

**MASTER COLLECTIVE BARGAINING  
AGREEMENT**

**for**

**TEACHERS**

**between**

**USD 237 BOARD OF EDUCATION**

**and**

**THE TEACHER'S COUNCIL NO. 237**

**2025-2026**

**Unified School District 237**

**Smith Center, Kansas**

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## **ARTICLE ONE: GENERAL PROVISIONS**

### **SECTION A: PROCEDURES**

- A. Planning for Negotiation Session  
The date, time, and place for the next meeting shall be agreed prior to the conclusion of each negotiation session. Meetings should be limited to two or three hours, unless mutually agreed otherwise. Official news releases of negotiation sessions should be approved by both teams before being released. Minutes will be prepared following each negotiation session by a designated individual of each team and submitted to both teams for review and input before release to other parties.
- B. Agenda  
The agenda for the ensuing session shall be determined immediately prior to the adjournment of each session.
- C. Teams  
The Board shall have two representatives on the Negotiating Team, and the KNEA Association shall have up to three representatives on the Association Team.
- D. Caucus  
  
Either team will be permitted to caucus at their request.
- E. Ratification of Agreements  
The negotiations package for ratification shall consist of all proposals upon which tentative agreements have been reached by the two negotiating teams. Final ratification of all proposals described as the negotiating package, shall be voted upon first by the negotiation unit within a reasonable time following the closing of negotiations. Following ratification by the bargaining unit, the board shall vote on the question of ratification.  
  
Pursuant to ratification by both teams, the negotiations package shall be signed by the president of the board and the president of the association; and each signature shall be dated.  
  
If ratification of the negotiations package fails, all items submitted to the teams for ratification may be reopened and become the subject for further discussion.
- F. Reproduction of Agreement  
The board agrees to post this agreement and the items ratified by both teams on the district website. Hard copies of this agreement can be made at any time on district printers and copiers.
- G. Effective Date of Agreements  
All issues agreed upon and ratified by both the Board of Education and the Teacher's Council USD 237 shall become effective July 1, 2025 and terminate on June 30, 2026. Changes in the Master Contract will be negotiated for 2026-2027. Written notice of such items for negotiation will be filed by March 31, 2026, according to K.S.A. 72-5423.

## SECTION B: DEFINITIONS

### A. Board

The Board of Education of Unified School District No. 237 Smith Center, Kansas.

### B. Days

Teaching day – student contact days which meet the definition for the required 186 day, 1116 hours of instructional time.

Inservice day – training programs for the purpose of improving staff skills, developing competency in new or highly specialized fields, improving instructional techniques, or curriculum planning and study.

Inservice days count as ½ day of the required 186 days, or 1116 hours of instructional time.

Work day – contract time used for classroom preparation and lesson planning.

Duty Day – The duty day shall be defined as 7:45 AM to 3:45 PM, not to exceed an 8-hour day, Monday through Thursday. The duty day will end at 3:30 PM on Friday. Each teacher will receive a 25-minute duty free lunch for each day of the teaching contract.

### C. Recognized Negotiations Agent/Association

The Teacher's Council USD No. 237 shall be recognized in accordance with the Professional Negotiation Act 72-5413 -- 73-5425.

### D. Negotiation Unit

All classroom teachers, and certified employees of the school board except administrative employees.

