

Negotiated Agreement

between the

Raymond Central School District

and the

Raymond Central Education Association



2021-2022

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ARTICLE 1
RECOGNITION

The Board recognizes the association as the official negotiating representative for all certified personnel, excluding the Superintendent, Principals, and Assistant Principal for the purposes of collective bargaining with respect to wages, hours and other terms and conditions of employment.

**ARTICLE 2
AGREEMENT**

**SECTION 1
COMPENSATION**

1a) Base Salary

2021-2022 Contract Year: The base salary shall be \$38,425 for the 2021-2022 contract year, based on a 186 day contract with increments of 4% for longevity and 5% for professional; Appendix A attached hereto.

1b) Salary Schedule

The following number of professional preparation columns and longevity steps will be allowed:

BA	7 steps
BA + 9	9 steps
BA + 18	11 steps
BA + 27	12 steps
*BA + 36/MA	15 steps
MA + 9	15 steps
MA + 18	15 steps
MA + 27	15 steps
MA + 36	15 steps

See, Appendix A attached hereto.

Beginning with the 2012-13 contract year, the Salary Schedule PhD column will be replaced with MA + 36 and only columns containing 13 steps will have one step added for a total of 14 steps. Beginning with the 2015-16 contract year, only columns containing 14 steps will have one added for a total of 15 steps.

1c) Schedule Placement

1. Vertical Movement

One step vertical movement represents one year of experience in the school district. Staff shall move one step vertically each year unless they are at the bottom step of the column appropriate for their education, in which case they would be frozen vertically. No one may move more than one step vertically in any year.

2. New Staff Placement

Beginning with the 2002-03 contract year, new staff members to the district may be given credit up to six (6) years for prior teaching experience outside of the Raymond Central school district. Effective with the 2005-06 contract year, if the Board feels they need to offer more to someone to fill a specific position, the Board will negotiate with the RCEA for a one time waiver or hiring bonus.

3. Horizontal Advancement

In order to advance horizontally beyond the BA Column on the salary schedule, only graduate hours can be used and must have prior approval from the Superintendent. The staff member is also required to present an official college transcript or proof of completed course work until an official transcript can be presented prior to September 10 of the contract year demonstrating:

- Earned post-baccalaureate degree graduate hours from an accredited institution in a educational related field of study provided by the education college or department, or which would lead to an additional Nebraska teaching or administrative certificate endorsement or endorsements.

Employees covered by this agreement will need to notify the Superintendent by May 15, 2021 if they intend to advance horizontally on the salary schedule for 2021-2022. If the employee fails to notify the Superintendent or indicates that they will not advance horizontally they will be frozen in their column placement and not be allowed to advance horizontally during the following contract year.

4. Master's Degree Placement

In order to advance horizontally to the Masters Degree (MA) or Masters Degree Plus (MA+) columns, a staff member shall have earned a Masters Degree and presented an official college transcript representing the completed requirements or additional hours by September 10 of the contract year. Hours beyond the MA column must be graduate hours in an educational field of study or directly related to a teacher's current teaching assignment. A Masters Degree shall be defined as an earned Master's Degree from an accredited college or university.

1d) **Longevity Pay**

When a teacher retires after a minimum of 25 years of service to Raymond Central Public Schools and the certified staff member has accumulated 45 unused sick days, 10 of the 45 unused sick days will be compensated at the rate of \$100 per day. The certified staff member must also agree to donate their remaining 35 days to the catastrophic sick leave bank. The certified staff member must agree to the above qualifications to receive the 10 days of compensation.

1e) **Noon Duty**

The Board of Education shall provide a free lunch to teachers who accept noon duty in place of their duty free lunch period.

1f) **Ticket Sellers/Event Workers**

Ticket sellers shall receive \$15.00 per hour for up to 5 hours.

1g) **Plan Period / Covering Classes**

Secondary teachers shall ordinarily have one of the regularly scheduled class periods, or forty-five (45) minutes, free for educational planning purposes. If by mutual agreement between a teacher and the administration that teacher agrees to teach the remaining period, there shall be additional compensation in the amount of \$25.

