



Special Meeting of the Board of Education
Board Room, Administration Building, 900 W Choctaw Ave, Chickasha, Oklahoma 73018
Thursday, September 1, 2022 at 12:00 PM

If participation at any Board of Education meeting is not possible due to a disability, notification to the Board Clerk at least 24 hours prior to scheduled meeting is encouraged to make the necessary accommodations. The Board of Education may discuss, make motions, vote to approve, vote to disapprove, vote to revise or amend, vote to table, or decide not to discuss any item on the agenda. Except for items one through three, any agenda item may be considered and acted on in any order.

Wearing a mask is optional for all patrons.

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Discuss, consider, and act or disapprove a Resolution authorizing the sale of the District's General Obligation Combined Purpose Bonds, Series 2022, and setting forth the following items:
 - A. Fixing the time and place the bonds are to be sold;
 - B. Fixing the amount of bonds to mature each year;
 - C. Authorizing the Clerk to give notice of said sale as required by law.
- 5.

Zack Robinson & Rick Croslin

6. Discussion and possible action regarding Contract with Grady County Sheriff's Office for School Resource Officers

Dan Turner & Rick Croslin

7. Discussion and possible action regarding Chickasha United Teaching Association (CUTA) Agreement

Jennifer Stegman

8. Discussion and possible action regarding Chickasha Association of Support Employees (CASE) Negotiated agreement

Jennifer Stegman

9. Discussion and possible action regarding MOU between Chickasha Association of Support Employees, Chickasha United Teaching Association, Chickasha Organization of Professional Administrators and Chickasha Public Schools Board of Education

Pam Ladyman

10. Discussion and possible action regarding MOU between Chickasha United Teaching Association and Chickasha Public Schools Board of Education

Pam Ladyman

11. Discussion and possible action regarding MOU between Chickasha Association of Support Employees and Chickasha Public Schools Board of Education

Pam Ladyman

12. Discussion and possible action regarding MOU between Chickasha United Teaching Association and Chickasha Public Schools Board of Education

Pam Ladyman

13. Discussion and possible action regarding MOU between Chickasha United Teaching Association and Chickasha Public Schools Board of Education

Pam Ladyman

14. Motion to Adjourn

This agenda was posted at 12:00 p.m. on the 30th day of August 2022, on the east and west doors of the Administration Building, Chickasha Public Schools, 900 W. Choctaw, Chickasha, Ok. and emailed to the concerned public. Notice of the meeting was given to the Grady County Clerk at 11:54 a.m. on the 15th day of August 2022.

Rochelle Bowens

Board Clerk

MINUTES AND RESOLUTION AUTHORIZING SALE OF BONDS

Pursuant to notice given under the Open Meeting Act, the Board of Education of Independent School District Number 1 of Grady County, State of Oklahoma, met in special session in the Board Room of the Administration Building, 900 West Choctaw Avenue, Chickasha, Oklahoma, in said school district on the 1st day of September, 2022, at 12:00 p.m.

PRESENT:

ABSENT:

Notice of this special meeting was given in writing to the County Clerk of Grady County, Oklahoma at _____.m. on the ____ day of August, 2022, forty-eight (48) hours or more prior to this meeting, and public notice of this meeting, setting forth the date, time, place and agenda was posted on the east and west doors of the Administration Building in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at _____.m. on the ____ day of August, 2022, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays and legal holidays, all in compliance with the Oklahoma Open Meeting Act (as attached hereto).

Notice of said meeting and agenda have also been posted on the School District's website in accordance with Title 74, Oklahoma Statutes, Section 3106.2.

(OTHER PROCEEDINGS)

Thereupon _____ introduced a Resolution by reading the Title, and upon motion by _____ seconded by _____, said Resolution was adopted by the following vote:

Aye:

Nay:

Said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District, and is as follows:

RESOLUTION

A RESOLUTION FIXING THE AMOUNT OF BONDS TO MATURE EACH YEAR, FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD, AND AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW.

WHEREAS, the issuance of \$34,785,000 of bonds to provide funds for the purpose of improving or acquiring school sites, constructing, repairing, remodeling and equipping school buildings, and acquiring school furniture, fixtures and equipment; or in the alternative to acquire all or a distinct portion of such property pursuant to a lease purchase arrangement (Proposition #1), by Independent School District Number 1, of Grady County, Oklahoma, has been duly authorized at an election held for that purpose and certified by the County Election Board of Grady County, Oklahoma on the [26th] day of August, 2022, and

WHEREAS, the issuance of \$1,000,000 of bonds to provide funds for the purpose of acquiring transportation equipment (including auxiliary transportation equipment); or in the alternative to acquire all or a distinct portion of such property pursuant to a lease purchase arrangement (Proposition #2) by Independent School District Number 1, of Grady County, Oklahoma, has been duly authorized at an election held for that purpose and certified by the County Election Board of Grady County, Oklahoma on the [26th] day of August, 2022, and

WHEREAS, Independent School District Number 1 of Grady County, Oklahoma, has previously determined to sell the approved Bonds in multiple series; and

WHEREAS, Independent School District Number 1 of Grady County, Oklahoma desires to issue at this time \$370,000 of the authorized Building Bonds (Proposition #1) and \$200,000 of the authorized Transportation Equipment Bonds (Proposition #2), and such bonds shall be known as the \$570,000 General Obligation Combined Purpose Bonds, Series 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF GRADY COUNTY, OKLAHOMA:

SECTION 1. That the \$570,000 General Obligation Combined Purpose Bonds, Series 2022, of Independent School District Number 1 of Grady County, Oklahoma, authorized on the 23rd day of August, 2022, shall be offered for sale and that the Board of Education of Independent School District Number 1 of Grady County, Oklahoma, will receive bids by sealed bid, electronic bid (via PARITY) or similar secure electronic bid, at the Chickasha Public Schools Administration Building, Office of the Superintendent, 900 W. Choctaw, Chickasha, Oklahoma, on the 21st day of September, 2022, until 9:30 A.M., said Bonds to become due:

\$210,000 in two years from their date and \$360,000 in three years from their date.

Said Bonds shall be awarded by the Board of Education of Independent School District Number 1 of Grady County, Oklahoma, on September 21, 2022, at 12:00 P.M., local time, at a meeting of said Board held at the Administration Building, 900 W. Choctaw, Chickasha, Oklahoma, and shall be sold to the bidder bidding the lowest rate of interest the Bonds shall bear, and agreeing to pay par and accrued interest for the Bonds.

SECTION 2. That the Clerk of the Board of Education is hereby ordered and directed to cause notice of the sale of said Bonds to be given as required by law.

Adopted this 1st day of September, 2022.

President, Board of Education

ATTEST:

Clerk, Board of Education

(SEAL)

State of Oklahoma)
)SS.
County of Grady)

I, the undersigned, the duly qualified and acting Clerk of the Board of Education of Independent School District Number 1 of Grady County, Oklahoma, hereby certify that the foregoing is a true and complete copy of a Resolution authorizing the sale of bonds for the purpose therein set out, adopted by said Board and transcript of proceedings of said Board, at a special meeting thereof held on the date therein set out, insofar as the same relates to the introduction, reading and adoption thereof as the same appears of record in my office.

WITNESS my hand and official seal this 1st day of September, 2022.

Clerk, Board of Education

(SEAL)

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 1, 2022

TOPIC: Contract with Grady County Sheriff's Office for School Resource Officers

ADMINISTRATIVE RECOMMENDATION: Approval of the contract with the Grady County Sheriff's Office

RATIONALE FOR RECOMMENDATION: The contract with the Grady County Sheriff's Office places two school resource officers in our district on a full-time basis during the school year. One officer will provide coverage for CHS, CMS, and Southwest. The additional officer will provide coverage for BWECC, Grand, and Lincoln.

FISCAL NOTE: CPS will agree to pay the following for school resource officers for the 2022-2023 school year (September 6, 2022 through May 31, 2023)

- One SRO - \$3953/month
- Two SRO's - \$7906/month

OPTIONS:

1. Approve the contract with the Grady County Sheriff's Office.
2. Not approve the contract with the Grady County Sheriff's Office.
3. Request additional information.

CONTACT PERSON: Dan Turner, Executive Director of Operations
Rick Croslin, Superintendent

CONTRACT BETWEEN
CHICKASHA PUBLIC SCHOOLS
AND
GRADY COUNTY SHERIFF'S OFFICE

This contract is made this 2nd day of June 2022, by and between the Chickasha Public Schools, (CPS) Grady County, Oklahoma, and the Grady County Sheriff's Office (GCSO).

RECITALS:

As OUTLINED BY Oklahoma Law (Title 74, O.S. (1991) Section 1008 and Title 74, O.S. (1991) section 360.19), CPS desires to contract with GCSO for the furnishing by GCSO of law enforcement and School resource officer functions (the "Services") for CPS. CPS has requested a proposal from GCSO for the furnishing of the Services.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, CPS and GCSO agree as follows:

1. SERVICES TO BE PROVIDED BY GCSO. GCSO agrees to provide certified, uniformed deputy(s) to perform the Service at the CPS location and during the hours designated in the contract. GCSO will utilize both fully marked, fully equipped GCSO patrol cars and uniformed Deputies on foot patrol. One marked GCSO vehicle will be present within the school district within and during the working hours designated in this contract. GCSO deputy(s) will work with CPS personnel on a cooperative basis. In addition to law enforcement security functions, the GCSO deputy will be available and serve as a School Resource Officer (SRO) in conjunction with the required patrol duties. The SRO will provide counseling, education and public speaking services as requested by CPS administration, faculty and students. The SRO will work with CPS to carry out the mission statement of CPS, and will be deemed to be school security

personnel for purposes of student searches.

2. TERM. The term of this contract will commence on August 1, 2022 and will terminate May 31, 2023 for one (1) SRO Deputy and September 6th, 2022 and will terminate May 31st, 2023 for one (1) SRO Deputy. This contract may be renewed annually upon agreement of The Parties.

3. COMPENSATION. As compensation to GCSO for the services, CPS agrees to pay GCSO the following: A monthly fee for the period of August 1, 2022 through May 31, 2023 not to exceed \$3953 per month, annually for one (1) SRO Deputy. \$3953 per month, annual from September 6th, 2022 through May 31st, 2023 for second SRO Deputy. for a total of \$7906 monthly, annually for two (2) SRO Deputies. The monthly fee will be paid on or before the 10th day of each month commencing in August, 2022 for the services rendered.

4. SERVICE HOURS. GCSO will provide two (2) deputies to perform law enforcement and SRO services on the CPS campus or within the CPS district **during the term of this contract**, or at any time needed when school activities are taking place. Not to exceed a total of 171 hours per month.

5. INDEPENDENT CONTRACTOR STATUS. GCSO is engaged to provide the Services as an independent contractor. While CPS will have no right to direct the GCSO personnel in the day-to-day performance of their duties, GCSO agrees to remove any GCSO personnel as to whom CPS has reasonable objections from operations under this contract. If CPS has objections to any GCSO personnel, CPS will review those

objections with the Sheriff or Undersheriff. GCSO will be responsible for the salaries of the GCSO employees, including appropriate deductions for taxes, FICA and other amounts required by law.

6. CPS ADDITIONAL PERSONNEL. In addition to the personnel to be provided by GCSO, CPS at its option shall have the right to engage personnel to provide watchman duties, including watchman duties provided through a private security company. In the event CPS elects to engage watchman services either through a private security service, the watchman services will be coordinated with the GCSO personnel. The Grady County Sheriff Office shall not be responsible for the personnel hired under this section.

7. GENERAL DUTIES. GCSO and CPS Staff have worked together to create a list of general duties for the School Resource Officer which outlines the law enforcement officer's duties and is hereby incorporated by reference into this agreement as Attachments "A" and "B".

8. TERMINATION AND ASSIGNMENT. This contract may be terminated by either party at its sole option and without prejudice by giving sixty (60) days written notice of termination to the other party. Neither party shall assign, transfer or sub contract any of its rights, burdens, duties or obligations under this agreement without the without the prior written permission of the other party to this agreement.

9. Notices. Any notice to be given by GCSO to CPS hereunder shall be deemed to be properly served if deposited in the United States mail, postage prepaid, addressed to:

Superintendent Rick Croslin, Chickasha Public Schools, 900 West Choctaw, Chickasha, Oklahoma 73018. Any notice to be given hereunder by CPS to GCSO shall be deemed to be properly served if the same be deposited in the United States mail, postage prepaid addressed to: Grady County Sheriff's Office, 302 North 3rd Street, Chickasha, Oklahoma 73018.

10. SEVERABILITY. If any provision of this contract, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this agreement shall remain in full force and effect.

11. HOLD HARMLESS CLAUSE. To the extent allowed by law, CPS does hereby agree to waive all claims against, release, and hold harmless GCSO and all of its officials, officers, agents, employees, in both their public and private capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of damage to, or loss of, damage to, or loss of use of any property arising out of or in connection with this contract. To the extent allowed by law, GCSO does hereby agree to waive all claims against, release, and hold harmless CPS and all its officials, officers, agents, employees, in both their public and private capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of use of any property arising out of or in connection with this contract. It is the intention of both parties that this mutual hold harmless clause shall be interpreted to mean that each party shall only be

responsible for the actions of each party's own employee's, officials, officers, and agents. The parties agree that they have not waived their sovereign immunity by entering into and performing its obligations under this agreement.

12. ENTIRE AGREEMENT. This instrument represents the entire understanding between parties concerning the subject matter. All prior discussions and negotiations between the parties concerning the subject matter are merged herein. Only an instrument in writing mutually signed by both parties may amend this Contract. GCSO will have no right to assign this Contract or subcontract the Services required of the GCSO under this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this Contract this _____ day of July, 2022.

GRADY COUNTY SHERIFF'S OFFICE

CHICKASHA PUBLIC
SCHOOLS,
GRADY COUNTY, OK

By: _____

Sheriff

CPS – Robyn Morse, President
Board of Education

Mike Walker, County Commissioner

Ralph Beard, County Commissioner

Kirk Painter, County Commissioner

ITEM OF CONSIDERATION
Board of Education
September 1, 2022

TOPIC: CUTA Agreement.

ADMINISTRATIVE RECOMMENDATION: Accept agreement

RATIONALE FOR RECOMMENDATION: This is an annual approval between the Chickasha Board of Education and CUTA. School Year 2022-2023

FINANCIAL IMPACT AND FUNDING: Recommending a step raise and adding an additional year to the payscale. We do not expect any significant pay increase.

OPTIONS:

1. Approve
2. Not Approve
3. Table

CONTACT PERSON: Jennifer Stegman 405-222-6500 ext 1001 and Mr. Croslin
Superintendent of Chickasha Public Schools

*Forms are due to the Superintendent's Office by Tuesday, the week **before** the Board Meeting

MASTER CONTRACT
BETWEEN THE
CHICKASHA UNITED TEACHING
ASSOCIATION
AND THE
CHICKASHA BOARD OF EDUCATION
SCHOOL YEAR 2022-2023

Summer 2022 negotiations are highlighted.

Table of Contents

FOREWORD	1
1. EXCLUSIVE RIGHTS	1
2. USE OF FACILITIES AND EQUIPMENT	1
3. NON-DISCRIMINATION STATEMENT	1
4. SAVINGS CLAUSE	1
5. SITE-BASED DECISION-MAKING	2
6. WORK RELATED DISABILITY	2
7. PROCEDURAL AGREEMENT	3
8. DEFINITIONS	3
9. TEACHING FACILITIES	3
10. NEGOTIATED CONTRACT AND EMPLOYMENT CONTRACTS	3
11. NOTIFICATION OF ASSIGNMENT	4
12. NOTICE OF VACANCIES/VOLUNTARY TRANSFER	4
13. INVOLUNTARY TRANSFER	4
14. TEACHER PERSONNEL FILE	5
15. TEACHER WORK DAY	5
16. PREPARATION TIME	6
17. DUTY FREE LUNCH	6
18. CLASS SIZE	6
19. COMPENSATION FOR COVERING CLASSES	6
20. COMMITTEE REPRESENTATION	6
21. RIGHT TO REPRESENTATION	7
22. RIGHT TO REPRESENTATION AT BOARD MEETINGS	7
23. CONFERENCES	7
24. DIGNITY	7
25. PAY DAY	7
26. DIRECT DEPOSIT	7
27. PAYROLL DEDUCTIONS	8
28. C.U.T.A. DUES	8

29. REIMBURSEMENT FOR USE OF PERSONAL AUTOMOBILE	8
30. SCHOOL EVENTS PASSES	8
31. SICK LEAVE	8
32. PROFESSIONAL LEAVE	9
33. REPLACEMENT DAYS	9
34. STAFF WITH EXTENDED DAY	10
35. EMERGENCY LEAVE	10
36. BEREAVEMENT LEAVE	10
37. ASSOCIATION LEAVE	11
38. LEAVE OF ABSENCE	11
39. PERSONAL BUSINESS LEAVE	11
40. LEGAL LEAVE	12
41. PARENTAL LEAVE	12
42. MILITARY LEAVE	13
43. COMPLAINTS AGAINST TEACHERS	13
44. NOTIFICATION OF LEAVE ACCUMULATION	13
45. GRIEVANCE PROCEDURE	13
46. EVALUATION POLICY STATEMENT	15
47. EVALUATION PROCEDURE	15
48 COACHING EVALUATIONS	17
49. CERTIFIED EMPLOYEE REDUCTION IN FORCE POLICY	17
50. SALARY CREDIT FOR DEGREES/CREDITS EARNED	18
51. SALARY SCHEDULE ADDENDUM	19
52. RETIREMENT CONTRIBUTION	19
53. HOSPITALIZATION INSURANCE	19
54. CO/EXTRACURRICULAR BUS DRIVING/ROUTE BUS DRIVING	19
55. PROFESSIONAL DEVELOPMENT DAYS	20
56. PROFESSIONAL DEVELOPMENT AND CALENDAR COMMITTEE	20
57. TEACHER & LEADER EFFECTIVENESS (TLE) TRAINING	20
58. OEA DAY REPLACEMENT	21
59. COMPLYING WITH STATE AND FEDERAL REGULATIONS	21
60. PERSONNEL DRESS CODE (Certified Teachers)	21

61. COMPENSATION SCHEDULE 2022-2023	21
2022-2023 CERTIFIED PAY SCALES (Bachelor’s Degree)	22
2022-2023 CERTIFIED PAY SCALES (Bachelor’s + 24)	24
2022-2023 CERTIFIED PAY SCALES (Master’s Degree)	26
2022-2023 CERTIFIED PAY SCALES (Doctorate)	28
State TRS Credit	30
62. EXTRA DUTY PAY	31
63. LAY COACH SUPERVISOR POSITION	41
64. DISTRICT EXPERIENCE FACTOR (COACHES)	41
65. CERTIFIED STAFF ENGAGED IN NON-CERTIFIED DUTY	42
66. INCENTIVE PROGRAM FOR ADVANCED PLACEMENT TEAMS	42
Appendix Procedural Agreement and Forms	42
PROCEDURAL AGREEMENT FOR NEGOTIATIONS BETWEEN THE BOARD OF EDUCATION OF CHICKASHA INDEPENDENT SCHOOL DISTRICT AND THE CHICKASHA UNITED TEACHING ASSOCIATION	42
COVID-19 LEAVE	47
PLACEMENT INFORMATION / WISH LIST	48

FOREWORD

This negotiated agreement is the master contract of all items currently agreed upon by the Chickasha United Teaching Association, the exclusive bargaining representative for the certified teachers of Chickasha Public Schools and the Board of Education of Chickasha Public Schools. Should a grievance be filed alleging misapplication of this contract, parties involved in settling the grievances will use the applicable language of this master contract.

1. EXCLUSIVE RIGHTS

1.1. The rights granted herein to the Association that are not contrary to the statutory rights of any pupil, patron or certified employee shall not be granted to any competing association.

2. USE OF FACILITIES AND EQUIPMENT

2.1. The Association may use school facilities for meetings of the general membership and/or Association committees as designated by the Association President. The Association is permitted to use duplicating machines, copy machines, and audiovisual equipment without charge as long as this use does not interfere with the educational process for students. The Association is permitted to distribute ballots and meeting date notices/announcements through the school mail system and/or e-mail system. All other use of the school mail system or e-mail system must be reviewed prior to distribution by the Superintendent or his/her designee. The Association is permitted to use bulletin board space located in each teacher workroom/lounge for the posting of materials whose content has been reviewed prior to posting by the Principal or his/her designee.

2.2. The Association will be permitted to have a link on the District's official website. Materials to be posted to the link must be coordinated between the Association's President or his/her designee and the District's website coordinator. The link will be considered public domain and accessible by the general public.

3. NON-DISCRIMINATION STATEMENT

3.1. The Chickasha Public School District is an equal opportunity employer, and will abide by applicable laws dealing with discrimination.

4. SAVINGS CLAUSE

4.1. Should any part of this agreement be declared invalid by statute or a court of final jurisdiction, said part shall be automatically deleted from the agreement to the extent that it violates the law. The remaining provisions shall remain in full force and effect for the duration of the agreement if not affected by the deleted parts. Upon receipt of notification of the final court action, the Board and the Association shall commence negotiations within thirty (30) calendar days for the purpose of arriving at a legally permissible replacement for the deleted part.

4.2. If a change in statute of court of last resort results in increased or improved benefit(s) to the certified employees, the change will be incorporated.

5. SITE-BASED DECISION-MAKING

5.1. The Board and the Association agree to continue in their efforts to develop and implement a site-based decision-making procedure within the parameters established within the OEA/NEA Learning Laboratory Initiative document signed by the president of the Association and the superintendent, and the Chickasha Public Schools/NEA Learning Laboratory Initiative Site-Based Improvement document as adopted by the Board.

5.2. The Board and the Association further agree that neither the Board nor the Association will lose any rights, privileges, duties or responsibilities currently provided to them by law, the negotiated contract, Board Policy, or State Department Regulations.

6. WORK RELATED DISABILITY

6.1. The Board will provide Workers' Compensation coverage to Certified Teachers employed by Chickasha Public Schools who are injured while performing assigned duties. Said coverage will be based upon the District's Workers' Compensation Plan.

6.2. PROTECTION OF TEACHERS

- a. Teachers shall not be required to work under unsafe or hazardous conditions as determined by proper regulatory authorities. Teachers' concerns shall be reported to a building administrator who shall then take appropriate action.
- b. The procedure for handling complaints by a teacher regarding threats of harm by a student, parent or guardian, or other forms of harassment by a parent or guardian shall be developed by the District and included in the Administrative handbook at each site.
- c. Any teacher who is threatened with harm by a student, parent or guardian, or otherwise harassed by a parent or guardian while performing his/her duties shall immediately notify the principal verbally and in writing. The principal shall assist the teacher in notifying the proper authorities, if necessary, and provide whatever assistance is necessary. The teacher and administrator shall collaborate with updates to the status of the course of the investigation.
- d. Any student who threatens harm or assaults a teacher, and is removed from class, shall not be readmitted to the teacher's class or extracurricular activity without communication between the teacher and the immediate supervisor or appropriate administrator.
- e. Any student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without approval of the teacher.
- f. Any teacher who is unable to continue his/her contract of employment as a result of injury sustained in the reasonable performance of his/her duties from: assault by a pupil, relative of a pupil or person of the pupil's household, or injury sustained as a result of the quelling or attempting to quell or stop a fight, disorder and/or disturbance related to school function or activity, shall be paid his/her full contract salary for the period of time as he/she is prevented from working as a result of injuries sustained during the performance of his/her duties up to the remainder of the contract year in which he/she was injured. No more than 3 sick leave days shall be charged against the teacher. The implementation of this paragraph is subject to State Workers Compensation rules and regulations.

- g. The purpose of this section (*Protection of Teachers*) is to inform employees of the law and is not intended to provide greater or lesser benefits than included in Okla. Stat. tit. 70 35F.

7. PROCEDURAL AGREEMENT

7.1. The procedural Agreement for Negotiations shall be attached to this contract for informational purposes only. (See Appendix)

8. DEFINITIONS

8.1. *SUBSTITUTE TEACHER* — Person (certified or non-certified) without regular classroom assignments who is employed to cover classroom duties of certified personnel.

8.2. *SUBSTITUTE TEACHER'S PAY* — The average between the certified, degreed, and non-certified substitute teacher rates.

8.3. *HOUR* — Fifty-five (55) minute class period.

8.4. *1/2 HOUR* — Twenty-five (25) minutes.

8.5. *SENIORITY* — Continuous, contracted employment counted from the first day the employee performed contracted duty for compensation in the district.

