	2	3	4
Understands and follows proper administrative line of command.	1	2	3	4
Demonstrates organization and purposeful preparation. 1. Instructs through use of fundamentals. 2. Maintains current knowledge of techniques & methods. 3. Creates practice plans/schedule. In addition, generates two “end of semester” summaries of club events to be shared with AD.	1	2	3	4
Maintains & displays appropriate conduct at activities/contests/practices of self and participants.	1	2	3	4

Comments:

Summary

Activity/Club Accomplishments or Record:

Individual Accomplishments:

Sponsor's Remarks:

Appraiser's Remarks:

Sponsor's Signature _____
(Date)

Appraiser's Signature _____
(Date)

***Signature indicates evaluation process is completed.**

Appendix D- Forms

Application for Tuition Reimbursement

Deadline for submission is Sept 15

Name _____

Total hours that you are requesting reimbursement for _____

Total dollars requested (This total must only represent money spent on tuition fees during the previous fall and spring semesters and the summer that follows them. It cannot include textbook or technology fees, etc.)

Fall \$ _____ Spring \$ _____ Summer \$ _____ TOTAL \$ _____

Receipt(s) are attached? (must be itemized) **YES** **NO**

I have requested an official transcript to be sent to the district office. **YES** **NO**

Check one of the following

- I **did not** receive any award money (i.e. grants or scholarships) to cover the costs of the tuition that I am seeking reimbursement for.

- I **did** receive award money (i.e. grants or scholarships) to cover the costs of my tuition. If so, how much did you receive? _____ (please attach supporting documentation).

In signing this document I affirm that the above information is true and correct.

Signature _____

Date _____

LEAVE INCENTIVE PAY FORM

This form is to be turned in to central office by teacher check-out

Name (Print):

BUY-BACK	YEAR-END
----------	----------

PERSONAL DAYS

Available for Current Year	4	
Days Used	<input style="width: 40px; height: 20px;" type="text"/>	
Available for Conversion or Buy-Back	<u>4</u>	
Convert to Accumulated Sick Leave	<input style="width: 40px; height: 20px;" type="text"/>	
Buy-Back at \$50/day	Default option	4

SICK DAYS

Accumulated as of Prior Year End	60	
Current Year	10	
Converted Personal Leave from above	0	
Days Used	<input style="width: 40px; height: 20px;" type="text"/>	
Preliminary Sick Day Year-End Accumulation		70
Preliminary Accumulation less than 60 days Available for Buy-Back	6	Not Applicable Enter Days to Buy-Back <input style="width: 40px; height: 20px;" type="text"/> 0
Preliminary Accumulation greater than 60 days Available for Buy-Back	10	Complete This Section Enter Days to Buy-Back <input style="width: 40px; height: 20px;" type="text"/> 0
TOTAL LEAVE DAYS TO BUY-BACK		4
ACCUMULATED SICK DAYS AT YEAR-END	May Not Exceed 72	70

LEAVE DAYS BUY-BACK AMOUNT DUE EMPLOYEE

\$200.00

PERFECT ATTENDANCE BONUS

Personal & sick leave days used	0	If fewer than 2 days used	\$400.00
---------------------------------	---	---------------------------	----------

TOTAL DUE EMPLOYEE

\$600.00

Employee Signature:

Date:

Personal Days Donation Form

This form is to be turned in to central office by teacher check-out

I, _____, agree to donate ____ personal day(s) to _____.

I understand that this will decrease my own personal days allotted this year.

Donator's signature: _____

Recipient's signature: _____

District Office representative's signature: _____

For office:

Date(s) used for donated personal day(s): _____

Teacher Mentorship Checklist

(used for pay submission)

Mentor _____

Mentee _____

School Year _____

Check off all that were accomplished during this school year in order to meet the requirements of the PV teacher mentorship program.