# ARTICLE TWO: SALARY AND WAGES

## Section A: Salary Schedule

2025-2026

	BA	BA+8	BA+16	BA+24	BA+32	BA +40	MA	MA+10	MA+20	MA+30	MA+36
1	42000	42500	43000	43500	44000	44500	45000	45500	46000	46500	47000
2	42432	42932	43432	43932	44432	44932	45432	45932	46432	46932	47432
3	42864	43364	43864	44364	44864	45364	45864	46364	46864	47364	47864
4	43296	43796	44296	44796	45296	45796	46296	46796	47296	47796	48296
5	43728	44228	44728	45228	45728	46228	46728	47228	47728	48228	48728
6	44160	44660	45160	45660	46160	46660	47160	47660	48160	48660	49160
7	44592	45092	45592	46092	46592	47092	47592	48092	48592	49092	49592
8	45024	45524	46024	46524	47024	47524	48024	48524	49024	49524	50024
9	45456	45956	46456	46956	47456	47956	48456	48956	49456	49956	50456
10	45888	46388	46888	47388	47888	48388	48888	49388	49888	50388	50888
11		46820	47320	47820	48320	48820	49320	49820	50320	50820	51320
12		47252	47752	48252	48752	49252	49752	50252	50752	51252	51752
13		47684	48184	48684	49184	49684	50184	50684	51184	51684	52184
14		48116	48616	49116	49616	50116	50616	51116	51616	52116	52616
15		48548	49048	49548	50048	50548	51048	51548	52048	52548	53048
16		48980	49480	49980	50480	50980	51480	51980	52480	52980	53480
17			49912	50412	50912	51412	51912	52412	52912	53412	53912
18			50344	50844	51344	51844	52344	52844	53344	53844	54344
19			50776	51276	51776	52276	52776	53276	53776	54276	54776
20			51208	51708	52208	52708	53208	53708	54208	54708	55208
21			51640	52140	52640	53140	53640	54140	54640	55140	55640
22			52072	52572	53072	53572	54072	54572	55072	55572	56072
23				53004	53504	54004	54504	55004	55504	56004	56504
24				53436	53936	54436	54936	55436	55936	56436	56936
25					54368	54868	55368	55868	56368	56868	57368
26					54800	55300	55800	56300	56800	57300	57800
27						55732	56232	56732	57232	57732	58232
28						56164	56664	57164	57664	58164	58664
29						56596	57096	57596	58096	58596	59096
30						57028	57528	58028	58528	59028	59528
31						57460	57960	58460	58960	59460	59960
32						57892	58392	58892	59392	59892	60392
33						58324	58824	59324	59824	60324	60824
34						58756	59256	59756	60256	60756	61256
35						59188	59688	60188	60688	61188	61688
36						59620	60120	60620	61120	61620	62120
37						60052	60552	61052	61552	62052	62552
38						60484	60984	61484	61984	62484	62984
39						60916	61416	61916	62416	62916	63416
40						61348	61848	62348	62848	63348	63848

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Teachers should refer to GBAA of the board policy for the regulation regarding the reporting of intent to accumulate college hours and qualifications of these hours for payment. Professional Development points will not qualify for salary schedule movement.

Credits for horizontal movement on the salary schedule shall include both approved college hours and state-approved in-service hours earned while employed by Unified School District 237, Smith Center. To qualify for horizontal salary schedule movement, the teacher must have an approved Individual Development Plan on file and meet the recertification guidelines as set forth by the Kansas State Department of Education.

Points earned under the Board approved District In-Service Plan shall be counted towards advancement on the salary schedule where hour advancement is possible. Degree advancement on the schedule shall be with degrees earned from an accredited college or university.

For any advancement on the salary schedule, no more than half of the hours required for movement may come from PDC points. Twenty approved and completed points are the equivalent of one college credit hour. Only those PDC points earned from scheduled in-service days or approved workshops or conferences may count towards movement. A master's degree is required prior to moving to column 7 on the salary schedule.

A copy of accumulated points must be submitted to the board office prior to June 1 of the year in which movement on the schedule is desired.

## SECTION B: SUPPLEMENTAL SALARY SCHEDULE

Salaries for supplemental duties will be paid on a scheduled percentage of basis of that teacher's base salary. Increases from year to year will be calculated on the teacher's current base wage.

### 24%

Athletic Director

### 12%

Head High School Football

Head High School Basketball

Head High School Volleyball

### 10%

Assistant High School Football

Assistant High School Basketball

Golf

Cross Country

Instrumental Music

Head High School Cheer Sponsor

### 8%

Junior High Head Football

Junior High Head Wrestling

Junior High Head Cheer Sponsor

Assistant High School Golf

FCCLA

### 7%

Jr.-Sr. High School Teachers who teach 7 class periods and have only 1 planning period