8.6. *NORMAL ATTRITION* — The reduction of certified personnel in the system due to voluntary resignation and retirement.

9. TEACHING FACILITIES

9.1. The Board agrees to maintain health and safety conditions at each school site in compliance with applicable statutes and/or regulations. Teachers shall not be required to work under unsafe or hazardous conditions as determined by proper regulatory authority

9.2. The Board shall continue in their efforts to provide adequate teaching facilities, clean and sanitary restrooms, running water in each building and teachers' lounge at each school site. Teachers shall report concerns of inadequacies to their building principal.

10. NEGOTIATED CONTRACT AND EMPLOYMENT CONTRACTS

10.1. The Board and the Association agree to have the negotiated contract available electronically to all staff members with enhanced access to the agreement in an accessible format. The negotiating teams (The Association Team and the Board Team) will collaboratively proof a draft copy of the negotiated contract prior to closing negotiations. The ratified C.U.T.A. Negotiated Contract/Agreement will be posted to the Chickasha Public Schools website within ten (10) days following ratification by the board and the association.

10.2 If collective bargaining/negotiations are pending, the employment contracts will be signed within thirty (30) days following ratifications and board approval of the negotiated contract/agreement.

10.3 All Certified Staff will have his/her employment contract ready to sign not later than November 15th of the current school year.

10.4 Extra Duty employment contracts will be signed at the time the extra-duty assignment is

confirmed, or not later than ten (10) days following approval by the Chickasha Board of Education.

10.5 No salaries or extra duty compensation will be changed unilaterally without being brought to the C.U.T.A. President.

11. NOTIFICATION OF ASSIGNMENT

11.1. The Board of Education agrees to notify certified employees of their tentative assignment for the following school year. Such notification shall be made prior to the end of the current school year. Except in an emergency, a teacher will be given reasonable advance notice of a transfer of room and/or building and at least 24 hours' notice of moving date of classroom materials.

12. NOTICE OF VACANCIES/VOLUNTARY TRANSFER

12.1. The Superintendent shall cause notice of vacancies for any professional teaching position or extra duty position officially vacated by board action, except the position of Superintendent of Schools, to be emailed to the C.U.T.A. President and on the District's website as it is changed. Any new positions, including supervisory positions, shall be posted in like manner. Members of the faculty contemplating a request for a transfer shall notify the Superintendent, in writing, within five (5) working days after the vacancy is posted. This notification shall include the applicant's academic qualifications for the position and the reason for the request. Before any vacancies are filled, the teachers expressing an interest in the position shall be interviewed by the Superintendent or designee after it has been determined that the person is fully qualified (Standard certification or verification from a certification official stating the date by which the applicant is expected to meet qualifications for standard certification.) If the transfer is denied, the Superintendent or designee shall notify in writing the denial of transfer. When extra duty vacancies, including coaching positions, which necessitate the vacancies, be filled by certified staff or an administrator from within the Chickasha Public School District, preference will be given to qualified certified teaching staff as determined by the Superintendent or designee. When an extra duty vacancy exists for an assistant coach, the Head Coach of the program shall be consulted prior to the position being filled. The Board of Education agrees to notify certified employees of their tentative assignment for the following school year by the last teacher work day of the year.

13. INVOLUNTARY TRANSFER

13.1. If it becomes necessary to fill a vacancy by an involuntary transfer or reassignment every effort will be made to fill the vacancy with a Highly Qualified teacher, according to state standards. A meeting will be held between the teacher involved and the Superintendent or designee. At this time written reasons for making the transfer will be presented to the teacher. If the teacher objects to the transfer, reasons for the objection will be written to the Superintendent. According to state standards, also with consideration to certification, seniority within this school district and the overall good of the district shall be the major consideration in filling of positions.

14. TEACHER PERSONNEL FILE

14.1. The District shall maintain one (1) personnel file for each teacher. This file shall be kept in the Central Administration Office. The personnel file may contain the following: (a) the current and

previous two teacher evaluations and responses, (b) annual teaching contracts, (c) teaching certificates, (d) letters of commendations, (e) letters of criticism, (f) official personnel action documents, including letter(s) of reprimand and/or admonishment, and (g) official transcripts and resumes, and other personnel related items. If the teacher is not given a copy of the material dealing with performance of professional services at the time it is prepared, a copy of such material will be sent to the teacher at the time of its inclusion in the personnel file, not to exceed ten (10) working days. Upon receipt of said material the teacher will have ten (10) working days to respond in writing to the material to which it refers. Said certified employees shall have the right to review the contents of his/her personnel file by appointment, when the Central Administration Office is open to conduct business. (Appointment will be within three regular business days by agreement. The Superintendent will designate two employees with access to certified employees personnel files.)

14.2. Any material over one (1) year old may be removed from the teacher's file by mutual agreement between the teacher and the Superintendent.

15. TEACHER WORK DAY

15.1. The teacher work day will be for 7 hours and 20 minutes and will be sufficient in length to meet the district's approved annual instructional calendar, including duty free lunch and preparation time.

15.2 Teacher Workday Duties/Assignments and Rotations/and Required Meetings or Conferences: Teachers will not be assigned non-classroom duties outside the workday, during their duty-free lunch period or during preparation periods, except for the following rotations: duty before school, lunch or after school, not to exceed 40 minutes per week. A teacher may volunteer to work a lunch-duty that is within their teacher workday and is part of their duty-free lunch period. Duty rotations will be fair and equitable at each site. Seniority in the district will be used to resolve scheduling conflicts when necessary. There is no carry-forward of duty time from one week to the next, and duty missed will be expected to be made up. Meetings and/or conferences required by the administration may extend beyond the teacher workday.

15.2a. Traveling Teachers will be assigned a home site by Administration. During professional development days, conferences, meetings, and for the purpose of evaluations - traveling teachers will have a home site that they report to instead of having to report to ALL sites that they serve.

15.3. Site meetings will be confined to specific times, no more than three and one-half hours per month, excluding professional days. Each site will be expected to have a minimum of one Monthly staff meeting after school.

15.4. In the event of inclement weather or other conditions that require school to be closed, contract days will be reduced to ensure a minimum of 1080 hours of classroom instruction,

15.5. All Certified Employees will work 175 days, including parent conferences and professional days, according to the Instructional Year Calendar as approved by the Chickasha Public Schools Board of Education. The approved School Year Instructional Calendar will meet the standards according to the State Board of Education regarding minimum number of days/hours and/or criteria for exceptions.

15.6 New teachers in attendance will be paid for the two days outside of the contract for New Teacher Orientation at a rate of \$150/day.

16. PREPARATION TIME

16.1. All teachers in grades six (6) through twelve (12) will have a scheduled preparation time of at least the length of one class period each day. All teachers in Pre-Kindergarten through grade five (5) will have a scheduled preparation time of at least 225 minutes each five day school week. Preparation time shall not be scheduled before or after school or during the teacher's duty free lunch time. Traveling teachers may have their preparation time in only one location if they so desire. Any teacher who is requested by administration, and mutually agrees to give up his/her preparation time/period, shall be compensated according to the Accreditation Standards as set by the Oklahoma State Department of Education.

16.2. All teachers will be provided access to a networked computer as well as a consistent work area that will include an individual desk and an individual file cabinet/storage area to keep their school material/records.

17. DUTY FREE LUNCH

17.1. Certified staff shall have a lunch period of at least thirty (30) minutes in length. This lunch period shall be duty free.

18. CLASS SIZE

18.1. The Board agrees to abide by current State Laws dealing with class size.

19. COMPENSATION FOR COVERING CLASSES

19.1. Any teacher who is assigned to cover a class which requires him/her to forfeit his/her preparation period shall be compensated at the rate of fifteen (\$15.00) dollars per hour or seven dollars and fifty cents (\$7.50) per 1/2 hour. In no case shall a teacher be compensated for supervision of his/her own class in the event of a schedule change or absence of a supplement teacher when a substitute is not hired. The payment for covering classes will be made monthly.

19.2. Any elementary teacher assigned to absorb students will be compensated \$15.00 per day. Teachers may not be assigned more than five (5) students.

19.3. Each Principal will develop a rotation plan by class period for substituting. Certified personnel will be notified of the need for a substitute by school email or by personal contact to those without computer access. In the event that no certified personnel volunteers to fill the position, certified personnel will be assigned to substitute on a rotating basis with all certified personnel to be included within the rotation.

20. COMMITTEE REPRESENTATION

20.1. The Association will be permitted to have one member, representing the Association, on each committee requiring or utilizing teacher participation. This member will be chosen by C.U.T.A. through its president or his/her designee.

21. RIGHT TO REPRESENTATION

21.1. Certified staff members are entitled to a representative of their choice present during a

scheduled conference with an administrator. If during a conference between a teacher and an administrator, either the administrator or the teacher feels that it would be in his/her best interest to have another person present, he/she may adjourn the conference and it shall be rescheduled when a representative may be present. The nature of the meeting shall be disclosed in writing 24 hours in advance of the meeting.

22. RIGHT TO REPRESENTATION AT BOARD MEETINGS

22.1. The Association has the right to representation at Board meetings either informally, by asking to address the Board in the time provided for visitors on the printed agenda; or formally, by requesting to have a particular item placed on the agenda, following the process specified in Board Policy.

22.2. C.U.T.A. President will be emailed the general public record information board packet when board members receive their board packets.

23. CONFERENCES

23.1. Conferences deemed necessary shall be arranged by the principal or designee after consultation with the teacher involved. Such conferences will be held during the teacher's work day whenever possible, but may be scheduled at the end of the work day if mutually agreed upon by all parties involved.

24. DIGNITY

24.1. While individual behavior cannot be negotiated or set into policy, it is nevertheless the desire of both the administration and the teachers of the Chickasha School District to state herein that they intend to treat each other with civility, dignity, and respect. Administrators and teachers agree to make every effort to insure that this message is conveyed not only to each other, but to the students and parents within the district, so that civility, dignity, and respect will be reciprocated as it is given. This includes, but is not limited to social media, verbal communication, written communication, text messages and email correspondence. By so doing, the district is working toward its goals of strengthening community relations and improving the quality of education in Chickasha.

25. PAY DAY

25.1 For the current school year teachers shall be paid on the 15th of each month beginning in September and continuing monthly on the 15th of each month for the remainder of the contract period.

26. DIRECT DEPOSIT

26.1. Teachers will be required to participate in direct deposit this contract year.

26.2. Employees will only have access to payroll receipts through the employee web portal.

27. PAYROLL DEDUCTIONS

27.1. Educators Credit Union/Focus Credit Union.

27.2. United Teaching Profession dues.

27.3. Chickasha United Teachers Association dues.

27.4. Political Action Committee contribution.

27.5. Annuities.

27.6. School approved insurance programs.

27.7. Other tax sheltered programs may be added based on approval of the Board and the availability of computer slots. Payroll deductions are subject to the following procedures and limitations:

27.8. All deductions, additions/changes shall be in writing or sent by email.

28. C.U.T.A. DUES

28.1. C.U.T.A. dues of the authorized amount will be payroll deducted on the next appropriate pay date after authorization for this deduction has been received from the affected employee.

29. REIMBURSEMENT FOR USE OF PERSONAL AUTOMOBILE

29.1. The Board shall reimburse teachers for the voluntary use of their personal automobile on school related business and/or activities if prior approval for such automobile use has been secured from the Superintendent or his/her designee. Teachers will be reimbursed at the IRS allowable rate that is in effect at the time the request for reimbursements is acted on by the Board of Education.

29.2. Those teachers assigned to two or more buildings as a part of their teaching contract and who use their own personal automobiles to travel between buildings will be reimbursed \$150 per year to be paid at the end of the school year. This reimbursement will be in lieu of the IRS allowable rate.

29.3. No teacher will be required to use his/her personal automobile to transport students or perform non-contractual school business.

30. SCHOOL EVENTS PASSES

30.1. The employee, employee's spouse and his/her family members (children 18 years of age and under) will be granted free passes to all activities not sponsored by the Oklahoma Secondary Schools Activity Association.

31. SICK LEAVE

31.1. Each certified teacher will be granted ten (10) days of sick leave each year. The ten (10) days will be granted at the beginning of each school year. Unused sick leave will accumulate to a total of one hundred twenty (120) days.

31.2. Sick leave may be used for personal accidental injury, illness or pregnancy or accidental injury or illness of the teacher's immediate family. "Immediate family" shall include spouse, mother, father, children, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, aunts, uncles, grandparents and grandchildren of employee or employee's spouse. Immediate family shall also include a person living in the teacher's home who is part of the family.

31.3. In case of extended illness or disability, after all accumulated sick leave has been exhausted, a teacher absent from his or her duties due to personal injury, illness or pregnancy, shall receive for a period not to exceed twenty (20) days his or her full contract salary less the amount actually paid a

certified substitute teacher for his or her position if a certified substitute teacher is hired: or normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.

31.4. After this time, a teacher will be placed on leave without pay until the end of the contract period, or until the teacher recovers sufficiently to perform regular duties and returns to work.

31.5. When a teacher is placed on an unpaid leave of absence due to illness, provisions shall be made whereby the teacher can arrange payment for professional organization dues and insurance programs if there is no conflict with the provisions of the insurance policies.

31.5.1. Upon retirement or leaving the school district, certified teachers will be paid \$20.00 per day for unused sick leave accumulated while employed at Chickasha Public Schools, if the teacher notifies the district by May 25 of his/her plan to leave the district. If notification is received after May 25, \$10.00 per day for unused sick leave accumulated while employed at Chickasha Public Schools will be paid to that teacher.

31.5.2. Example: Teacher brings in 35 days of sick leave from another school district. If that teacher notifies the district after May 25 and upon leaving our district, teacher has 100 days of sick leave accumulated. Teacher will be paid for 65 days at \$10.00 per day or \$650.00. Had that teacher notified the district prior to May 25, upon leaving the teacher would be paid for 65 days at \$20.00 per day or \$1,300.00.

31.5.3. A teacher who has exhausted all his/her sick leave (not including the twenty days at sub pay) may apply for the leave sharing program. The teacher will need to follow board policy DEFA-R1 in regards to the leave sharing program. If donated sick days are received prior to any sick leave docks then the twenty days at substitute pay will not be imposed.

32. PROFESSIONAL LEAVE

32.1. One day of professional leave shall be granted to each teacher per year, cumulative to three (3), to be used for the purpose of visiting another school or attending a workshop that the Superintendent or his/her designee has determined would benefit the teacher's instructional program. The District would pay the substitute teacher for this day; however, all other expenses would be the responsibility of the certified teacher. Such leave must be requested at least three (3) school days in advance and be approved by the Superintendent or his/her designee. Unless previously excused by the administration, certified teachers granted professional leave must provide to the administration, within three (3) days of returning to school, verification of attendance at the approved out of school visit or workshop. Failure to provide such verification within three (3) days of return to school could result in forfeiture of all accumulated professional leave.

33. REPLACEMENT DAYS

33.1. A certified staff member required in writing by an administrator to work one or more days (a minimum) block of 5.5 consecutive hours per day) beyond Contract requirements or who gains written administrative approval/support to work one or more days (a minimum Block of 5.5 consecutive hours per day) in order to meet the requirements of his/her professional assignment, will be permitted to 'replace' each of those days, within thirty (30) work days of the same contract year, with a commensurate number of days off during the same contract year, pending an agreement with his/her

immediate supervisor. A certified staff member required by an administrator to work one or more days (a minimum block of 5.5 consecutive hours per day) beyond Contract requirements at the end of a contract year will be compensated at the rate of one full day's pay based on his/her contracted salary for each of those days. A staff member required to serve one or more additional days because of not fulfilling obligations for which adequate time was provided is not included in this item. Replacement days cannot be used on days that students are in regular school session.

34. STAFF WITH EXTENDED DAY

34.1. Non-administrative staff with extended day contracts (i.e. Guidance Counselors, etc.) will work with their immediate supervisors to determine when their contracts are to be served as long as such staff members are scheduled to be present on days that students are in regular school session.

35. EMERGENCY LEAVE

~~**35.1.** Each certified employee will be granted three (3) days paid emergency leave each school year. Emergency leave may be taken upon the approval of the superintendent or his/her designee for emergency situations such as, but not limited to:-~~

~~**35.2.** Incidents or circumstances which result in significant damage by unexpected acts or forces.~~

~~**35.3.** Illness or injury presenting a substantial likelihood of loss of life, limb, or significant bodily harm to members of the certified employee's immediate family.~~

~~**35.4.** If a request for emergency leave is denied the teacher may ask for the decision to be reviewed by the Superintendent. (Revised 2022)~~

35.1 Each certified employee will be granted five (5) days paid emergency leave each school year. Emergency leave may be taken upon the approval of the Superintendent or his/her designee for emergency situations such as, but not limited to:

- 1) Incidents or circumstances which result in significant damage by unexpected acts or forces.
- 2) Illness or injury presenting a substantial likelihood of loss of life, limb or significant bodily function harm to members of the certified employee's immediate family as defined in "Sick Leave."
- 3) Inclement weather

If the request for emergency leave is denied the teacher may ask for the decision to be reviewed by the Superintendent. (Revised 2022)

36. BEREAVEMENT LEAVE

36.1. Each certified teacher will be granted bereavement leave in each instance of the death of a member of the teacher's immediate family as follows:

36.1.1. Within the State.....4 school days

36.1.2. Outside the State.....6 school days

36.2. One of these days granted must be the day the burial service is held. These days will be in addition to days allowed in the Sick Leave Policy. Teachers may use one day of bereavement leave each

year to attend funeral services of a person who is not a family member but attendance is justified by the teacher. In the case of a loss of a child, if all sick leave has been exhausted, the parent will be allowed ten (10) bereavement days for that death.

37. ASSOCIATION LEAVE

37.1. The Board shall provide the Association with twelve (12) days paid leave for the purpose of conducting Association business. The Board also agrees two (2) additional days will be made available which may be used by the Association president for conducting Association business. These days will be paid by the Association at the salary level defined below.

37.2. The Association president will advise the Superintendent of intention to use an Association leave day(s) at least one (1) day prior to the day the leave is to be taken. The employee taking such leave shall suffer no loss in salary, benefits or other contractual or statutory advantages to which he/she is entitled.

37.3. Any other days granted by the Administration will be paid by the Association at the salary level defined as the average between the certified, degreed and non-certified substitute teacher rates.

37.3.1. Any part of a half-day will be counted as a half-day and any part of a day over a half-day will be counted as a full day.

38. LEAVE OF ABSENCE

38.1. Any teacher who has earned career status may make application for one year's sabbatical leave under the following conditions:

38.2. Notice must be given to the Superintendent by registered mail prior to March 1.

38.3. A suitable replacement must be available during the teacher's absence.

38.4. The leave would be granted without pay; however, previously accumulated sick leave and career would remain valid.

38.5. Prior to March 1 of the year of the sabbatical leave, the teacher would notify the Superintendent by certified mail that it is that teacher's desire to return to the former teaching position. Failure to notify would relieve the school district of any responsibility for future employment.

38.6. Provisions may be made whereby the teacher on sabbatical leave may arrange payment of professional organization dues and insurance program premiums as long as there is no conflict in the provisions of the insurance policy.

39. PERSONAL BUSINESS LEAVE

39.1. The Board shall provide three (3) paid days of personal business leave to each certified employee each year.

39.2. Personal business leave may be used for personal business matters, such as: personal legal, household and/or business that must be conducted during normal school hours. Except in cases of emergency, personal business leave shall not be the first or last week of school, immediately preceding or following a holiday period, or during nine weeks or semester exams.

39.3. The certified employee requesting personal business leave shall sign a statement verifying that the leave is to be taken for reasons allowed in the article. The teacher must request personal business leave 48 hours in advance after determining the need to make such a request. Extenuating circumstances will be considered in the event of less than 48 hours' notice.

39.4. Unused board-paid personal business leave will be transferred to sick leave at the end of each school year.

39.5 Unanticipated Leave

In the event that a teacher has exhausted personal business leave days, the Chickasha School District shall provide for all teachers a maximum of three (3) days for unanticipated leave, at the certified substitute cost to the District which will be assumed by the teacher. These days are non-cumulative. Such leave shall be limited to unanticipated events and spouse business events on which dates cannot be rescheduled.

Requests for unanticipated leave shall be made in writing and in advance to the Superintendent designee for approval. The types of situations that may qualify for unanticipated leave are varied and numerous; however, the Superintendent designee will judge each situation on its own merit.

40. LEGAL LEAVE

40.1. Certified teachers employed by Chickasha Public Schools shall be granted leave for jury duty or for service as a witness subpoenaed in a criminal, civil or juvenile proceeding and shall pay the teacher during such service the full contract salary.

40.2. Any money paid to the certified teacher for jury duty, excluding mileage may be required to be paid to the District by the teacher. However, this payment to the District will not be required to be paid to the District if upon completion of his/her legal responsibilities for the day, the teacher contacts his/her principal and is advised that his/her services are not needed for the remainder of the day.

41. PARENTAL LEAVE

41.1. Upon approval by the Board of Education, certified teachers shall be granted an unpaid leave of absence of one year or the remainder of the school year if the request is made after the school year has begun, for the purpose of child care or child rearing. While on parental leave, other leave allowances will not accrue or diminish. Provisions may be made whereby the teacher on parental leave may arrange payments of professional organization dues and insurance program premiums as long as there is no conflict in the provisions of the insurance policy.

41.2. Notification of return from parental leave shall be filed with the Superintendent on or before April 1. Any certified employee who fails to file a notification of return terminates his/her affiliation with the Board of Education at the expiration of his/her leave of absence. Teachers returning from parental leave shall be assigned to the school and/or department from which his/her leave of absence was granted, if an appropriate vacancy exists.

41.3. Teachers returning from parental leave will be reinstated at the appropriate position on the salary schedule and at the same status of career that he/she qualified for at the time the leave began. This leave will run concurrent with the Family Medical Leave Act if it is Family Medical Leave

Applicable.

42. MILITARY LEAVE

42.1. The Board agrees to abide by current State and Federal laws dealing with leave for military personnel.

43. COMPLAINTS AGAINST TEACHERS

43.1. To receive formal, written attention, complaints made against any teacher must be in written form, signed by all involved parties, and the teacher provided a copy.

44. NOTIFICATION OF LEAVE ACCUMULATION

44.1. The Board agrees to inform the teacher of the number of accumulated leave days as of July 1.

45. GRIEVANCE PROCEDURE

45.1. Definitions

45.1.1. A "grievance" is a complaint by a teacher that there has been as to him/her a violation, misinterpretation or misapplication of the provisions of this agreement.

45.1.2. The term "grievant" shall mean the person or persons making the complaint.

45.1.3. The term "days" shall mean the working days of the supervisor involved at the level that the grievance is processed.

45.1.4. Parties in interest: A "party in interest" is the person or persons making the complaint, any person required to take action on the complaint or any person against whom an action might be taken to resolve the complaint.

45.2. Procedure for filing a Grievance:

45.2.1. *Informal Resolution*

45.2.1.1. A teacher with a grievance may first discuss it individually with the immediate supervisor within fifteen (15) days of the alleged violation, indicating the article and section alleged to be violated, with the objective of resolving the matter informally. No written record will be made. The teacher and/or the immediate supervisor may have a representative present at this meeting, if they so desire.

45.2.1.2. Any teacher who does not wish to utilize the informal resolution procedure or whose grievance was not resolved in the informal discussion may file a written grievance with his/her immediate supervisor within fifteen (15) days of the alleged violation or within fifteen (15) days after the informal discussion of the alleged violation.

45.3. *Formal Resolution:* A copy of all grievances will be sent to the Superintendent and C.U.T.A. President. The Grievance Review Committee will give a written proposed solution to each grievance brought before the committee.

45.3.1. *Grievance Review Committee.* A grievance review committee consisting of **two (2)** C.U.T.A. members appointed by the C.U.T.A. president and one administrator, who cannot be the administrator involved in the grievance.

45.3.2. Level I

45.3.2.1. The grievant shall submit a written grievance to his/her immediate supervisor within fifteen (15) days of the alleged violation with the citation of the specific article, section, and paragraph of this agreement alleged to have been violated and the specific remedy sought.

45.3.2.2. The immediate supervisor shall schedule and hold a meeting within five (5) days after receipt of the written grievance. Persons present at this meeting will be the grievant, and if the grievant so desires, a representative of his/her own choosing, and the immediate supervisor, and if the immediate supervisor so desires, a person of his/her own choosing.

45.3.2.3. The immediate supervisor will transmit his/her written decision with written reason within five (5) days after the Level I meeting to the grievant.