Elementary teachers shall have an amount of planning time approximately equal to the amount of time given to secondary teachers, currently forty-five (45) minutes. This dedicated planning time can be split up throughout the day as long as each segment is allocated for dedicated educational planning time. Elementary teachers who, by mutual agreement with the administration, accept duties that would be considered extra or beyond a normal elementary duty load shall receive additional compensation in the amount of \$25. Teaching duty is defined as that time between the beginning of classes in the morning and the dismissal of classes in the afternoon, excluding the time provided for lunch and before or after school.

School Counselors, media specials, or other teachers who do not have a specific scheduled plan time, but are needed to cover classes will be compensated at the above rates.

1h) Personal Expenses

Staff members will receive full compensation for expenses incurred as a part of teaching duties, conferences, and workshops which would be delegated and/or assigned to them by the administration. Compensation for travel expenses if assigned to teach in several buildings within a school day will be paid by the district. This expense is to be paid only when travel is necessary to perform assigned duties in several buildings on the same day. In the event the staff member is not provided a school vehicle for transportation they will be paid at the legal rate established by the State of Nebraska.

1i) Extended Contract

Teachers who are assigned to work days in addition to the 186 regular contract days will be compensated at their per diem rate by the District for each extended contract day actually worked as assigned. The per diem rate shall be based solely on the scheduled salary and shall not include extra duty pay, cash in lieu (if applicable), or any other compensation. Per Diem rate will be calculated on the Teacher's placement on the then-current salary schedule divided by the number of regular contract days.

1j) Activities Assignment

Activities assignments are paid from a schedule based on years of experience and category of responsibility; Appendix B attached hereto. The rate of pay shall be calculated by multiplying the appropriate percentage times the base salary as agreed upon for the current year. New assignments not presently on the schedule will be categorized according to the degree of difficulty and areas of responsibility by the Superintendent. Placement for previous experience can be recommended by the Superintendent and approved by the Board of Education. Assistant coaches/sponsors will be considered for Categories IV when the number of participants exceeds twenty-five (25) students per activity.

The School District and Association agree to appoint a joint committee comprised of the Athletic Director, the High School Principal, a representative from the athletic coaching staff, a representative from the activities staff, and an Association member at-large to make findings and recommendations for changes to the existing extra duty schedule attached to this Agreement. The committee's recommendations will be presented to the Board of Education for approval by June of each year at the regular board meeting.

SECTION 2 INSURANCE

2a) Health

For the 2021-2022 contract year, the Board of Education has agreed to pay the full cost of the health insurance for which the employee qualifies and a single dental insurance through the Blue Cross-Blue Shield EHA Plans. Group health insurance will be made available to all bargaining unit members through a Dual Enrollment Option of either the Preferred \$1,050 deductible or Health Savings Account (HSA) \$3,600 deductible. Group dental insurance at the PPO 80% A & B with 50% C coverage single dental. Those employees electing the HSA option will receive the correlating premium difference as a deposit to their individual HSA. If the bargaining unit member (excluding the single policy holder) wishes to upgrade their dental policy the premium will be the difference between the policy they request and the single dental premium which will be deducted from the member's monthly salary. When both spouses are on the staff with eligible dependents, the Board will pay for the family dental plan as well as health insurance. In situations where both the spouses are employed by the school district the employee will be offered the insurance package that best fits their situation and provides the least cost to the district along with appropriate health insurance coverage.

2b) Cash-in-Lieu of Insurance Benefit

The School District shall provide the option for teachers to enroll in a cash benefit plan of \$3,750.00 per year in place of the single health insurance coverage as shown in section 2 (a). (Revised February 15, 1993); (Revised August 4, 1997); (Revised July 19, 1999); (Revised February 27, 2002); (Revised March 8, 2004); (Revised June 20, 2005); (Revised August 17, 2009); and (Revised December 1, 2018).

2c) Long Term Disability Insurance

The District shall pay for long term disability insurance; such insurance to provide a benefit covering sixty percent (60%) of the teachers salary and health insurance premium with a forty-five (45) day waiting period.

2d) 125 Plan

The School District will provide a 125 plan for all teachers. The School District will pay for the administration of the 125 Plan.