School Improvement Specialist

### 6%

Assistant Jr. Hi School Sports

Jr. Class Sponsor

Yearbook Sponsor

Music 4%

Assistant Drama Sponsor

Jr/Sr HS Head Teacher

### 2%

National Honor Society

Senior Sponsor

### 15%

Concessions Director

Head Jr.-Sr. High Track Program

Head High School Wrestling

High School Computer Coordinator

Assistant High School Track Program

Assistant High School Wrestling

Assistant High School Volleyball

Assistant Concessions Director

Jr. Sr. High School Vocal Music

Junior High Head Basketball

Junior High Head Volleyball

Scarlett's

FFA

### 5%

Art Director

Drama Sponsor

Forensics Sponsor

Elementary School

### 3%

Student Council

Jr. High Quiz Bowl Sponsor

Academic Bowl Sponsor

Builder's Club

### Summer Supplemental Days (determined by Administration annually)

Elementary Library

High School Library

School Counselor

Vocational Agriculture

Family & Consumer Science

Any position shared by two or more employees shall be reimbursed by sharing that percentage due for that particular assignment based on the largest base of those involved.

The teacher's base shall be defined as the certified teacher's contract salary. If the position involves a noncertified individual, the lowest salary on the salary schedule shall be used as the guideline for "teacher base" with consideration given to increase for years of experience.

### SECTION C: EXTRA DUTY PAY

For all duties other than regular classroom duties or those covered by Supplemental Salaries, teachers shall be reimbursed at a rate of \$12.50 per hour for weekday evening activities. Time will be paid to the quarter hour with a minimum of one (1) hour work time. Saturday and weekend activities will be reimbursed at a rate of \$18.75 per hour (minimum of 1 hour). KESA Committee members will be paid for work performed outside of the normal duty day at the current rate of \$12.50/hr. for weekdays; and \$18.75 /hr. for weekends.

### SECTION D: DUTY FREE LUNCH CONSIDERATION

Teachers desiring lunch duty will be issued a supplemental contract for the lunch duty.

### SECTION E: PARAPROFESSIONAL CLAUSE

When the principal and classroom teacher agree a paraprofessional is necessary, the proposal can be submitted to the Board through the Superintendent. If the principal and classroom teacher fail to reach agreement on this need, the teacher can present this to the Superintendent for consideration. Paraprofessionals will be assigned based on the needs of students.

### SECTION F: COMPENSATION TO SUBSTITUTE FOR ANOTHER DURING TEACHER'S PLANNING PERIOD

Teachers shall be compensated at a rate of \$15.00/per hour to substitute for another teacher during a teacher's planning period.

### SECTION G: COMPENSATION FOR DRIVER'S EDUCATION

The teacher of driver education shall be compensated at a rate of \$250.00/per student for classroom and driving instruction, single tier program for the summer driver education session.

### SECTION H: COMPENSATION FOR SUMMER SCHOOL

When the need arises, summer school teachers will be hired at a rate of \$20.00 per hour. Hours and amounts of work will be stipulated on the supplemental contract.

### SECTION I: COMPENSATION FOR AFTER SCHOOL ACADEMIC PROGRAM

Certified teachers shall be compensated at a rate of \$20.00/per hour (3:30 PM – 5:00 PM) to teach for the after school academic program.

### SECTION J: COMPENSATION FOR TECHNOLOGY SUPPORT

Certified teachers shall be compensated at a rate of \$25.00 per hour to provide technology support outside of the contracted duty day.

### SECTION K: KPERS RETIREE EMPLOYMENT

Terms and conditions for employment including salary and benefits for certified staff that have retired from USD 237 under KPERS will be determined by mutual agreement between the individual teacher and the Board of Education. Employment of retired teachers is subject to board approval.

### SECTION L: LIQUIDATED DAMAGES FOR LATE RESIGNATION

Certified teachers who resign from USD 237 will be subject to liquidated damages for late resignations according to the following schedule:

15 days after the third Friday in May to June 3	3%
June 4 to June 30 <sup>th</sup>	4%
July 1 <sup>st</sup> to July 15 <sup>th</sup>	5%
July 16 <sup>th</sup> to July 31 <sup>st</sup>	6%
After July 31 <sup>st</sup>	7%



The liquidated damages are a percentage of the resigning teacher's BASE salary. Liquidated damages may be withheld from the resigning teacher's paycheck.

Any exception to this policy for extenuating circumstances must be approved by the board of education upon request from the teacher requesting the exception to the policy.

### **ARTICLE THREE: HOURS AND AMOUNT OF WORK**

#### **SECTION A: PROFESSIONAL DUTY YEAR**

The standard primary contracts shall be issued for 186 work days.