45.3.3. Level II

45.3.3.1. If the grievant is not satisfied with the Level I decision, he/she may submit a written appeal of the grievance to the superintendent within five (5) days after the receipt of the Level I decision. A copy of the original grievance and the Level I response shall be filed with the appeal.

45.3.3.2. The Superintendent, or his/her designee, who shall act as a hearing officer, shall schedule a hearing within five (5) days after the receipt of the appeal. Persons present at this hearing shall be the grievant, a representative of his/her choosing and witnesses.

45.3.3.3. The Superintendent or his/her designee shall be free to admit any testimony, evidence, or exhibits deemed necessary before rendering a decision.

45.3.3.4. The Superintendent or his/her designee shall limit his/her decision to the facts as presented by the parties in interest and the impact on, or conflict with this agreement.

45.3.3.5. Within five (5) days after the hearing, the Superintendent or his/her designee shall transmit his/her decision in writing with written reasons therefore to the grievant and the grievants' immediate supervisor.

45.3.4. Level III

45.3.4.1. If the grievant is not satisfied with the decision rendered at Level II, he/she may submit a written appeal to the Board of Education within five (5) days after the receipt of the Level II decision. The written appeal shall be a specific statement of the basis for the appeal. A copy of the appeal shall be submitted to the person who acted as hearing officer at the Level II hearing.

45.3.4.1.1. Within five (5) days after submitting the written appeal, the grievant and the hearing officer of the Level II appeal shall each submit to the Board a narrative together with copies of any exhibits or documents introduced at the Level II hearing. Each party shall furnish the other party copies of all materials furnished to the Board as soon as they are available.

45.3.4.2. The Board of Education shall set a Level III hearing on the agenda of a regularly scheduled Board Meeting or may schedule a special meeting for the purpose of hearing the appeal if a regular meeting is not scheduled to be held within a reasonable time after the receipt of the appeal and supporting materials. Persons present at the hearing will be the grievant and if the grievant so desires, a representative of his/her own choosing and witnesses for the grievant, the grievants' immediate

supervisor, and a representative of his/her own choosing.

45.3.4.2.1. If the Association is not the representative of the grievant, the Association representative shall have the right to be present at the hearing and shall be permitted to present the Association's views with respect to the grievance prior to the conclusion of the hearing.

45.3.4.2.2. At the conclusion of the hearing, the Board shall give its decisions by vote of the members present and shall transmit its decision in writing to the grievant, the immediate supervisor, and the Association within five (5) days.

45.4. General Provisions

45.4.1. If the meetings and hearings involving the grievance procedure are held during the teacher's regular hours of assignment, all persons who are eligible to participate in the meeting or hearing will be released from his/her duties for that time and will not suffer loss of time or pay.

45.4.2. The Association may file and/or process grievances only on those items that deal directly with the Association as an organization and not on those items that deal with the individual teacher. Grievances, if properly filed by the Association, will be filed at Level I. The Association reserves the right to file a grievance as an Association regarding a violation of the Contract.

45.4.3. No reprisals of any kind will be taken by any party in interest because of his/her participation in any grievance procedure.

45.4.4. If the time limits are not met, the grievant shall have the right to appeal the complaint to the next level.

46. EVALUATION POLICY STATEMENT

46.1. The true purpose of evaluation is the improvement of instruction. The evaluation procedure is to determine areas of strengths and weaknesses and for employment decisions. Evaluation instruments are approved for librarians, counselors, nurses, psychometrist, psychologists, and coaches. Chickasha Schools will utilize the Tulsa Evaluation Model for teacher evaluations beginning in the 2013-2014 school term.

46.2. Video images shall not be used to conduct any evaluations of teacher performance required by law or the collective bargaining agreement, or as evidence to support the discipline of a teacher.

47. EVALUATION PROCEDURE

47.1. All criteria associated with the Tulsa Evaluation System will be implemented as the evaluation procedure of Chickasha Public School Teachers beginning with the 2013-2014 school term.

47.2. All teachers will be evaluated by administrative personnel authorized by state law and district policy to evaluate teachers who have been trained in how to evaluate under the Tulsa Model and have participated in any required training of the State Department of Education.

~~**47.3.** Within the first two (2) weeks of school, the designated administrator will hold a meeting to acquaint all teachers with the evaluation policies of Chickasha Public Schools.~~

~~**47.4.** Every probationary status teacher will be evaluated at least two (2) times per school year, once during the fall semester and once during the spring semester.~~

~~47.5. Career teachers will be evaluated once each year prior to March 15. Career teachers may request an additional evaluation.~~

47.3 Within the first two weeks of school, the designated administrator will hold a meeting to acquaint all teachers with the evaluation policies of Chickasha Public Schools. Certified staff evaluations will be completed by April 15th by their designated administrator. Observations should not be conducted on the first day of school following a break in the school calendar (i.e. the day students return to classes after fall break). Also observations should not be conducted on the first day following a transition from in person to virtual classes or vice versa. Each classroom observation whether in person or virtual, should be a minimum of 20 minutes in length.–

47.4 Probationary educators should be observed once during the first nine weeks, once during the second nine weeks, and again in the third nine weeks. All observations should be followed by a feedback conference. The final evaluation with actionable feedback should be held in the fourth nine weeks.

47.5 Career-status educators should be observed twice a year. One observation with actionable feedback should occur in the fall, and one observation with actionable feedback should occur in the spring. The final evaluation with actionable feedback should occur in the spring.(Revised 2022)

47.6. Every career status teacher will be evaluated once every year, except for career teachers receiving a “superior” or “highly effective” average rating under TLE, who may be evaluated once every two (2) years.

~~47.7. Before completing the evaluation of a teacher, the evaluator will conduct at least two scheduled observations of not less than thirty (30) minutes.~~

47.7 Before completing the evaluation of the teacher, the evaluator will conduct at least two (career) or three (probationary) scheduled observations of not less than twenty (20) minutes.(Revised 2022)

47.8. The evaluator will provide feedback to the teacher within five (5) working days after each scheduled observation. There must be at least ten (10) instructional days between an observation and the last observation conference.

47.9. A copy of each electronically generated observation, formal written evaluation, personal development plan and follow-up report shall be given to the teacher at a conference held between the teacher and the evaluating administrator. The administrator must electronically sign the observation, evaluation, and any relevant personal development plan and follow-up report, at or before the conference. The teacher shall acknowledge receipt of the observation, formal evaluation, personal development plan and follow-up reports shall not be sent through email unless specifically requested, in writing, by the teacher. Each formal evaluation, personal development plan and follow-up report shall be electronically deposited in the teacher’s personnel file. Each teacher shall have the ability to print any evaluation, personal development plan and follow-up report if a hard copy is desired. Each fully signed observation form held by the administrator will remain the possession of the administrator unless they become the foundational base for subsequent employment action.

47.10. Within twenty (20) working days of the evaluation conference, the teacher may make a written response to the evaluation and said response shall be attached to the evaluation report.

47.11. If the teacher feels that there has been as to him/her a violation, misinterpretation or misapplication of the provisions of this article he/she may file a grievance at Level I.

47.12. Each "Ineffective" and/or "Needs Improvements" ratings requires that the evaluator complete a Personal Development Plan, specifying what the teacher should do to overcome that particular inadequacy.

47.13. All career teacher contracts that will be renewed for the following school year will be addressed at the regular May Board meeting.

48 COACHING EVALUATIONS

48.1. In addition to the classroom teachers' evaluation, coaches shall be evaluated by their immediate supervisor in their specific sport following the same procedural steps outlined in the Athletic Policy and Procedure Manual. All coaches shall receive a copy of the Athletic Policy and Procedures manual at the beginning of the school year. As updates and/or revisions are made to the manual those new and/or revised policies will be provided to each coach.

49. CERTIFIED EMPLOYEE REDUCTION IN FORCE POLICY

49.1. In the event of a need to reduce the number of certified employees because of any or all of the following:

49.1.1. Existing or projected decreases in school revenue.

49.1.2. Existing or projected decreases in student enrollment.

49.1.3. Existing or projected decreases in educational programs or curriculum.

49.1.4. Such reduction will be made by the Board in accordance with the guidelines listed below:

49.1.5. Normal attrition throughout the District. **50.1.6.** If normal attrition does not sufficiently reduce the number of certified employees, the positions, not the personnel, will be the determining factor in further reductions.

49.1.6. Teachers holding eliminated positions will be placed in retained positions for which they are fully qualified (standard certification and meets State Board of Education requirements for teaching in that position) provided the retained positions are held by teachers who rank lower according to the RIF criteria.

49.1.7. The ensuing criteria will be used in the following order to determine which certified employees are to be released.

49.1.8. Seniority, as defined: the least senior released first. If seniority is equal, use criteria "B".

49.1.9. Certified areas: fewest areas released first. If certified areas are equal, use criteria "C". Documents verifying proof of certified areas must be in the employees personnel file on or before March 15 if they are to be used to determine employee release through RIF.

49.1.10. Degrees held: the lowest degree held released first. If degrees held are equal, use criteria "D". Documents verifying proof of degrees held must be in the employees personnel file on or before March 15 if they are to be used in determining employee release through RIF. Current enrollment should be considered if it is critical for dismissal or retention.

49.1.11. Total teaching experience: Total teaching experience as accepted by the Oklahoma Teacher Retirement System. If total teaching experience is equal, use criteria "E".

49.1.12. Where the above criteria are equal, the determination shall be resolved by lot.

49.2. A rank order list of experience and a certification list of all certified employees will be provided to the Association by February 1st.

49.2.1. In the event that vacancies for certified positions occur within a period of twenty-four (24) months from the date of release, employees released as a result of RIF, who are fully qualified to hold that position will be rehired in reverse order of release. Failure to accept a certified position offered relieves the Board of any further rehire obligation to the released employee. However, certified employees released as a result of RIF may accept or reject the position of certified permanent substitute without forfeiting their rehire rights to certified positions that may become available.

49.2.2. Teachers released due to RIF who wish to be rehired will fill out a "Request for Rehire Information Form". Said form will be kept on file in the Central Administration Office for the duration of the released teacher's rehire period. The Board will use this information in compiling a rehire list for the teaching position to which the released teacher desires to be rehired. The rehired list will give the order of rehire for all released teachers desiring to be rehired to that particular teaching position. The "Rehire Information Form" will be attached to this article. **50.2.3.** No outside personnel may be hired for certified positions until all employees released as a result of RIF, who are fully qualified to hold the position, have had the opportunity to accept the vacant position.

49.2.4. All benefits to which teachers were entitled at the time of release, due to RIF, including seniority, career, retirement, accumulated sick leave, and professional leave will be restored to the teacher upon return to active employment and such teacher will be placed on the proper step on the salary schedule in accordance with the teacher's education and experience.

49.2.5. If there is no conflict with the provisions of the insurance policies, all teachers released as a result of RIF will have the option to continue their insurance program through the school throughout their rehire period. Said teachers will be responsible for the payment of the premiums.

50. SALARY CREDIT FOR DEGREES/CREDITS EARNED

50.1. Salary credit for degrees and/or academic credits earned will be adjusted on a per semester basis following completion of documentation.

50.2. This documentation may include grade report forms, transcripts or other official materials from accredited colleges and universities.

51. SALARY SCHEDULE ADDENDUM

51.1. Teachers who are in their entry-year shall be paid at the bachelor's degree level with 0 years of experience on the negotiated salary schedule unless they have earned an advanced degree prior to entering the education profession.

51.2. Beginning with the 2018 school year, hours used to qualify for the B+24 must meet the following criteria:

51.2.1. The hours must have been earned after the date the bachelor's degree was awarded.

51.2.2. The hours must be a part of a master's degree program at a regionally accredited college or university and hours toward completion of the master's degree or:

51.2.3. The hours must have been graduate college hours that directly relate to the teacher's current teaching assignment (approval of the building principal and superintendent required), or:

51.2.4. The hours must have been college hours taken to qualify for certification in another teaching field required by the school district or:

51.3. The hours must have been college hours taken to remain qualified for the teacher's present position for which he/she currently holds standard certification. The responsibility for certifying that the teacher is eligible for the horizontal step rests with the teacher. This certification involves an official transcript showing the hours and an official letter of acceptance as a degree student for those teachers involved in a master's degree program. All others must show proof of qualification by presenting an official transcript and written approval by the building principal to the Superintendent for his/her approval.

52. RETIREMENT CONTRIBUTION

52.1. The District agrees to pay seven (7) percent of the teacher's contract salary as the teacher's contribution to the Teacher Retirement System.

53. HOSPITALIZATION INSURANCE

53.1. The District will follow guidelines set by state statute for the flexible benefit allowance in regards to hospitalization insurance.

54. CO/EXTRACURRICULAR BUS DRIVING/ROUTE BUS DRIVING

54.1. The District will pay a \$20 stipend to a certified staff member for each time that staff member drives a bus to take students to co-curricular events that is part of that staff member's assignment. The number of trips will be maintained and will be paid to the respective staff member annually on the occasion of the May 15 warrant or mutually agreeable pay period.

54.2. If a staff member drives a co-curricular or extracurricular bus for a group of students not in an area of his/her responsibilities, he/she will be compensated \$20 per hour for driving time and \$10 per hour for wait time. No overnight time. Example: The Girls' Basketball Coach drives the soccer team to a game.

54.3 Seasonal Bus Drivers Stipend will be available for the length of the equivalent one (1) semester, in addition to the negotiated district teaching contract. The semester length of extra duties does not have to be a continuous semester in length but must be at least two (2) individual quarters of the school year in length. The staff member hired for the extra duty will be assigned a morning or afternoon route, which will be consistent for the entire time equivalent to one semester and will be predetermined with the Director of Operations. Stipends will be offered, with a cost of \$2,000 for each of the aforementioned extra duty positions. (Revised 2022)

55. PROFESSIONAL DEVELOPMENT DAYS

55.1. The teachers' annual calendar prior to the first day of classes will ensure either two partial days

(three-hour periods) or one full day to work in their classrooms/departments. The Superintendent and C.U.T.A. President will coordinate this mutual effort each year.

55.2. If the district training does not specifically address non-core subjects, then every effort will be made to provide the non-core teachers with a different training or let them meet for curriculum alignment.

55.3. The district will recognize the Fall OEA Day as a day of Fall Break, which will allow teachers to attend OEA Professional Development if they choose.

55.4. The District will maintain an access portal located on a secure site on the district's website (*password protected*) available to teachers to check their individual staff development point status.

~~**55.5.** Beginning with the 2019–2020 school year, the district will add two (2) Professional Development Days within the teachers' 175 contract days. These two day will be ½ days without students, one per ¼.~~ (Revised 2022)

56. PROFESSIONAL DEVELOPMENT AND CALENDAR COMMITTEE

56.1. A majority of the members of the professional and calendar development committee shall be composed of classroom teachers. The teacher members shall be selected by a designated administrator of the school district from a list of names submitted by the teachers in the school district. The members selected shall be subjected to the approval of the majority vote of the teachers in the district with representation from each building and one C.U.T.A. representative. At a minimum, once every four (4) years the committee shall include at least one school counselor in its membership. The local professional development committee shall be headed by a chairperson to be elected by the full committee. Chickasha professional development committee members shall serve a three (3) year consecutive term.

56.2. Use our own faculty to provide in-service training whenever possible.

56.3. The Board will have a vote of the teachers before they adopt a school calendar for the next school year. A copy of the calendar will be included in the contract and any variations shall be handled in a similar manner.

57. TEACHER & LEADER EFFECTIVENESS (TLE) TRAINING

57.1. Chickasha Public Schools will provide Teacher & Leader Effectiveness (TLE) training at each building.

58. OEA DAY REPLACEMENT

58.1. The District will coordinate Fall Break to coincide with the State OEA Fall Conference.

59. COMPLYING WITH STATE AND FEDERAL REGULATIONS

59.1. Notwithstanding any provision in this Contract to the contrary, the District shall not be prevented from taking any actions required by state law or otherwise imposed upon the District by a state or federal agency.

60. PERSONNEL DRESS CODE (Certified Teachers)

60.1. Clothing is expected to not distract from the educational process. Certified staff is expected to follow professional business casual dress standards and expectations. The exception to the rule would be for "special event days."

61. COMPENSATION SCHEDULE 2022-2023

*Salary based on 1080 hours of which a maximum of 30 hours will be professional development.

Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	\$44,380	11	\$68,750	21	\$90,000	31	\$108,000
2	\$45,380	12	\$70,750	22	\$92,000	32	\$110,000
3	\$46,380	13	\$72,750	23	\$94,000	33	\$112,000
4	\$47,380	14	\$74,750	24	\$96,000	34	\$114,000
5	\$48,380	15	\$76,750	25	\$98,000	35	\$116,000
6	\$49,380	16	\$78,750	26	\$100,000		
7	\$50,380	17	\$80,750	27	\$102,000		
8	\$51,380	18	\$82,750	28	\$104,000		
9	\$52,380	19	\$84,750	29	\$106,000		
10	\$53,380	20	\$86,750	30	\$108,000		

Certified Pay Scale Bachelor's Degree

2022-2023 CERTIFIED PAY SCALES (Bachelor's Degree)

Step	FY22 BASE SALARY	TRS CREDIT (HB 1873)	TEACHER RETIREMENT	TOTAL DISTRICT COMPENSATION	DAILY RATE
0	\$37,000.00	\$60.15	\$2,784.95	\$39,784.95	\$211.43
1	\$37,450.00	\$103.41	\$2,818.82	\$40,268.82	\$214.00
2	\$37,900.00	\$145.65	\$2,852.69	\$40,752.69	\$216.57
3	\$38,350.00	\$188.96	\$2,886.56	\$41,236.56	\$219.14
4	\$38,800.00	\$233.33	\$2,920.43	\$41,720.43	\$221.71
5	\$39,250.00	\$278.76	\$2,954.30	\$42,204.30	\$224.29
6	\$39,700.00	\$325.26	\$2,988.17	\$42,688.17	\$226.86
7	\$40,150.00	\$372.82	\$3,022.04	\$43,172.04	\$229.43
8	\$40,600.00	\$421.44	\$3,055.91	\$43,655.91	\$232.00
9	\$41,100.00	\$471.12	\$3,093.55	\$44,193.55	\$234.86
10	\$41,800.00	\$521.87	\$3,146.24	\$44,946.24	\$238.86
11	\$42,300.00	\$573.67	\$3,183.87	\$45,483.87	\$241.71
12	\$42,800.00	\$626.54	\$3,221.51	\$46,021.51	\$244.57
13	\$43,300.00	\$680.48	\$3,259.14	\$46,559.14	\$247.43
14	\$43,800.00	\$735.47	\$3,296.77	\$47,096.77	\$250.29
15	\$44,300.00	\$791.53	\$3,334.41	\$47,634.41	\$253.14
16	\$44,800.00	\$848.65	\$3,372.04	\$48,172.04	\$256.00
17	\$45,300.00	\$906.83	\$3,409.68	\$48,709.68	\$258.86
18	\$45,800.00	\$966.07	\$3,447.31	\$49,247.31	\$261.71
19	\$46,300.00	\$1,026.38	\$3,484.95	\$49,784.95	\$264.57
20	\$46,800.00	\$1,087.75	\$3,522.58	\$50,322.58	\$267.43
21	\$47,300.00	\$1,150.18	\$3,560.22	\$50,860.22	\$270.29
22	\$47,800.00	\$1,213.68	\$3,597.85	\$51,397.85	\$273.14
23	\$48,300.00	\$1,278.23	\$3,635.48	\$51,935.48	\$276.00

Certified Pay Scale Bachelor's Degree

24	\$48,800.00	\$1,343.85	\$3,673.12	\$52,473.12	\$278.86
25	\$49,550.00	\$1,410.53	\$3,729.57	\$53,279.57	\$283.14
26	\$50,075.00	\$1,410.53	\$3,769.09	\$53,844.09	\$286.14
27	\$50,600.00	\$1,410.53	\$3,808.60	\$54,408.60	\$289.14
28	\$51,125.00	\$1,410.53	\$3,848.12	\$54,973.12	\$292.14
29	\$51,650.00	\$1,410.53	\$3,887.63	\$55,537.63	\$295.14
30	\$52,175.00	\$1,410.53	\$3,927.15	\$56,102.15	\$298.14
31	\$52,700.00	\$1,410.53	\$3,966.67	\$56,666.67	\$301.14
32	\$53,225.00	\$1,410.53	\$4,006.18	\$57,231.18	\$304.14
33	\$53,750.00	\$1,410.53	\$4,045.70	\$57,795.70	\$307.14
34	\$54,275.00	\$1,410.53	\$4,085.22	\$58,360.22	\$310.14
35	\$54,800.00	\$1,410.53	\$4,124.73	\$58,924.73	\$313.14
36	\$55,325.00	\$1,410.53	\$4,164.25	\$59,489.25	\$316.14
37	\$55,850.00	\$1,410.53	\$4,203.76	\$60,053.76	\$319.14
38	\$56,375.00	\$1,410.53	\$4,243.28	\$60,618.28	\$322.14

2022-2023 CERTIFIED PAY SCALES (Bachelor's + 24)

Step	BASE SALARY FY22	TRS CREDIT (HB 1873)	TEACHER RETIREMENT	TOTAL DISTRICT COMPENSATION	Daily Rate
0	N/A	N/A	N/A	N/A	N/A
1	\$37,600.00	\$145.65	\$2,830.11	\$40,430.11	\$214.86
2	\$38,050.00	\$188.96	\$2,863.98	\$40,913.98	\$217.43
3	\$38,500.00	\$233.33	\$2,897.85	\$41,397.85	\$220.00
4	\$38,950.00	\$278.76	\$2,931.72	\$41,881.72	\$222.57
5	\$39,400.00	\$325.26	\$2,965.59	\$42,365.59	\$225.14
6	\$39,850.00	\$372.82	\$2,999.46	\$42,849.46	\$227.71
7	\$40,300.00	\$421.44	\$3,033.33	\$43,333.33	\$230.29
8	\$40,750.00	\$471.12	\$3,067.20	\$43,817.20	\$232.86
9	\$41,750.00	\$521.87	\$3,142.47	\$44,892.47	\$238.57
10	\$42,200.00	\$573.67	\$3,176.34	\$45,376.34	\$241.14
11	\$42,650.00	\$626.54	\$3,210.22	\$45,860.22	\$243.71
12	\$43,100.00	\$680.48	\$3,244.09	\$46,344.09	\$246.29
13	\$43,550.00	\$735.47	\$3,277.96	\$46,827.96	\$248.86
14	\$44,000.00	\$791.53	\$3,311.83	\$47,311.83	\$251.43
15	\$44,450.00	\$848.65	\$3,345.70	\$47,795.70	\$254.00
16	\$44,900.00	\$906.83	\$3,379.57	\$48,279.57	\$256.57
17	\$45,350.00	\$966.07	\$3,413.44	\$48,763.44	\$259.14
18	\$45,800.00	\$1,026.38	\$3,447.31	\$49,247.31	\$261.71
19	\$46,250.00	\$1,087.75	\$3,481.18	\$49,731.18	\$264.29
20	\$46,700.00	\$1,150.18	\$3,515.05	\$50,215.05	\$266.86
21	\$47,150.00	\$1,213.68	\$3,548.92	\$50,698.92	\$269.43
22	\$47,600.00	\$1,278.23	\$3,582.80	\$51,182.80	\$272.00
23	\$48,050.00	\$1,343.85	\$3,616.67	\$51,666.67	\$274.57

24	\$49,150.00	\$1,410.53	\$3,699.46	\$52,849.46	\$280.86
25	\$49,650.00	\$1,410.53	\$3,737.10	\$53,387.10	\$283.71
26	\$50,150.00	\$1,410.53	\$3,774.73	\$53,924.73	\$286.57
27	\$50,650.00	\$1,410.53	\$3,812.37	\$54,462.37	\$289.43
28	\$51,150.00	\$1,410.53	\$3,850.00	\$55,000.00	\$292.29
29	\$51,650.00	\$1,410.53	\$3,887.63	\$55,537.63	\$295.14
30	\$52,150.00	\$1,410.53	\$3,925.27	\$56,075.27	\$298.00
31	\$52,650.00	\$1,410.53	\$3,962.90	\$56,612.90	\$300.86
32	\$53,150.00	\$1,410.53	\$4,000.54	\$57,150.54	\$303.71
33	\$53,650.00	\$1,410.53	\$4,038.17	\$57,688.17	\$306.57
34	\$54,150.00	\$1,410.53	\$4,075.81	\$58,225.81	\$309.43
35	\$54,650.00	\$1,410.53	\$4,113.44	\$58,763.44	\$312.29
36	\$55,150.00	\$1,410.53	\$4,151.08	\$59,301.08	\$315.14
37	\$55,650.00	\$1,410.53	\$4,188.71	\$59,838.71	\$318.00
38	\$56,175.00	\$1,410.53	\$4,228.23	\$60,403.23	\$321.00