SECTION 3 LEAVE

3a) Personal Leave

Each full time teacher shall be allowed ten (10) days of personal leave the first day of school to be used to cover any absence of a personal nature. Teachers working less than full time will be granted days in direct proportion to their contract. Personal Leave days not used during the school year may be transferred into an individual sick leave bank which may be used to cover absences due to personal illness. Teachers shall be allowed to accumulate forty-five (45) days in their individual sick leave bank. Teachers must use all of their yearly allotment of ten (10) personal/sick leave days prior to using any days that they might have in their own sick leave bank. The sick leave bank days are to be used for actual sick leave only, not for personal leave days. If a teacher has used up their allotted ten (10) days in any given year and needs additional personal days the time that is missed will be deducted at the rate of 1/186 of that individual's teaching contract. A teacher shall be allowed to use days from their sick leave bank only when their own, their spouse (effective 2005-2006), or that of their children's personal illness or injury is of such a nature that their attendance at school is prohibited and after their ten (10) personal days have been used. (Routine doctor or dental appointments do not qualify as sick leave). The sick leave bank will include five (5) bereavement days.

Unless the request for Personal Leave is of an emergency nature, such as sickness (Family, self, bereavement, etc.) the following rules shall apply:

1. Personal leave days shall be requested a minimum of seven (7) days in advance of the day(s) to be missed.
2. If three (3) staff members from the same building are already scheduled to be absent for other reasons (Sickness, workshops, medical appointments, etc.) personal leave requests will not be approved.
3. On June 1, leave days not used during the year will be transferred into the teacher's sick leave bank. If the teacher then has forty-five (45) days, all other unused personal leave days will be compensated at fifty (50) dollars per day (effective 2018-2019). Payment for these days will be considered as a bonus check between June 1st and July 1st.

3b) Catastrophic Illness Leave

In the event of a catastrophic illness of a certified staff member or a member of their immediate family, the eligible staff member may make withdrawals from a Catastrophic Illness Leave Bank. Immediate family shall include spouse, parent, or child. A certificated staff member shall be allowed to use days from their sick leave bank only when their own, their spouse, or that of their children's personal illness or injury is of such a nature that their attendance at school is prohibited and after their ten (10) personal days have been used.

To be eligible, a staff member must have exhausted all of their ten (10) yearly personal leave days and accumulated sick leave days. Should the need arise, days in the Catastrophic Leave Bank are transferred voluntarily by fellow teachers from their unused personal leave or sick leave bank into the Catastrophic Leave Bank at a rate of one (1) "Personal Leave" or "Sick Leave Bank" days (effective 2006-2007) to equal one (1) "Catastrophic Leave" day. A retiring certified staff member with at least

25 years of service for Raymond Central Public Schools has the ability to donate 35 out of their 45 unused sick days to the Catastrophic Leave Bank (effective 2018-2019). Catastrophic leave days, if available from the district Catastrophic Leave Bank, will be limited to thirty (30) days per individual per contract year.

Requests from potential qualifying individuals shall be made to the RCEA President for review. The RCEA President will submit request(s) to the Superintendent for final approval determination.

A catastrophic illness or injury is defined as one which has totally incapacitated an employee's ability to work. Generally, if medical confirmation indicates that the condition causes the inability to work for an extended period of time, the condition can be considered catastrophic. Chronic conditions such as cancer, major surgeries, and residual effects of a stroke, may be considered catastrophic, even if the condition results in only intermittent absences. The school district will determine each situation on a case by case basis. Conditions which are short-term in nature (i.e. flu, common illnesses, common injuries, etc.) are not considered catastrophic.

3c) Professional Leave

Teachers who request and receive administrative permission to attend professional growth activities shall be reimbursed for expenses in accordance with current board policy relative to personnel expense reimbursement. Acceptable or approvable professional leave for teachers shall mean that the requested activity presents a reasonable expectation that the attending teachers' instructional performance will improve as a result of participation in the activity.

SECTION 4 GRIEVANCE PROCEDURE

The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise concerning the interpretation, application, or meaning of the terms and conditions of employment in this school district. An underlying principle of the grievance procedure is to ensure fair and equitable treatment to the district's employees.