Task	Mentor	Mentee
1. Mentor provided necessary documents and resources regarding curriculum and testing if applicable.		
2. Mentor observed mentee in the classroom at least once a month (first year teachers) or at least 5 times during the school year (second year teachers) and provided feedback to the mentee regarding the visits. _____, _____, _____, _____ _____, _____, _____, _____, _____, _____		
3. Mentor spent adequate time with new teacher prior to school starting(in-service) to help ensure a successful start _____, _____		
4. Mentor and mentee met weekly (first year teacher) or twice a month (second year teacher) to discuss and go over any new teacher issues.		
5. FIRST YEAR ONLY Mentor teacher helped new teacher prepare for first parent-teacher conferences.		
6. Mentor and Mentee met with building administrator once per semester _____, _____		

Time spent mentoring _____
(maximum of 50 hrs for first year teachers, 25 hrs for second year teachers)

Signature of Mentor _____ Date _____

Signature of Mentee _____ Date _____

Approval of Principal _____ Date _____

PRAIRIE VIEW SCHOOL DISTRICT
IMPROVEMENT ASSISTANCE PLAN FOR
[STAFF MEMBER NAME]

The USD 362 Improvement Assistance Plan, is available to assist staff members, who in the judgment of the administration, need assistance in the performance of their duties.

Check	Type of Plan	Effective Date	Review Date	Result
	Awareness Plan			
	Professional Assistance Plan			
	Intensive Assistance Plan			
	Termination			

The staff member is hereby reminded that he/she is entitled to legal representation throughout the planning process as well as during the operation of the Plan and may request that representation at any time during the development and/or continuation of the Plan.

DISCUSSION OF SITUATION/INCIDENT

LIST OF REQUIREMENTS	SUCCESS INDICATOR	COMPLETION DATE

LIST OF PROFESSIONAL ASSISTANCE OFFERED BY THE DISTRICT

PARTIES PRESENT DURING DEVELOPMENT			
Name	Position	Signature indicates Agreement	Date
	Administrator		
	Staff Member		

PARTIES PRESENT DURING FOLLOW-UP OR REVIEW			
Name	Position	Initials	Date
	Administrator		
	Staff Member		

Sick Day(s) Donation Form
Prairie View USD362

This form is to be turned in to central office by teacher check-out

I, _____ would like to donate _____
(Printed Name) (Number)

sick day(s) to: (select one of the following)

_____ the Prairie View USD 362 sick leave pool

_____ the following certified employee _____
(Printed Name)

...to be deducted from my next pay period.

X _____
(Employee Signature) (Date)

Prairie View USD 362
Application for Sick Leave Pool Days

Applicants Name: _____ Date: _____

Nature of illness/injury or disability: _____

I am applying for the following number of days from the sick leave pool _____

- _____ Time requested for myself (maximum 60 per school year)
- _____ Time requested for other family member (maximum 20 days per school year, these days are included in the 60 day maximum per school year)

Other family member name & relationship to employee: _____

Signature of Applicant: _____

.....

The following is to be completed by a member of the sick leave pool committee:

Disposition, Days approved: _____

Application not approved: _____

Comments: _____

Date: _____

Superintendent or designee signature: _____

Column Movement Notification Form

(Must be turned in before year end checkout)

I _____ plan to move horizontally on the USD certified salary schedule in the year _____ due to college hours earned as indicated by the negotiated agreement. I will submit a transcript of these hours no later than September 1st of the school year listed above.

Current Column

Circle one of the following:

- BS
- BS + 8
- BS + 20
- BS + 40
- MS
- MS + 15
- MS + 30
-

Next Year's Column

Circle one of the following:

-
- BS + 8
- BS + 20
- BS + 40
- MS
- MS + 15
- MS + 30
- MS + 45

X _____

Signature

Date

Appendix E
Summary of Past Negotiations
(for reference only)

Negotiations for 2009-2010 Summary

TEAM

*teachers: Randy Leach(lead), Kevin Sladky, Robert Kimzey, Tamala Snyder, Annette Viner, Tally Butler
board: Barbie Feldman, Chuck Dunlop, alternate: Steve Haupt
Supt: Chris Kleidosty*

Article IV Teaching Assignments

- All elementary teachers will have a 20 minute period to eat lunch free from supervising students.

Article V Salary

- Tuition Reimbursement: The district will allocate a line item of \$21,000 annually for the reimbursement of qualified college tuition incurred while actively serving on a teaching contract as a USD 362 Teacher. Only classes with a grade of “B” or higher will be reimbursed. Pass/Fail classes and credit for district sponsored workshops will NOT be reimbursed. Official college transcripts and receipts of payment, along with a written request specifying the reimbursement sought, must be submitted to the district office by September 15 for reimbursement of the previous academic year (including previous summer). If the number of requests exceeds the allocated amount, reimbursement will be divided evenly among the number of credit hours submitted.
- \$200 added to the base
- Teachers located in any of the master’s degree columns who have maxed out on steps on the published schedule will be given a \$520 step annually provided the board does not freeze salaries of all staff.
- Teachers who received money from the compensation and beyond program in the prior negotiated agreement will have compensation reinstated.

