

**HOLTON USD #336**



**NEGOTIATED  
AGREEMENT**

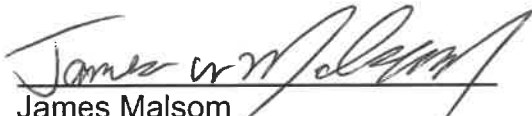
**2023-2024**




**NEGOTIATION AGREEMENT FOR HOLTON USD 336  
AND  
HOLTON NEA  
FOR THE SCHOOL YEAR 2023-2024**

ALL ITEMS IN THIS ATTACHMENT HAVE BEEN AGREED UPON BY BOTH TEAMS  
AND SHALL BECOME EFFECTIVE FOR THE 2023-2024 SCHOOL YEAR.

SIGNATURES HERETO AFFIXED INDICATE AGREEMENT OF THE SCOPE AND  
CONTENT OF THE AGREEMENT IN TOTAL AS LISTED IN THE ATTACHMENTS.

  
\_\_\_\_\_  
James Malsom  
Negotiator of the H-NEA

  
\_\_\_\_\_  
Ryan Phillips  
Negotiator for the Board

  
\_\_\_\_\_  
Sheyenne Farwell  
President, H-NEA

  
\_\_\_\_\_  
Dena Swisher  
President, Board of Education

September 29, 2023  
Date of Ratification

October 2, 2023  
Date of Ratification

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## **EFFECTIVE DATE**

Agreements shall become effective on July 1 and shall continue in force through and including June 30 of the following year and subsequent dates unless changed by negotiations. Any items in this negotiated agreement may be reopened for negotiations, if and only if, both the Holton Board of Education and the Holton NEA agree to do this.

## **BOARD POLICY HANDBOOKS**

Each building library and administrative office shall have copies of updated board policies available for the teachers' use.

## **CONTRACT YEAR/DUTY YEAR/CALENDAR COMMITTEE**

The contract year for all regular teachers shall be for one hundred eighty – five (185) days consisting of student contact days, parent/teacher conference days (per building needs), professional learning days, and at least 2.5 workdays (to start in 2023-2024). Other types of calendar days may be added as well. The days will be distributed throughout the calendar as determined by the calendar committee. The calendar committee will make a recommendation to the board of education. The board of education will make the final decision for the calendar based on teacher and administration recommendations. The only negotiable item for the calendar is the total number of contract days.

HNEA shall supply a calendar committee representative from each building to work with two board members/administrators to formulate a calendar for recommendation to the board of education. This concludes the definition of the contract year with the following provision:

The above calendar days, excluding teachers' 2.5 workdays, may be adjusted by the board of education with input from HNEA.

SPED teachers and all other SPED certified staff will work one hundred eighty-seven (187) days (two extra in-service days either both before, split before and after, or both after school lets out – after August 1 but before June 1).

Certified staff working under the special education cooperative contracts in positions outside USD 336 will be required to follow the calendar in the school district they are assigned.

## **EXTENDED CONTRACTS**

Teachers employed for a term in excess of the basic duty year will be paid at a rate equal to the annual salary divided by the number of days in the basic duty year for each day in excess of the basic duty year. The board shall determine the number of days of extended duty. The extended-duty days shall not be a part of the primary contract and must be approved in advance by the board with notice to the individual teacher on at least an annual basis. The extended days shall be immediately before or after the basic duty year.

## **FACULTY MEETINGS**

All faculty members should be present for the full length of any faculty meeting called by the administration.

## **FRINGE BENEFITS (Health Insurance)**

For the school year ending each June 30 of the contract year, the district insurance plan shall be a three-tier Comprehensive Major Medical *triple option plan* and a High Deductible Health Plan **\$3000/\$6000 deductible** with benefits as expressed in the health insurance documents. If four plans can not be offered, the school district will immediately get with the association to discuss options that will help staff make future decisions concerning the health insurance benefits. It is in the school districts and the association best interest to work together to find solutions to health insurance concerns.

The district will pay one of two levels of insurance coverage for the employee: 1) - A CAP of \$540.00\* for the employee only or employee/spouse plans OR 2) - Employee/Child and Employee/Dependent plans with a CAP of \$760.00\* per month. Any increase in the premium at the beginning of the new deductible year (July 1) will be paid by the employee. \* Increase starts in September 2022.

Employees may elect to buy up the level of deductible plan but must pay the full difference between the district plan and the lower deductible. Employees may elect to insure their spouse with either the employee/spouse or full family plan, but must pay the full difference between the district plan and the current level of insurance provided by the district.

Changes to employee's coverage either by gain or loss of coverage or by a qualifying event must be confirmed with documentation in the form of a letter from the employer on the employer's letterhead.

### **Following is a list of qualifying events:**

Divorce/annulment, eligible death of spouse, spouse loss of employment, spouse no longer offered coverage, dependent reaches limiting age of parent coverage, dependent marries, affidavit dependent no longer meets qualification to be considered an affidavit dependent, dependent loses eligibility under CHAMPUS, expiration of COBRA, no longer eligible for student coverage, spouse discharged from military, individual becomes ineligible for Medicaid, if employee — if dependent, individual becomes ineligible for Medicare, if employee — if dependent, birth of a child, marriage, adoption, placement for adoption, upon return from FMLA.

If for any reason, the district receives a cash refund or rebate for group health insurance, the refund shall be distributed to the participating employees (including employees not subject to this agreement).

## **FRINGE BENEFITS (Salary Protection)**

The board of education shall provide salary protection insurance to the base salary. Employees shall pay the long-term disability part of the plan.

## **PROFESSIONAL DEVELOPMENT TRAINING**

Only level 2 or level 3 professional development points on an approved PDC transcript will be used for salary movement on the salary schedule. Teachers may move across the salary schedule with a combination of level 2 or level 3 professional development points and college hours to reach the Masters track. Teachers with a Masters may use level 2 or level 3 professional development points or college hours to reach the last track. Professional development points used for movement on the salary schedule can only be used once.

A combination of level 2 or level 3 professional development points and college hours will allow movement. Level 2 or level 3 professional development points and hours for movement will comply with the time period of six (6) years for level 2 or level 3 professional development points.

Level 1 points for present employees (hired on or before September 1, 2018) will count from September 1, 2013, to September 1, 2018. These must be placed on the PDCP transcript by June 5, 2019, to count for movement. Level 1 professional development points and hours for movement will comply with the time period of six (6) years.

Teachers having level 2 or level 3 professional development points from other districts may transfer these points to the Holton plan for licensure and salary placement. Level 2 or level 3 professional development points transferring to the Holton plan must comply with the time period of six (6) years for level 2 or level 3 professional development points.

Teachers currently occupying any invisible steps at the BS + 30 column/track or MS + 30 column/track will be placed on a new Appendix C, but will be frozen at their current placement. There will be no new movement beyond the BS+30 column or the MS + 30 column.