#### **SECTION B: COMPENSATION FOR DAYS WORKED BEYOND CONTRACTED DAYS**

Certified staff will be compensated substitute teacher pay for any days worked beyond the contracted days. Duties may include Inservice, Curriculum Development, QPA, and Staff Development.

#### **SECTION C: EIGHT PERIOD SCHEDULE JR.-SR. HIGH SCHOOL**

The JR.-SR. High School will be on an eight (8) period schedule with two class periods for plan time.

#### **SECTION D: ELEMENTARY PLAN TIME**

Elementary teachers (K-6) shall have not less than 300 minutes of preparation period each week built into the regular weekly schedule. Short weeks or revised weekly schedules, as a result of special situations, may cause adjustment in the preparation schedule of teachers resulting in the prorating of minutes available to fit the schedule. (Pre-K) teacher plan time includes one Friday per month as well as Friday mornings when AM preschool is not in session.

Teachers will also have 2 Professional Plan Days per nine weeks for the first through third nine weeks of the school term.

### **ARTICLE FOUR: LEAVES**

#### **SECTION A: LEAVE OF ABSENCE**

- A. Instructors may be granted leaves of absence. Such extended leaves of absence shall normally be for not more than one (1) year. A leave of absence may be lengthened to include a second year under the same provisions which applied to the first year of leave of absence. No extended leave of absence, that has been granted by the Board of Education, shall be considered a termination of employment. After a teacher has been granted a leave of absence, the teacher must notify the district at least six (6) months prior to their intent to return to the district. Such leave will be, when granted, permitted at the end of a contract year, and such teacher may return only at the beginning of a contract year.
- B. All teachers applying for a leave of absence must do so by the March Board meeting of each year. All applications must be presented by the individual teacher and determination of the application is totally at the discretion of the Board of Education. All sections of this particular agreement are agreed to be non-grievable. A written response shall be returned to each applicant by the Board of Education at the earliest possible date but no later than the regularly scheduled June Board meeting.
- C. An Instructor shall:
  - 1. Receive no salary or fringe benefits when on extended leave.
  - 2. Receive full credit for teaching experience while on extended leave for:
    - a. Study when enrolled for a period of leave in at least the equivalent of a minimal full load of course requirements in an academic institution.
    - b. Military Service, if member of Reserve of National Guard components that are activated.

- c. Professional activities (for example, as an employee or officer of local, state or national professional association, or as a volunteer in Vista or the Peace Corps.)
- 3. Retain accumulated family and medical leave days but will not receive credit for any additional family and medical leave days during the term of extended leave.
- 4. Retain membership, during the extended leave, in the group Health and Hospital Insurance, (however, arrangements for payment of premiums must be made in advance with the business office) for the period of time allowable by the Insurance Company.
- 5. Be re-assigned in a regular position which is at least comparable in assignment to the one which he/she held when the extended leave commenced, exclusive of supplemental assignments.

## SECTION B: FAMILY AND MEDICAL LEAVE

- A. Family and medical leave in the amount of 10 days shall be credited to each teacher at the beginning of each contract year and shall be accumulative up to 70 days. In the case of sick leave, a doctor's statement may be required and must be provided by the teacher upon request of the Superintendent or Board of Education after three (3) consecutive days of sick leave.
- B. Family and medical leave will be granted for personal illness of any member of the immediate family. The immediate family is defined as wife, husband, child, mother, father, brother, sister, grandparents or other persons living in the same household. If circumstances of prime importance can be proven, the Principal may grant permission of absence.
- C. All teachers may request up to a maximum of ten (10) days per year for bereavement leave. Additional days may be granted at the discretion of the building principal. Bereavement leave must be approved by the building principal. Bereavement leave days will be deducted from the sick leave benefit days accumulated by the teacher.
- D. Teachers may be allowed four (4) days personal leave per year. This is not accumulative and will not be charged against family and medical leave accumulation. A seven (7) day notice must be given except in cases of emergency. Personal leave will not be granted the first two weeks of the school term or the last two weeks of the school term nor the day preceding or the day following a scheduled school vacation, unless the employee has made written request and received confirmation from the Board of Education. With the approval of the Board of Education, additional personal leave days may be taken by paying the substitute wages for the day rather than 1/186<sup>th</sup> of their salary. Payment of \$200.00 per day for unused personal/business leave (maximum of \$800 for the 4 days allowed) will be paid to the teacher at the end of the school term. Teachers may forfeit the current rate of pay per day for the unused personal leave and roll those days into their accumulated family and medical leave.
- E. Teachers will be allowed two (2) days of professional leave per school year. Additional days may be granted at the discretion of the building principal. These days will not accumulate and will not be charged against family and medical leave. Professional leave must be approved by the building principal. If professional leave is denied, a reason must be given.
- F. Upon retirement, as defined by KPERS, from USD 237, the teacher will be compensated at the following rates for each unused sick leave day up to 70 days based upon the date their resignation letter is submitted to the district's clerk of the board of education.