Article VI-Leave

- (Item 2) “Maternity leave” was added to the language.
- (Item 5) Leave incentives added: Teachers who use fewer than 6 sick days can be reimbursed for up to \$50 per day. The incentive that can be cashed out is the difference between 6 and actual sick days used that year. In addition, teachers who do not use any sick leave within an academic year will qualify for a \$400 bonus. The donation of sick days, on the behalf of an individual who utilizes the sick leave pool, will be counted as sick days used. The normal donation of days to the sick leave pool will not count against any incentives.
- (Item 9) added: In bereavement cases not defined by the district, a teacher may submit a written request for bereavement (sick leave) to their building principal. If such request is denied, it can be appealed to the superintendent. No grievances shall be filed regarding final decisions.
- Sick Leave Pool added: Every teacher is eligible to participate in the sick leave pool pending committee approval. The sick leave pool shall be administered by a sick leave pool committee consisting of 4 teachers designated by the PVTA and the superintendent or his/her designee. The pool will only be activated when need arises. All teachers on this contract who have sick leave shall contribute one day to the sick leave pool at the beginning of the 2009-10 school year.

At the end of a contract year, the unused days in the sick leave pool shall be distributed as follows:

- If the number of days is less or equal to the number of teachers who contributed, those days shall be carried in the sick leave pool for the next contract year.

- If the number of days is more than the number of teachers, each contributor shall be credited with 1 day of sick leave and the remainder carried in the sick leave pool for the next contract year.
- Teachers who leave the district shall have their contributed day credited back to them and new teachers shall contribute a day to the pool upon initial employment.

The initial grant of sick leave by the sick leave pool committee to an eligible employee shall be from 1 to 20 days. Upon completion of the 20 day period, additional entitlement may be extended by the sick leave pool committee upon demonstration of need by the applicant. An employee may not exceed borrowing 60 days of sick leave pool within a 365 day period. Of these 60 days, 20 days may be granted for the same conditions of a spouse, parent, in-law, child or legal dependent of the teacher with the intention that the teacher must administer constant care of such individual. In the event that workers compensation benefits are activated, sick leave pool benefits will not apply.

To be eligible for sick leave pool days, the teacher, must, because of accident or illness, be prevented from performing his/her regular employment and have a disability which requires an absence in excess of 5 school days and the participant must have exhausted all sick and personal leave days. In the case of a spouse, parent, in-law or child, the need for constant care due to accident or illness will need to be demonstrated. The sick leave pool days will be retroactive to the 5 school days prior to receiving sick leave days.

The superintendent or his/her designee may require a statement from the staff member's physician certifying that he/she is incapable of performing their duties as a result of the accident or illness. The physician may be asked to certify in writing the number of days absence the given illness or disability requires. Such requirements may also be required in regards to eligible family member situations.

Subject to foregoing requirements, the sick leave pool committee will determine eligibility for the use of the pool and the amount of leave to be granted. The following general criteria shall be considered by the committee in administering the pool and in determining the amount of leave:

- Medical evidence of serious illness
- Prior utilization of sick leave
- Length of service in the system

The decision of the sick leave pool committee with respect to eligibility entitlement shall be final and binding and not subject to appeal, to grievance or to arbitration.

The sick leave pool committee shall design a repayment/replenishment plan with the employee who receives days from the sick leave pool.

- The requirements of repayment from the affected individual shall not exceed 3 days per year.
- If the employee does not complete years of service to the district to repay the number of days received, the employee must reimburse the district for the appropriate wage per day at the time the employee was absent. If, at the time of resignation, the employee has other accrued sick leave (beyond the 3 days repaid per year), that leave may be used to cancel the remaining days due.
- A third way of repayment would be allowing all teachers to donate the days the affected teacher has borrowed. Teachers willing to donate must indicate within 30 calendar days upon the affected individual returning to school, in writing to the payroll clerk, the number of days they would like to donate. Days donated in this fashion will be counted against sick leave incentives, including perfect attendance. Any days not repaid by the staff are then subject to other payback provisions listed herein.
- If the number of days in the pool is extinguished, the committee shall ask for a donation of days to the pool and report such donation within 5 calendar days. The number of days donated shall not exceed the number of teachers on this contract.
- The sick leave pool committee has the right to waive payment to the sick leave pool from the affected individual if the employee suffers a permanently disabling illness or a terminal condition that causes them not to return to school.