## **Salary Movement Eligibility**

1. Staff members must have notified the district of any planned salary movement on the May checkout sheet with a receipt for payment of classes in order to move on August 15.
2. If the district is notified by a teacher through the checkout sheet he/she has credit hours or PDC points to be eligible for salary movement, the teacher will need to request a transcript from the PDC Committee. The PDC transcript and/or college transcript must arrive at the district on or before August 15.

The district will then determine whether or not salary movement has been achieved.

3. If salary movement is achieved, then the district will notify the teacher by the September payroll if he/she is eligible for movement.

Starting in the 2019-2020 school year, certified staff will, on their own time, outside of the duty contract and before school, review and take annual KSDE required trainings. This will be compensated at \$250 per year and paid out in an August check. These trainings are intended to last less than 4 hours of the employees' time and include but are not limited to the following: blood borne pathogens, suicide training (this will be one hour in length), bullying prevention, Emergency Safety Interventions (ESI), FERPA/HIPPA, sexual harassment, etc.

Certified staff will be expected to fill out the paperwork including proof of testing materials and will sign off that they have completed this task by August 12 of each school year to be compensated in August. Those staff who do not have this completed will be required to have the above requirement taken care of before September 1, on their own time, but will only be compensated at \$100 and paid in a September check. Certified staff who do not make the September 1 deadline will be required to receive this training on a Saturday morning of administration's choosing in September. No compensation will be given if staff does not meet the September 1 deadline. Staff can complete the training before the required Saturday.

Additionally, PDC members will be expected to receive annual training on their own time and will be compensated at \$50 each. Coaches and/or sponsors will be expected to receive drivers' safety annual training on their own time and will be compensated at \$50 each. Teachers, coaches, and/or sponsors who wish to receive AED and CPR training once every two years outside the school day can be compensated at \$100 after successful completion.

Grandfathered staff who were on the previous salary schedule prior to June 1, 2022 (18 employees) will receive stipend pay (see Appendix C) equal to where they are as of June 1, 2022 until retirement under the following stipulations:

- a. They must be employed by the USD #336 district until retirement.
- b. The percentage of time that the employee teaches will be the percentage of the stipend paid out.
- c. Grandfathered staff will be placed on the appropriate BS + 30 or MS + 30 column with their years of experience to include up to the maximum allowed on that column but no more than the maximum (Step 15 and 19 respectively). The last column will be the last column.



## PAYCHECK DELIVERIES

Monthly paychecks for all certified employees will be paid by direct deposit. The district payday will be on the 20th of each month when possible. Summer checks will be paid by direct deposit upon receipt of state funds.

## LEAVE

Each full-time teacher shall start each school year with a total of ten (10) sick days, three (3) funeral days, and three (3) personal days. Personal leave shall not be taken during the first or last week of either semester or during parent/teacher conferences. All personal days must be applied for at least five school days prior to the date that is requested. Every effort will be made to grant the leave upon the availability of a suitable substitute. Any special circumstances must be in writing and approved by the building principal and superintendent (or HSEC director if SPED Related).

1) Any certified staff member using the equivalent of ~~one~~ **two** sick/personal leave time in a school year may choose to sell up to 3 **2** personal days and/or 3 sick days at **\$120** per day. This may stack.

2) Any unused sick leave will accumulate with a maximum of 75 to be carried over to the next contracted school year. Any sick leave days over 75 at the conclusion of the school year would be paid to the employee at the rate of **\$75.00** per day with a maximum payment of ten (10) sick days in the summer paychecks.

3) Any unused personal leave will accumulate with a maximum of 5 to be carried over to the next contracted school year. Any personal leave days over 5 at the conclusion of the school year would be paid to the employee at the rate of **\$100.00** per day with a maximum payment of three (3) personal days in the summer paychecks.

4) When leaving the district under favorable conditions, any remaining unused personal leave may be sold back to the district at a rate of \$90.00 per day.

5) Funeral leave will not accumulate, but may be taken for FAMILY only as defined below.

- a) FAMILY - Days off (bereavement/funeral) shall be limited to three (3) days which shall include: father, mother, brother, sister, wife, husband, children, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandchildren or other relative whose regular residence is in the home of the employee. Any additional time used, which falls into the above definition of family, will be deducted from sick leave days.
- b) NON-FAMILY – Limit of one sick day per leave/incident, totaling two (2) days per year, may be taken at the teacher's discretion using sick

leave outside the definition of family above. This may be used on a half-day basis, if desired.

## **PLANNING TIME**

All teachers will receive a minimum of 225 minutes per week with a duty-free lunch. The scheduling for planning periods shall be arranged by the building principal. Every effort will be made to afford 45 minutes consecutive time, per day, but where scheduling requires, the planning period may be fragmented.

## **REDUCTION IN STAFF POLICY**

In the event it becomes necessary to reduce the number of certified personnel due to program elimination or reduction; insufficient enrollment in subject area, grade levels, or teaching fields; declining enrollment; decrease in revenue; reorganization of the district; consolidation or modification of programs; or any other reason which may require reduction of personnel, the following guidelines will be followed:

In the event that a reduction of personnel becomes necessary, the board shall accomplish same through the following steps, in order:

1. Through normal attrition.
2. Should further reduction be necessary, the board shall consider the following, in order:
  - a. formal evaluations currently on file within the last 3 years
  - b. longest period of continuous service in the district who are qualified to teach in those areas or disciplines to be preserved.

A non-probationary teacher whose position has been reduced due to reduction in force will be given the option, if available, of transferring to an available position for which he/she is certified or eligible for certification.

A non-probationary teacher whose position has been reduced due to reduction in force has an option to take over a position, which is currently held by a probationary teacher as long as the RIF'd teacher is certified to teach that position.

Teachers who are reduced by provisions of this article shall have recall rights for two years. During this two-year period, the teacher must keep a current address on file and must notify the superintendent by February 1 that he/she is interested in being recalled for the following year. Individuals whose positions have been reduced shall be offered re-employment in reverse order of the reduction as vacancies occur for which they are certified. The date of the reduction will be the date the board officially took action to reduce said teacher. The area of certification at the time of reduction will be used to determine their eligibility for recall.

## RELEASE TIME

No more than one teacher per building shall be given release time from the classroom to attend teachers' association meetings or business or for negotiations. Request for release time shall not be during the first or last week of a semester, during parent teacher conferences, nor the day prior or after a holiday or vacation period unless it has been approved by the superintendent. Requests for release time shall be made to the superintendent of schools five (5) school days prior to the date of absence.

## SALARY DEDUCTIONS

The board shall make, at no cost per employee, salary deductions for normal payroll requirements (taxes, retirement, hospitalization, annuities, and insurance) and NEA dues if all applications are submitted by October 1. (Note: NEA dues are not used for political action.)

## SALARY SCHEDULE

Base salary is **\$43,500.00**. Horizontal and vertical steps are \$720.00. See Appendix D for the actual schedule. HSEC teachers given the \$1,750 will earn \$1,000 for the first extra duty in-service day and \$750 for the second extra duty in-service day. This will be in a separate check given within 45 days after both in-services.