2022-2023 CERTIFIED PAY SCALES (Master's Degree)

Step	FY22 BASE SALARY	TRS CREDIT (HB 1873)	TEACHER RETIREMENT	TOTAL DISTRICT COMPENSATION	Daily Rate
0	\$38,200.00	\$60.15	\$2,875.27	\$41,075.27	\$218.29
1	\$38,700.00	\$103.41	\$2,912.90	\$41,612.90	\$221.14
2	\$39,200.00	\$145.65	\$2,950.54	\$42,150.54	\$224.00
3	\$39,700.00	\$188.96	\$2,988.17	\$42,688.17	\$226.86
4	\$40,200.00	\$233.33	\$3,025.81	\$43,225.81	\$229.71
5	\$40,700.00	\$278.76	\$3,063.44	\$43,763.44	\$232.57
6	\$41,200.00	\$325.26	\$3,101.08	\$44,301.08	\$235.43
7	\$41,700.00	\$372.82	\$3,138.71	\$44,838.71	\$238.29
8	\$42,200.00	\$421.44	\$3,176.34	\$45,376.34	\$241.14
9	\$42,700.00	\$471.12	\$3,213.98	\$45,913.98	\$244.00
10	\$43,400.00	\$521.87	\$3,266.67	\$46,666.67	\$248.00
11	\$43,900.00	\$573.67	\$3,304.30	\$47,204.30	\$250.86
12	\$44,400.00	\$626.54	\$3,341.94	\$47,741.94	\$253.71
13	\$44,900.00	\$680.48	\$3,379.57	\$48,279.57	\$256.57
14	\$45,400.00	\$735.47	\$3,417.20	\$48,817.20	\$259.43
15	\$45,900.00	\$791.53	\$3,454.84	\$49,354.84	\$262.29
16	\$46,425.00	\$848.65	\$3,494.35	\$49,919.35	\$265.29
17	\$46,950.00	\$906.83	\$3,533.87	\$50,483.87	\$268.29
18	\$47,475.00	\$966.07	\$3,573.39	\$51,048.39	\$271.29
19	\$48,000.00	\$1,026.38	\$3,612.90	\$51,612.90	\$274.29
20	\$48,525.00	\$1,087.75	\$3,652.42	\$52,177.42	\$277.29
21	\$49,050.00	\$1,150.18	\$3,691.94	\$52,741.94	\$280.29
22	\$49,575.00	\$1,213.68	\$3,731.45	\$53,306.45	\$283.29
23	\$50,100.00	\$1,278.23	\$3,770.97	\$53,870.97	\$286.29

24	\$50,625.00	\$1,343.85	\$3,810.48	\$54,435.48	\$289.29
25	\$51,375.00	\$1,410.53	\$3,866.94	\$55,241.94	\$293.57
26	\$51,925.00	\$1,410.53	\$3,908.33	\$55,833.33	\$296.71
27	\$52,475.00	\$1,410.53	\$3,949.73	\$56,424.73	\$299.86
28	\$53,025.00	\$1,410.53	\$3,991.13	\$57,016.13	\$303.00
29	\$53,575.00	\$1,410.53	\$4,032.53	\$57,607.53	\$306.14
30	\$54,125.00	\$1,410.53	\$4,073.92	\$58,198.92	\$309.29
31	\$54,675.00	\$1,410.53	\$4,115.32	\$58,790.32	\$312.43
32	\$55,225.00	\$1,410.53	\$4,156.72	\$59,381.72	\$315.57
33	\$55,775.00	\$1,410.53	\$4,198.12	\$59,973.12	\$318.71
34	\$56,325.00	\$1,410.53	\$4,239.52	\$60,564.52	\$321.86
35	\$56,875.00	\$1,410.53	\$4,280.91	\$61,155.91	\$325.00
36	\$57,425.00	\$1,410.53	\$4,322.31	\$61,747.31	\$328.14
37	\$57,975.00	\$1,411.53	\$4,363.71	\$62,338.71	\$331.29
38	\$58,525.00	\$1,411.53	\$4,405.11	\$62,930.11	\$334.43

2022-2023 CERTIFIED PAY SCALES (Doctorate)

Step	FY22 BASE SALARY	TRS CREDIT (HB 1873)	TEACHER RETIREMENT	TOTAL DISTRICT COMPENSATION	Daily Rate
0	\$40,000.00	\$60.15	\$2,755.66	\$43,010.75	\$228.57
1	\$40,500.00	\$103.41	\$2,781.91	\$43,548.39	\$231.43
2	\$41,000.00	\$145.65	\$2,812.29	\$44,086.02	\$234.29
3	\$41,500.00	\$188.96	\$2,842.67	\$44,623.66	\$237.14
4	\$42,000.00	\$233.33	\$2,873.12	\$45,161.29	\$240.00
5	\$42,500.00	\$278.76	\$2,903.50	\$45,698.92	\$242.86
6	\$43,000.00	\$325.26	\$2,936.54	\$46,236.56	\$245.71
7	\$43,500.00	\$372.82	\$2,969.02	\$46,774.19	\$248.57
8	\$44,000.00	\$421.44	\$3,001.43	\$47,311.83	\$251.43
9	\$44,500.00	\$471.12	\$3,033.84	\$47,849.46	\$254.29
10	\$45,000.00	\$521.87	\$3,066.32	\$48,387.10	\$257.14
11	\$45,500.00	\$573.67	\$3,241.39	\$48,924.73	\$260.00
12	\$46,000.00	\$626.54	\$3,275.90	\$49,462.37	\$262.86
13	\$46,500.00	\$680.48	\$3,310.41	\$50,000.00	\$265.71
14	\$47,000.00	\$735.47	\$3,344.92	\$50,537.63	\$268.57
15	\$47,500.00	\$791.53	\$3,379.36	\$51,075.27	\$271.43
16	\$48,000.00	\$848.65	\$3,415.34	\$51,612.90	\$274.29
17	\$48,500.00	\$906.83	\$3,449.85	\$52,150.54	\$277.14
18	\$49,000.00	\$966.07	\$3,484.36	\$52,688.17	\$280.00
19	\$49,500.00	\$1,026.38	\$3,518.87	\$53,225.81	\$282.86
20	\$50,000.00	\$1,087.75	\$3,553.38	\$53,763.44	\$285.71
21	\$50,500.00	\$1,150.18	\$3,589.43	\$54,301.08	\$288.57
22	\$51,000.00	\$1,213.68	\$3,623.94	\$54,838.71	\$291.43
23	\$51,525.00	\$1,278.23	\$3,658.45	\$55,403.23	\$294.43

24	\$52,050.00	\$1,343.85	\$3,693.03	\$55,967.74	\$297.43
25	\$52,575.00	\$1,410.53	\$3,727.54	\$56,532.26	\$300.43
26	\$53,100.00	\$1,410.53	\$3,832.89	\$57,096.77	\$303.43
27	\$53,625.00	\$1,410.53	\$3,867.89	\$57,661.29	\$306.43
28	\$54,150.00	\$1,410.53	\$3,902.89	\$58,225.81	\$309.43
29	\$54,675.00	\$1,410.53	\$3,937.89	\$58,790.32	\$312.43
30	\$55,200.00	\$1,410.53	\$3,972.89	\$59,354.84	\$315.43
31	\$55,725.00	\$1,410.53	\$4,007.89	\$59,919.35	\$318.43
32	\$56,250.00	\$1,410.53	\$4,042.89	\$60,483.87	\$321.43
33	\$56,775.00	\$1,410.53	\$4,077.89	\$61,048.39	\$324.43
34	\$57,300.00	\$1,410.53	\$4,112.89	\$61,612.90	\$327.43
35	\$57,825.00	\$1,410.53	\$4,147.89	\$62,177.42	\$330.43
36	\$58,350.00	\$1,410.53	\$4,391.95	\$62,741.94	\$333.43
37	\$58,875.00	\$1,411.53	\$4,431.46	\$63,306.45	\$336.43
38	\$59,400.00	\$1,411.53	\$4,470.97	\$63,870.97	\$339.43

Experience	State TRS Credit
0	\$60.15
1	\$103.41
2	\$145.65
3	\$188.96
4	\$233.33
5	\$278.76
6	\$325.26
7	\$372.82
8	\$421.44
9	\$471.12
10	\$521.87
11	\$573.67
12	\$626.54
13	\$680.48
14	\$735.47
15	\$791.53
16	\$848.65
17	\$906.83
18	\$966.07
19	\$1,026.38
20	\$1,087.75
21	\$1,150.18
22	\$1,213.68
23	\$1,278.23
24	\$1,343.85
25 and above	\$1,410.53

**Special Education 10%, Alternative School 5%, Title I 5%, GT 5% - Full-time, Certified Secondary Math and Science teachers who have completed subject area certification*

~~**Chickasha teachers who attain National Board certification after June 30, 2013, and are ineligible for the annual bonus of \$5,000 for a ten year period, shall receive additional salary increments as set forth in the Oklahoma minimum salary schedule for National Board Certification. Said increments shall be paid as a lump-sum annual \$1,000.00 payment upon completion of each year of employment; however, the total salary paid to National Board Certified teachers including the annual bonus shall not be less than the total amount as stated in the Oklahoma Minimum Salary Schedule.~~

**An additional \$1,000.00 will be added to the salary schedules for teachers obtaining National Board Certification after June 30, 2016. Certified teachers who received compensation from the Bachelor's +24 schedule in the 2017-18 school year will remain on that schedule for the duration of their continued employment with the district.

62. EXTRA DUTY PAY

At the option of the employee performing the extra-duty, the extra-duty pay may be paid on a monthly incremental basis for the entire school year. The Board agrees to pay the amount for extra duty as negotiated for the 2022-2023 school year as follows:

DUTY/SCHOOL/LEVEL		AMOUNT
62.1	Academic, Hourly	\$25 an hour
Academic, High School		
62.2	Head Coach	\$2,400.00
62.3.	Assistant Coach	\$1,000.00
Academic, Middle School		
62.4.	Head Coach	\$1,000.00
AG		
62.5.	Sponsor	\$2,000.00
62.6	Auditorium Manager (District 12mos)	\$3,500

Band, High School		
62.57	Director	\$3,800.00
62.8	Pep & Musical	\$2,400.00
62.9.	Assistant	\$1,500.00
Band, Middle School		
62.10.	Director	\$1,700.00
62.11	Assistant	\$800.00
62.12.	Pep & Musical	\$500.00
62.13.	Auxiliary/Rifles	\$200.00
Band, District Wide, All Levels		
62.14.	Solo/Ensemble	\$450.00
62.15.	Assistant Auxiliary/Rifles	\$450.00
62.16.	Summer	\$2,400.00
62.17.	Stage Band	\$1,500.00
62.18.	Stage Band	\$400.00
62.19	Band Percussion	\$2,750.00
	Color Guard	\$2,000.00
Class Sponsor, High School		
62.20.	Seniors	\$500.00
62.21.	Juniors	\$1000.00
62.22.	Sophomore	\$500.00
62.23.	Freshman	\$500.00
Department Head		
62.24.	High School	\$750.00
62.25.	Middle School	\$750.00
62.26.	Elementary School	\$750.00
62.27.	District Faculty Liaison- C.U.T.A. President	\$750.00

	(Liaison) to provide consultation and representation for the District. He/she will provide a written report monthly to the Superintendent for services to the District. The written monthly report is expected to provide a summary of the current "state of the Chickasha United Teachers Association" (membership activities, concerns, outreach, to the community, legislative goals, etc.)	
62.28.	District Teacher of the Year after: 1. Completion of the State application in its entirety 2. Expectation of remaining a classroom teacher in the following school year.	\$1,500.00
62.29	Drama, High School	\$2,000.00
ESports (District)		
62.30	Coach	\$1,500.00
Gifted & Talented, Middle School		
62.31.	Coordinator- Grades 6th-8th	\$1,500.00
Indian Education District Wide		
62.32	Coordinator	\$2,000
Mentor Teacher		
62.33	Mentor	\$500
National Honor Society, High School		
62.34.	Sponsor	\$500.00
National Honor Society, Middle School		
62.35	Sponsor	\$450.00
Media, High School		
62.36	Director	\$750.00
Newspaper, High School		
62.37.	Director	\$600.00
Odyssey of the Mind, District Wide		
62.38.	Coach	\$250.00

	Psychological Services, District Wide	
62.39.	*Individual serving as both Psychometrist/Psychologist	\$8,000.00
62.40.	Psychologist	\$5,000.00
62.41.	Psychometrist	\$4,000.00
Robotics, High School		
62.42.	Coach	\$2,200.00
Robotics, Elementary Coach		
62.43.	Coach	\$1,000.00
Science Fair, District Wide		
62.44.	Coordinator	\$250.00
Special Education		
62.45.	Speech Pathologist	\$8,000.00
62.46.	Speech Therapist Assistant	\$2,500.00
62.47	Special Education Over Caseload Stipend (Based on Oct. 1 child count)	\$1000 per year \$500 per semester \$250 per nine weeks
62.48	Special Education IEP Writer	\$2,500.00
62.49	Special Education Bootcamp	\$1,500.00
Student Government, High School		
62.50.	Sponsor	\$2,000.00
Student Government, Middle School		
62.51.	Sponsor	\$300.00
62.52	Technology Mentor (Each Site)	\$1,000
Trainers		
62.53	Paraprofessional Trainer/CPI Trainer	\$20/hr
Vocal Music, High School		
62.54	Director	\$3,500.00
Vocal Music, Middle School		

62.55.	Director	\$1,000.00
Vocal Music, Elementary		
62.56.	Director- Select Choir	\$500.00
Vocal Music- District Wide, All Levels		
62.57.	Coordinator	\$500.00
Website (Each Site)		
62.58	Site webmaster	\$1,000.00
Yearbook, High School		
62.59	Sponsor	\$1,500.00
Yearbook, Middle School		
62.60.	Sponsor	\$750.00
Yearbook,-Elementary		
62.61.	Sponsor	\$500.00
ATHLETICS		
62.62.	Assistant Student Activities Director	\$6,500.00
62.63	Archery (District)	\$1,500.00
Baseball, High School		
62.64	Head Coach- Varsity	\$6,000.00
62.65.	Assistant- Varsity	\$3,000.00
62.66.	Assistant- Varsity	\$3,000.00
Baseball, Middle School		
62.67	Head Coach	\$1,750.00
62.68.	Assistant	\$1,000.00
62.69	Assistant	\$1,000.00
Basketball, High School		
62.70.	Head Coach- Varsity Boys	\$7,500.00

62.71	Assistant- Varsity Boys	\$3,000.00
62.72	Assistant- Varsity Boys	\$3,000.00
62.73	Head Coach- Varsity Girls	\$7,500.00
62.74	Assistant- Varsity Girls	\$3,000.00
62.75	Assistant- Varsity Girls	\$3,000.00
62.76	Head Coach- 9th Grade Boys	\$2,400.00
62.77	Head Coach- 9th Grade Girls	\$2,400.00
62.78	Video	\$600.00
Basketball, Middle School		
62.79.	Head Coach- 7th Grade Boys	\$1,500.00
62.80.	Head Coach- 7th Grade Girls	\$1,500.00
62.81.	Head Coach- 8th Grade Boys	\$1,500.00
62.82.	Head Coach- 8th Grade Girls	\$1,500.00
62.83.	Intramural	\$600.00
Basketball, Elementary		
62.84.	Head Coach	\$500.00
Cheerleading, High School		
62.85.	Head Coach	\$4,800
62.86.	Assistant Coach	\$1,750
62.87	Assistant Coach	\$1,750
Cheerleading, Middle School		
62.88.	Head Coach	\$2,000.00
62.89.	Assistant Coach	\$750.00
62.90.	Assistant Coach	\$750.00
62.91	Clay Shooting (District)	\$1,500.00
Cross Country, High School		
62.92	Head Coach- Boys	\$2,200.00

62.93.	Assistant Coach- Boys	\$1,000.00
62.94.	Head Coach- Girls	\$2,200.00
62.95	Assistant Coach- Girls	\$1,000.00
Cross Country, Middle School		
62.96.	Head Coach- Boys & Girls	\$2,000.00
Football, High School		
62.97.	Head Coach- Varsity	\$10,000.00
62.98.	Defensive Coordinator	\$5,000.00
62.99.	Offensive Coordinator	\$5,000.00
62.100.	Assistant	\$4,000.00
62.101	Assistant	\$4,000.00
62.102	Assistant	\$4,000.00
62.103	Assistant	\$4,000.00
62.104	Head Coach- 9th Grade	\$2,400.00
62.105	Spring Director	\$800.00
62.106	Video	\$800.00
Football, Middle School		
62.107	Head Coach- 7th Grade	\$2,400.00
62.108	Assistant	\$1,500.00
62.109	Assistant	\$1,500.00
62.110	Assistant	\$1,500.00
62.111.	Head Coach- 8th Grade	\$2,400.00
62.112	Assistant	\$1,500.00
62.113	Assistant	\$1,500.00
62.114	Assistant	\$1,500.00
Golf- High School		

62.115	Head Coach- Varsity Boys	\$2,200.00
62.116	Head Coach- Varsity Girls	\$2,200.00
62.117	Assistant Coach - Varsity	\$1500.00
Golf- Middle School		
62.118	Head Coach- Boys	\$750.00
62.119	Head Coach- Girls	\$750.00
Pom, High School		
62.120	Head Coach	\$4,800
62.121	Assistant	\$1,750
62.122	Assistant	\$1,750
62.123	Assistant	\$1,750
Pom, Middle School		
62.124	Head Coach	\$2,000.00
62.125	Assistant	\$750.00
62.126	Assistant	\$750.00
Powerlifting, High School		
62.127	Head Coach	\$2,200.00
Powerlifting, Middle School		
62.128	Head Coach	\$1000.00
Soccer, High School		
62.129	Head Coach- Varsity Boys	\$5,000.00
62.130	Assistant- Varsity Boys	\$1,750.00
62.131	Assistant- Varsity Boys	\$1,750.00
62.132	Head Coach- Varsity Girls	\$5,000.00
62.133	Assistant- Varsity Girls	\$1,750.00
62.134	Assistant- Varsity Girls	\$1,750.00
Soccer, Middle School		

62.135	Head Coach- Boys	\$1,750.00
62.136	Assistant- Boys	\$1,000.00
62.137	Head Coach- Girls	\$1,750.00
62.138	Assistant- Girls	\$1,000.00
Softball, High School		
62.139.	Head Coach- Varsity	\$5,700.00
62.140.	Assistant- Varsity	\$2,800.00
62.141	Assistant- Varsity	\$2,800.00
Softball, Middle School		
62.142.	Head Coach	\$1,750.00
62.143.	Assistant	\$1,000.00
Special Olympics		
62.144.	Head Coach	\$1,000.00
62.145.	Assistant Coach *if more than 5 students	\$500.00
Spirit Squad, Grand/District Wide		
62.146.	Head Coach	\$20.00 per hour
62.147.	Assistant	\$20.00 per hour
62.148.	Assistant	\$20.00 per hour
Strength and Conditioning High School		
62.149	Coach	\$4,000.00
Swimming- High School		
62.149.	Head Coach-Varsity Boys	\$2,200.00
62.150	Assistant- Varsity Boys	\$750.00
62.151.	Head Coach- Varsity Girls	\$2,200.00
62.152.	Assistant- Varsity Girls	\$750.00
Swimming- Middle School		

62.153	Head Coach- Boys & Girls	\$1,000.00
Tennis- High School		
62.154.	Head Coach- Varsity Boys	\$2,200.00
62.155	Assistant- Varsity Boys	\$750.00
62.156.	Head Coach- Varsity Girls	\$2,200.00
62.157.	Assistant- Varsity Girls	\$750.00
Tennis- Middle School		
62.158.	Head Coach- Boys	\$1,500.00
62.159.	Head Coach- Girls	\$1,500.00
Track- High School		
62.160.	Head Coach- Varsity Boys	\$4,000.00
62.161.	Assistant- Varsity Boys	\$2,000.00
62.162.	Head Coach- Varsity Girls	\$4,000.00
62.163	Assistant- Varsity Girls	\$2,000.00
Track- Middle School		
62.164.	Head Coach- Boys	\$1,000.00
62.165.	Assistant- Boys	\$750.000
62.166.	Head Coach- Girls	\$1,000.00
62.167	Assistant- Girls	\$750.00
Volleyball- High School		
62.168.	Head Coach- Varsity	\$2,900.00
62.169.	Assistant	\$750.00
Volleyball- Middle School		
62.170.	Head Coach	\$2,900.00
62.171.	Assistant	\$750.00
Weight Room, High School/District Wide		
62.172.	Program Supervision	\$10.00 per hour

Wrestling, High School		
62.173.	Head Coach- Varsity	\$6,000.00
62.174.	Assistant	\$1,750.00
62.175	Assistant	\$1,750.00
62.176	Assistant	\$1,750.00
Wrestling, Middle School		
62.177.	Head Coach	\$1,750.00
62.178.	Assistant	\$1,000.00
62.179	Assistant	\$1,000.00
62.180	Assistant	\$1,000.00

The Superintendent will provide the C.U.T.A. President with a list of after-school extra duty teaching positions with the extra-duty salary/pay by September 30 of each year.

63. LAY COACH SUPERVISOR POSITION

a. Such a Supervisor will be assigned only in sports where it is not possible to assign certified staff to a coaching position and a lay coach is present. Such Supervisor must meet certification requirements for school athletics, supervision and sports safety. This position will receive 3/4 the head coach pay, if it is for one sport. This position will receive one and one-half the head coach pay if supervising both girls and boys programs in the same sport. Lay coaches shall not be paid more than their certified counterpart's extra-duty contract.

64. DISTRICT EXPERIENCE FACTOR (COACHES)

a. In order to maintain highly qualified coaches and to recognize the effort that they dedicate to their program, it is understood that the development of any program takes a considerable amount of time. Therefore, it is our intent to reward these individuals with a longevity bonus as follows:

b.	Number of Years in Program	Amount
	5-10 years	\$500.00
	10-15 years	\$1,000.00
	15-20 years	\$1,500.00
	20+ years	\$2,000.00

c. If, in any given year, one of these duties cannot be performed by one person, and the Superintendent, the current C.U.T.A. President and all the employees involved, agree, in

writing, that the above negotiated compensation can be proportionally divided, and then the compensation may be divided according to that agreement.

65. CERTIFIED STAFF ENGAGED IN NON-CERTIFIED DUTY

- a. Certified staff that engages in non-certified duty such as working ball games, etc. shall be paid \$10.00 an hour for specific such assignments and as authorized by the Superintendent and/or his/her designee(s).
- b. Certified staff who accepts an extra-duty assignment of driving a bus route/shuttle outside of certified contracted day will be paid a stipend. The Superintendent's designee for transportation monitors' and determines whether the route is a short or a long route.

Bus route/Shuttle	Amount
Short route- 1.5 hours or less per route	\$21.00
Long Route- More than 1.5 hours or less than 3.0 hours per route	\$28.00

66. INCENTIVE PROGRAM FOR ADVANCED PLACEMENT TEAMS

a. For each 3 scored	\$75.00
b. For each 4 scored	\$100.00
c. For each 5 scored	\$125.00

Appendix Procedural Agreement and Forms

PROCEDURAL AGREEMENT FOR NEGOTIATIONS BETWEEN THE BOARD OF EDUCATION OF CHICKASHA INDEPENDENT SCHOOL DISTRICT AND THE CHICKASHA UNITED TEACHING ASSOCIATION

I. PURPOSE

1.1 The Board of Education of the Chickasha Public Schools and the Chickasha United Teaching Association recognize the current requirement for an orderly process of communication for administering employer/employee relations which conform with Oklahoma Statutes 70 O.S. § 509.1 through 509.10.

II. RECOGNITION

2.1 This Agreement is made and entered into by and between the Chickasha United Teaching Association, hereinafter termed the "Association" and the Board of Education of Oklahoma Independent School District I-001, Chickasha Public Schools of Grady County, Oklahoma, hereinafter termed the "Board".

2.2 The Board hereby recognizes the Association as the exclusive negotiation representative for

the bargaining unit consisting of all employees who are required by the position in which they are employed to be licensed or certified as teachers, and who are not required by the position for which they are employed to be a principal, superintendent or other certified or non-certified administrator of the district with respect to other teachers of the Chickasha Public Schools. Any person who desires not to be represented by the Association may so state in writing to the Board.