4a) **Definitions**

1. Grievance - Any claim or claims by a teacher, a group of teachers, or the Association that there has been a violation, misinterpretations, or misapplication of any District policies covering terms and conditions of employment including, but not limited to, the terms of this Agreement.
2. Grievant - Teacher, group of teachers, or the Association making the claim as provided in the paragraph above.
3. Time Limits - All time limits herein shall consist of teacher working days except when a grievance is submitted after the end of the school year; the time limit shall consist of all weekdays Monday through Friday. The number of days indicated at each level should be considered maximum and every effort shall be made at all levels to expedite the process. Failure of any grievant to comply with the time limits contained herein shall constitute a waiver of right to appeal to the next step. Failure of the Board or its representatives to comply with the time limits at any level shall permit the grievant to appeal the grievance to the next level.
4. Grievance Meetings or Hearings - All meetings and hearings under this procedure up to and including Step 2, shall be conducted in private and shall include only the administration's representatives, the grievant, and grievant's designated representatives. If the grievant chooses to not have a representative assist them, the Association shall have the right to be present at all levels of the grievance procedure. All parties shall have the right to record the proceedings of any hearing or meeting at all formal levels of the grievance procedure. Hearings before the Board shall be closed, at the discretion of the grievant.

4b) **Association Representation**

A grievant shall have the right to have Association representatives present to represent the grievant at each level of the grievance procedure. Where a grievant chooses to not have a representative assist them, the Association, at its discretion, may have representatives present for any meetings, appeals, or other proceedings relating to a grievance which has been formally presented. Nothing herein shall be construed as limiting the right of any teacher to discuss their grievance informally with their immediate supervisor, and having the grievance adjusted informally. The Association shall be notified in writing of the issues and the settlement before any settlement becomes effective. The settlement shall not be inconsistent with the terms of the Negotiated Agreement.

4c) **Reprisals**

No reprisals of any kind shall be taken against any employee who utilizes this grievance procedure.

4d) **Withdrawal of a Grievance**

An employee may withdraw their grievance at any level of the procedure without fear of reprisal from any party. Where the Association feels that the issues involved should be resolved, the Association may assume the grievance at the point discontinued by the individual and proceed through the remainder of the procedures.

4e) **Advanced Step Filing**

The Grievance shall be initially filed at the level where the decision resulting in the grievance was made.

4f) **Procedures**

Informal Resolution

The parties believe that it is usually most desirable for an employee and their immediate supervisor to resolve problems through free and informal communications. When requested by the teacher, a representative of the Association may assist in this resolution. However, when the grievance remains unresolved, then the grievance shall be processed as follows:

Step 1 - The grievant shall present the grievance in writing to the employee's principal. A hearing shall be held within three (3) working days. Within two (2) days of the hearing the principal shall provide a written answer to the grievance.

Step 2 - If not resolved Step 1, the grievant may appeal to the Superintendent. The Superintendent shall arrange for a hearing with the grievant within five (5) days of the appeal. Each party shall have the right to call such witnesses as deemed necessary to develop the facts pertinent to the grievance. The Superintendent will have four (4) days from the date of the hearings to provide the grievant and the Association a written decision.

Step 3 - If the grievance is not resolved at Step 2, the grievant may appeal the grievance in writing to the Board president. Within ten (10) days from the date of the appeal is received, the Board president shall schedule a hearing on the grievance before the Board of Education, or a committee there from. The hearing shall be held no later than thirty (30) days from receipt of the appeal. Each party shall have the right to call such witnesses as it deems necessary to develop facts pertinent to the grievance. The Board will have five (5) days from the date of the hearing to notify, in writing, the grievant and the Association of the Board's decision.

SECTION 5
PROFESSIONAL GROWTH

Every six (6) years tenured certified employees shall give evidence of professional growth. Six (6) semester hours of college credit in the teaching field shall be accepted as evidence of professional growth. As an alternative such other professional growth activities as approved by the administration and Board of Education shall be accepted in place of or in combination with college credit in the teaching field. A listing of those alternative activities and their corresponding growth points shall be developed in cooperation with representatives of the teaching staff and made available to all members in the teaching staff following their approval.