## SUPPLEMENTAL SALARIES

The board reserves the right to create new supplemental duties and to establish the initial compensation for such duties. **See Appendix E for the actual schedule.**

## CURRICULAR CONTRACT EXTENDED DUTIES

The following duties are not considered supplemental or extra duties and are part of the teacher's primary teaching duties. The duties will be performed by the teacher assigned to the corresponding class activity. The additional duties will be scheduled by the building principal and approved by the superintendent.

Additional compensation will be paid based on a percentage of the teacher's annual salary. The duty and percentage is as follows:

Instrumental Music	7.0%
HS/MS Vocal Music	5.0%
Elem Vocal	3.0%
HS Yearbook	5.0%
HS Video Yearbook	5.0%
MS Yearbook	2.0%

## Career pathways

FBLA	5.0%
FCCLA	9.0%
FFA Head	12.0%
FFA Asst.	7.5%
Graphics Arts	5.0%
Journalism	5.0%

## **EXTRA DUTY PAYMENT**

Each certified staff member who will volunteer to work:

- Non-curricular activities shall be paid at the rate of ~~\$10.50~~ **\$15.00** per hour;
- **School sponsored** detention shall be paid at the rate of ~~\$10.50~~ **\$15.00** per hour;
- School sponsored before or after school tutoring shall be paid at the rate of ~~\$12.50~~ **\$15.00** per hour;
- Requested curriculum/academic duties shall be paid at the rate of \$15.00 per hour.
- Approved in advance committee work that does not contain a supplemental or compensation that is being paid in any form and must be outside the duty day and/or time - \$15.00 per hour

## **GRANT WRITING**

The district will pay \$25.00 per hour for grant writing of major grant applications if the grant is awarded and the grant writer cannot write in a percentage in the grant for preparation. If the grant is not approved, the grant writer will receive \$15.00 per hour. The head grant writer, the building principal, and the superintendent will determine a cap on the amount of pay.

## **REIMBURSEMENT FOR TEACHING COLLEGE CREDIT CLASSES DURING THE SCHOOL DAY**

Teachers teaching dual credit courses may keep their college earned funds generated from teaching the dual credit courses during the school day.

## **LEAGUE AND LOCAL PASSES**

Each certified person working in Holton USD 336 educational facilities will receive an activity pass for themselves, one guest and employee children ~~Gr.~~ K-12. Passes will be either the league pass (for those who qualify under Big Seven League Guidelines) or the local pass issued by the district. Each retiree will also receive a local pass for himself or herself.

## **SICK LEAVE BANK**

The purpose of the sick leave bank is to relieve its members from undue financial burdens due to absence from work on a long-term basis due to illness, injury, or incapacitation sufficiently severe that it would make their presence in school inadvisable.

### **Membership**

All certified teaching staff ~~school employees~~ will become members of the sick leave pool. Membership shall be on a continuing basis, and the employee must be actively serving in his/her position at the time of enrollment to be eligible for membership. A certified school employee's enrollment in the sick leave bank shall continue from year to year, effective September 1.

When the sick leave bank drops below 50 days, teachers will be asked to contribute a day. From the teachers who volunteer, 25 will be randomly selected and one day will be deducted from their sick leave balance. The sick leave committee will oversee the bank and selection of additional days.

### **Guidelines of Using the Sick Leave Bank**

Each use of the sick leave bank must be supported by a written request for its use from the member and a physician's statement substantiating the need for the member's absence from work. The sick leave bank committee may grant a sick leave bank member use of the sick leave bank up to a maximum of 10 days in such member's individual contract year. Under special circumstances additional days beyond the original 10 days may be requested.

The sick leave bank may only be used for the illness of its members, the member's immediate family (spouse, children - including foster children), or significant others in the household with whom they live or parent of the member.

An individual member may only use 10 days maximum from the sick leave bank for each contract year.

An individual member wishing to use the bank must wait until he/she has used all of his/her accumulated sick days and personal days.

A member who qualifies for the sick leave bank because of personal or family serious illness or injury, who returns to work before exhausting his or her allocation from the sick leave bank and who subsequently experiences a recurrence of the same illness or injury, during the same or the immediately succeeding contract year, will be permitted to continue to use sick leave bank days on the basis of the allocation at the time he or she initially qualified to use the bank for absences related to the illness or injury.

A member who is personally diagnosed or has an immediate family member or parent diagnosed with a serious illness too late in a contract year to exhaust his or her allocation of sick leave during that contract year, and who continues to be unable to return to work at the beginning of the next contract year because of the same illness, will be permitted to continue to use sick leave bank days at the beginning of the new contract school year on the basis of the previous contract year's allocation. In such circumstances, the Sick Leave Bank Committee may require a new medical examination and a new medical practitioner's statement verifying the continued need to be absent from work due to the same illness. Upon exhausting the previous contract year's leave bank allocation, absence from work due to a new illness, or return to work, whichever occurs first, the member must then use his/her individual sick leave allotment for the new contract year prior to qualifying for additional sick leave bank days, and the use of sick leave bank days will be limited to the allocation for the new contract year.

The Sick Leave Committee on an individual basis will consider all circumstances of members not specifically stated under these guidelines. After consideration by the Sick Leave Committee, all decisions will be final.

Persons withdrawing sick leave days from the bank will not be required to replace these days. Unused sick leave bank days will be carried over to the next school year.

### **CATASTROPHIC CLAUSE - GUIDELINE FOR USAGE**

Under special circumstances additional days beyond the original 10 days may be requested.

A request can be submitted to the sick leave bank committee for review. The sick leave bank committee may deny or submit final recommendation to the USD 336 Board of Education. Final approval will be made by the USD 336 Board of Education.

### **Administration Committee**

A committee of four members appointed by the president of the association and one administrator appointed by the superintendent shall administer the sick leave bank. Each committee member shall be appointed for one year and may be reappointed to each succeeding year.

Vacancies on the committee shall be filled by appointment before the next meeting. Should any member of this committee become unable or unwilling to fulfill his/her duties, the remaining committee members may declare his/her position vacant by consensus. The entire membership of the committee shall select one of committee members to be the chairperson.

The committee will meet as needed; a meeting may be called by the chairperson or at the request of a majority of the committee members. A majority of committee members will be required for any official action of the committee.

The sick leave bank committee may grant, deny or suspend grants of sick days from the bank. Its judgment or decision will be final.

Decisions on granting use of days from the sick leave pool will be determined by a majority vote of the committee.

## **WEARING APPAREL**

### **Rationale**

Holton School District employees serve as role models for the students and as representatives of Holton Schools. Consistent with these roles, all certified employees shall dress professionally and appropriately.

Teachers are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment. Teachers shall follow this Policy on all days students are in attendance.

### **The Policy**

All employees are expected to dress in a professional manner. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. All teachers are expected to wear professional dress on days designated for parent-teacher conferences.

Rubber/foam flip flops or shower-style shoes are not to be worn by certified staff at any time. Leggings are permitted, provided they are worn under a dress or long tunic-style top. Blue jeans are to be worn only on designated days. When blue jeans are permitted, the blue jeans should not have rips or tears and must be in good repair.