Before February 1 <sup>st</sup>	\$125.00 per day
February 1 <sup>st</sup> to February 29 <sup>th</sup>	\$115.00 per day
March 1 <sup>st</sup> to March 31 <sup>st</sup>	\$105.00 per day
April 1 <sup>st</sup> to April 30 <sup>th</sup>	\$95.00 per day
May 1 <sup>st</sup> to May 15 <sup>th</sup>	\$85.00 per day
After May 15 <sup>th</sup>	No payment

## SECTION C: FAMILY AND MEDICAL LEAVE POOL POLICY

- A. The purpose of the family and medical leave pool is to provide some days of additional sick leave to certified personnel in cases where an illness or severe injury would impose a devastating hardship on the individual and their family. This leave will be used only after the individual's personal family and medical leave has been exhausted.
- B. The occasion and extent of this leave will be controlled by a committee consisting of: The Superintendent or his appointed representative, the Principal of the building to which the teacher is assigned, and two teachers appointed by the president of the teacher's organization.
- C. Guidelines as to whom this leave will apply shall be the same as those established in board policy for normal family and medical leave.
- D. The amount of leave in the pool will not exceed 90 days at any one time. The pool will be filled by permitting each individual to contribute one day of their normal family and medical leave per year to the pool until the pool is filled.
- E. Teachers who accumulated 70+ days, will have the option to contribute those extra days to the pool before rotation is used. If the pool of 90 days is not filled, names will be listed in a permanent order, and the contribution of days to fill the pool, and to replenish it to the maximum of 90 days at the beginning of a year, will be conducted on a rotation basis with no one contributing more than one day per year.
- F. New teachers entering the system will have their names placed on the rotation in such a position as to facilitate their contribution to the pool during their first year, if days are needed in the pool.

## CONDITIONS FOR FAMILY AND MEDICAL LEAVE POOL

- 1. The pool consist of 90 days at the beginning of each year, after the pool reaches that maximum.
- 2. Any one individual may not use more than 40 days from the pool in any one year.
- 3. The pool is to be used by an individual only after their own accumulated family and medical leave is exhausted.
- 4. Teachers who accumulated 70+ days, will have the option to contribute those extra days to the pool before rotation is used. If the pool of 90 days is not filled, each person will contribute one day of their family and medical leave each year to the pool until the pool is filled to a maximum of 90 days. The pool will be refilled by individuals contributing one day per year on a rotation basis as needed.
- 5. Use of this pool will be determined by a unanimous decision of a committee consisting of the Superintendent or his appointed representative, the principal of the building of a person involved, and two members of the Teachers Council appointed by the Council's president. The applicant must be notified of the committee's decision no later than five (5) school days after the application is submitted.
- 6. Any member on the committee who applies for use of the family and medical leave pool shall disqualify himself/herself from the committee.
- 7. Use of this pool shall be limited to emergency situations, such as prolonged illness or serious injury.
- 8. Guidelines as to whom this leave will apply shall be the same as those guidelines established for normal sick leave.

## SECTION D: JURY DUTY

An employee called to jury duty will be paid regular school wages if the employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district.

## SECTION E: MILITARY LEAVE

A military leave of absence shall be granted to any teacher who is inducted for military duty in any branch of the armed forces of the United States. Upon return from military leave, the teacher shall be given consideration for employment in any comparable position which is available at the time of the teacher's return.