III. SCOPE OF BARGAINING

3.1 The Board and the Association agree to negotiate in good faith on wages, hours, fringe benefits and other terms and conditions of employment.

3.2 The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by State and Federal law, including the right to make policy, rules and regulations which are not inconsistent with the Negotiated Agreement.

3.3 There shall be no negotiations on inherent managerial responsibilities. Managerial rights are defined, but not limited to, those powers and duties granted to the Board by the School Laws of Oklahoma; inherent managerial responsibilities include but are not limited to the functions and programs of the District, the establishment of the District's budget, the organizational structure of the schools, and the selection of personnel.

IV. NEGOTIATIONS PROCEDURES

4.1 Negotiation Teams

4.1.1 The Board and the Association shall each exchange in writing, at the first negotiation session, the names of not more than five (5) regular team members and two (2) alternates who shall serve as their respective representatives for negotiations pursuant to the provisions of this Agreement. Each party shall also designate the person on its team who will serve as spokesperson. Each party shall have the right to the services of consultants; however said consultants may not attend negotiations meetings unless he/she is a member of the negotiation team he/she is serving. Neither party shall attempt to exert influence over the other party's selection of representatives.

4.2 Opening Negotiations

4.2.1 Between April 1 and April 30 of each ensuing year, either the Association or the Board shall submit a written request for negotiations to commence to the other party, if it desires there to be negotiations for the ensuing year. If no such request is made during the time period above, negotiations will not take place for the ensuing year.

4.2.2 The chairpersons of the teams shall set a time, date, and place for the initial negotiations meeting. The initial negotiations meeting shall occur prior to June 30th.

4.2.3 The Association and the Board shall submit all of their negotiation proposals at the first session, except for salary and fringe benefits proposals which may be submitted following initial allocations notice to the district by the state department of education. Subsequent proposals may only be submitted upon mutual agreement of the parties. All items shall be disposed of by the first day of school in one of the following manners: (1) by tentative agreement, (2) by agreement to drop the item, or (3) by referring the item(s) to impasse. Time limits set forth herein may be

extended by mutual agreement of the parties.

4.3 Negotiations Sessions

4.3.1 Only members of the respective negotiation teams may be present during negotiation sessions. Other parties may be permitted to be present only by mutual agreement of the parties.

4.3.2 No recordings or official transcripts shall be made without mutual agreement of the parties.

4.3.3 Negotiations will only be conducted between the representatives of the parties and only in regular negotiation sessions at the times, dates, and places mutually agreed upon by the parties. The time, date, place and agenda of subsequent sessions will be set by mutual agreement of the parties prior to the close of each negotiation session.

4.3.4 Negotiation sessions shall be scheduled at times which will not interfere with the teacher work day and the educational programs of the district.

4.4 Tentative Agreement

4.4.1 Both parties agree that it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations, and to reach tentative agreements subject to ratification by the Board and the Association.

4.4.2 When tentative agreement is reached on any item, it shall be reduced to writing, and signed and dated by the spokesperson of each team. When tentative agreement is reached on all items, they shall be submitted first by the Association to the teachers for ratification and then by the Superintendent to the Board for ratification.

V. IMPASSE

5.1 If negotiations are not successfully concluded by the first day of school an impasse shall exist. At any earlier time following the initial negotiation session, either party may declare an impasse, or, by mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.

5.2 Within two (2) working days of such declaration, the parties shall, by mutual agreement, request the services of the Federal Mediation and Conciliation Service.

5.3 If the mediation process has been utilized and has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to fact finding as follows:

5.3.1 A fact finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Association, and one (1) member shall be selected by the Board, within five (5) days. The third member shall be selected by the first two (2) members as follows: The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of potential fact finders from the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one name remains. The person whose name remains on the list will serve as the

chairperson of the fact finding committee.

5.3.2 The committee shall meet with the Board's and the Association's negotiation representatives for the purpose of fact finding.

5.3.3 Within five (5) days after the selection of a chairperson, the representatives of the parties shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished to the chairperson and other members of the committee. Each item being submitted to fact finding shall show the last position taken by each negotiating team.

5.3.4 The cost for the services of the fact finding committee, including per diem expenses, if any, and actual and necessary travel expenses shall be shared in the following manner: the Board shall assume the expenses of the representative selected by the Board, the Association shall assume the expenses of the representative selected by the Association, and the expenses of the third member shall be shared equally by the Board and the Association.

5.3.5 The fact finding committee shall have authority to establish procedural rules, conduct investigations, and hold hearings during which each party shall be given an opportunity to present its case with supporting evidence.

5.3.6 All hearings by the fact finding committee shall be conducted in closed session.

5.3.7 The chairperson shall convene the committee for fact finding. The committee shall meet with the representatives of both parties and, within twenty (20) days after the fact finding meeting shall present its written recommendation to the Board and the Association. The report shall set forth findings of fact and recommendations on the issues submitted.

5.3.8 If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and the Association. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume a good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of written statements, as provided for by this section, either party may discontinue such effort.

5.3.9 The Board shall file a copy of the fact finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and upon ratification such agreement shall also be forwarded to the State Superintendent. If the effort to resolve differences is unsuccessful, the Board shall forward to the State Superintendent in writing its final disposition of the negotiations impasse process within thirty (30) days of the effective date of implementation.

VI. NO STRIKE CLAUSE

6.1 The procedure provided for herein for resolving impasse shall be the exclusive recourse of the Association. It shall be illegal and a violation of this Agreement for the Association or the members of the bargaining unit to strike or threaten to strike as a means of resolving differences

with the Board. It shall also be a violation of this Agreement for the Association or the members of the bargaining unit to strike for any reason during the term of a contract negotiated in accordance with the provisions of this Agreement.

VII. SAVINGS CLAUSE

7.1 If any provision of this Agreement shall be found contrary to law, it shall be severed from the Agreement, and all other provisions or application of the Agreement shall continue in full force and effect.

VIII. DURATION OF THE PROCEDURAL AGREEMENT

8.1 This Procedural Agreement shall continue in effect for successive fiscal year periods unless notice is given, in writing, between January 1 and January 31 of any year, by either party that the party desires to modify, amend or terminate this Agreement. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within thirty (30) days of such notice.

8.2 In the event that the Association disbands or otherwise ceases to be the recognized bargaining agent, this Procedural Agreement shall be null and void on that date of such disbanding or cessation of representation.

Adopted (Date) 9/2020

C.U.T.A. GRIEVANCE FORM

Building Assignment Name of Grievant Date Filed

LEVEL I

• (Within 15 days from the time you became aware of condition for complaint)

o Date cause of grievance occurred: _____

• Statement of grievance: _____

• Relief Sought: _____

• Signature _____ Date _____

• (Building Principal will arrange a meeting within 5 days and provide in written form within 5 days of meeting.) o

Disposition of Principal: _____

• Signature _____ Date _____

• If additional space is needed in reporting Section B of Step I, attach an additional sheet.

LEVEL II

• (If not satisfied with disposition of Step I or no decision has been rendered within 9 days of presentation of grievance.)

• Date received by superintendent or his/her designee: _____

(Superintendent or designee shall arrange a meeting within 5 days of and provide his decision within 5 days of meeting.)

• Disposition of superintendent or designee: _____

Signature _____ Date _____

LEVEL III

• (If not satisfied with disposition of Step II or no decision has been rendered within 10 days of meeting with superintendent or designee.)

o Date submitted to Board: _____

• Disposition and award of Board: _____

• _____

Signature _____ Date _____

• NOTE: All provisions of article _____ of the Agreement dated _____, 20____ will be strictly observed in the settlement of grievance.

COVID-19 LEAVE

COVID-19 Leave:

- CPS is providing five (5) days of leave for any staff member that tests positive for COVID-19 during the 2022-2023 school year.
- Can be used for taking care of immediate family members that have tested positive and are quarantined, under medical orders from a doctor, for COVID-19.
- This leave would be used first in the event of a medically ordered quarantine due to a positive COVID-19 diagnosis.
- This can be spread out over multiple instances but once a staff member uses all five (5) days this leave will not be replenished. This leave does not roll over nor accumulate.
- To use this leave, provide the Personnel Office with medical documentation to quarantine and enter the reason for absence as COVID-19.

Once the COVID-19 leave has been used a staff member will be able to:

- Use their leave provided by CPS per the negotiated agreement.
- Use any comp days that might have been accumulated.
- If or in the event this leave is depleted, then a staff member may request for sick leave days to be donated to them through the leave bank. (See the negotiated agreement for guidelines.)

Additional Notes

- In the event a teacher is quarantined due to COVID-19 they may be able to teach remotely to their students. If this occurs, no leave will be entered that counts against a staff member on days that remote instruction is used for instruction. These days will have to be communicated with the site principal and Executive Director of Personnel. For a full day to be considered requires remotely teaching the regular day schedule.
- For support staff members – please contact your supervisor about online trainings, working remotely from home, or developing a plan to make up hours in the event you are quarantined. Note: Time sheets or proper documentation must be submitted by a given deadline to not have a disruption in payroll.
- In the event that schools are closed due to COVID-19, CPS will move over to remote instruction for all students enrolled in the traditional pathway. No leave will be

counted against a teacher as long as instruction occurs following the regular school day schedule. Principals, teachers, and staff members will be expected to report to school sites unless instructed otherwise.

- In the event the district completely shuts down again, due to the pandemic, then the District administration will make announcements on how to proceed.

PLACEMENT INFORMATION / WISH LIST

For the 2022-23 School Year

Certified

NAME _____

Teacher (please print) Current Building and Assignment

Years in present position _____ Years in School System

Do you wish to teach in the Chickasha Public Schools next year? _____

If so, please list in order of preference the three different assignments you prefer:

1. _____
current

If you wish to stay at your

2. _____
choice.

assignment, put that as first

3. _____

If so, please list in order of preference the two different buildings you prefer?

1. _____
current

If you wish to stay at your

2. _____
choice.

building, put that as first

Remarks: _____

What "extra duty" stipend position(s) do you prefer?

(Signature)

NOTE: "A Board of Education shall have authority to enter into written contracts with teachers for the ensuing fiscal year prior to the beginning of such year. If, prior to the first Monday in June, a Board of Education has not entered into a written contract with a regularly employed teacher or notified him/her in writing by registered or certified mail that he/she will not be employed for the ensuing fiscal year, and if, by fifteen (15) days after the first Monday in June, such a teacher has not notified the Board of Education in writing by registered or certified mail that he/she does not desire to be reemployed in such school district for the ensuing year, such teacher shall be considered as employed on a continuing contract basis and on the same salary schedule used for other teachers in the school district for the ensuing fiscal year, and such employment and continuing contract shall be binding on the teacher and on the school district."

(O.S.A. 70-6-101)

Form c

Please return to the Superintendent of Schools by _____.

Thank you!

House Bill 2957 (2016)-- Transitioning Probationary Educators to Career Status for TLE

Transitioning to Career Status

In accordance with House Bill 2957 (2016), an educator hired for the first time in one school district under a written continuing or temporary teaching contract beginning in 2017-2018 must meet one of three options to transition from probationary to career status under TLE:

1. The educator completes three or more consecutive complete school years in one district and achieves an overall district evaluation score of superior (4.8 or higher) for two of the three years, or
2. The educator completes four or more consecutive complete school years in one district, averages at least effective (2.8 or higher) for the four-year period and attains an overall district evaluation score of at least effective (2.8 or higher) for the last two years of the four-year period, or
3. The educator completes four or more consecutive complete school years in one district and does not meet one of the above requirements, and the educator's building principal writes a petition requesting the educator be granted career status citing evidence of the educator's effectiveness. An example of evidence would be the observation scores attained earlier in same school year and/or walkthrough data collected by the evaluator. The petition is sent to the district superintendent for consideration. If the superintendent approves the petition, the petition moves to the local school board for a vote.

TLE Statewide Waiver SY 2019-2020

The Oklahoma State Board of Education waived the TLE on the last day of in-person classes for SY 2019-2020, and most probationary educators had not completed the evaluation cycle at that time. For educators hired in 2017-2018, this state-wide waiver occurred during the third year of their four-year probationary period; therefore, they will need to follow option three, listed above, to transition from probationary to career status. The local school board will need to vote on the transition prior to the beginning of SY 2021-2022. The petition, school board agenda and minutes from the school board

meeting should be retained in the educator's personnel file and made available upon request to the district's Regional Accreditation Officer (RAO).

Districts Granted the TLE Waiver SY 2020-2021

In districts granted the TLE Qualitative Waiver for SY 2020-2021, educators hired for the first time in a school district under a written continuing or temporary teaching contract beginning in 2017-2018 will not have evaluation scores for the final year of their four-year probation period. Principals should follow option three, listed above, to transition these educators from probationary to career status for SY 2021-2022.

For educators hired for the first time in a school district under a written continuing or temporary teaching contract beginning in 2018-2019, the TLE Qualitative Waiver was approved for applying districts during the third year of their four-year probationary cycle. Principals should follow option three, listed above, to document the educator's effectiveness for SY 2020-2021. The educator will also need to attain at least an effective (2.8 or higher) score on their district evaluation for SY 2021-2022 to transition from probationary to career status beginning in SY 2022-2023.

The petition, school board agenda and minutes from the school board meeting should be retained in the educator's personnel file and made available upon request to the district's Regional Accreditation Officer (RAO).

Please direct questions to Jaycie Smith, Executive Director of Teacher and Leadership Development, at (405) 522-0282 or jaycie.smith@sde.ok.gov



T U L S A
PUBLIC SCHOOLS

**TLE Observation and Evaluation Rubric
Teachers**

<i>Domain/Relative Weight</i>	<i>Dimension</i>	<i>Page</i>
Classroom Management 30%	1. Preparation	2
	2. Discipline	3
	3. Building-Wide Climate Responsibility	4
	4. Lesson Plans	5
	5. Assessment Practices	6
	6. Student Relations	7
Instructional Effectiveness 50%	7. Literacy	8
	8. Current State Standards	9
	9. Involves All Learners	10
	10. Explains Content	11
	11. Clear Instruction & Directions	12
	12. Models	13
	13. Monitors	14
	14. Adjusts Based upon Monitoring	15
	15. Establishes Closure	16
	16. Student Achievement	17
Professional Growth & Continuous Improvement 10%	17. Professional Development	18
	18. Professional Accountability	19
Interpersonal Skills 5%	19. Effective Interpersonal Skills	19
Leadership 5%	20. Professional Involvement & Leadership	20

Indicator No.

1	Domain: Classroom Management		Dimension: Preparation	
Teacher plans for and executes a lesson relating to short-term and long-term objectives.				
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
<p>Does not plan for or execute instructional strategies that encourage the development of performance skills relating to short and long-term objectives.</p>	<p>Occasionally plans for and executes instructional strategies that encourage the development of performance skills relating to short and long-term objectives.</p>	<p>Plans for and executes instructional strategies that encourage the development of performance skills relating to short and long-term objectives.</p>	<p>Plans for and executes instructional strategies that encourage the development of critical thinking, problem solving and performance skills relating to short and long-term objectives.</p>	<p>Plans for and executes instructional strategies that encourage the development of critical thinking, problem solving and performance skills relating to short and long-term objectives.</p>
<p>Only develops a brief outline of the daily schedule, which shows little or no alignment with most current state standards.</p>	<p>Develops instructional plans that are not consistently in alignment with most current state standards.</p>	<p>Develops instructional plans that are in alignment with most current state standards and, as available and appropriate, curriculum maps and pacing guides.</p>	<p>Develops instructional plans that are in alignment with state standards and, as available and appropriate, curriculum maps and pacing guides, and links to major topics within and across grade levels.</p>	<p>Has long and short-term instructional plans that are aligned with state standards and, as available and appropriate, curriculum maps and pacing guides, and links to major topics within and across grade levels.</p>
<p>Plans rarely address student diversity nor describe how instruction will be differentiated.</p>	<p>Plans inconsistently address student diversity and inconsistently describe how instruction will be differentiated.</p>	<p>Plans consistently address student diversity and describe how instruction will be differentiated.</p>	<p>Plans consistently and skillfully address student diversity and describe how instruction will be differentiated. Plans are designed to maximize learning time.</p>	<p>Plans consistently and expertly address student diversity and describe how instruction will be differentiated. Plans are designed to maximize learning time and foster self-directed learning.</p>
<p>Materials and equipment are not ready at the start of the lesson or instructional activity.</p>	<p>Materials and equipment are usually ready at the start of the lesson or instructional activity.</p>	<p>Ensures materials and equipment are ready at the start of the lesson or instructional activity (most of the time).</p>	<p>Materials and equipment are ready at the start of the lesson or instructional activity.</p>	<p>Materials and equipment are ready at the start of the lesson or instructional activity and enhance learning.</p>

2

Domain: Classroom Management

Dimension: Discipline

Teacher clearly defines and effectively manages student behavior.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Standards of conduct have not been established.	Standards of conduct have been established with inconsistent implementation.	Establishes, communicates and consistently implements appropriate standards of conduct.	Establishes, communicates and consistently implements appropriate standards of conduct that instill a sense of self-discipline in students.	Establishes, communicates and consistently implements appropriate standards of conduct that instill a sense of self-discipline in students; students constructively monitor their peers and intervene to implement standards.
Students are almost always disengaged and unclear about the expectations of the classroom, requiring more reminders than are appropriate for the age and development of the students.	Students are often disengaged and unclear about the expectations of the classroom, requiring more reminders than are appropriate for the age and development of the students.	Students are usually engaged and clear as to the expectations of the classroom, requiring few reminders relative to the age and development of the students.	Students are engaged and clear about the expectations of the classroom with no need for reminders as appropriate to the age and development of the students.	Students are engaged and are clear about the expectations of the classroom with no need for reminders as appropriate to the age and development of the students.
Does not monitor the behavior of students during whole class, small groups, seat work activities and transitions.	Does not consistently monitor the behavior of students during whole class, small groups, seat work activities and transitions.	Monitors the behavior of students during whole-class, small group and seat work activities and during transitions between instructional activities.	Monitors the behavior of all students during whole-class, small group and seat work activities and during transitions between instructional activities, lunch time, recess, assemblies, etc.	Monitors the behavior of all students at all times. Standards of conduct extend beyond the classroom.
Usually ignores misbehavior and uses an inappropriate voice level / word choice when correction is attempted.	Does not consistently address misbehavior and / or uses an inappropriate voice level / word choice to attempt to bring correction.	As necessary and appropriate, stops misbehavior promptly and consistently, with a voice level / word choice suitable to the situation.	As necessary and appropriate, stops misbehavior promptly and consistently, with a voice level / word choice suitable to the situation, while maintaining the dignity of the student in a manner that promotes positive behavior and relationships.	As necessary and appropriate, stops misbehavior promptly and consistently, with a voice level / word choice suitable to the situation, in a manner that promotes positive behavior and relationships and encourages students to self-discipline.

3		Domain: Classroom Management		Dimension: Building-Wide Climate Responsibilities	
Teacher assures a contribution to building-wide positive climate responsibilities.					
1	2	3	4	5	
Ineffective	Needs Improvement	Effective	Highly Effective	Superior	
<p>Is not involved in school projects and initiatives that contribute to promoting orderly behavior throughout the school.</p> <p>Ignores the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe.</p>	<p>Participates in school projects and initiatives that contribute to promoting orderly behavior throughout the school when specifically requested and only for specified time.</p> <p>Inconsistently follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe.</p>	<p>Regularly and routinely participates in school projects and initiatives that contribute to promoting orderly behavior throughout the school.</p> <p>Follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe.</p>	<p>Participates actively in school projects and initiatives that promote orderly behavior throughout the school volunteering for extra assignments / time periods.</p> <p>Follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe. Offers enhancements and suggestions to procedures and guidelines.</p>	<p>Makes substantial contribution to school projects and initiatives that promote orderly behavior throughout the school. Teacher assumes a leadership role in these projects and initiatives, inspiring others to participate.</p> <p>Always follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe. Is proactive in intervening on behalf of children and staff.</p>	

4	Domain: Classroom Management				Dimension: Lesson Plans
Teacher develops daily lesson plans designed to achieve the identified objectives.					
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior	
Plans are rarely or never completed.	Plans are not consistently completed.	Plans are developed consistently and on time based upon an analysis of data.	Plans are developed consistently and on time, or in advance, based upon an analysis of data.	Plans are developed consistently and on time, or in advance, based upon an analysis of data.	
Never plans with other members of the grade-level/school planning teams (when it is an expectation of the campus).	Rarely plans with other members of the grade-level/school planning teams (when it is an expectation of the campus).	Plans with other members of the grade-level / school planning teams (when it is an expectation of the campus).	Plans with other members of the grade-level/school planning teams (when it is an expectation of the campus).	Plans with other members of the grade-level / school planning teams (when it is an expectation of the campus or based upon collegial decision-making).	
Never provides substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Rarely provides substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Provides substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Revises plans according to student data analysis and shares same with fellow staff members to the benefit of the grade level, curricular area or building. Provides in sequenced and organized fashion substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Revises plans according to student data and performance, sharing same with fellow staff members to the benefit of the grade level, curricular area or building. Can serve as a grade level, curricular area and/or building-wide model for substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	

5 Domain: Classroom Management		Dimension: Assessment Practices		
Teacher acknowledges student progress and uses assessment practices that are fair, based on identified criteria, and support effective instruction.				
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Rarely uses assessments to evaluate student learning and guide instruction.	Inconsistently uses assessments to evaluate student learning and guide instruction.	Consistently uses assessments to evaluate student learning and guide instruction.	Consistently uses assessments to evaluate student learning and guide and support differentiated instruction.	Consistently uses assessments that evaluate student learning and guide and support differentiated instruction and are used to develop, refine and evaluate instruction.
Grading is arbitrary and not in accordance with district's grading policies.	Grading is not consistently fair or in accordance with district's grading policies.	Grading is fair and in accordance with district's grading policies.	Grading is fair, transparent to students and in accordance with district's grading policies.	Grading systems are fair and in accordance with district's grading policies and, as appropriate, developed in collaboration with students.
Assessments provide delayed and inadequate feedback for students to assess themselves.	Assessments provide delayed and inadequate feedback for students to assess themselves.	Provides adequate and timely feedback from assessment results for students to reflect and set goals.	Assessments provide useful and immediate feedback – separate and apart from grades—that assists students in assessing themselves in meeting their learning goals.	Assessments provide useful and immediate feedback—separate and apart from grades—that assists students in assessing themselves to develop and evaluate their progress with their learning goals. Learning goals are not just designed by the teacher—the student has an opportunity to direct his/her own learning by contributing goals.
There is no evidence that the teacher recognizes student progress or achievement.	There is some evidence that students are recognized for their progress and achievement; however, recognition is sporadic.	Recognizes student progress and achievement at significant intervals and encourages learning behaviors that would result in student success.	Students are informed regularly regarding their progress and achievement and are provided opportunities to improve and achieve academic success.	Students are informed regularly regarding their progress and achievement and are provided opportunities to improve and achieve academic success. The teacher informs parents on a timely basis of their student's progress and achievement through systematic communication procedures.

13	Domain: Instructional Effectiveness				Dimension: Monitors
Teacher checks to determine if students are progressing toward stated objectives.					
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior	
Never moves around the room while students are working on guided practice.	Seldom moves around the room while students are working on guided practice to promote and reinforce students' progress toward the stated objectives. When movement happens it is to the same area of classroom.	When appropriate, moves to all areas of the room while students are working on guided practice to promote and reinforce students' progress toward the stated objectives.	Moves to all areas of the room with efficiency and effectiveness while students are working on guided practice to promote and reinforce students' progress toward the stated objectives. Makes eye contact with all students often.	Moves throughout the room to assure optimal instructional impact while students are working on guided practice to promote and reinforce students' progress toward the stated objectives. When a problem is observed reviews / re-teaches it to the whole class.	
Never uses student response techniques to check for understanding.	Seldom uses student response techniques to check for understanding.	Uses different types of student response techniques, both individual / group. Uses student response techniques to check for understanding.	Routinely uses developmentally appropriate student response techniques to check for understanding.	Delivers upon all of performance category 4 and varied response techniques are used to receive immediate feedback to re-teach / review the concept(s) misinterpreted or not learned, while actively engaging all students.	
Never uses feedback from students regarding their understanding.	Seldom uses feedback from students regarding their understanding.	Uses feedback from students regarding their understanding.	Immediately and adeptly uses immediate feedback concerning student's understanding.		
Never uses wait time after voicing a question to the students for the purpose of monitoring student understanding.	Seldom uses wait time after voicing a question to the students for the purpose of monitoring student understanding.	Uses wait time of 3-5 seconds (more for more complex questions) after voicing the question for the purpose of monitoring student understanding. Provides opportunity for students to formulate more thoughtful responses and allows time for the student to consider supporting evidence.	Routinely uses wait time of 3-5 seconds (additional time for more complex questions) after voicing the question for the purpose of monitoring student understanding. Provides opportunity for students to formulate more thoughtful responses and allows time for the student to consider supporting evidence. Re-phrases the question after hearing student response to probe for deeper understanding of concept utilizing appropriate wait time.	Delivers upon all of performance category 4 and is able to assess when question / wait time is no longer effective and employs a different strategy / technique.	