**SECTION 6
MISCELLANEOUS**

6a) Contract Release

Prior to April 15 teachers who for plausible and professionally sound reasons wish to be excused from performance under their present contract will be released therefrom upon written request, supported by cause, filed with the Board of Education.

6b) Length of School Day

The teacher work day shall be eight (8) hours.

6c) Bus Driving

No coach or sponsor shall be required to drive a school bus to any school activity. A coach or sponsor may volunteer to drive a school bus if mutually agreeable with said party and the schools' administration. Each coach or sponsor who volunteers to drive must have an activity bus operator's permit as per NDE Rule 31 including a CDL license.

6d) Parent Teacher Conferences (PTC)

Teachers may not be excused from a date set by the administration for "Parent Teacher Conferences" (PTC). If a staff member does not attend the PTC's, such failure will be considered a breach of the staff member's employment contract and will result in a reduction in the Staff member's salary at a rate of \$250 for each night of PTC missed. This rate will not be prorated. If a teacher decides to still miss a PTC, they have to make up the equivalent for 4 hours for each night of PTC missed. These hours MUST be scheduled AFTER school hours and must be submitted to the superintendent for approval prior to completing said hours. Teachers must then submit verification of completed hours to the superintendent. In the case of NCC/NSAA scheduled events, only coaches/sponsors who are required to attend these events that are scheduled on the same night as PTC, will be excused from any sort of penalty. In the case of an emergency situation, pending approval from the superintendent, a teacher may be excused from PTCs and will be excused from the aforementioned penalties.

SECTION 7
MANAGEMENT RIGHTS

- 7a) Subject only to the limitation contained in this agreement, the Board retains the exclusive right to manage its business including (but not limited to) the right to determine the methods and means by which its operations are to be carried on, to hire, assign, and direct the staff and to conduct its operations in an effective manner.
- 7b) As the legislative body charged with the operations on the Raymond Central Public Schools, it is acknowledged that the Board has the final responsibility of establishing the educational policies of the Raymond Central Public Schools.
- 7c) Representatives of the Association and its affiliates shall be allowed to conduct Association business on school property during school hours or outside school hours, providing such business does not cause undue interruption of the school program. Time and place of such business shall be contingent on the approval of the Superintendent of Schools.
1. The Association shall be allowed the use of the school building for meetings, providing such use does not result in unscheduled maintenance costs. If such costs are incurred, an appropriate fee will be negotiated between the parties to the Agreement.
 2. The Association shall be allowed the use of school equipment including duplicating machines, audio-visual equipment, computers and standard office equipment on the premises.
 3. The Association shall be allowed to make reasonable use of the school's communication system including teacher mailboxes, intercom, teacher bulletins, and other items, provided such use does not cause unnecessary interruption of the educational program of the school.

Both the Board and the Association agree that this contract constitutes a complete agreement on all matters and that if other proposals have been made or considered, they have been withdrawn in consideration of this contract.

**SECTION 8
EFFECTIVE DATE**

Once signed by the below listed parties this contract becomes effective at the start of the 2020-2021 contract year, and shall continue in effect until amended by mutual agreement of the Board of Education and the Association.

RAYMOND CENTRAL EDUCATION ASSOCIATION

_____ Official Representative	_____ Date
_____ Official Representative	_____ Date
_____ Official Representative	_____ Date

RAYMOND CENTRAL BOARD OF EDUCATION

_____ Official Representative	_____ Date
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APPENDIX A
RAYMOND CENTRAL PUBLIC SCHOOLS
2021-2020 SALARY SCHEDULE
Base = \$38,425 4% Down / 5% Across