# **ARTICLE FIVE: INSURANCE AND FRINGE BENEFITS**

## SECTION A: SALARY REDUCTION

Participants shall be entitled to select (by completing the Employee's Selection Form) any one or a combination of benefits as provided.

### A. Selection of Benefits

1. Group Health Insurance
2. Disability Income Insurance
3. Cancer Insurance
4. Dental Insurance
5. Group Life Insurance
6. Dependent Care Assistant Plan
7. Medical Expense Reimbursement Plan

### B. Time Period for Selection of Benefits

1. Teachers may elect to participate and select benefits once each plan year. The plan shall begin October 1 and end September 30. Benefits selected cannot be changed except as provided in Section C, until the beginning of the next plan year.
2. For most teachers this will be August but may vary for teachers resigning or being discharged during the school year, or for teachers whose contracts commence prior to regular classroom teachers.

### C. Tuition Reimbursement & Praxis Test

1. The district will allocate \$5,000 per year for tuition reimbursement. Criteria and allocation of funds will be developed and adopted by a Tuition Reimbursement committee comprised of Certified teachers from the elementary and secondary buildings. Praxis testing reimbursement with priority given to tuition reimbursement.

### D. Period of Coverage

1. The period of coverage during which a benefit is provided is the Plan year. A participant may elect to terminate the payroll reduction agreement or change the benefits elected ONLY if family status has changed. A participant has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse.

#### E. Payroll Deductions

1. It is agreed between the Board and the Association that, when duly authorized by an employee on an appropriate form or forms, the Superintendent shall provide for payroll deductions to be made and paid in accordance with such form for any and all of the following purposes:
2. Teaching Profession Dues
3. Tax Sheltered Annuities
4. Administration fees for Dependent Care and Medical Reimbursement Plan (not to exceed \$4.00 per teacher per month)
5. Others – required by law
6. The president of the Teacher's Association shall annually certify in writing to the Clerk of the Board by September 1<sup>st</sup>, all Teacher Organization monthly dues to be deducted from each employee's monthly payroll in twelve (12) equal payments.
7. Total dues deductions shall be forwarded to the Secretary-Treasurer of the Teacher's Association each month. These deductions shall coincide with the deductions submitted by the President of the Teacher's Association to the Clerk of the Board each month. The vendor for such transactions shall be Teacher's Council USD NO. 237.

#### LIMITATIONS ON DEDUCTIONS

1. Except as provided by law no deduction shall be made from any employee's payroll without his written authorization. Once written authorization is given, the employee shall continue on payroll deduction for all listed deductions until the employee advises, in writing, the Superintendent of his withdrawal.
2. Any and all balances due upon the employee's resignation or termination shall be deducted from the employee's final paycheck.

#### SECTION B: FIXED FRINGE BENEFIT

The Board will provide **\$989.96** per month for each person who is enrolled in the health insurance plan. The benefit will be prorated as to the percent of employment as a fixed fringe benefit toward the district health insurance program. This benefit will be a "take it or lose it" benefit and is not available as cash.

## **ARTICLE SIX: GRIEVANCE PROCEDURES**

### **SECTION A: GRIEVANCE PROCEDURE**

#### **A. Purpose:**

The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances of individual employees of Unified School District No. 237, Smith County, Kansas, at the lowest level.

#### **B. Definitions:**

1. Grievance shall mean any alleged violation of the terms and conditions of the employee's contract of employment.
2. "Grievant" means a certified employee of the Unified School District #237, Smith County, Kansas, having a grievance.
3. Words denoting gender shall include both masculine and feminine, and words denoting number shall include both singular and plural.

#### **C. Procedures: In general:**

The adjustment of grievances shall be accomplished as rapidly as is possible. To that end, the number of days within which each step is prescribed to be accomplished shall be considered as maximum and every effort shall be made to expedite the process. Under unusual circumstances, the time limits prescribed in this statement may be extended or reduced by mutual consent of the grievant and the person or persons by whom his grievance is being considered.

Initial private conference: A grievant shall first take up his grievance with his Principal or immediate administrative superior in private informal conference(s). Every effort shall be made to adjust the grievance in an informal manner.

#### **Level 1.**

If the employee is dissatisfied with the outcome of the initial private conference(s), he may request a formal conference with his Principal or immediate supervisor. Every effort should be made to develop an understanding of the facts and the issues in order to create a climate which will lead to a solution. The formal conference shall occur within ten (10) school days of the last informal conference.