Summary of 2010-2011 Negotiations

TEAM

Teachers: Tamala Snyder (lead), Randy Leach, Robert Kimzey, Michael Pickman

KNEA rep: Steve Lopes

board: Barbie Feldman, Chuck Dunlop, alternate: Wade Teagarden

Supt: Chris Kleidosty

Article IV-Teaching Assignments

- For the 2010-11 school year only, the number of contract hours shall not exceed 1,456 hours.
- Reduce contract hours by the following 5 days for the 2010-2011 school year only- contingent upon inclement weather days. (Total student contact time must meet the 1116 hour state requirement.)
 - November 12th-Inservice
 - January 17th, Martin Luther King Jr. Day- Inservice
 - February 21st, President's Day-Inservice
 - May 25th and May 26th – last two student contact days
 - Teacher Checkout on May 27th will be moved to Wed, May 25th

Article V-Salary

- For the year 2010-2011 only, a total salary freeze except tuition reimbursement will be implemented. No step or column movement will be awarded.
- Tuition reimbursement: Changed the language to prevent a teacher from being over compensated and to define a clear method of how the money will be dispersed. Also developed a form for teachers to fill out when applying for tuition reimbursement(Appendix D)
- Changed the number of members on the insurance committee from 5 to 7 by adding one more teacher and one more classified employee to the committee
- Changed the dates in the liquidated damages section to match the new deadlines set forth by the state. Teachers now have until two weeks past the third Friday in May to give written notice to vacate their position to the board of education without penalty.

Article VI-Leave

- Set up a donation program for personal days. An employee may chose to donate any un-used personal days to another employee within that school year calendar. Developed a form for the donator and the recipient to fill out and submit to the district office. (Appendix D)
- Developed the Sick Leave Incentive Pay Form (appendix D) to compliment the leave incentives developed in the 2009-2010 negotiations.

Article IX—RIF Policy

- The districts RIF policy is stated clearly and fully in the board policy book. The negotiated agreement will now reference that policy and direct individuals on how to find it since it is not listed in it's entirety in the negotiated agreement due to the fact that the district policy reflects state policy and that could change at any time.

Article VII-Evaluation

- Adopted the new Evaluation Instrument and Improvement Assistance Plan listed in Appendix C

Appendices

- Developed Appendix C for the evaluation tools
- Developed Appendix D for necessary forms
- Initiated Appendix E which will continue to be a summary of all past negotiations.

Summary of 2011-2012 Negotiations

TEAM

Teachers: Tamala Snyder (lead) Robert Kimzey, Randy Leach, Michael Pickman

Board: Chuck Dunlop (lead), Barbie Feldman, Wade Teagarden

Supt: Chris Kleidosty

Article V-Teaching Assignments

- Hours Worked: Reduce contract hours by the following 3 days for the 2011-2012 school year only-contingent upon inclement weather days. (Total student contact time must meet the 1116 hour state requirement.)
 - November 11th-Inservice
 - January 16th, Martin Luther King Jr. Day- Inservice
 - February 20th, President's Day-Inservice

Article V-Salary

- Salary: For the year 2011-2012 only, a total salary freeze except tuition reimbursement will be implemented. No step or column movement will be awarded.
- Tuition Reimbursement- In the event that not all of the \$21,000 allotted for tuition reimbursement is used, then the remaining money shall be divided equally among the teachers represented by the negotiated agreement providing the amount per teacher exceeds or is equivalent to \$20.00. This amount will be paid in the December payroll.
- Health Insurance/RIF: In the event that a teacher with 20 or more years of service to the district is released because of a reduction in force, he or she will be allowed to participate in the district health, dental and vision insurance plans at his or her own expense for a maximum of four years from the last day of contract.