STEP	BA	BA +9	BA +18	BA +27	MA	MA +9	MA +18	MA +27	MA +36
1	1.00 \$38,425.00	1.05 \$40,346.25	1.10 \$42,267.50	1.15 \$44,188.75	1.20 \$46,110.00	1.25 \$48,031.25	1.30 \$49,952.50	1.35 \$51,873.75	1.40 \$53,795.00
2	1.04 \$39,962.00	1.09 \$41,883.25	1.14 \$43,804.50	1.19 \$45,725.75	1.24 \$47,647.00	1.29 \$49,568.25	1.34 \$51,489.50	1.39 \$53,410.75	1.44 \$55,332.00
3	1.08 \$41,499.00	1.13 \$43,420.25	1.18 \$45,341.50	1.23 \$47,262.75	1.28 \$49,184.00	1.33 \$51,105.25	1.38 \$53,026.50	1.43 \$54,947.75	1.48 \$56,869.00
4	1.12 \$43,036.00	1.17 \$44,957.25	1.22 \$46,878.50	1.27 \$48,799.75	1.32 \$50,721.00	1.37 \$52,642.25	1.42 \$54,563.50	1.47 \$56,484.75	1.52 \$58,406.00
5	1.16 \$44,573.00	1.21 \$46,494.25	1.26 \$48,415.50	1.31 \$50,336.75	1.36 \$52,258.00	1.41 \$54,179.25	1.46 \$56,100.50	1.51 \$58,021.75	1.56 \$59,943.00
6	1.20 \$46,110.00	1.25 \$48,031.25	1.30 \$49,952.50	1.35 \$51,873.75	1.40 \$53,795.00	1.45 \$55,716.25	1.50 \$57,637.50	1.55 \$59,558.75	1.60 \$61,480.00
7	1.24 \$47,647.00	1.29 \$49,568.25	1.34 \$51,489.50	1.39 \$53,410.75	1.44 \$55,332.00	1.49 \$57,253.25	1.54 \$59,174.50	1.59 \$61,095.75	1.64 \$63,017.00
8		1.33 \$51,105.25	1.38 \$53,026.50	1.43 \$54,947.75	1.48 \$56,869.00	1.53 \$58,790.25	1.58 \$60,711.50	1.63 \$62,632.75	1.68 \$64,554.00
9		1.37 \$52,642.25	1.42 \$54,563.50	1.47 \$56,484.75	1.52 \$58,406.00	1.57 \$60,327.25	1.62 \$62,248.50	1.67 \$64,169.75	1.72 \$66,091.00
10			1.46 \$56,100.50	1.51 \$58,021.75	1.56 \$59,943.00	1.61 \$61,864.25	1.66 \$63,785.50	1.71 \$65,706.75	1.76 \$67,628.00
11			1.50 \$57,637.50	1.55 \$59,558.75	1.60 \$61,480.00	1.65 \$63,401.25	1.70 \$65,322.50	1.75 \$67,243.75	1.80 \$69,165.00
12				1.59 \$61,095.75	1.64 \$63,017.00	1.69 \$64,938.25	1.74 \$66,859.50	1.79 \$68,780.75	1.84 \$70,702.00
13					1.68 \$64,554.00	1.73 \$66,475.25	1.78 \$68,396.50	1.83 \$70,317.75	1.88 \$72,239.00
14					1.72 \$66,091.00	1.77 \$68,012.25	1.82 \$69,933.50	1.87 \$71,854.75	1.92 \$73,776.00
15					1.76 \$67,628.00	1.81 \$69,549.25	1.86 \$71,470.50	1.91 \$73,391.75	1.96 \$75,313.00

Appendix B
Raymond Central Public Schools/Raymond Central Education Association
2021-2022 Co-Curricular Salary Schedule
(Adopted by Board of Education July 15, 2020)

<u>Category I</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Number of Assistants</u>	<u>Assistants</u>
Basketball	12	13	14	16	18	2	6,7,8,9,11
Football	12	13	14	16	18	3	6,7,8,9,11
Track	12	13	14	16	18	3	6,7,8,9,11
Volleyball	12	13	14	16	18	2	6,7,8,9,11
Wrestling	12	13	14	16	18	2	6,7,8,9,11
Speech	12	13	14	16	18	2	6,7,8,9,11
Band	12	13	14	16	18		

<u>Category II</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Number of Assistants</u>	<u>Assistants</u>
Baseball	9	10	11	13	15	1	4,5,6,7,8
Softball	9	10	11	13	15	1	4,5,6,7,8
Vocal Music	9	10	11	13	15		
Strength & Conditioning	7	8	9	11	13		

<u>Category III</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Number of Assistants</u>	<u>Assistants</u>
Cheerleaders	5	6	7	9	11		
Cross Country	5	6	7	9	11	1	4,5,6