Friday is designated as "Holton Spirit Day," and all teachers in the district may wear blue jeans and are encouraged to wear a Holton shirt on Friday of each week. When there is no school on Friday, the last day of the school week will be designated as "Holton Spirit Day." Other days on which blue jeans may be worn can be designated by the building principal.

## Exceptions

Any teacher who has a physical condition or health concern that may require them to modify the dress code on a regular basis should obtain approval by the building administrator.

Administration may designate days when modifications to the Policy may be made and/or make exceptions as needed to maintain and promote the building atmosphere. *(Examples of this may include exceptions like: Cattitude shirts and jeans may be worn on Mondays; Wrestling t-shirts and jeans may be worn before a trip to State; Holiday sweaters and jeans may be worn to celebrate the upcoming holidays, etc.)* These additions and exceptions should serve to promote school spirit and a collegial, learning-centered atmosphere. On days a teacher feels it necessary to dress outside of the designated dress code or when dressing outside the Policy in order to promote school spirit, advance the learning environment, or support student activities, it is to be approved by the building administrator. It is the responsibility of the building administrator to notify teachers of exceptions that apply to all staff. *(This may include events or activities including field trips, Spirit Days, Track Day, Halloween, etc.)*

Some teachers may make permanent modifications to the Policy in order to wear appropriate attire necessary to meet the requirements of their job responsibilities *(e.g. Physical Education teachers may wear appropriate athletic attire, etc.)*

## RELEASE FROM CONTRACT

Any teacher, under contract, including a continuing contract, with the board of education, who requests a release from that contract after the State Statute Date of the year preceding the contract year, shall be subject to liquidated damages. The said damages shall be as follows:

State Statute Date to June 15	\$ 300.00
June 16 to July 1	\$ 1,200.00
July 2 to July 15	\$ 2,500.00

Damages shall be determined according to the date the request is received by the board office. A check or money order for the amount of the damages, or written permission to deduct that amount from money still due the teacher must accompany the release request before it will be considered. Also, the board may grant the release without assessing the damages for hardship cases. This section does not waive any of the rights and duties of the teacher or the board of education under K.S.A. 72-5410 through 72-5412.

If the board initiates a change of location out of town, placement or movement to another assignment that is more than 1/2 of what the teacher was told they were teaching, one week prior to the state statute date above, or any date after, the teacher will have two weeks from the date of written notification to resign without penalty and 2 more weeks at the first level above with that penalty.



## **RETIREMENT NOTICE**

If written notification of retirement is given to the superintendent on or before January 15 of the year of retirement and the certified personnel has 10 years of service or more with Holton USD 336 and qualifies for KPERS full retirement (unreduced benefit), district will pay \$45.00 per day for each unused sick day the employee has banked in their years of service (up to 75 sick days by the last day of the teacher contract – the other 10 possible sick days would still be at \$75.00 per day) if and only if the teacher is retiring and gives written notification of retirement to the superintendent of schools on or before January 15 of the year of retirement.

This will be in addition to the \$1,500 bonus and both will be provided in the final paycheck; however, after providing the required written notice, the retiree will be allowed three (3) days of leave. After these 3 days, this amount will decrease each day, taken for any reason by \$100.00 per day until the end of the school year until \$0 is reached. In cases where extenuating cases such as documented severe illness or a catastrophic event, the board will consider waiving all or part of the decrease in this retirement notice.

## RETIREMENT 403(b)

USD 336 will provide pre-funding to a 403(b) plan as follows:  
Based on completed years of service with Holton USD 336 as of July 1, 2009.

<b>Years w/336 as of July 1, 2009</b>	<b>New Plan 403(b) 09- 10</b>
25	\$1,800.00
24	\$1,680.00
23	\$1,560.00
22	\$1,440.00
21	\$1,320.00
20	\$1,200.00
19	\$1,140.00
18	\$1,080.00
17	\$1,020.00
16	\$1,000.00
15	\$900.00
14	\$840.00
13	\$780.00
12	\$750.00
11	\$750.00
10	\$750.00
9	\$600.00
8	\$600.00
7	\$520.00
6	\$520.00
5	\$500.00
4	\$500.00
3	\$500.00
2	\$500.00
1	\$500.00

Money will be invested in a 403(b) account monthly for the employee based on their designated annual amount. When an employee is considered vested into the 403(b) retirement plan, they are eligible to acquire the invested 403(b) funds at the vested percentage rate and 100% of the accrued interest in the account. At that time, the employee can take full possession of the 403(b) account to use at their discretion according to IRS laws.

USD 336 monthly contributions will be made for each employee, based on years of experience to USD 336 as per the above table, until they reach the age of 60. At age 60, USD 336 contributions would change to the entry-level amount, as per the above table, until the employee retires from and/or terminates employment with USD 336. However, the employee may continue to contribute to the account.  
**(Amended September 14, 2009)**

## **RETIREMENT 403(b) - VESTING :**

An employee is considered vested into this retirement system based on years of service with the district as follows:

New table effective with the 2021-2022 school year.

<b>Years of service</b>	<b>%</b>
1	10
2	25
3	50
4	75
5	100

If an employee leaves the district prior to vesting, he or she will take possession of all interest accrued in his or her designated 403(b) retirement fund.

If a teacher retires or terminates employment and then returns to the district, he or she will maintain his or her previous years of service on July 1, 2009, with USD 336 and be placed accordingly on the 403(b) table.

## **REIMBURSEMENT FOR TUITION**

In the event the superintendent should request, and the teacher agrees, to take specified additional college hours or receive specific additional training, the board shall pay the associated tuition cost ~~up to a maximum of \$1,000.00 for the entire district.~~

The district will pay for one jump start class to gain the necessary requirements to pass the ELL/ESL Praxis test to place this on the teacher's license. The district will also pay for the ELL/ESL Praxis one time if and only if the teacher shows proof of payment for the test, has earned a passing score to add it to the teacher's license, and the gained endorsement is placed and stays on the teacher's license. All teachers with the ELL/ESL endorsement on their license will also be given a stipend initially of \$600 the first year and then \$300 per annum in which the endorsement gains the school additional funding. This must be on the license by

September 1 to gain the stipend. District will guarantee a minimum of 5 years of this stipend.

Dual credit courses – to assist dual credit teachers in meeting new dual credit requirements, the district will pay up to \$200 per credit hour with the following stipulations:

1. Classes must be pre-approved in writing by the superintendent
2. Classes must be in a plan of study approved by the college that will offer the dual credit course and one with which the district has an articulation agreement.
3. Payment will be given in the next available payment period with all of the following:
  - a. “B” or better grade in the class
  - b. Receipt of payment to college/university
  - c. Transcript sent to the district

\* This could be for any teachers wishing to start teaching dual credit courses.

Employee Forgivable Loan Agreement - The district would like to help certified staff obtain a master’s degree in an education field to promote their career. This will require the interested certified staff member to fill out an Employee Forgivable Loan Agreement that explains the process and procedures in detail and this will be reviewed by the Superintendent, a board member, a building principal or director, and a member of the Holton PDC committee. USD 336 will pay up to \$3,000 per school year for up to 36 credit hours.