ITEM OF CONSIDERATION
Board of Education
September 1, 2022

TOPIC: Chickasha Association of Support Employees (CASE) Negotiated agreement.

ADMINISTRATIVE RECOMMENDATION: Accept agreement

RATIONALE FOR RECOMMENDATION: This is an annual approval between the Chickasha Board of Education and Chickasha Association of Support Employees. School Year 2022-2023

FINANCIAL IMPACT AND FUNDING: There will be approximately a 220,000 increase in support salaries. The agreement includes a 30 cent raise with a step and adds a year to the salary schedule. The MOU for a retention stipend will cost approximately 175,000 for support employees.

OPTIONS:

1. Approve
2. Not Approve
3. Table

CONTACT PERSON: Jennifer Stegman 405-222-6500 ext 1001 and Mr. Croslin
Superintendent of Chickasha Public Schools

*Forms are due to the Superintendent's Office by Tuesday, the week **before** the Board Meeting

CONTRACT AGREEMENT

By and between

THE CHICKASHA BOARD OF EDUCATION

And

THE CHICKASHA ASSOCIATION OF

SUPPORT EMPLOYEES

SCHOOL YEAR 2022-2023

Table of Contents

ARTICLE I: NON-DISCRIMINATION CLAUSE	5
ARTICLE II: SAVINGS CLAUSE	5
ARTICLE III: PRINTING AND DISTRIBUTION OF THE CONTRACT	5
ARTICLE IV: ORGANIZATION RIGHTS AND PRIVILEGES	6
ARTICLE V: REPRESENTATION ON COMMITTEES	6
ARTICLE VI: PAYROLL DEDUCTIONS	7
ARTICLE VII: SAFETY AND HEALTH	7
ARTICLE VIII: POSTING OF VACANCIES	8
8.5 EMPLOYEE OF THE QUARTER	9
ARTICLE IX: INDIVIDUAL CONTRACT	9
9.3 Full Time and Part Time Personnel:	10
ARTICLE X: BREAK ROOM FACILITIES	11
ARTICLE XI: TELEPHONE FOR PRIVATE USE	11
ARTICLE XII: HEALTH EXAMINATION OF SCHOOL EMPLOYEES	12
ARTICLE XIII: ACTIVITY BUS DRIVING	12
ARTICLE XIV: PERSONNEL FILE	14
ARTICLE XV: TRANSFERS	15
ARTICLE XVI: INVOLUNTARY TRANSFER	15
ARTICLE XVII: DISMISSAL PROCEDURES	16
ARTICLE XVIII: REDUCTION SUPPORT PERSONNEL/ WORKFORCE	18
ARTICLE XIX: EVALUATION	20
ARTICLE XX: SICK LEAVE AND ACCUMULATION	21
ARTICLE XXI: EMERGENCY LEAVE	22
ARTICLE XXII: PERSONAL BUSINESS LEAVE	23
ARTICLE XXIII: LEAVES OF ABSENCE	23
ARTICLE XXIV: ASSOCIATION LEAVE	24
ARTICLE XXV: BEREAVEMENT LEAVE	24
ARTICLE XXVI: JURY DUTY LEAVE	25
ARTICLE XXVII: HOLIDAYS	25
ARTICLE XXVII: VACATIONS	26

ARTICLE XXIX: PAY PERIODS	27
ARTICLE XXX: PAY SCALES (MOVED TO THE BACK OF THE AGREEMENT)	28
ARTICLE XXXI: MEDICAL, DENTAL, VISION, AND LIFE INSURANCE	28
ARTICLE XXXII: RETIREMENT	28
ARTICLE XXXIII: WORKERS COMPENSATION	29
ARTICLE XXXIV: ACTIVITIES PASSES	30
ARTICLE XXXV: MILEAGE	30
ARTICLE XXXVI: EXTENSION OF THE WORK YEAR	30
ARTICLE XXXVII: GRIEVANCE PROCEDURE	31
37.1 Definitions:	31
37.2 Procedure for Filing a Grievance:	31
37.2.1 Informal Resolution:	31
37.2.2 Formal Resolution:	31
37.3 General Provisions:	33
ARTICLE XXXVIII: ABSENCE NOT COVERED BY LEAVE	33
ARTICLE XXXIX: OVERTIME	33
ARTICLE XL: SECRETARIES WORKDAY	33
ARTICLE XLI: SITE-BASED DECISION MAKING	34
ARTICLE XLII: TERMS OF AGREEMENT	35
ATTACHMENTS	35
SUPPORT EMPLOYEE SALARY SCHEDULES	36
(SECTION XXX (30) OF THE MASTER CONTRACT BETWEEN CASE AND THE BOARD)	41
CASE PROCEDURAL AGREEMENT	43
PURPOSE	43
I RECOGNITION	43
II SCOPE OF BARGAINING	44
III NEGOTIATIONS PROCEDURES	44
IV IMPASSE	46
V. NO STRIKE CLAUSE	49
VI SAVINGS CLAUSE	49
VII DURATION OF AGREEMENT	49

PERFORMANCE APPRAISAL FOR SUPPORT PERSONNEL	51
EDUCATIONAL SUPPORT PROFESSIONAL OF THE QUARTER (NOMINATION FORM)	53
SUPPORT PERSONNEL VOLUNTARY TRANSFER REQUEST FORM	54
CHICKASHA PUBLIC SCHOOLS LEAVE REQUEST FORM	55
CHICKASHA PUBLIC SCHOOL EMPLOYEE CHANGE FORM	56
STATE INSURANCE CHANGE OF ADDRESS FORM	57
EMPLOYEE RESIGNATION FORM	58
EMPLOYEE EXIT INFORMATION FORM	59
COVID LEAVE	61

ARTICLE I: NON-DISCRIMINATION CLAUSE

1.1 Non-Discrimination: The Board and CASE agree to abide by applicable state and federal laws and regulations pertaining to non-discriminatory practices.

ARTICLE II: SAVINGS CLAUSE

2.1 In the event that any provisions of this agreement be declared invalid by statute or by a court of competent jurisdiction, now or hereinafter, then such provisions shall no longer be operative, but all other provisions of this agreement shall continue in effect. Upon request by the Board or CASE, the teams representing the Board and CASE shall within twenty (20) working days commence negotiations of a legally permissible replacement for the provisions affected.

2.2 If a change in statute or decision of a court of last resort results in a change in benefits to the employee, the change will be incorporated (*Revised 2019*).

ARTICLE III: PRINTING AND DISTRIBUTION OF THE CONTRACT

3.1 For the parties to discuss responsibility for the master agreement and assuring, that within a reasonable time following approval of annual changes or additions to the master agreement, a final agreement is prepared, timely circulated, and available to the respective parties. The Superintendent will designate a primary contact for the Association Officers to communicate with to comply with this expectation of completion within a timely period.

3.2 The negotiating teams (The Association Team and the Board Team) will collaboratively proof a draft copy of the master contract prior to closing negotiations. Following ratification by both parties, the Superintendent (under the direction of the Board) will provide a proof perfect copy for posting. (*Revised 2020*)

3.3 The ratified CASE Master Contract/ Agreement will be posted to the Chickasha Public Schools website within ten (10) days following approval by the Board. (*Revised 2020*)

ARTICLE IV: ORGANIZATION RIGHTS AND PRIVILEGES

- 4.1 Organization Meetings: Upon approval of the Superintendent or his/her designee, CASE may hold meetings in District-owned buildings.
- 4.2 Mail: Upon approval of the Superintendent or his/her designee, CASE may use the inter-school mail service to communicate with its members.
- 4.3 Printing and Email: Upon approval of the Superintendent or his/her designee, CASE shall be permitted to use (District) Email, District-owned printing and copying equipment. Supplies used for CASE publications shall be furnished or paid for by CASE. A usage charge may be mutually agreed upon by the Superintendent and CASE President.
- 4.4 Bulletin Board: CASE will be permitted to use bulletin board space in a designated area of each school site for posting of materials, provided such materials have been approved by the Superintendent or his/her designee prior to the posting.
- 4.5 Board Packet: The Board shall provide the CASE President a copy and/or email of the complete general public record information agenda packet of every Board meeting at the time the agenda packet is distributed to the School Board members. *(Revised 2020)*
- 4.6 Board Minutes: The Board shall provide the CASE President a copy and/or email of official minutes of each Board meeting at the time approved by the Board.
- 4.7 Board Policy Updates: Updates to the Board Policies will be maintained on the district website and will be available to CASE via District website. The Superintendent and his/her designees will make every effort to ensure that all updated District Policies and Procedures are posted on the district website as soon as possible after they are approved/ adopted by the Chickasha School Board of Education.

ARTICLE V: REPRESENTATION ON COMMITTEES

- 5.1 Case shall have at least one representative of its choosing on all committees established by the Board, for the purpose of making recommendations which will affect change in compensation and/or working conditions of support employees.

ARTICLE VI: PAYROLL DEDUCTIONS

6.1 In addition to those deductions required by state and federal law, each support employee may, upon written authorization, initiate the following payroll deductions:

- 1) Oklahoma Educators Credit Union/ Focus Credit Union
- 2) District approved insurance programs
- 3) OEA/NEA/CASE Dues
- 4) U.S. Savings Bonds
- 5) Tax-Sheltered Annuities

Political Action Committee Contributions

6.2 Additional payroll deduction programs may be added based on approval of the Board and availability of computer slots.

ARTICLE VII: SAFETY AND HEALTH

7.1 Working Conditions: Chickasha School Support Employees are protected in regard to working conditions and safety, according to state and federal statutes and regulations, and by Chickasha District Policies. (These include and not limited to the following regulatory agencies: OSHA, FLSA, State Workers Compensation Regulations, and State and Federal Homeland Security Regulations).

7.2 Uniforms and Clothing Allowances:

- 1) The District shall provide a \$200.00 (two hundred dollars) stipend per year uniform allowance for all food service personnel. The stipend will be provided in the October pay check. All cook/ servers MUST wear uniforms, including non-skid leather shoes. NO SHORTS ALLOWED. (*Revised 2020*)
- 2) The District shall provide \$150.00 (one hundred fifty dollars) per year uniform allowance for security guard personnel required to wear uniforms. This includes appropriate shoe wear. Reimbursement will not be made unless the person applying has a signed itemized receipt showing what was purchased. Also, reimbursement can only be made one time per year, per employee.
- 3) The District will provide district-designated shirts for maintenance, grounds, and custodial staff. The shirts will be directly purchased through the District at a rate of \$65.00 (sixty-five dollars) per relevant employee.
- 4) The District will provide appropriate outerwear for employees assigned outdoor work tasks in inclement weather and in extreme conditions such as sewer cleaning, Mail Person, etc.
- 5) Bus Monitors Rain Gear: The District will provide rain gear for bus monitors to be used while on duty getting on and off the buses during inclement weather. Each bus monitor

will be responsible for maintaining the rain gear in useable condition for a minimum of one school year.

- 6) As per standards of the Internal Revenue Service, uniform reimbursements of uniform costs will be calculated as additional compensation with appropriate withholdings.

7.3 Site Level Professional Development for Custodial Procedures and Processes: Each building site will schedule a meeting prior to the opening of the school, to include certified and support employees, to discuss the cleaning procedures and processes for the facilities. The meeting date, time and place will be determined by each site's Building Principal. Suggested items to discuss (but not limited to) will include: procedures for cleaning; materials to be used and not to be used for cleaning; whom to contact when there are needs, safety and health issues, and classroom procedures for collaborating and communicating between the building site employees and the building site custodians.

ARTICLE VIII: POSTING OF VACANCIES

8.1 The administration shall cause notices of vacancies for any support positions to be posted on the vacancy list on the Chickasha Public Schools Website and designated bulletin boards at each work site. Any new positions will be posted in the same manner. These notices shall be posted at least five (5) working days, ten (10) days if the vacancy occurs during the time when school is not in session, prior to the application deadline. In case of internal bus route opening created by a driver taking a different route, this route opening shall be posted for no less than twenty-four (24) hours if school is in session and not less than five (5) days if school is not in session.

8.2 These notices shall contain job title and date. Interested parties or applicants may contact the Superintendent's office for more information.

8.3 Any employee who is on leave or for some reason away from his/her job may submit a letter of interest or transfer request form for any vacancy which may occur during his/her leave.

8.4 SUPPORT PERSONNEL POSIITON TITLES:

- Child Nutrition Personnel: Assistant Leader, Department Head, Cook/ Server
- Secretaries: Building Secretary

- Deputy Treasurer, Board Clerk, Director’s Assistant and Activity Lunch Fund: Deputy Treasurer, Board Clerk, Director’s Assistant, Activity/ Lunch Fund Custodian
- Custodians: Head Custodians, Regular Custodians, Security Guards, Child Nutrition Delivery
- Grounds Maintenance:
- Maintenance Personnel: Unlicensed, Licensed I, Licensed II, Licensed III, and Maintenance Supervisor
- Bus Mechanic and Mechanics’ Helper: Mechanic’s Helper, Mechanic I, Mechanic II, and Mechanic III
- Skilled Labor: Helper, Level I, Level II and Level III
- Building Assistant, Library Assistant, Teacher Assistant Mail Delivery Person, In-School Suspension (ISS), Bus Monitor, Nurse Assistant, Paraprofessional I, Teacher Assistant, Bus Drivers and Interpreters:

8.5 EMPLOYEE OF THE QUARTER

(8.5.1) The Employee of the Quarter selection process:

- 1) the selection will be decided by the District’s team and CASE.
- 2) the recipient will receive a \$300 stipend to be included in the following month’s pay period and will be recognized at the next regular board meeting.

(8.5.2) Employee of the Quarter Form Rules:

- 1) one submission per person per quarter.
- 2) submissions deadline is the end of each quarter.
- 3) all nominations must be in sealed envelopes.
- 4) all sealed envelopes will be opened only at the selection meetings.
- 5) no anonymous entries; all anonymous entries will be discarded.
- 6) any Chickasha Public School Employee may make a nomination.
- 7) nominations may be delivered or sent to the Superintendent’s office.
- 8) reminders, promotion and scheduling committee meetings of the Employee of the Quarter shall be initiated by CASE.
- 9) if no Employee of the Quarter is nominated for a specific quarter, none will be recognized in the future for that quarter. (Note: Possibly set committee meeting dates on Google Calendar for all quarters)

ARTICLE IX: INDIVIDUAL CONTRACT

9.1 Contracts: Each support employee shall enter into an individual contract with the Board.

This contract shall give details as to salary, hours and contract days. Such contract will be consistent with the terms of this agreement. In addition:

- All Support Staff will have his/her employment contract ready to sign not later than November 15th of the current school year.
- Extra-Duty employment contracts will be signed at the time the extra-duty assignment is confirmed, or not later than ten (10) days following approval by the Chickasha Board of Education.
- If Collective bargaining/ negotiations are pending, the employment contracts will be signed within thirty (30) days following ratifications and approval of the Board, of the Master Contract/ Agreement. (*Revised 2020*)

9.2 All terms of this agreement shall be considered as terms of the individual contract between the Board and the support employee.

9.3 Full Time and Part Time Personnel:

- a) Definition of Support Personnel: Full-time employees of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employees who are employed a minimum of six (6) hours per day for a minimum of one hundred seventy-two (172) days or a minimum of six (6) hours per day for one thousand thirty-two (1,032) hours per year and provide services not performed by certified personnel, which is necessary for the efficient and satisfactory functioning of the school district, and shall include but not limited to: cooks, custodians, maintenance personnel, bus drivers, non-certified or non-registered nurses, non-certified librarians, and clerical employees of the school district {70 O.S. §26-103(4)}.
- b) Definition of Part-Time Support Personnel: Any individual who does not meet the definition of a full-time support employee, as defined in the above paragraph, and who meets all definitions on the basis of less than a minimum of six (6) hours per day, and/or less than one hundred seventy-two (172) days, and less than one thousand thirty-two (1,032) hours per year will be considered as "Part-time Support Personnel."

9.4 On the day each contract is signed, a detailed job description will be attached.

9.5 On November 2001 support employees hired in the district for the first time begin on "Step 0" of the appropriate salary schedule with the following exception provision:

The employee may on the recommendation of the site leader where the vacancy exists, be advanced one (1) additional step for every two years of verified non-school experience from the most immediate employer to a maximum placement of "Step 5." A letter on company letterhead from the previous immediate employer must be provided with the following information: the classification of employment, a brief description of duties, a general comment on quality of service, beginning date and ending date.

9.6 Right to Representation: Support staff members are entitled to have a representative of their choice present during a scheduled conference with an administrator. The nature of the meeting shall be disclosed in writing at the time the meeting is scheduled if it is a meeting for disciplinary action of any kind. If during a conference between a support employee and an administrator either the administrator or the employee feels that it would be in his/her best interest to have another person present, he/she may adjourn the conference and it shall be rescheduled on a mutually agreeable date/ time, and when a representative may be present and within two (2) business days. The nature of the meeting shall be disclosed in writing at the time the meeting is rescheduled. The Right to Representation will not supersede or override any part of the Grievance Articles and Processes (*Revised 2020*).

9.7 Dignity: While individual behavior cannot be negotiated or set into policy, it is nevertheless the desire of both the administration and support employees to state herein that they intend to treat each other with civility, dignity and respect. Administrators and support employees agree to make every effort to ensure that this message is conveyed not only to each other, but to the students and parents within the district, so that civility, dignity and respect will be reciprocated as it is given. By doing so the district is working toward its goals of strengthening community relations and improving the quality of education in Chickasha.

ARTICLE X: BREAK ROOM FACILITIES

10.1 Break and Lunch Periods: All support employees shall have break and lunch periods as defined by Board Policy.

ARTICLE XI: TELEPHONE FOR PRIVATE USE

11.1 Telephone Access: All support employees shall have access to a telephone for use during breaks and lunch periods.

ARTICLE XII: HEALTH EXAMINATION OF SCHOOL EMPLOYEES

12.1 **Health Examinations:** All support employees who are required by the school to have a physical examination after being offered employment by the district will do so at the school district's expense.

ARTICLE XIII: ACTIVITY BUS DRIVING

13.1 **OPPORTUNITY TO DRIVE:** The opportunity to drive activity buses will be given to both full time drivers and substitute drivers who are employed within the district for less than forty hours per week as long as driving does not interfere with any other duties in the District. In scheduling activity trips every effort shall be made to schedule trips in such a manner that a driver's total hours will be under forty (40) hours per week. Within the first year of a new driver's employment, the opportunity to drive activity routes is at the discretion of the route coordinator and transportation director. This is dependent on the type of trip, destination and driving performance.

13.2 **TRIP ROSTER:** Upon the first day of each school year a sign-up roster will be posted for all full-time drivers and substitutes to indicate if they are interested in driving activity trips. This roster will remain posted for the school year allowing any driver to add or remove his/her name from the roster at any time. Once a driver has removed his/her name from the roster, it must be entered at the bottom upon the driver's decision to be placed on the trip roster list again.

13.3 **TRIP ROTATIONS & TRIP POSTING:** When an approved activity trip is received by the Director of Transportation it shall be posted for forty-eight (48) hours (if time allows) in the bus barn office. Any driver wishing to take this trip should sign the trip posting. The trip will be assigned to the person who has indicated that he/she wishes to take the trip who is closest to the top of the trip roster. Upon assignment of an activity trip the driver's name will be moved to the bottom of the activity trip roster for future rotation. If a bus driver has indicated he/she wishes to take more than one trip that has been posted simultaneous, the assignment will be made on the basis of the trip that is to be taken first with the driver (who has indicated a desire to take the trip) closest to the top of the list receiving the first trip.

13.4 OVERNIGHT ACTIVITY TRIPS: The Board shall be responsible for providing lodging and meal(s) when drivers are assigned to overnight trips. On the first day of an overnight trip, time starts when the driver picks up the bus and ends when the bus is parked for the night. On the second and all subsequent days of overnight trips, driver time starts at the time the bus leaves the parking lot in the morning. Drivers are guaranteed eight (8) hours of time on these days. Time ends when the bus is parked for the night. Since meals are reimbursed, time is to be deducted for meals. The maximum time allowed per day is to be sixteen (16) hours.

13.5 ACTIVITY DRIVER PAY: Activity drivers will be paid their hourly rate. Hours worked over 40 hours per week will be paid at time and a half (Revised 2022). The hourly rate for activity drivers applies to total time spent on the activity trip in which the driver is on duty (i.e. from the time of pick up at the school, through the arrival at destination and any wait time, to the time of drop-off at the school). For trips that encompass six or more hours, the sponsoring organization will provide a meal.

13.6 ACTIVITY ROUTES: Activity routes would include a field trip of students or staff members during the fiscal year. It could also include any extracurricular activity that could include athletics, vocal and instrumental music, drama, academic teams, robotics, FFA and other career tech classes. These routes will be paid according to the negotiated contract. The school district will calculate overtime by utilizing the blended rate if a support employee has received time in two pay scales during the week and went over forty (40) hours.

13.7 SHUTTLE ROUTES: Shuttle routes include transporting students during the school day from one site to another. Examples of shuttle routes would include delivering and picking up students at Canadian Valley Technology Center, delivering students to the Middle School from the High School including athletes and FFA members, transporting Lincoln students to the Middle School for Band, transporting Middle School athletes to the High School after school, transporting special needs students to and from school during the

school day if their class schedule has been reduced to a partial day. (The driver will receive regular bus driver wages for driving shuttle routes).

13.8 CONFLICT OF INTERPRETATION OF TRIPS: Should a driver have a conflict with the interpretation of activity or shuttle routes (13.6 or 13.7), they must submit a written request explaining their conflict to their immediate supervisor for clarification. The supervisor will give a written explanation of how the trip is classified within two (2) working days.

13.9 WORKING EXTRA-CURRICULAR EVENTS OUTSIDE THE REGULAR CONTRACTED DUTIES: Non-certified support staff members working at extra-curricular events outside their regular contract duties shall be paid Ten Dollars (\$10.00) per hour for specific assignments as authorized by the Superintendent and/or his/her designee(s). These positions include gatekeeper, concession workers, scorer, and clock-keepers.

ARTICLE XIV: PERSONNEL FILE

14.1 The Board shall maintain an official personnel file at the Board office for each support employee.

14.2 Upon request, an employee may inspect his/her personnel file subject to the following:

- a) Inspection shall be conducted at a time mutually agreed upon by the employee and the Superintendent or his/her designee.
- b) Upon request, an employee may have his/her representative present during inspection.
- c) Copies of material in an employee's personnel file shall be provided upon request.

14.3 The employee will be given a copy of any material placed in his/her personnel file when the employee requests a copy.

14.4 The employee shall have the right to submit a written response to such material and have said response attached to the material to which it responds.

14.5 Reprimands and/or admonishments may be removed from the employee personnel file at any time by mutual agreement between employee and the Superintendent.

14.6 Contents of the personnel file shall be kept confidential, to the extent provided by law.

ARTICLE XV: TRANSFERS

- 15.1 A request for a transfer shall be made in writing to the person(s) listed on the posted vacancy as the person to whom application is to be made. The request shall include the job title to which the support employee desires to be transferred.
- 15.2 Should a vacancy occur during the school year, requested transfers to this position will be considered at the time of the vacancy.
- 15.3 In filling vacancies, the administration will give first consideration to requested transfers prior to employing any new applicant. In considering the request for a support employee's transfer, the receiving supervisor must be apprised of the transfer request.
- 15.4 If a transfer is denied, a written explanation of the denial will be forwarded to the support employee.
- 15.5 When an employee has been transferred and it has been determined by the administration that the position vacated is to be retained, the vacancy shall, when feasible, be filled by a substitute until a permanent employee is hired for that position.