Article VI-Leave

- Sick Leave Pool: "Appropriate Wage" was changed to per diem. Notification date for donation of days was changed to May 15.
- In the 2011-2012 school year, teachers will be afforded an additional 2 personal days for a grand total of 4 personal days.

Article VII-Evaluations

- 3 evaluation tools were added to appendix C for the purpose of evaluating KSHSAA head coaches/sponsors, assistant coaches, and non-KSHSAA sponsors
- Added language to the teacher improvement assistance plan to clarify the plans how it is used and when documentation should be placed in the personnel file (Steve Lopes visited during the discussion on this meeting to reiterate how the plan should be used)

Summary of 2012-2013 Negotiations

TEAM

Teachers: Michael Pickman (lead), Tamala Snyder, Tally Butler, and Randy Leach

Board: Kay Voorhees (lead), Wade Teagarden, and Brad Heide

Supt: Chris Kleidosty

Article IV Teacher Mentorship--Institution of Teacher Mentorship language outlining training, limitations, pay, and evaluation/checklist forms. Forms added to Appendix.

Article V Salary--Salary language stated as follows: The 2012-2013 negotiated agreement may be reopened for salary purposes in the event that the Kansas State Legislature approves a budget plan that exceeds the current amount allotted in House Bill #.

Article V Salary-- Negotiations were reopened and the following language added to replace the previous statement: \$200.00 will be added to the base salary, changing from \$36762 to \$36962

Article V Salary Schedule Movement--Step and column movement earned to be granted.

Article V Supplemental Salary Schedule--Supplemental district testing coordinator raised to 15% of base.

Article V Health Insurance--District Health Benefit contribution raising from \$250.00 to \$300.00.

Article V Employee Benefits Committee--Health Insurance Committee language change that converts Health Committee to Benefits Committee and grants the committee ability to make recommendations regarding benefits and not just health.

Article VI Sick Leave--Sick Leave Language change that changes number of sick days to 10, denotes the number of days that can be sold back, changes retiree sick leave buy back to \$50.00, and allows for unused personal leave to convert to sick days.

Article VI Personal Leave--Personal leave language change that states the following:

1. Two days of absence without deduction in pay shall be allowed each semester as personal leave time. Personal leave time must be approved by the building administrator in advance and may not be taken immediately preceding and/or following holidays or extended breaks. Requests for exceptions due to extenuating circumstances may be made in writing to the building administrator. Approval of a request for an exception is at the discretion of the building administrator.
2. Personal Leave Incentive. At the end of the school year, all remaining unused personal leave will be cashed-out at a rate of \$50 per day unless the teacher elects to convert some or all unused personal days into accumulated sick leave (subject to the sick leave limitations set forth in the Sick Leave Section of this contract) by completing the Leave Incentive Pay Form prior to the end of the school year. In which case, the teacher will be cashed-out only for those days which are not directed to be converted or those which are ineligible for conversion to sick leave.
3. In the event that a USD 362 employee would use all his/her personal days, another USD 362 employee or employees may donate one or more full unused personal days to the employee by completion and submission of the Personal Day Donation Form (see appendix D) to District Office for processing. Once processed, donated days belong to the receiving employee for purposes of the Personal Leave Incentive.

Appendix D--Leave Incentive Pay form changed to reflect updates in sick and personal leave language. Mentorship forms added.

Summary of 2013-2014 Negotiations

TEAM

Teachers: Tamala Snyder (lead), Randy Leach, Corissa Uphoff

Board: Kay Voorhees (lead), Wade Teagarden, and Brad Heide

Supt: Chris Kleidosty

Discussion Item: New teachers to the profession will be paid over 13 months beginning in August.

Article IV Teaching Assignment- All secondary teachers will have a 20 minute period to eat lunch; however, a teacher may be asked to volunteer in the event supervision is needed.

Article V Salary—\$300.00 shall be added to the base changing it from \$36,962 to \$37,262

Article V Salary Schedule Movement--Step and column movement earned to be granted.

Article V Supplemental Salary Schedule—Added Assistant Cross Country to the list, replaced Sign Language Club with Language Club, added Middle School Assistant Basketball, and cleaned up the list by

adding HS to represent all high school positions and removed references to girls and boys sports since the pay was the same. Added an asterisk to assignments that require a summary to be submitted to the activities director twice a year

Article V Health Insurance—Amended the negotiated agreement in September to increase the districts contribution for a district health insurance premium to \$400.