#### **Level 2.**

In the event that the aggrieved person is not satisfied with the disposition of his grievance at Level 1, or in the event that no decision is reached within five (5) school days after the presentation of the grievance, he may appeal the matter in writing to the Superintendent of Schools with notice to the Board of Education.

If the grievant appeals the grievance to the Superintendent, the Superintendent or his designated representative, shall confer with the grievant in an effort to arrive at a satisfactory solution within five (5) school days after the appeal has been received by the Superintendent.

If the grievant does not appeal the grievance to the Superintendent within twenty (20) school days after the formal conference at Level 1, the appeal of the grievance shall automatically be waived.

#### **Level 3.**

If the grievance is not adjusted to the satisfaction of the grievant, or if no decision is made thereon within ten (10) school days after the date the grievance was filed with the Superintendent or his designated representative under Level 2, then the grievant may appeal the grievance to the Board of Education for the purpose of final adjustment of the grievance by submitting a written request to the Clerk of the Board of Education within ten (10) school days after the Superintendent, or his designated representative, has rendered a decision, or after the expiration of said ten (10) school days.

The Board of Education shall, within thirty-one (31) calendar days after receipt of the written request, meet and confer with the grievant and render a decision to be submitted in writing, to the grievant.

D. Supplemental Conditions:

1. All individuals involved, and all others who might possibly contribute to the acceptable adjustment of a grievance, are authorized and urged to testify with full assurance that no reprisal will follow by reason of such participation.
2. Upon the final determination of the grievance, the documents, communications and records, required by law to be kept and maintained, shall be destroyed.
3. At each step of the procedure for adjusting grievances after the initial private conference(s) with his Principal or immediate administrative superior, the grievant shall be entitled to be accompanied by representative of the USD No. 237 Teacher's Council or some other person who might contribute to the acceptable adjustment of the grievance, and/or to be represented by legal counsel.
4. All Grievance hearings shall be confidential.
5. All discussions and hearings shall be conducted at times other than when school is in session.
6. It is the responsibility of the grievant to utilize the procedure for adjusting grievances as soon as he is aware of a grievance.
7. Excluded from the grievance procedure shall be matters for which law mandates another method of review.
8. Only the employee affected may file a grievance or an appeal from level one (1) and two (2).
9. The filing of a grievance at all levels shall be in writing, and shall be reasonably specific as to the nature of the complaint. The grievance should, to the extent possible, describe the alleged event or act giving rise to the grievance including the time, date, place of the event or act, and the names and addresses of any witnesses thereto.

## **ARTICLE SEVEN: REDUCTION OF TEACHING STAFF**

### **SECTION A: REDUCTION OF TEACHING STAFF**

Policy: In the event that the Board decides that the number of members of teaching staff must be Reduced, guidelines in the rules will be followed.

Rule: The following steps will be utilized by the Board of Education to reduce teaching staff:

To determine the number of teaching positions to be reduced, the administrative staff will ascertain the educational program for the district to meet the educational goals established by the board. The number of teachers needed to implement the district educational program will then be determined by the Board.

All teachers will be evaluated in relation to the educational goals for the district. Individual educational qualifications and specific skill areas or disciplines shall be ascertained and applied to the teacher needs of the district. Teacher evaluation forms will also, be used to provide a profile of various strengths or weaknesses a teacher may have.

Tenure will be considered in those situations where all other areas of the criteria are the same

Recall

Procedure: In the event that a teacher must be discharged from his or her present teaching position because of reduction in staff, they may re-apply for any other teaching position, for which they are qualified, in any of the schools of the district. All teachers who choose to reapply will be given prime consideration for the position in questions, keeping in mind the needs of the district and educational program as primary objective.

## **ARTICLE EIGHT: DISCIPLINE PROCEDURES**

### **PROGRESSIVE DISCIPLINARY ACTION**

The following progression of disciplinary actions are appropriate for progressive and constructive discipline. However, these disciplinary actions are not, nor are they synonymous with, a substitute for specific meaningful administrative assistance, aid and help of a formative evaluation process toward the indicated remediation and change.