ARTICLE XVI: INVOLUNTARY TRANSFER

- 16.1 The district will solicit volunteers before starting the process of filling a vacancy with an involuntary transfer. Seniority will be considered, but not the final determining factor in selecting the employee to fill the open position. If it becomes necessary to fill a vacancy by an involuntary transfer or reassignment, a letter of notification of initial in keeping with the right to representation time frame will be sent to the employee (Revised 2022). The meeting will be held between the support employee and the supervisor. If the employee objects to the transfer, reasons for the objection will be written to the supervisor. A copy of administrative remarks will be given to the support employee. A written letter stating the results of the meeting should be given to the employee, with a copy placed in the employee file at administration. These letters should come from the Superintendent's/Personnel Office. *(Revised 2021)*

ARTICLE XVII: DISMISSAL PROCEDURES

- 17.1 In order to comply with Title 70 of the Oklahoma Statutes, sections 24-132 through 24-136, the Board hereby adopts the following procedure for the suspension, demotion or termination of support employees.
- 17.2 For the purpose of this policy a “support employee” is defined as an employee of a school District who provides those services, not performed by professional educators or licensed teachers that are necessary for the efficient and satisfactory functioning of a school district.
- 17.3 A support employee who has been employed by the Chickasha School District for more than one (1) year shall be subject to suspension, demotion or termination only for cause, as designated by this policy. A support employee who has been employed by Chickasha School District for less than one (1) calendar year shall be an at-will employee.
- 17.4 Nothing contained in this agreement shall prevent the Board of Education from acting on its own volition in matters pertaining to suspension, demotion or termination of support employees.
- 17.5 Whenever the Superintendent of Schools is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of the school district, the Superintendent may suspend the employee without notice or hearing. If an employee is suspended for a period exceeding ten (10) days, the Superintendent of the District shall initiate proceedings for termination and shall follow procedures set forth in this policy. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Noting herein shall prevent proceedings against the employee during or after the suspension or termination as provided in this policy.
- 17.6 Prior to any demotion or termination the support employee shall receive notice of his or her right to a hearing, which if requested will be conducted by the Board. All notices shall be by certified mail, with the postmark used to determine the timeliness of such notice. The support employee must request a hearing within ten (10) working days of said notice or be deemed to have waived his or her right to a hearing.

17.7 If a support employee requests a hearing, the hearing will be conducted (at the next or next succeeding, regularly scheduled meeting) of the Board if the request is received by the clerk of the Board at least ten (10) working days prior to the aforesaid meeting. A special meeting may be conducted if requested by the employee or at the discretion of the Board. The special meeting shall be conducted no sooner than ten (10) working days nor later than thirty (30) calendar days after receipt of employee's request. The decision of the Board shall be final. Nothing in the above stated policy shall be construed to prevent layoffs for lack of funds or lack of work.

17.8 In order to comply with Title 70 of the Oklahoma Statutes Sections 24-132 and 24-136, The Board hereby adopts the following causes for suspension, demotion or termination.

- a) Excessive failure to be at work site at starting time.
- b) Leaving work site during working hours without permission.
- c) Walking off the job.
- d) Unexcused absenteeism.
- e) Excessive wasting time or loitering during working hours.
- f) Falsification of personnel or other records, (such as time sheets).
- g) Possession of weapons on the premises at any time.
- h) Removing District property, records or confidential information from premises without proper authority.
- i) Willful abuse, misuse, defacing, sabotage or destruction of District property, including tools, equipment or the property of other employees.
- j) Theft or misappropriation of property of employees, students, or of the District.
- k) Insubordination of any kind.
- l) Unauthorized operation of machines, tools or equipment.
- m) Operating machines or equipment without safety devices provided.
- n) Threatening, intimidation, coercing or interfering with employees or supervisor at any time.
- o) The making or publishing of false statements concerning any employee, supervisor, or the District.
- p) Creating disturbances on the premises at any time.
- q) Creating or contributing to unsanitary conditions.
- r) Possession, consumption or reporting to work under the influence of alcohol, non-prescribed drugs or controlled substances.
- s) Disregard of known safety rules or common safety practices.
- t) Unsafe operation of district owned motor vehicles.
- u) Unauthorized distribution of literature, written or printed
- v) matter of any description on district property.

- w) Posting or removing notices or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
- x) Immoral conduct or indecency including abusive and/or foul language.
- y) Smoking in an unauthorized area.
- z) Failure to follow district dress code.
- aa) Abuse of "breaks" (rest periods) or meal period policies.
- bb) Poor workmanship.

17.9 **Job Abandonment:** An employee shall have abandoned his/her job when the employee has failed to call in and directly notify the supervisor of the reason for absence from work for three (3) consecutive workdays. Job abandonment will also occur when an employee fails to return to work or directly notify the supervisor of the reason for absence within three (3) consecutive working days after any approved leave of absence, disciplinary suspension or extended medical leave. When an employee has abandoned his/her job, that employee shall be immediately terminated from Chickasha Public Schools employment. Such termination shall be a voluntary resignation and shall not be subject to the grievance procedure.

ARTICLE XVIII: REDUCTION SUPPORT PERSONNEL/ WORKFORCE

18.1 It is the policy of the Board that every reasonable effort shall be made to avoid a reduction in force at any level. However, when it becomes necessary to reduce the number of full-time or part-time support personnel employees due to lack of work or lack of funds in a particular area, the following criteria will govern their release. An employee is considered to be a full-time employee if the number of hours worked is the maximum number of hours customarily worked in that position if that position is designated as a full-time position by the Board. A reduction in force may occur for lack of work or lack of funds.

18.2 Whenever a reduction in force becomes necessary, all notices of layoffs shall be provided in the policy covering suspension, demotion or termination of support personnel. All notices shall be by written communication from the Board of Education or the designated representative of the Board to the concerned support personnel.

18.3 The number of people affected by a reduction in force will be kept to a minimum by not employing replacements for those who resign, retire, or otherwise vacate a position in so far as is practical.

18.4 Any layoff shall begin by first dismissing any temporary or part-time employees, in that order, within the job categories affected. These employees shall be laid off at the discretion of the Board or the Board's designee. Job categories shall be the following; this is not to be considered the order for layoffs.

- | | |
|------------------------------|-----------------------|
| a. Building Assistants | g. Secretaries |
| b. Bus Drivers | h. Custodial |
| c. Maintenance | i. Teacher Assistants |
| d. Child Nutrition Personnel | j. Deputy Treasurer |
| e. Board Treasurer | k. Activity Custodian |
| f. Board Clerk | L. Lunch Custodian |

18.5 If the normal attrition and the release of temporary or part-time employees does not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order they are listed.

- 1) History of good performance, with few or no reprimands.
- 2) Qualified for job training and experience.
- 3) History of good attendance and punctuality.
- 4) When all employees within a category meet the above qualifications, layoffs shall be on the basis of seniority within each general job category. Supervisors and directors shall serve at the pleasure of the Board and will not be subjected to the prescribed seniority order for reduction in force. Seniority shall be defined as continuous length of service as a support employee within the district. Employees who are laid off as a result of reduction in force and subsequently reinstated shall retain cumulative seniority for all periods worked since the last hire except for the period of layoff.

18.6 An employee who takes voluntary demotions or voluntary reduction in assigned time in lieu of layoff shall be returned to the original position, if a vacancy for which the employee is qualified occurs. The Employee, if returned to the former position, will receive a step-raise, if a step-raise has occurred since the employee's acceptance of a demotion. If an

employee's hours are increased due to a change in conditions resulting in a voluntary reduction in work hours – the employee shall receive the assigned pay rate for the position.

18.7 Support employees who have been dismissed as a result of reduction in force shall be recalled in reverse order of reduction (last to leave, first to be recalled) to fill any vacancy that occurs within their job category within the succeeding school year. (*Revised 2019*)

ARTICLE XIX: EVALUATION

19.1 At the time of employment all new employees will be advised as to evaluation procedure and instruments.

19.2 Evaluations shall be conducted by supervisory personnel who have the responsibility to make recommendations for renewal or non-renewal of the employee contract and shall be conducted openly.

19.3 Each employee shall be evaluated at least once each year after he/she has completed his/her probation period. Evaluations are to be completed by May 15th. Meetings with Employees concerning employment, disciplinary action, and evaluations will be confidential. The employee should be given time to review all documentation and paperwork before signing. (*Revised 2022*)

19.4 The support employee will be given a copy of the evaluation report during a conference with the evaluating supervisor.

19.5 The support employee may respond to an evaluation within ten (10) working days and such response will be attached to the evaluation report and made a part of the record. Evaluations shall be maintained in the support employee's personnel file. After one year the evaluation report may be removed from the file by mutual agreement between the support employee and the Superintendent or his/her designee.

19.6 Any complaint regarding an employee that may affect the support employee's continued employment shall be made in writing and shall be called to the attention of the employee. Said employee shall have the right to respond to the complaint if it is to be placed in the employee's personnel file.

- 19.7 If the supervisor considers the employee's work to be unsatisfactory in some area(s), a written statement detailing the problem(s) will be issued to the employee. The supervisor will discuss the problems(s) with the employee and offer written suggestions for improvement. Failure to make the desired improvement within a reasonable amount of time that has been specified by the supervisor may result in dismissal.
- 19.8 The support personnel appraisal form is attached as an Appendix/ Attachment (to this Master Contract).

ARTICLE XX: SICK LEAVE AND ACCUMULATION

- 20.1 Full-time support personnel shall receive one (1) day sick leave for each month of service. Part-time support personnel shall receive an equal number of hours for sick leave per month as they work per day. Example; a person working four (4) hours per day will get four (4) hours of sick leave per month. Sick leave shall be cumulative to one hundred and twenty (120) days for purposes of the state's retirement system and for District severance pay. For personal need, sick leave is accumulative without limit.
- 20.2 New employees beginning employment prior to September of a school year may use one day of sick leave per month through December. Beginning in January new employees may use any leave accumulated plus the 5 days to be earned by the completion of the school year. Employees who leave employment and have taken unearned sick leave will be required to reimburse the district for their unearned sick leave. Reimbursement of unearned sick leave will be deducted from the final paycheck. Employees beginning employment after August of a school year may use leave as earned. (Revised 2022)
- 20.3 Sick leave may be used for personal accidental injury, illness or pregnancy or accidental injury or illness of the support employee's immediate family. "Immediate family" shall include spouse, mother, father, children, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchildren and grandparents of employee or employee's spouse or a person living in the support employee's home who is part of the family.
- 20.4 The number of days of accumulated sick leave, if possible, shall be shown on the Support Personnel's individual contract each year.

- 20.5 Upon retirement or leaving the District, each employee will be paid twenty (20) dollars per day for unused sick leave day accumulated within the District. This applies when the employee has given twenty (20) or more working days' notice. If the employee has given less than twenty (20) working days' notice, ten (10) dollars per day for each unused sick leave day will be awarded. If the employee is contracted for less than seven and a half (7.5) hours per day, the sick leave rate will be prorated according to the number of daily contracted hours.
- 20.6 For accumulation and buy-back purposes the amount of sick leave to be allowed in accumulation and subsequently in buy-back provisions of this contract, prior to July 1, 1987, shall not exceed the maximum accumulation allowed by board policy in effect at that time. Example; an employee employed by the Chickasha Public Schools before the first contract was negotiated by CASE, was allowed to accumulate sick leave days only in the amount provided for in Board policy. If the Board allowed sixty (60) days accumulation, then the employee could accumulate sixty (60) days. Any days beyond the sixty (60) accumulated are lost at that time and cannot be recalled counting toward a higher accumulation amount that was negotiated later.
- 20.7 Sick leave summaries will be provided to employees each month on the internet-based employee portal.
- 20.8 All employees (full-time or part-time) will be eligible to participate in sick leave sharing based on their hours worked. (Revised 2022)

ARTICLE XXI: EMERGENCY LEAVE

21.1 Each support employee will be granted five (5) days paid emergency leave each school year. Emergency leave may be taken upon the approval of the Superintendent or his/her designee for emergency situations such as, but not limited to:

- 1) Incidents or circumstances which result in significant damage by unexpected acts or forces;
- 2) Illness or injury presenting a substantial likelihood of loss of life, limb or significant bodily function to members of the employee's immediate family as defined in "Sick Leave."

- 3) Inclement weather: When weather is too dangerous for buses to roll out and or too dangerous for personnel to be on the roads. (*Revised 2023*)

ARTICLE XXII: PERSONAL BUSINESS LEAVE

- 22.1 The Board shall provide three (3) days personal business leave to each support employee each year. Support Employees with five (5) or more consecutive years of employment with the district shall have a total of four (4) days personal leave each year; and support employees with ten (10) or more consecutive years of employment with the district shall have a total of five (5) days personal leave year. Personal leave will be paid by the district.
- 22.2 Personal business leave may be used for personal business matters, such as: personal legal, household and/or business that must be conducted during normal working hours of the employee requesting the leave.
- 22.3 Personal business leave shall not be taken for pleasure trips, recreation or vacation, seeking or interviewing for other employment, performing a service for compensation, participation in professional activities, or participating in political activities. Except in cases of emergency, personal business leave shall not be used during the first two days of school for students; likewise, personal business leave shall not be used immediately preceding or following a holiday period unless a request is submitted to the Superintendent of schools (or his/her designee) at least ten (10) working days before the requested day of leave and the request is approved.
- 22.4 Unused personal business leave will be transferred to sick leave at the end of each school year.

ARTICLE XXIII: LEAVES OF ABSENCE

- 23.1 Upon approval by the Board, support employees may be granted an unpaid leave of absence of up to one year. These leaves may include medical, educational, political, or other leave for legitimate reasons warranting an extended leave. Other leave allowances will not accrue or diminish while employee is on leave. The employee may arrange payments of professional organization dues and insurance program premiums as long as

there is no conflict in the provisions of the insurance policy. All maternity, parental and illness leaves of absence that qualify for the Family Medical Leave Act will follow guidelines set forth for the FMLA program and will run concurrent with the aforementioned leave.

23.2 Notifications of return from leave of absence shall be filed with the Superintendent no less than thirty (30) calendar days preceding end of leave. Any support employee who fails to file a notification of return, terminates his/her employment with the Board at the expiration of his/her leave of absence.

23.3 Employee returning to work from leave will be reinstated at the same job classification held by the employee at the time leave was granted. Employees returning from leave will be reinstated without loss of benefits including accrued leave, seniority or status of pay scale.

ARTICLE XXIV: ASSOCIATION LEAVE

24.1 The Board shall provide CASE with fourteen (14) days paid leave for the purpose of conducting Association business. Employees taking Association Leave will not suffer any loss of salary or benefits. The Association may carry over up to three (3) days of unused Association Leave each year.

24.2 The CASE President will advise the Superintendent of intent to use Association leave day(s) at least one (1) day prior to the day the leave is to be taken.

ARTICLE XXV: BEREAVEMENT LEAVE

25.1 Each support employee will be granted bereavement leave in each instance of the death of a member of the support employee's immediate family including spouse, mother, father, brother, sister, aunt, uncle, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandchildren and grandparents of the employee or employee's spouse or a person living in the support employee's home who is part of the family as follows:

- Within State 4 School Days
- Outside the State 6 School Days

- Spouse/ Immediate Children 10 School Days

25.2 One of the days granted must be the day the burial service is held. These Days will be in addition to days allowed in the sick leave policy.

25.3 Support employees may use one (1) day of bereavement leave each year to attend funeral services of a person or persons who are not part of the immediate family as described in section 25.1 of this article.

ARTICLE XXVI: JURY DUTY LEAVE

26.1 Support employees shall be granted leave for jury duty or for services as a witness subpoenaed in a criminal, civil, or juvenile proceeding and shall pay the support employee during such service the full contract salary.

26.2 Any money paid to the support employee for jury duty or witness service may be required to be paid to the District by the employee; however, in instances where the employee makes an effort to be on duty as much as possible during such duty or service, this will not be required.

ARTICLE XXVII: HOLIDAYS

27.1 The Board will recognize the following paid holidays for full-time and part-time support employees.

- Labor Day (1 day)
- Thanksgiving (3 days)
- Christmas (3 days)
- New Year's Day (2 days)
- Martin Luther King Day (1 day)
- Friday before Easter (1 day)
- Memorial Day (1 day)
- Juneteenth Day (1 day)
- Independence Day (1 day)

These days will be recognized for any employee whose contract is in effect during those days. For example, Independence Day will be a paid holiday for support employees on a twelve (12) month contract, and it will not be a paid holiday for support employees on a ten (10) month contract. An exception will be noted in an individual employee's employment contract for

contract periods which are less than 10-month and/or which exclude any of the recognized holidays. *(Revised 2022)*

ARTICLE XXVII: VACATIONS

28.1 An employee shall be entitled to a vacation upon completion of one full year of continuous service to the district. Definition: *"A full-year of continuous service to the district is based on approved employment of a support employee from July 1 through June 30."*

- a) Twelve-month support employees employed for less than the full school year (July 1 – June 30) shall receive vacation on a prorated basis for the period of approved employment (For example: the first year of employment and/or the final year of employment). An employee shall complete an additional year of continuous service upon completion of each school year from July 1 – June 30) of employment within the District. *(Revised 2020)*
- ~~b) In determining years of continuous service for vacations, only those years of continuous service as a twelve-month employee shall be used in determining the amount of vacation a support employee shall accrue, except as provided in Article 28.5.~~
- ~~c) The employee will be entitled to one (1) week of vacation after completion of one full year of continuous service as a twelve-month employee.~~
- ~~d) After an employee has completed three (3) years of continuous service as a twelve-month employee, the employee shall be entitled to two (2) weeks of vacation per year.~~
- ~~e) After an employee has completed six (6) years of continuous service as a twelve-month employee, the employee shall be entitled to three (3) weeks of vacation per year.~~
- ~~f) After an employee has completed fifteen (15) years of continuous service as a twelve-month employee, the employee shall be entitled to four (4) weeks of vacation per year.~~
- ~~g) Vacations are earned each year upon completion of a full year of continuous service, thus the entry year constitutes the first year of service. *(Revised 2020)*~~
- h) District will provide annual vacation with pay to those employees assigned to twelve-month positions (253 contracts or longer). Vacation days are cumulative, up to a maximum balance of 10 days. It is the employee's responsibility to monitor his or her vacation balances. No employee will be credited any days of vacation that result in the balance exceeding the maximum allowance of 10 days. Days in excess of 10 as of June 30 of each year will be removed from the employee's vacation leave balance and will rollover into sick leave.

- i) A full year of service is measured from July 1 to June 30. Vacation will be accumulated only for months during which the employee works the majority of the month. Absences of an employee on sick leave, vacation leave, or other paid approved leave are considered days worked for the purpose of vacation time accrual. Paid vacation leave will not be accrued for leave taken for approved reasons, or reasons that result in unpaid leave.
- j) The following accrual rates will apply to those support employees eligible for paid vacation days:
 - a. 1-3 years continuous service as a 12-month employee 1 week
 - b. 3-6 years continuous service as a 12-month employee 2 weeks
 - c. 6-15 years continuous service as a 12-month employee 3 weeks
 - d. 15 or more years continuous service as a 12-month employee 4 weeks

(revised 2023)

28.2 Vacations will be taken at a time mutually agreed upon by the employee and his/her supervisor, within the year immediately following the annual date of accrual.

28.3 ~~Employees may carry over a maximum of ten (10) days of unused vacation leave with approval of the Superintendent. Leave carried over must be used no later than August 31 of the next fiscal year to which leave was carried over. The employee should exercise restraint in requesting vacation days during the peak period of July 15 through August 31 in keeping with the core purpose of Chickasha Public Schools (Revised 2020)~~ (Revised 2023)

28.4 Any vacation accrued but not taken by the employee shall be paid to the employee upon termination (Revised 2020)

28.5 Any employee who transfers from a position within the district after July 1, 2004, in which said employee works less than twelve-months-per-year, to a twelve-months-per-year position shall have their prior service in the former position(s) considered for vacation accrual. The formula for calculation shall be the total number of months worked for the district prior to transfer divided by twelve. The quotient shall be the number of years and months of service used to figure vacation accrual only.

ARTICLE XXIX: PAY PERIODS

29.1 Employees will be paid monthly for time calculated on the calendar month or the yearly salary divided by twelve (12) equal payments. Employees who opted for ten (10) or eleven (11) equal payments during the 2017-2018 school year, will have the option to remain on the same pay period plan for the 2018-2019 school year as a one-year “grandfather” clause. In no instance will support employees be paid before services are performed.

29.2 Employees will be paid on the fifteenth (15th) of each month worked, or on the Friday preceding the 15th, if/when the 15th falls on a weekend or Holiday.

29.3 Support employees will be required to participate in direct-deposit.

ARTICLE XXX: PAY SCALES (MOVED TO THE BACK OF THE AGREEMENT)

30.1 There will be no changes to the Contract Language or Pay Scales

without consultation with the CASE President or Negotiation Spokesperson or Team. *(Revised 2020)*

30.2 All Central Kitchen Substitutes will be at entry level of the Job

Classification. *(Revised 2020)*

ARTICLE XXXI: MEDICAL, DENTAL, VISION, AND LIFE INSURANCE

31.1 The Board agrees to pay \$75.19 of the support employee’s insurance premium, who by full-time contract works twenty (20) or more hours per week, as long as their monthly salary amount exceeds the amount of the insurance premium and their insurance premium deduction equals or exceeds the \$75.19 amount. To receive this benefit the employee must participate in the *Board adopted insurance program.

**Note: This only applies to employees receiving the Flexible Benefit Allowance (FBA). Employee’s receiving the support in Lieu are not eligible for 31.1. However, employees who received this benefit prior to the 2020-2021 school year, regardless of FBA status, will continue to receive the benefit as long as they meet all other requirements. (Revised 2021)*

ARTICLE XXXII: RETIREMENT

32.1 The Board agrees to pay thirty (30%) percent of each employee's contribution to the Teachers' Retirement System of Oklahoma.

32.2 For retirement purposes, the Board agrees to establish and maintain a record of all sick leave days that each support employee could have accumulated if there has been no accumulation limit. The Board further agrees to provide verification of such accumulation to the Teachers' Retirement System of Oklahoma upon request of the retiring support employee.

ARTICLE XXXIII: WORKERS COMPENSATION

33.1 The Board agrees to provide a comprehensive worker's compensation program at no cost to the employee. This program covers any injury/illness sustained as a result of and in the course of employment that requires medical treatment. Worker's Compensation coverage provides benefits subject to the Rules of the Worker's Compensation Court, Title 85 of Oklahoma Statutes. Any employee who sustains a compensable work-related injury/illness has the right to file a claim with the Worker's Compensation Court and should inform his/her supervisor immediately. No matter how minor an on-the-job-injury may appear, it is important that it be reported as soon as possible. This will enable the eligible employee to qualify for benefits as quickly as possible. An injured employee may be required to be examined by a doctor selected by the Chickasha Public Schools. Worker's Compensation will be disallowed for the first three (3) calendar days of a disability caused by an injury. Sick leave must be used for these days. Sick leave will not be paid for any day's absence for which the employee received compensation pursuant to the Worker's Compensation Act. Benefits will not be paid if the injury/illness is proven to be self-inflicted, fighting, the use of drugs or alcohol, a failure to use proper safeguards and/or equipment, or failure to observe proper safety precautions. Neither the Chickasha School District nor the insurance provider will be liable for the payment of worker's compensation benefits for injuries during an employee's voluntary participation in any off-duty athletic, recreational or social activities.

33.2 The Board agrees to abide by Section 720 of the School Laws of Oklahoma, entitled “Injuries Sustained by School Personnel in Performance of Duties – Continued Payment of Contract Salary.” This section provides that any public-school personnel employee, who is unable to continue his/her contract of employment as a result of injury sustained in the reasonable performance of his/her duties from:

- 1) Assault by a pupil, relative of a pupil or person of the pupil’s household, or
- 2) Injury sustained as a result of quelling or attempting to quell or stop a fight, disorder or any disturbance related to a school function or activity shall be paid his/her full contract salary for the remainder of that school year or contract year/ period, whichever is applicable, or for such period of time thereof as he/she is prevented from working as a result of injuries sustained or job loss caused by such injuries during said school year or contract year or period for which he/she had been employed and during which he/she was injured not to exceed in any event the terms of the contract.

Example: “A custodian who is injured attempting to stop a fight or other disturbance on the school ground shall be paid his/her full salary for the time he/she is unable to do his/her job, due to the injury. The continued payment of salary shall not exceed the term of the employee’s contract. The injury mentioned above must have been sustained in the reasonable performance of the employee’s duties.’

ARTICLE XXXIV: ACTIVITIES PASSES

34.1 The employee, employee’s spouse and his/her family members (children eighteen (18) years of age and under) will be granted free passes to all activities not sponsored by the Oklahoma Secondary Schools Activity Association.