The form used for the Employee Forgivable Loan Agreement may need to change annually due to budget and licensure restraints. Basic parts will include the following:

1. Only an accredited college or university will be utilized.
2. Classes must be in a plan of study approved by the college.
3. Payment will be given in the next available payment period with all of the following:
  - a. “B” or better grade in the class
  - b. Receipt of payment to college/university
  - c. Transcript sent to the district
4. Must submit a USD 336 Employee Forgivable Loan Agreement by the agreed upon date:
  - a. To be eligible for funding in the fall semester a completed application and a course of study must be submitted on/before June 1 in the year funding is requested.
  - b. To be eligible for funding in the spring semester a completed application and a course of study must be submitted on/before December 1 in the year funding is requested.
  - c. To be eligible for funding in the summer semester a completed

application and a course of study must be submitted on/before April 15 in the year funding is requested.

5. After obtaining full degree, employee will continue to teach in USD 336 for one extra semester for every semester the school district paid tuition, with a minimum term of three years.
6. Employee will repay the total amount paid by USD 336 for tuition at zero interest in one total lump sum payment that shall be immediately due if and when such becomes due and payable under requirements, conditions and terms set forth in Agreement and Application should the employee leave before #5 above.
7. Due to budget constraints imposed by state law, USD 336 cannot obligate itself to pay for tuition and books beyond its current budget year and therefore USD 336 may in any upcoming budget year discontinue paying tuition under its forgivable loan program. If this happens, the employee will not be required to repay the amount paid for tuition by USD 336, if the District discontinues funding the Employee Forgivable Loan Agreement in an upcoming budget year prior to the time the employee completes his or her plan of study that is on file at the institute of higher learning, assuming that at such time he or she otherwise is in full compliance with the Program requirements, conditions and terms.
8. This does not imply or promote that the district is offering a future position or one will be created once the degree is complete.

## **VISITATION**

The board of education shall allow a teacher or teachers to visit other schools for the purpose of observing programs or techniques that are being considered for adoption or adaptation in the district, with prior approval of the administration.

## **POSTING OF VACANCIES**

Vacancies in USD 336 will be emailed to all certified personnel at Holton USD 336.

## **UNAPPROVED/APPROVED BOARD MINUTES**

Board of education unapproved minutes will be forwarded to certified personnel by their building administrator. Approved board of education minutes will be posted on the district web site.

## **WORK DAY**

The board shall have the right to determine the number of minutes in the school day, the number of periods, and the length of each period within the normal duty day of 7 hours 40 minutes. The duty day may be extended to include open houses, parent-teacher conferences, special education staffing, and faculty meetings as determined by the board and administration.

The board reserves the right to vary the number of minutes in the school day, including, but not limited to, the accommodation of the student's educational program, student transportation and other such aspects of the school operation as the board may deem appropriate.

Teachers shall report for duty with the flexibility to be assigned up to 35 minutes before classes start with the remaining time (at least 5 minutes) after the closing of classes or up to 5 minutes before classes start with 35 minutes after the close of classes or anything in between these two extremes (not to exceed the 7 hour 40 minute per day). Administrators will work with Building Leadership Team to develop these schedules ahead of time to be fair and consistent with teaching staff in their building. Administrators may conduct faculty meetings at any time desired with the limitation of approximately 45 minutes per week beyond the normal duty day.

## **PROFESSIONAL EMPLOYEE RIGHTS**

### **A. General Provisions**

1. The Association recognizes the right of the Board to discipline its professional employees.
2. No professional employee will be formally disciplined without good cause.
3. Progressive discipline will be used.
4. Professional employees are entitled to 24-hour notice to a meeting that could result in discipline; however, a Professional Employee may be placed on paid administrative leave pending investigation for serious matters that, in the judgment of administration, require immediate action.
5. Professional employees and the board are entitled to bring a representative of their choice to any discipline meeting.
6. Information concerning proposed disciplinary actions is privileged information. The professional employee may divulge such information for the purpose of consulting with or obtaining representation from the Association.
7. No disciplinary action is to be taken in front of students, parents, and/or co-workers.
8. Measures such as assignment to nonprofessional tasks or disapproval of leave requests will not be used as disciplinary measures.
9. No suspension or discipline shall occur without an appropriately substantive investigation, procedural safeguards as set forth in this section, and upon showing of good cause.
10. "Good cause," for purposes of this provision, shall mean that the conduct at issue violated the law or board policy, insubordination by failing to comply with a reasonable instruction or directive, or

otherwise substantially interfered with the district's mission of providing an efficient and positive educational environment for students and working environment for district employees.

B. Procedural safeguards for discipline: Discipline generally will include an advance warning of the rule or expectation the professional employee has violated, an appropriate and objective investigation, and an opportunity to discuss the matter prior to discipline being administered. Anonymous information shall not be the basis for any discipline unless it has been substantiated, reasonable proof exists, and there is even-handed application of the rules and/or discipline when considered with the seriousness of the charge and formal and informal records of the employee's prior behavior and/or record of service.

C. Any complaints regarding a professional employee reflecting concern about his/her performance in or out of the classroom made by any parent, student, or other person that is deemed serious enough to be reduced to writing and either placed in the professional employee's file and/or used in a reprimand, or any other action, shall be promptly (within 2 contract days) be called to the professional employee's attention and the professional employee shall receive a copy of said complaint. If appropriate, the name of the complainant may be redacted. Discipline shall not arise from a verbal or anonymous complaint unless substantiated in accordance with A-9, above.

D. Steps for progressive discipline:

1. Written Warning - The supervisor shares the concern(s) with the professional employee. Supervisor will share a written summary of the concern(s) and expectations with the professional employee and such documentation shall be maintained in the professional employee's personnel file. The employee may respond to the written summary in writing within fourteen (14) calendar or ten (10) contract days, whichever is longer.
2. Written Reprimand - The professional employee receives a signed and dated written reprimand. A copy shall be placed in the professional employee's personnel file. The professional employee has the right to respond in writing within fourteen (14) calendar or ten (10) contract days, whichever is longer, and that written response shall be attached to the documents in the personnel file.
3. Suspension with Pay - The professional employee is suspended with pay. All documents shall be placed in the personnel file. The professional employee has the right to respond in writing within fourteen (14) calendar or ten (10) contract days, whichever is longer, and that written response shall be attached to the documents in the professional employee's personnel file.
4. Suspension without Pay - The professional employee is suspended without pay. The professional employee shall be provided notice and an opportunity to meet with the board before a final decision to suspend without pay. The professional employee must request the meeting with the board within five

(5) calendar or contract days, whichever is longer, of the notice of suspension without pay. If no request for a meeting is made, the suspension without pay shall commence on the day following the expiration of the notice period. If a meeting is held and the board determines the suspension should be imposed, pay will cease on the day following the decision until the period of the suspension without pay ends. All documents shall be placed in his/her personnel file. The professional employee has the right to respond in writing within fourteen (14) calendar or ten (10) contract days, whichever is longer, of the suspension's effective date and that written response shall be attached to the documents in his/her Professional employee's personnel file.