Progression is not intended to mean each action below must precede an appropriate action. The degree of disciplinary action will be congruent with the seriousness of the professional employee's behavior which is the cause of discipline.

#### **SECTION A: PROGRESSION**

- Clear and specific identification of the problem;
- Documented notification;
- Documented dialogue about the concern or problem;
- Documented verbal reminders;
- Documented written warning;
- The demand for a written apology, if indicated;
- One day suspension without pay;
- A period of probation of at least sixty (60) days but not to exceed one semester of a school term;
- Voluntary or involuntary disciplinary transfer, reassignment or demotion;
- Written notice of board action to non-renew a contract of employment upon the conclusion of the current contract term;
- Immediate suspension with full pay;
- Written notice of board action to immediately terminate a professional employee's contract of employment.

#### **SECTION B: STUDENT, PARENT, PATRON AND/OR PEER COMPLAINTS**

The administration and the board have the obligation to investigate all complaints, concerns or allegations about a professional employee deemed serious enough to warrant review or discipline.

Any complaints or concerns regarding a teacher made to an administrator, which, in the opinion of the administration, might result in an evaluative or disciplinary action, shall be promptly called to the professional employee's attention. Such complaints or concerns must be put in a specific written form, including the date and time the alleged complaint occurred, a description and chronology of the details, any substantive evidence supportive of the complaint, and furnished to the professional employee. Before the complaint is put into the employee's personnel file, the employee will have the opportunity to respond to the complaint in written form, meet with the complaining patron, and/or arrange for representation.

No anonymous complaints will be forwarded to a professional employee or placed in their personnel file.

Professional employees can review their personnel files at any time whether a complaint has been filed or not.



## **ARTICLE NINE: PROFESSIONAL EVALUATION**

### **SECTION A: EVALUATION POLICY FOR CERTIFIED PERSONNEL**

- A. Philosophy
  - 1. All evaluations should promote improved performance and should be used to attain that goal.
  - 2. The evaluations are to be a cooperative process involving the parties most vitally concerned and others who may be in a position to contribute responsibly.
  - 3. All evaluations should focus upon aspects of current performance in which strengths may be utilized and weaknesses may be changed to strengths.
  - 4. Every evaluation should involve performance criteria, goals or objectives which are clearly stated and understood.
  - 5. All evaluations will include assessments and plans for improvements which are cooperatively developed.
  
- B. Procedures
  - 1. All evaluation procedures shall meet the minimum requirements of K.S.A. 74-2407 through 74-2412.
  - 2. The evaluation timeline will be discussed by the building administrator at the August Inservice meetings.
  - 3. The evaluation will be either formal or off year. The formal evaluation will take place in the years designated in parts 5, 6, and 7 below. The off-year evaluation will take place with the experienced professional educator during the 1<sup>st</sup> and 2<sup>nd</sup> year of the three-year formal evaluation process. The building administrator may determine the need for a plan of improvement which will require a formal evaluation.
  - 4. All evaluations will be in writing and will be retained in the USD 237 office personnel file for each employee for a period of not less than three (3) years.
  - 5. Every certified employee in the first two (2) consecutive years of employment shall be evaluated at least one (1) time each semester prior to the 60<sup>th</sup> day of each semester.
  - 6. Every certified employee during the third and fourth years of employment will be evaluated at least once per year. This evaluation will be completed by February 15 of that year.
  - 7. After the fourth year of employment, every employee will be evaluated at least one (1) time every three (3) years. This evaluation will be completed by February 15 of the third year.
  - 8. Whenever any evaluation is made of an employee, the evaluation document should be presented to the employee and the employee shall acknowledge such presentation by his or her signature thereon. A copy of the evaluation document will be presented to the employee after the signing process. At any time not later than two (2) weeks after such presentation the employee may respond thereto in writing.

## SIGNATURE PAGE

These collective bargaining agreements were ratified by the Teacher's Council USD No. 237 bargaining unit and such ratification recorded in the minutes of the Board of Education on the 11th day of August, 2025.

  
\_\_\_\_\_  
President, Teacher's Council No. 237

8/20/25  
Date

And these same collective bargaining agreements were ratified by the USD 237 Board on the 11th day of August, 2025.

  
\_\_\_\_\_  
President, USD #237 Board of Education

8/11/25  
Date