Article VII Evaluation—accepted the KEEP(Kansas Educator Evaluation Protocol) as the new evaluation tool used by the district

Article VII Evaluation of Supplemental Positions-- Non-KSHSAA Evaluation changes-requires sponsors of non-performance based clubs and organizations to submit a summary of activity each semester to the activities director (Student Council, Art Club, FCCLA, Science Club)

Appendix C-Evaluation Tools Made changes to the Improvement Assistance Plan to provide consistency in language to indicate an individual can be placed on any plan.

Appendix C-Evaluation Tools Added a form to be used with Improvement Assistance Plan

Summary of 2014-2015 Negotiations

TEAM

Teachers: Tamala Snyder (lead), Randy Leach, Corissa Uphoff

Board: Kay Voorhees (lead), Wade Teagarden, and Brad Heide

Supt: Chris Kleidosty

Article V Salary: Supplemental Salary Schedule-Changes made to the supplemental list- Added Color Guard to the list

Article V Salary: Supplemental Salary Schedule, See Appendix B-Created new supplemental schedule that rewards longevity, years 6-10 increase of .25%, 11-15 increase of .25%, 16+ years experience .3% increase. Current coach/sponsor placement will be based on years of experience at Prairie View in each individual position. Board reserves the right to place new hires based on outside experience.

Article V Salary: Supplemental Salary Schedule Increased Middle School Head Coaching positions by .25%, to accommodate differential between head and assistant coaching staff salary

Article IV Teaching Assignment/Work Product: Intellectual Property-Added language regarding intellectual property. Teachers maintain property rights to material created and any financial gain from them. The district retains rights of use and a copy of any materials created by teacher upon his/her departure.

Article IV Teaching Assignment/Work Product: Virtual School-Added language regarding virtual school compensation. \$75 per student per course completed.

Article VI Sick Leave-Changed the definition of immediate family to exclude grandparents and grandchildren. Changed “bereavement cases” to “bereavement cases or extenuating circumstances”

Article V Salary-Add \$200 to the base plus eligible step and column movement. (2.26% increase of overall compensation)

Article V Health Insurance- Amended the negotiated agreement in September due to a decrease in health insurance premiums. The district will now put the difference between the premium and the district contribution of \$400 into an HSA for employees that have a single policy providing the HSA is not already maxed out for the year.

Summary of 2015-2016 Negotiations

TEAM

Teachers: Tamala Snyder (lead), Randy Leach, Corissa Uphoff

Board: Kay Voorhees (lead), Wade Teagarden, and Brad Heide

Supt: Chris Kleidosty

Article IV Virtual School: Removal of language

VIRTUAL SCHOOL

Teachers who choose to perform the duty of a virtual teacher will be issued a supplemental contract for an amount of \$75 per student per course. Teachers will be paid at the end of each school year for completed courses. Courses that are terminated prior to completion will be paid based on the percentage of the course completed.

Article V Salary: Added \$500.00 to the base and awarded step & column movement

Article VII Evaluation: Added an annual evaluation tool to be used by admin on non-KEEP years

Article VII Evaluation: Added the fair dismissal clause to the agreement and defined probationary and non-probationary teachers.

Summary of 2016-2017 Negotiations

TEAM

Teachers: Tamala Snyder (lead), Randy Leach, Corissa Uphoff

Board: Kay Voorhees (lead), Wade Teagarden, and Brad Heide

Supt: Chris Kleidosty and Rex Bollinger

Article IV- The mentor must be trained using the Greenbush Mentoring Model. Added additional requirement of meeting with building administrator once per semester. Wording changed due to state's mentoring requirements.

Article V-\$548.00 will be added to the base salary, changing from \$37,962 to \$38,510. An additional \$500 will be added to the MS+15, MS+30, and MS+45 columns. All BS+40 vertical steps that were previously increments of \$501 will be increments of \$520, and the step previously an increment of \$1001 will be an increment of \$1020.

Notice of column movement date changed from March 1 to end of school year.

Supplemental Position added: Middle School Scholar Bowl at rate of 3% of the base

Summary of 2017-2018 Negotiations

TEAM

Teachers: Tamala Snyder (lead), Linda Sylva, Corissa Uphoff

Board: Kay Voorhees (lead), Wade Teagarden, and Brad Heide

Supt: Rex Bollinger

Article V-\$700.00 will be added to the base salary, changing from \$38,510 to \$39,210. An additional \$500 will be added to the first step of the master's column.