E. If the Professional employee is not satisfied with the determination of the supervisor with respect to the Written Warning, Written Reprimand, or Suspension with Pay, the professional employee may appeal the decision to the Superintendent or the Superintendent's designee.

F. If the behavior resulting in the disciplinary action reoccurs, the disciplinary action placed in the professional employee's personnel file shall be retained permanently. If the behavior does not reoccur for five years, the documentation shall be removed from the file upon request of the professional employee.

## ~~TEACHER DISCIPLINE~~

~~Evaluation will be used specifically for improving student learning and may not be used as a disciplinary tool. Disciplinary action is specific to violation of board policy except for behavior that violates state and federal law.~~

~~Steps for progressive discipline:~~

- ~~1. The employee who violates a board policy will be given written warning within seven (7) working days that he or she has violated a board policy and placed in the employee's file after reviewing the notice, obtaining a signature from the employee, and providing a copy of the Notice of Discipline to the employee.~~
- ~~2. If the employee does not correct his/her behavior within a reasonable time provided in the notice, a written warning will be given to the employee which indicates the consequences of any further violation, and a plan of assistance will be developed to correct the employee's behavior. The employer will review the written warning with the employee, obtain the employee's signature, and provide a copy of the warning to the employee immediately.~~
- ~~3. If the employee continues to disregard the board policy, the employee may be suspended and charged with insubordination.~~
- ~~4. Dismissal for cause will be governed by KSA 72-5436 et seq.~~



# TEACHER EVALUATION PROCEDURES

## PHILOSOPHY OF USD #336's TEACHER EVALUATION INSTRUMENT

Unified School District #336 believes that Holton students deserve the highest quality of instruction. To ensure quality instruction for every student, performance appraisal of all certified personnel is essential and is one of the district's primary responsibilities to students, patrons, and staff.

Effective professional appraisal:

- Reflects research-based standards
- Is systematic and continuous
- Embodies standards of excellence
- Is cooperatively developed between evaluator and evaluate Professional

growth results from:

- Maximizing strengths and managing weaknesses
- Setting realistic goals
- Providing resources
- Defining responsibilities
- Establishing strategies for continuous improvement
- Fostering self reflection
- Monitoring performance

Through the commitment, beliefs, and process outlined above, the goal of providing quality instruction for every USD #336 student will be achieved.

### Overview of the Procedures of the Teacher Evaluation Instrument

#### Teacher

**Year 1:** All teachers new to USD 336 complete the following:

- Participate in orientation day (paid)
- Professional growth plan completed cooperatively by teacher and evaluator
- Training on professional competency domains/components for effective teaching

The Self –Evaluation is to be completed by the teacher and will be discussed with the evaluator.

Each teacher evaluation must be completed with a minimum of two observations prior to the sixtieth day of each semester (one scheduled and one unscheduled each semester) and one summative evaluation each year, to include the information from all observations. Each observation will be a minimum of twenty-five minutes.

Observation form should be reviewed within two to five working days, unless mutually agreed upon by the evaluator and the teacher.

**Year 2:** All teachers who have completed one year of employment will complete the following:

- Professional growth plan completed cooperatively by teacher and evaluator
- Training on professional competency components for effective teaching

The Self –Evaluation is to be completed by the teacher and will be discussed with the evaluator.

Each teacher evaluation must be completed with a minimum of two observations prior to the sixtieth day of each semester (one scheduled and one unscheduled each semester) and one summative evaluation each year, to include the information from all observations. Each observation will be a minimum of twenty-five minutes.

The observation form should be reviewed within two to five working days, unless mutually agreed upon by the evaluator and the teacher. Tentative goal setting for the following year will be discussed at the final meeting.

**Years 3&4:** All teachers who have completed two years of employment will complete the following:

- Professional Development plan completed cooperatively by teacher and evaluator
- Training on professional competency domains/components for effective teaching

The Self –Evaluation is to be completed by the teacher and will be discussed with the evaluator.

During the third and fourth years of employment, every employee shall be formally evaluated at least one time each school year no later than February 15. A minimum of two observations (one scheduled and one unscheduled) and summative evaluations will be conducted. Each observation will be a minimum of twenty-five minutes.

The Observation form should be reviewed within two to five working days unless mutually agreed upon by the evaluator and the teacher. Tentative goal setting for the following year will be discussed at the final meeting.

## Year 5:

The Self –Evaluation is to be completed by the teacher and will be discussed with the evaluator.

After the fourth year of employment, every employee shall be evaluated at least once every three years, no later than the sixtieth day of the second semester (typically February 15) of the school year in which the employee is evaluated.

### Teacher Evaluation Instrument

The teacher evaluation procedure shall incorporate the following components:

- Self-Evaluation completed by the teacher.
- Professional Development Plan completed by the teacher and reviewed by the building administrator.
- Observations by the building administrator.
- Summative Evaluation completed by the building administrator.

At the teacher's discretion, the self-evaluation may become part of the evaluation records. The self-evaluation will serve as a point of discussion as the teacher and the administrator cooperatively evaluate the teacher's performance and competency.

### B. Evaluation Guidelines

An orientation session shall be held prior to September 15 of each year during which the building administrator shall discuss the teacher evaluation, objectives, procedures, and instruments with all staff.

- 1) Scheduled and unscheduled observations will be conducted for all teachers.
- 2) Each scheduled classroom observation will be preceded by a pre-evaluation conference. The purpose of the conference will be for the teacher to inform the evaluator of:
  - A. The objectives, which will be covered in class.
  - B. The methods, which will be used to achieve the outcomes.
  - C. The specific characteristics of the class to be observed; and
  - D. The activities in the class which the teacher would like the evaluator to watch specifically.
- 3) All scheduled classroom visits will be followed by a post-observation conference. The purpose of this conference will be for the evaluator to provide systematic feedback to the teacher. At this time, or at a later date as agreed upon, the teacher or evaluator may submit documentation to support unobserved areas of the evaluation.

Any informal observation used for evaluative purposes will be documented by the evaluator and shared with the teacher.

- 4) Teachers may request observations/evaluations at any time.
- 5) The evaluator shall rate each criteria area according to the standard that best describes the teacher's performance. The evaluator can provide narrative comments to support each rating. "Not Looked For" may be used by the administrator for those persons to whom the area does not apply.

The administrator will provide a specified time-line for corrective action for all criteria rated "Minimum Requirement is not met" on the teacher's evaluation.

The teacher will be informed of the administrator's decision to place him/her on a Plan for Improvement at any time during the school year.

- 6) The teacher and the administrator will work in collaboration toward meeting the professional development and/or improvement goals.
- 7) For each observation and summative evaluation, the final post observation or post evaluation conference will be held either face-to-face or via communication technology (ie...Skype, Facetime, Got To Meeting...) and will be up to the supervisor. Teacher may request face-to-face conference; however, the teacher would need to make arrangements with their supervisor which will include travel on the teacher's part with no compensation on or before the time and date of the requested evaluation. Due to required statutes on evaluation time constraints teacher will not be allowed to delay the evaluation for any reason yet the supervisor will make reasonable effort to alert the teacher that a non-face-to-face conference may be pending.