<u>Category IV</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Number of Assistants</u>	<u>Assistants</u>
Jr High Basketball (2)	3	4	5	7	9		2,3,4,5,6
Jr High Football	3	4	5	7	9	1	2,3,4,5,6
Jr High Track	3	4	5	7	9	2	2,3,4,5,6
Jr High Volleyball (2)	3	4	5	7	9		2,3,4,5,6
Jr High Wrestling	3	4	5	7	9		2,3,4,5,6
Drill Team	3	4	5	7	9		2,3,4,5,6
FBLA	3	4	5	7	9	2	2,3,4,5,6
FFA	3	4	5	7	9	1	2,3,4,5,6
Skills USA (VICA)	3	4	5	7	9	1	2,3,4,5,6
One Act	3	4	5	7	9	1	
Mock Trial*	3	4	5	7	9		
Jr High Speech	3	4	5	7	9		

<u>Category V</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>Number of Assistants</u>	<u>Assistants</u>
Destination Imagination*	3.5	5	7	8	1	2,3,4
AdvancED Chair	3.5	5	7	8		

<u>Category VI</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Category VIII</u>	<u>1st</u>	<u>3rd</u>
Junior Class Sponsor	2.5	3.5	4.5	Seventh Grade Class/JH SC Asst	.004	.008
AdvancED	2.5	3.5	4.5	Eighth Grade Class/JH SC Asst	.004	.008
Yearbook	2.5	3.5	4.5	Freshman Class/SH SC Asst	.004	.008
Website Coordinator	2.5	3.5	4.5	Sophomore Class/SH SC Asst	.004	.008
				National Honor Society	.004	.008
				Quiz Bowl	.004	.008

<u>Category VII</u>	<u>1st</u>	<u>3rd</u>	<u>Category IX</u>
Senior Class Sponsor	.008	.015	TeamMates
JH Student Council	.008	.015	
SH Student Council	.008	.015	
Art Club	.008	.015	
High Ability	.008	.015	
Science Fair	.008	.015	
Spanish Club	.008	.015	

<u>Category IX</u>	<u>1st</u>
TeamMates	3

Appendix C
FORMAL GRIEVANCE PRESENTATION
(Level II - Step One)

(To be completed by Grievant)

Date of Hearing _____
(Within 3 Working Days)

Grievant _____

Home Address of Grievant _____

School _____

Subject Area or Grade _____

Name of Association School Representative _____

Statement of Grievance _____

Action Requested _____

Signature of Grievant

Appendix E
DECISION BY SUPERINTENDENT
(Level II - Step Two)

(Hearing to be held within five (5) days after receipt of appeal;
Superintendent of Schools decision to be made within four (4) days after hearing with grievant.)

Grievant Person(s) _____

Date of Formal Grievance Presentation _____

Date Appeal Received by Superintendent _____

Date Hearing Held by Superintendent _____

Decision of Superintendent and reasons therefor _____

Signature of Superintendent

Date of Decision

Grievant Person's Response: (To be completed by Grievant within five (5) days of decision)

_____ I accept the above decision of the Principal (or other administrator).

_____ I hereby refer the above decision to the Superintendent of Schools.

Signature of Grievant

Date of Response

Appendix F
REVIEW BY BOARD OF EDUCATION
(Level II - Step Three)

Grievant person(s) _____

Date of Formal Grievance Presentation _____
(To be completed within five (5) days of receipt of appeal from grievant.)

_____ The attached Grievance is hereby appealed to the Board of Education for a review and hearing.

Date of Referral to Board _____

Board Response: (To be completed by Board of Education Chairman within five (5) days after Board Hearing with grievant representation; Board Hearing to be held within thirty (30) days after receipt of appeal.)

Date Appeal Received by Board of Education _____

Date Hearing held by Board of Education _____
(Hearing must be scheduled within ten (10) days of date of appeal is received.)

Decision of Board of Education and Reasons Therefor _____

Signature of Board Chairman

Date of Decision

Grievant Person's Response: (To be completed by Grievant within five (5) days of decision)

_____ I accept the above decision of the Board of Education.

Signature of Grievant

Date of Response