Article V-The District will contribute \$450 a month or the cost of a single employee policy, whichever is less toward the district sponsored health care premium (employee must be enrolled in the district's plan to be eligible) ~~and district sponsored health savings account (if the premium is less than the amount the board contributes to health insurance). Any business done with a health savings account will follow applicable laws. The benefit will be paid per policy rather than per person~~

Article VI- Changed Attendance bonus from \$400 to \$500

Article VII- Changed the evaluation instrument from the KEEP to the Prairie View Evaluation Instrument. See Appendix C.

Article VII-Revised the Improvement Assistance Plan. See Appendix C.

Supplemental Position changed:

- Middle School Scholar Bowl changed from 3% to 6% due to increased number of meets and length of season.
- HS Art changed from 4.5% to 9% to reflect increased art contest participation and continuation of art club duties.
- Split Chess and Math Club into two separate supplementals receiving 3.5% each.

Summary of 2018-2019 Negotiations

TEAM

Teachers: Tamala Snyder (lead), Linda Sylva, Corissa Uphoff

Board: Brad Heide (lead), Wade Teagarden, and Rita Boydston

Supt: Rex Bollinger

Article V-\$790.00 will be added to the base salary, changing from \$39,210 to \$40,000.

Supplemental Position changed:

- FBLA changed from 4.5% to 6% due to increased activities and participation.

Added Application for Sick Leave Pool form and Sick Day Donation form to Appendix D.

Summary of 2019-2020 Negotiations

TEAM

Teachers: Tamala Snyder (lead), Linda Sylva, Corissa Uphoff

Board: Brad Heide (lead), Wade Teagarden, and Rita Boydston

Supt: Rex Bollinger

Article V-\$1,750.00 will be added to the base salary, changing from \$40,000 to \$41,750.

Article V Column movement language was changed to allow the use of undergraduate coursework taken by a fully licensed teacher in order to gain certification in an area of need determined by the district may be approved by the superintendent for column movement.. A form was developed in order to notify the district when a teacher wants to move a column(s) on the salary schedule.

Article V – District maximum contribution will increase from \$450 to \$525 per month or the cost of a single employee policy, whichever is less toward the district sponsored health care premium.

Article VI Added language to clarify sick leave incentives for teachers that have more than 60 days of accrued leave at the end of a school year.

Article VI Added language to clarify sick leave pool eligibility: An employee may not exceed borrowing 60 days of sick leave pool within a rolling 365 day period based on payroll records.

Article VI Altered the sick leave pool donation form to add to the sick leave pool.

Summary of 2020-2021 Negotiations

TEAM

Teachers: Tamala Snyder (lead), Linda Sylva, Corissa Uphoff

Board: Brad Heide (lead), Rita Boydston, and Russell Pope (alternate)

Supt: Rex Bollinger

Article V-Salary: \$500.00 will be added to the base salary, changing from \$41,750 to \$42,250. Step and Column Movement awarded

Article V – Insurance: District maximum contribution will increase from \$525 to \$575 per month or the cost of a single premium employee policy, whichever is less toward the district sponsored health care premium.

Article V- Supplementals: Added National Honor Society at 4.5 %, Trap Shooting at 4.25%, decreased student council from 7.25% to 6.5% due to the transfer of the blood drive responsibilities to NHS.

Article V-Tuition Reimbursement: Allow for tuition reimbursement for pass/fail coursework required for completion of a higher level degree.

Article VI- Sick Leave Added the following regarding teachers entering and leaving the district

- *Teachers leaving USD 362 prior to retirement will receive \$20 per day for up to 20 days of accumulated sick leave.*
- *Teachers can donate up to two days to individuals that owe days to the sick leave bank and still receive attendance and leave incentives without penalty.*
- *Teachers leaving the district, including retirees, will not have the option to donate days to individuals that owe days to the sick leave bank.*
- *Any new certified staff member hired shall be allowed to transfer up to a total of twenty (20) days of sick leave, provided he/she has days from his/her previous district. These days will be credited to the individual as accumulated sick leave. These days must be certified by the superintendent of the employee's former school district.*