The Professional Plan for Improvement will be:

- Based on specific need as identified by the administrator and based on specific examples and observations,
- Directed towards improvement of professional competency domains for effective teaching,
- Initiated by the evaluator,
- Collaboratively developed and assessed by a team of educators. The evaluator will choose one member of the team, and the teacher will choose one member.
- Release time will be given as needed to allow for observation and collaboration.
- Includes specific suggestions and resources. The evaluation of USD #336 teachers shall be conducted in accordance with the provisions outlined in the district-negotiated agreement.

### The Professional Plan for Improvement will be:

- Based on specific need as identified by the administrator and based on specific examples and observations,
- Directed towards improvement of professional competency domains for effective teaching,
- Initiated by the evaluator,
- Collaboratively developed and assessed by a team of educators. The evaluator will choose one member of the team, and the teacher will choose one member.
- Release time will be given as needed to allow for observation and collaboration.
- Includes specific suggestions and resources. The evaluation of USD #336 teachers shall be conducted in accordance with the provisions outlined in the district-negotiated agreement.

### **GRIEVANCE PROCEDURE**

#### 1) Definitions

- a) Grievance: Grievance means a complaint regarding the meaning, interpretation, or application of any provision in this agreement.
- b) Aggrieved Person(s): The person/persons making the complaint.
- c) Days: Except when otherwise indicated, days shall mean working days.

#### 2) Purpose

- a) The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise from time to time affecting employees.

#### 3) Procedure

##### a) Level One

- i) The aggrieved person shall seek to resolve the grievance informally with his/her principal or other immediate supervisor.

##### b) Level Two

- i) If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after discussion of the grievance, he/she may file the grievance in writing within ten (10) days of the Level One response on the form provided in Appendix B.
- ii) Within five (5) school days after receipt of the written grievance by the principal, the principal will meet with the aggrieved person and his/her representative in an effort to resolve it. The principal shall submit his/her

decision in writing to the aggrieved person within five (5) days after the meeting.

c) Level Three

- i) If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may file the grievance within ten (10) days of the Level Two for transmittal to the superintendent or his/her designee.
- ii) Within five (5) days after receipt of the written grievance the superintendent or his/her designee will meet with the aggrieved person and his/her representative in an effort to resolve it. The superintendent shall submit his/her decision in writing to the aggrieved person within five (5) days of the meeting.

d) Level Four

- i) If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, he/she may file the grievance within ten (10) days of the Level Three response for transmittal to the board or its designee.
- ii) Within five (5) days after receipt of the written grievance, the board will meet with the aggrieved person and his/her representative in an effort to resolve it. The board shall submit its decision in writing to the aggrieved person within five (5) days of the meeting.

4) Rights of Teachers to Representation

- a) No reprisals of any kind will be taken by the board or administration against any participant in the grievance procedure by reason of such participation.
- b) An employee may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by a grievance representative.

5) Miscellaneous

- a) The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
- b) In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the days shall be those days during which the district office is open for business.
- c) Decisions rendered at Levels Two, Three and Four of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the Association or its designee.
- d) When it is necessary for the Association or its representatives to investigate a grievance or attend a grievance meeting or hearing during the school day they will, upon notice to the principal or immediate supervisor, be released without loss of pay. Any employee whose appearance in such investigations,

meetings or hearings as a witness is necessary will be accorded the same right.

- e) All documents, communication, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.

## **PROBLEM RESOLUTION**

The board of education, administration, and teachers recognize that parents of students may have complaints regarding a teacher. In order to provide a process of handling such complaints, which is fair to the board, administration, teachers, and parents: the board, administration, and teachers have agreed to a procedure to be utilized to resolve such complaints. Meeting the best interests of the students will always be the desired outcome of any problem resolution step.

### **Section 1**

**Step 1** The parents and/or students should meet with the teacher to discuss the conflict and alternatives. If possible, the teacher shall advise the principal prior to this meeting. This meeting should take place at the school at the earliest possible time following the perception of a problem and/or conflict. The teacher shall document this meeting. If the principal is in attendance at the meeting, the principal shall also document the meeting. The teacher, parent, and administration shall be entitled to a copy of all documentation from this meeting. If the principal is not present, the teacher shall notify the principal of the content and results of the meeting.

**Step 2** In the event the principal is not involved in Step 1 and if the meeting between the teacher, parent, and/or student does not resolve the conflict, the building principal will initiate a meeting with the teacher, parent, and/or student to resolve the conflict. Teachers and administrators who are involved at this step shall document the meeting and may develop a written plan of action which all parties may have a copy.

**Step 3** If there is no resolution at Step 2 the principal shall notify the superintendent who shall call a meeting with the administrator, teacher, parent, and/or student in order to attempt to resolve the conflict. Teachers and administrators who are involved at the step shall document the meeting and may develop a plan of action of which all parties may have a copy.

**Step 4** If there is no resolution at Step 3 the parent, teacher, or administrator may request an executive session meeting with the board of education. Parents who contact board members individually or the superintendent will be directed to follow Steps 1 through 3. When this occurs, an attempt will be made to handle the complaint through the process of steps listed above.

**APPENDIX A**

**GRIEVANCE PROCEDURE APPENDIX**

**UNIFIED SCHOOL DISTRICT 336 GRIEVANCE REPORT FORM**

PROCEDURE (2) (3) (4) Date Filed  (circle one to indicate level of Grievance)		
Name of Grievant Assignment	Name of Grievant	Building
A. Date cause of grievance occurred:		
B. Relevant contract provisions, Board policies, or administrative regulations or practices:		
C. Statement of grievant's claim (statement of facts upon which grievance is based – use additional pages if necessary):		
D. Relief desired:		
Signature:		Date:
Date received:		
E. Disposition by the appropriate administrator (attach additional pages if necessary):		
Signature:		
Date:		



## **APPENDIX A**

### **INSTRUCTIONS**

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

Grievance report forms may be secured from school building offices and the Association offices, and should be filed at each level of the grievance procedure.

1. Each portion of the grievance report form should be completed fully in as much detail as possible. The statement of facts upon which the grievance is based should include all relevant facts, including details of time, date, place, persons involved and what occurred. Detailed information of the facts involved, the relevant contract provisions, Board policies, or administrative regulations or practices, and the manner in which they are related are extremely important in order to provide a basis upon which a fair, thorough and expeditious decision may be made.

2. Under Section B of the grievance report form those relevant contract provisions, Board policies, or administrative regulations or practices which the grievant contends have been violated, misinterpreted, or misapplied should be specified.

3. Under Section C the grievant should state his/her claim by describing the manner in which the factual contentions are related to the relevant contract provisions and how a violation, misinterpretation, or misapplication of the contract, Board policies, or administrative regulations or practices has occurred.