Summary of 2021-2022 Negotiations

TEAM

Teachers: Tamala Snyder (lead), Linda Sylva, Corissa Uphoff

Board: Brad Heide (lead), Rita Boydston, and Russell Pope (alternate)

Supt: Rex Bollinger

Article V-Salary: \$750.00 will be added to the base salary, changing from \$42,250 to \$43,000. Step and Column Movement awarded

Article V –Extra duty pay for working in a junior class or senior class sponsored concession stand will be raised from \$12 per hour to \$18 per hour

Article V –Teachers that teach summer school or admin pre-approved after-school tutoring will be compensated at a rate of \$30 per hour

Article V – Insurance: District maximum contribution will increase from \$575 to \$625 per month or the cost of a single premium employee policy, whichever is less toward the district sponsored health care premium.

Article V – Benefits –The District will match participating employee contributions up to \$20 in the district sponsored 403b/457 plan. Teachers will become fully vested upon the completion of 10 years of service to the district. Teachers with less than 10 years of service will be partially vested at the following rates at the completion of:

- *Year 3 -20%*
- *Year 5 -40%*
- *Year 7- 60%*
- *Year 9- 80%*
- *Year 10- 100%*

Vesting only applies to contributions made by the district. All employee contributions and any interest earned will always be retained by the employee at 100%.

Summary of 2022-2023 Negotiations

TEAM

Teachers: Tamala Snyder (lead), Linda Sylva, Corissa Uphoff

Board: Brad Heide (lead), Rita Boydston, and Russell Pope (alternate)

Supt: Rex Bollinger

Article V-Salary: \$750.00 will be added to the base salary, changing from \$43,000 to \$43,750. Step and Column Movement awarded

Article V –Extra duty pay for working in a junior class or senior class sponsored concession stand will be lowered from \$18 per hour to \$16.50 per hour. All other extra duty raises from \$12.00 to \$13.50.

Article V – Insurance: District maximum contribution will increase from \$625 to \$675 per month or the cost of a single premium employee policy, whichever is less toward the district sponsored health care premium.

Article V- Addition of subsection “Supplemental Salary Schedule Placement”. Coach/sponsor placement will be based on years of experience at Prairie View in each individual position. Board reserves the right to place new hires based on outside experience in that supplemental.

Appendix B- The following changes in supplemental schedule:

- MS STUCO from 2% to 3% (due to increased activities)
- Trap Shooting 4.25% to 6.5% (due to change from new to established of program)
- Language Club 4.5% to 3% (due to lack of participation/sponsorship)
- Chess Club 3.5% to 3% (due to lack of participation/sponsorship)
- Science Club 4.5% to 3% (due to lack of participation/sponsorship)

Summary of 2023-2024 Negotiations

TEAM

Teachers: Tamala Snyder (lead), Linda Sylva, Corissa Uphoff

Board: Brad Heide (lead), Rita Boydston, and Russell Pope (alternate)

Supt: Chris Johnson

Attendee: James Beltz-teacher

Article V-Salary: \$1500.00 will be added to the base salary, changing from \$43,750 to \$45,250. Step and Column Movement awarded.

Appendix B- The following changes in **supplemental schedule:**

Add Concession Coordinator at 3%

(previously concessions coordination was taken take of by the junior and senior sponsors)

Change Junior Class Sponsor to Prom Coordinator at 1.25%

Change Senior Class Sponsor to Senior Trip Coordinator at 4.25%

Split Cheer sponsor into a fall and winter position. Each position will be 8%. (It used to be one position at 16%)

High School Musical Total at 10%,

Middle School Play Total at 5.5%

Change Drama Club/Play to High School Play Total at 5.5%

(Musical and plays were previously paid as a split supplemental. It was noticed that the past couple of years a mistake had occurred and these supplemental positions were not split. The change in these supplementals were negotiated to rectify this mistake without over penalizing the people holding these supplementals)

Separate VoAg Judging from one line on the supplemental to the following two lines: FFA Sponsor 1 and FFA Sponsor 2 each at 9%. (this was previously written as one line, but two teachers received it)

Divide the supplemental schedule into two sections, one for athletics and the other for activities.

Divided the supplemental schedule into two sections, one for athletes and one for activities

Article V – Benefits –Raised the District match from \$20 to \$30 per month for teachers participating in the district sponsored 403b/457 plan.