4. Under Section D the grievant should specify the relief, which he/she desires as a result of the grievance.

Appendix B – District Calendar



# USD 336 Holton Schools 2023-2024

- Off - No School
- Parent-Teacher Conferences
- Professional Development

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- August**
- 2 Enrollment K-12 7am-6pm
  - 1-2 Special Education Staff Development 8-3:30
  - 3-4 New Teachers Report
  - 7 District Staff Development, 8:00-11:30 - No Schoc
  - 8 Building Staff Development, 12:30-3:30 - No Schc
  - 9 Work Day, 8:00-3:00 - No School
  - 10 First Day for PreK-12

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						19/107

August 2023						
S	M	T	W	T	F	S
	?	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	16/16	

- September**
- 4 Labor Day - No School
- October**
- 9 Staff Development, 8:00-3:00 - No School
  - 20 End of 1st Quarter
  - 25 PT Conferences 4-8:00 pm
  - 26 PT Conferences, 8:00 am-7:00pm- No School
  - 27 No School - Pay Back Day

February 2024						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
						18/125

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						20/36

- November**
- 13 Staff Development, 8:00-3:00 - No School
  - 22-24 Thanksgiving Break - No School
- December**
- 21 End of Second Quarter/1st Semester
  - Dec 22- Jan 2 Winter Break - No School

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						15/140

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						19/55

- January**
- 3 Work Day
  - 4 School Resumes
  - 15 Staff Development, 8:00-3:00 - No School
- February**
- 12 Staff Development, 8:00-3:00 - No School
  - 21 PT Conferences 4-8:00 pm
  - 22 PT Conferences 8:00 am-7:00 pm - No School
  - 23 Payback Day - No School

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						20/160

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						18/73

- March**
- 8 End of 3rd Quarter
  - 11-15 Spring Break - No School
  - 29 Good Friday
- April**
- 1 Easter Monday
  - 19 PD, 8:00-11:30/Flex Afternoon - Friday before Pro
- May**
- 11 HHS Graduation 6 pm
  - 16 Last Day of Classes
  - 17 1/2 Flex Day
  - 27 Memorial Day - Offices Closed

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						12/172

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						15/88

1st Semester	88 days
2nd Semester	84 days
<b>TOTAL Student Days</b>	<b>172</b>
Staff Development Days	6.5 days
Workdays	2.5 days
P/T Conf days	4.0 days
<b>Teacher Contract Days</b>	<b>185.0</b>

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

BOE Approved 01/09/2023 - Revised 04/10/2023

## Appendix C

### Stipend Salaries for Grandfathered Teachers

Arment, Valorie	3 Column movements	\$ 2,160.00
Barta, Brooks	2 Column movements	\$ 1,440.00
Baum, Susan	1 Column movement	\$ 720.00
Frazier, Traci	2 Column movements	\$ 1,440.00
Ireland, Judy	1 Column movement	\$ 720.00
Klahr, Eunice	3 Column movements	\$ 2,160.00
Larison, Jason	5 Column movements	\$ 3,600.00
Larson, Addie	1 Column movement	\$ 720.00
Marten, Annette	4 Column movements	\$ 2,880.00
McAsey, Jackie	1 Column movement	\$ 720.00
Miller, Keri	3 Column movements	\$ 2,160.00
Mueting, Amy	1 Column movement	\$ 720.00
Oldehoeft, Amy	1 Column movement	\$ 720.00
Thompson, Kelli	1 Column movement	\$ 720.00

Appendix D

HOLTON USD #336 SALARY SCHEDULE 2023-2024

EXP	Step	\$720 BS	2		3		4		5		6		7		8		Ed. S., Ed. D., Ph. D.
			BS+10 200 pts	BS+20 400 pts	BS+30 600 pts	MS	MS+10 200 pts	MS+20 400 pts	MS+30 600 pts								
0	1	\$43,500	\$44,220	\$44,940	\$45,660	\$46,380	\$47,100	\$47,820	\$48,540	\$49,260	\$50,000	\$50,720	\$51,440	\$52,160	\$52,880	\$53,600	\$49,260
1	2	\$44,220	\$44,940	\$45,660	\$46,380	\$47,100	\$47,820	\$48,540	\$49,260	\$49,980	\$50,700	\$51,420	\$52,140	\$52,860	\$53,580	\$54,300	\$49,980
2	3	\$44,940	\$45,660	\$46,380	\$47,100	\$47,820	\$48,540	\$49,260	\$49,980	\$50,700	\$51,420	\$52,140	\$52,860	\$53,580	\$54,300	\$55,020	\$50,700
3	4	\$45,660	\$46,380	\$47,100	\$47,820	\$48,540	\$49,260	\$49,980	\$50,700	\$51,420	\$52,140	\$52,860	\$53,580	\$54,300	\$55,020	\$55,740	\$51,420
4	5	\$46,380	\$47,100	\$47,820	\$48,540	\$49,260	\$49,980	\$50,700	\$51,420	\$52,140	\$52,860	\$53,580	\$54,300	\$55,020	\$55,740	\$56,460	\$52,140
5	6	\$47,100	\$47,820	\$48,540	\$49,260	\$49,980	\$50,700	\$51,420	\$52,140	\$52,860	\$53,580	\$54,300	\$55,020	\$55,740	\$56,460	\$57,180	\$52,860
6	7	\$47,820	\$48,540	\$49,260	\$49,980	\$50,700	\$51,420	\$52,140	\$52,860	\$53,580	\$54,300	\$55,020	\$55,740	\$56,460	\$57,180	\$57,900	\$53,580
7	8	\$48,540	\$49,260	\$49,980	\$50,700	\$51,420	\$52,140	\$52,860	\$53,580	\$54,300	\$55,020	\$55,740	\$56,460	\$57,180	\$57,900	\$58,620	\$54,300
8	9	\$48,540	\$49,260	\$49,980	\$50,700	\$51,420	\$52,140	\$52,860	\$53,580	\$54,300	\$55,020	\$55,740	\$56,460	\$57,180	\$57,900	\$58,620	\$55,020
9	10	\$49,980	\$50,700	\$51,420	\$52,140	\$52,860	\$53,580	\$54,300	\$55,020	\$55,740	\$56,460	\$57,180	\$57,900	\$58,620	\$59,340	\$60,060	\$55,740
10	11	\$50,700	\$51,420	\$52,140	\$52,860	\$53,580	\$54,300	\$55,020	\$55,740	\$56,460	\$57,180	\$57,900	\$58,620	\$59,340	\$60,060	\$60,780	\$56,460
11	12																\$57,180
12	13																\$57,900
13	14																\$58,620
14	15																\$59,340
15	16																\$60,060
16	17																\$60,780
17	18																\$61,500
18	19																\$62,220
19	20																\$62,940

SPED Teacher add \$1,750 - See Page 3 - CONTRACT YEAR/DUTY YEAR/CALENDAR COMMITTEE (2 extra duty days inservice) and Page 9 - SALARY SCHEDULE  
HSEC teachers given the \$1,750 will earn \$1,000 for the first extra duty inservice day and \$750 for the second extra duty inservice day. This will be in a separate check given within 45 days after both inservices.