ARTICLE XXXV: MILEAGE

35.1 The Board will reimburse support employees who are required to use their personal vehicle for transportation from one work location to another work location and then back to the original work location or who are required to use their personal vehicle for District business. The rate of reimbursement shall be the IRS rate in effect on the date the Board takes action on the request for reimbursement. Support employees must have authorization from their immediate supervisor prior to using their personal vehicle for District business or transportation between work locations that qualify for reimbursement.

ARTICLE XXXVI: EXTENSION OF THE WORK YEAR

36.1 The work year for support employees may be extended by mutual agreement between the employee involved, the immediate supervisor and the Superintendent.

ARTICLE XXXVII: GRIEVANCE PROCEDURE

37.1 Definitions:

- A “*grievance*” is a complaint by a support employee that there has been as to him/her a violation, misinterpretation, or misapplication of the provisions of this agreement.
- The term “*grievant*” shall mean the person or persons making the complaint.
- The term “*days*” shall mean working days of the support employee. Outside of the contract year of the support employee, “*days*” shall mean the working days of the supervisor involved at the level that the grievance is being processed.
- A “*party in interest*” is the person or persons making the complaint, any person required to take action on the complainant or any person against whom an action might be taken to resolve the complaint.

37.2 Procedure for Filing a Grievance:

37.2.1 Informal Resolution:

- 1) A support employee with a grievance may first discuss it individually with the immediate supervisor within fifteen (15) days of the alleged violation, indicating article and section alleged to be violated, with the objective of resolving the matter informally. No written record will be made. The support employee and/or the immediate supervisor may have a representative present at this meeting if they so desire.
- 2) Any support employee who does not wish to utilize the informal resolution procedure or whose grievance was not resolved in the informal discussion may file a written grievance with his/her immediate supervisor within fifteen (15) days of the alleged violation or within fifteen (15) days after the informal discussion of the alleged violation.

37.2.2 Formal Resolution:

- 1) Level I:
 - a) The grievant shall submit a written grievance to his/her immediate supervisor within fifteen (15) days of the alleged violation with the citation of the specific article, section and paragraph of this agreement alleged to have been violated and the specific remedy sought.
 - b) The immediate supervisor shall schedule and hold a meeting within five (5) days after receipt of the written grievance. Persons present at this meeting will be the grievant, and if the grievant so desires, a representative of his/her own choosing, and if the immediate supervisor so desires, a person of his/her own choosing.

c) The immediate supervisor will transmit his/her written decision with written reasons within five (5) days after the Level I meeting to the grievant.

2) Level II:

a) If the grievant is not satisfied with the Level I decision, he/she may submit a written appeal of the grievance to the Superintendent within five (5) days after receipt of the Level I decision. A copy of the original grievance and the Level I response shall be filed with the appeal.

b) The Superintendent, or his/her designee, who shall act as a Hearing Officer, shall schedule a hearing within five (5) days after the receipt of the appeal. Persons present at this hearing shall be the grievant, a representative of his/her own choosing and witnesses.

i) The Superintendent, or his/her designee, shall be free to admit any testimony, evidence or exhibits deemed relevant in order to build as complete a record as necessary before rendering a decision.

ii) The Superintendent, or his/her designee, shall limit his/her decision to the facts as presented by the parties in interest and the impact on or conflict with this agreement.

iii) Within five (5) days after the hearing, the Superintendent or his/her designee shall transmit his/her decision in writing with written reasons therefore to the grievant and the grievant's immediate supervisor.

1) Level III:

a) If the grievant is not satisfied with the decision rendered at Level II, he/she may submit to the Board Clerk, a written appeal to the Board of Education within five (5) days after the receipt of the Level II decision. The written appeal shall be a specific statement of the basis for the appeal. A copy of the appeal shall be submitted to the person who acted as Hearing Officer at the Level II hearing.

i) Within five (5) days after submitting the written appeal, the grievant and the hearing officer of the Level II appeal shall each submit to the Board Clerk a narrative together with copies of any exhibits or documents introduced at the Level II hearing. Each party shall furnish the other party copies of all materials furnished to the Board as soon as they are available.

b) The Board of Education shall set a Level III Hearing on the agenda of a regular school Board Meeting or may schedule a special meeting for the purpose of hearing the appeal if a regular meeting is not scheduled to be held within a reasonable time after the receipt of the appeal and supporting material. Persons present at the hearing will be the grievant and if the grievant so desires, a representative of his/her own choosing and witnesses for the grievant, the grievant's immediate supervisor, and a representative of his/her own choosing.

i) If the Association is not the representative of the grievant, the Association representative shall have the right to be present at the hearing and shall be

permitted to present the Association's views with respect to the grievance prior to the conclusion of the hearing.

- ii) At the conclusion of the hearing, the Board shall give its decision by vote of the members present and shall transmit its decision in writing to the grievant, the immediate supervisor, and the Association within five (5) days.

37.3 General Provisions:

- a) If meetings and hearings involving the grievance procedure are held during the support employee's regular hours of assignment, all persons who are eligible to participate in the meeting or hearing will be released from his/her duties for that time and will not suffer loss of time or pay.
- b) The Association may file and/or process grievances only on those items that deal directly with the Association as an organization and not on those items that deal with the individual support employee. Grievance, if properly filed by the Association will be filed at Level II.
- c) No reprisal of any kind will be taken by a party in interest because of his/her participation in any grievance procedure.
- d) If the time limits are not met, the grievant shall have the right to appeal the complaint to the next level.

ARTICLE XXXVIII: ABSENCE NOT COVERED BY LEAVE

38.1 When a twelve-month (12-month) employee is absent from his/her duty and absence is not covered by approved leave, after it is determined that the unexcused leave is not cause for dismissal or suspension, the employee will the option of making up those hours if mutually agreed upon by the immediate supervisor and employee, to have those days deducted from his/her monthly payroll check or to have said days deducted from his/her vacation time.

ARTICLE XXXIX: OVERTIME

39.1 The Board agrees to abide by Board Policy and the Fair Labor Standards Act concerning overtime pay or compensatory time. However, no overtime will be worked without prior approval of the Superintendent or his/her designee.

ARTICLE XL: SECRETARIES WORKDAY

40.1 The regular workday for full-time secretaries employed by Chickasha Public Schools shall be seven and one-half (7.5) hours.

40.2 The workday for full-time secretaries employed by Chickasha Public Schools may be increased to eight (8) hours by mutual agreement between the secretary involved, the immediate supervisor and the Superintendent.

ARTICLE XLI: SITE-BASED DECISION MAKING

41.1 The Board and the Association agree to continue in its effort to develop and implement a site-based decision-making procedure within the parameters established within the OEA/NEA Learning Laboratory Initiative document signed by the President of the Association and the Superintendent of Chickasha Public School / NEA Learning Laboratory Initiative Site-Based School improvement document as adopted by the Board. The Board and the Association further agree that neither the Board nor the Association will lose any rights, privileges, duties or responsibilities currently provided to them by law, the negotiated contract or Board Policy.

41.2 Support Employees Assignment of Immediate Supervisors: Prior to the first day of classes each year, the Superintendent or his/her designee, will notify each Chickasha School Support Employee who is assigned as his/her immediate supervisor. If the assignment changes during the school year or contract period, the same procedure of notification will occur from the Superintendent or his/her designee.

ARTICLE XLII: TERMS OF AGREEMENT

42.1 This agreement shall take effect upon ratification and signing by the Presidents of the respective parties and will be in full force and effect through 12:00 Midnight June 30th (current contract year). However, the provisions contained in this agreement will be in force retroactively to 12:01 a.m. July 1st (current contract year). Either party may commence negotiations for the terms of a successor agreement by written notification to the other party. If no notification is tendered prior to the expirations date set forth above, then all terms and conditions contained herein will be renewed for a period of one year from the expiration date shown. This agreement will be automatically renewed on a year-to-year basis thereafter unless either party submits notification that they desire to begin negotiations for the terms of a successor agreement.

In witness whereof, the Board has caused this agreement to be signed by its President and CASE has caused this agreement to be signed by its President.

President of the Board of Education

President of the Association

Date

Date

ATTACHMENTS

Note:

FORMS WILL BE UPDATED AS APPLICABLE TO REFLECT CHANGES IN AGREEMENT OR UPDATES TO PROCESS. (Superintendent to share with the President of Case prior to ratification)

SUPPORT EMPLOYEE SALARY SCHEDULES

Position	Position Code	Pay Scale	Contracted Days	Notes
Administrative Assistant I	AA	Q	253	8 hour position
Bus Driver	BU	K	180	Drivers will be paid an additional \$350.00 per year to perform the following duties: 1. Inspect bus daily 2. Attend monthly safety meetings 3. Fuel bus 4. Work with principals on bus rider problems 5. Help in transporting bus to shop 6. Washing and cleaning bus
Bus Driver/Grounds	BG	E	180	Substitute bus drivers will be paid \$10 an hour. Full time district employees who substitute will be paid time and a half of his/her regular pay for the time that exceeds 40 work hours during the week. Bus Mechanic and Mechanic Helper that are not hired as bus drivers that are asked on a regular basis to drive a bus shall receive the \$350.00 allowance per year for performing routine transportation duties contract
Bus Monitor	BM-1	A	180	
Bus Monitor/Grounds	GM	A	180	
CN Assistant Leader	FA	A	181	
CN Cook/Server	FS	A	181	
CN Department Head	FL	A	181	
Custodian	CU	A	253	
Daycare		A	173	
Directors Assistant		F	253	The District will pay an additional \$1.00 per hour for each state approved certification held by the employee that pertains to that employee's job function. Such certification may be obtained from Oklahoma Business Management, Oklahoma State Department of Vocational and Technical Education and the like. The certification must be a district approved certification. An employee may only accumulate \$2.00 over their scale amount. This would be equal to two district approved certifications. All classes must be pre-approved by the Superintendent.
Enrollment Clerk	DER1	R	253	8 hour position
Grounds Maintenance	GR	A	253	Summer Crew will receive \$10.00 per hour.
Head Custodian	CU-H	A	253	

2022-2023 Job Description and Pay Scale

ISS Support	IS	A	180	
Library Assistant	LBA	A	180	
Mail Delivery	MC	A	249	
Maintenance - Licensed I	MNI	M	253	<p>The license referred to in the salary schedule is a journeyman's license. The District will pay an additional \$2.00 per hour for each contractor's license that the District requires. The District will reimburse the employee the cost of the annual renewal of these licenses.</p> <p>The district will pay an additional \$2.00 per hour for the Maintenance Supervisor's position.</p>
Maintenance - Licensed II	MNII	N	253	
Maintenance - Licensed III	MNIII	O	253	
Maintenance - Unlicensed	MN	A	253	
Mechanic I	MEI	I	253	<p>The mechanic will be paid on the level he/she consistently demonstrates his/her ability to perform. The level a mechanic is paid on will be determined by the Transportation Coordinator, Director of Transportation and Assistant Superintendent. The mechanic is required to furnish his/her own tools used in performance of his/her duties. The District will provide large specialty tools or equipment needed for the garage.</p>
Mechanic II	MEII	L	253	
Mechanic III	MEIII	O	253	
Mechanics Helper	MH	D	253	<p>LEVEL I: Change oil, filters, grease, change headlights, marker lights, belts, daily maintenance, valve cover gaskets, oil pan gaskets, water pumps, fuel pumps, alternators and starters.</p> <p>LEVEL II: Same as level I plus engine tune up, drive line repair, brake shoes, repair and overhaul small engines, vehicle inspection certificate.</p> <p>LEVEL III: Same as level II plus overhaul gas and diesel engines, repair transmissions, electrical systems, air brake systems, welding, head gaskets, total brake systems, rear axle, minor body repair, license air conditioning, vehicle inspection certification and any new requirement from state or federal level, etc.</p>
Nurse Assistant	SE	A	180	
Para Professional I	PAI	B	180	
Para Professional II	PAII	C	180	

2022-2023 Job Description and Pay Scale

Permanent Substitute	P-SUB	A	180	
Secretaries	SE	5	179/253	179 is a 10 month contract and 253 is a 12 month contract.
Skilled Labor - Helper	SKL	A	253	<p>Skilled labor personnel will be paid on the level they consistently demonstrate their ability to perform. The level of pay will be determined by the Director of Maintenance and the Assistant Superintendent. Helper must be able to follow directions, have some knowledge of tools, knowledge of proper use of tools, have the ability to assist whenever needed.</p> <p>LEVEL I: Know names of tools, ability to do light framing and light trim carpentry, ability to measure, hang drywall, ability to do general repair such as: hang bulletin boards, carpet repair, ceiling repair, tile repair, etc.</p> <p>LEVEL II: In addition to Level I skills - know how to do the following: tape and bed drywall, texture and finish drywall, hang doors and install hardware, build and repair shelving and cabinets, cut and replace glass, install and replace windows, rough framing and etc.</p> <p>LEVEL III: In addition to Level II - have some knowledge of electrical, plumbing and asbestos. Know how to do the following: set forms and pour concrete, tie steel, install ceiling grid metal frame, repair door frames, repair roofs, finish carpentry and trim, and build or finish by blue prints.</p>
Skilled Labor - Level I	SKL-I	G	253	
Skilled Labor - Level II	SKL-II	H	253	
Skilled Labor - Level III	SKL-III	J	253	
Speech Language Assistant	SPLA	P	180	
Teacher Assistant	TA	B	180	

2022-2023 Job Description and Pay Scale

2022-2023 Job Description and Pay Scale

Experience	PayScale's 2022-2023																	
	A - R																	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
0	10.30	10.65	10.85	11.05	13.60	11.65	11.70	12.45	13.10	13.20	15.70	13.85	14.60	15.35	16.10	25.18	15.60	21.03
1	10.55	10.90	11.10	11.30	13.85	11.90	11.95	12.70	13.35	13.45	15.95	14.10	14.85	15.60	16.35	25.47	15.84	21.28
2	10.80	11.15	11.35	11.55	14.10	12.15	12.20	12.95	13.60	13.70	16.20	14.35	15.10	15.85	16.60	25.77	16.09	21.52
3	11.05	11.40	11.60	11.80	14.35	12.40	12.45	13.20	13.85	13.95	16.45	14.60	15.35	16.10	16.85	26.06	16.34	21.77
4	11.30	11.65	11.85	12.05	14.60	12.65	12.70	13.45	14.10	14.20	16.70	14.85	15.60	16.35	17.10	26.36	16.58	22.02
5	11.55	11.90	12.10	12.30	14.85	12.90	12.95	13.70	14.35	14.45	16.95	15.10	15.85	16.60	17.35	26.65	16.83	22.27
6	11.80	12.15	12.35	12.55	15.10	13.15	13.20	13.95	14.60	14.70	17.20	15.35	16.10	16.85	17.60	26.95	17.08	22.51
7	12.05	12.40	12.60	12.80	15.35	13.40	13.45	14.20	14.85	14.95	17.45	15.60	16.35	17.10	17.85	27.24	17.32	23.01
8	12.30	12.65	12.85	13.05	15.60	13.65	13.70	14.45	15.10	15.20	17.70	15.85	16.60	17.35	18.10	27.54	17.57	23.25
9	12.55	12.90	13.10	13.30	15.85	13.90	13.95	14.70	15.35	15.45	17.95	16.10	16.85	17.60	18.35	27.83	17.82	23.50
10	12.80	13.15	13.35	13.55	16.10	14.15	14.20	14.95	15.60	15.70	18.20	16.35	17.10	17.85	18.60	28.13	18.07	24.24
11	13.05	13.40	13.60	13.80	16.35	14.40	14.45	15.20	15.85	15.95	18.45	16.60	17.35	18.10	18.85	28.42	18.31	24.49
12	13.30	13.65	13.85	14.05	16.60	14.65	14.70	15.45	16.10	16.20	18.70	16.85	17.60	18.35	19.10	28.72	18.56	24.74
13	13.55	13.90	14.10	14.30	16.85	14.90	14.95	15.70	16.35	16.45	18.95	17.10	17.85	18.60	19.35	29.02	18.81	24.98
14	13.80	14.15	14.35	14.55	17.10	15.15	15.20	15.95	16.60	16.70	19.20	17.35	18.10	18.85	19.60	29.31	19.05	25.23
15	14.05	14.40	14.60	14.80	17.35	15.40	15.45	16.20	16.85	16.95	19.45	17.60	18.35	19.10	19.85	29.61	19.30	25.48
16	14.30	14.65	14.85	15.05	17.60	15.65	15.70	16.45	17.10	17.20	19.70	17.85	18.60	19.35	20.10	29.90	19.55	25.72
17	14.55	14.90	15.10	15.30	17.85	15.90	15.95	16.70	17.35	17.45	19.95	18.10	18.85	19.60	20.35	30.20	19.80	25.97
18	14.80	15.15	15.35	15.55	18.10	16.15	16.20	16.95	17.60	17.70	20.20	18.35	19.10	19.85	20.60	30.49	20.04	26.22

2022-2023 Job Description and Pay Scale

19	15.05	15.40	15.60	15.80	18.35	16.40	16.45	17.20	17.85	17.95	20.45	18.60	19.35	20.10	20.85	30.79	20.29	26.47
20	15.30	15.65	15.85	16.05	18.60	16.65	16.70	17.45	18.10	18.20	20.70	18.85	19.60	20.35	21.10	31.08	20.54	26.71
21	15.55	15.90	16.10	16.30	18.85	16.90	16.95	17.70	18.35	18.45	20.95	19.10	19.85	20.60	21.35	31.38	20.78	26.96
22	15.80	16.15	16.35	16.55	19.10	17.15	17.20	17.95	18.60	18.70	21.20	19.35	20.10	20.85	21.60	31.67	21.03	27.21
23	16.05	16.40	16.60	16.80	19.35	17.40	17.45	18.20	18.85	18.95	21.45	19.60	20.35	21.10	21.85	31.97	21.28	27.45
24	16.30	16.65	16.85	17.05	19.60	17.65	17.70	18.45	19.10	19.20	21.70	19.85	20.60	21.35	22.10	32.26	21.52	27.70
25	16.55	16.90	17.10	17.30	19.85	17.90	17.95	18.70	19.35	19.45	21.95	20.10	20.85	21.60	22.35	32.56	21.77	27.95
26	16.80	17.15	17.35	17.55	20.10	18.15	18.20	18.95	19.60	19.70	22.20	20.35	21.10	21.85	22.60	32.81	22.02	28.20
27	17.05	17.40	17.60	17.80	20.35	18.40	18.45	19.20	19.85	19.95	22.45	20.60	21.35	22.10	22.85	33.06	22.27	28.45
28	17.30	17.65	17.85	18.05	20.60	18.65	18.70	19.45	20.10	20.20	22.70	20.85	21.60	22.35	23.10	33.31	22.52	28.70

2022-2023 Job Description and Pay Scale

(SECTION XXX (30) OF THE MASTER CONTRACT BETWEEN CASE AND THE BOARD)

APPENDIX – ATTACHMENT

SUPPORT EMPLOYEE SALARY SCHEDULES

- Salary Schedules will be attached each year, as per the approved negotiations agreement, and as adopted/ approved by the Chickasha Board of Education.
- The following salary/ pay related items were ratified by the negotiations teams and approved by the Chickasha Board of Education for the School Year 2018-2019.

A. NEW ARTICLE: SUPPORT PERSONNEL PAY INCREASES

Explanation: To be incorporated with the existing review and discussion of HB 1026XX. (Revised by CPS 8/2/18)

Support employee pay raises were authorized in House Bill 1026XX (2018 Legislation). Chickasha Public Schools will implement the pay raises according to the following language from HB 2026XX.

- The raise of \$1,250.00 will be added to the annual contract amount for every full-time support employee employed by the district during the 2017-2018 school year, and continued employment with the district for the 2018-2019 school year. Full-time (FTE) employees are non-certified, support employees working 1,032 hours (172 days x 6 hours per day) or greater.
 - Any support employee who works less than 1,032 hours per year will receive a proportionate annual raise of a full-time employee, based on the percentage of hours employed compared to 1,032 hours and the percentage applied to the full-time raise.
 - Temporary support employees including substitutes and seasonal workers do not qualify for the 1026xx pay raise.
- B. Pay Scales & format (clean up) and add them at the end of contract. Example in contract book it would read 30.1-30.12 in the back of book.
- (a) 30.1 Child Nutrition/ Cook/ Servers: (Step 0-1) This is only a 10-cent differential. It needs to be corrected to a 15-cent step and the correct amounts carried down through the schedule to step 25.
 - (b) 30.4 Custodians/ CN Delivery: (Step 0-1) This is only a 10-cent differential. It needs to be corrected to a 15-cent step and the correct amounts carried down through the schedule to step 25.

(c) 30.9 Building Assistant, Library Assistant, Permanent Substitute, Mail Delivery Person, ISS, Bus Monitor and any new person that would start as a Nurse Assistant: (Step 0-1) This is only a 10-cent differential. It needs to be corrected to a 15-cent step and correct amounts carried down through the schedule to step 25.

(d) Daycare workers need to be added to this salary schedule.

(e) (Number) Paraprofessionals.

C. Increase step to .25 (twenty-five cents). (Increased all steps intervals from 15-cents to 25-cents per step for steps 1-thru-25)

D. All support staff (shall) receive (a) step.

E. Paraprofessionals will be provided professional development for required training and certifications including CPR/ First-Aid not to exceed three (3) work days per their annual contract of employment.

F. Paraprofessional Pay Scales. (Tier I & Tier II). (These will need to be adjusted to 25-cents per step for steps 1-25)

G. The district agrees to reimburse Bus Drivers for the cost of their annual CDL license fee.

CASE PROCEDURAL AGREEMENT

PROCEDURAL AGREEMENT

Between

Chickasha Board of Education And

Chickasha Association of Support Employees

PURPOSE

The Board of Education of the Chickasha Public Schools and the Chickasha Association of Support Employees recognize the need for an orderly process of communication for administering employer/employee relations which conform with Oklahoma Statutes 70 O.S. § 509.1 through 509.10.

I RECOGNITION

- 1.1 This Agreement is made and entered into by and between the Chickasha Association of Support Employees (CASE), hereinafter termed the "Association" and Chickasha Independent School District of Grady County, Oklahoma, hereinafter termed the "District". The governing body of the District is the Board of Education, hereinafter termed the "Board11•
- 1.2 The Board hereby recognizes the Association as the exclusive negotiation representative for the bargaining unit consisting of all employees who are not required by the position for which they are employed to be a principal, licensed or certified as teachers, superintendent or other certified or non-certified administrator of Chickasha Public Schools. Employees of the district with access to confidential, labor relations information of the school district and managerial employees whose responsibilities include making employment recommendations to the superintendent and for which the position does not require a certificate, shall be excluded from this or other bargaining units. Also excluded is any employee position agreed to be excluded from the bargaining unit by the association and the district. Any person who desires not to be represented by the Association may so state in writing to the Board.

1.3 The following positions shall be excluded from the bargaining unit:

- Administrative Assistant to the Superintendent
- Administrative Assistant to the Athletic Director
- Payroll Clerk
- Personnel Clerk
- Treasurer
- Encumbrance Clerk

1.4 The Board recognizes the right of all support personnel to join and participate in and support C.A.S.E. as well as to refrain from such activities. No support personnel shall be discriminated against by the Board or any administrative officer of the district, nor by C.A.S.E. , or its representatives because of his/her membership, participation, support or non-membership, non-participation or non-support of C.A.S.E.

1.5 This recognition will remain in effect until verified election results show that C.A.S.E., no longer represents a majority of the support personnel of Chickasha Public Schools.

II SCOPE OF BARGAINING

2.1 The Board and C.A.S.E., agree to bargain in good faith on wages, hours, fringe benefits and other terms and conditions of employment. There will be no bargaining on managerial rights. (Managerial rights are defined as those rights and responsibilities assigned to the Board by the School Laws of Oklahoma).

III NEGOTIATIONS PROCEDURES

3.1 Negotiation Teams

3.1.1 The Board and C.A.S.E. shall each designate not more than six (6) representatives to serve as its negotiation team. Alternates may be designated; however, alternates will attend the meetings, only when serving in the place of a regular team member.

3.1.2 All negotiations will take place between the designated representatives of the Board and C.A.S.E., in regular negotiation sessions.

3.1.3 All negotiations will be conducted in closed sessions.

3.2 Opening Negotiations

- 3.2.1 A written request for a negotiation session between the Board and C.A.S.E., may be made by either party. This request for a negotiation session is to be made on or before May 31 of each year a negotiation session is to be held.
- 3.2.2 The first meeting of a negotiation session will be held within sixty (60) calendar days of the date of written request and/or after May 31. The date, time, and place of this meeting will be mutually agreed on by the spokesperson of the respective teams.
- 3.2.3 The Association shall submit all of its negotiation proposals at the first session. The Board shall submit all of its negotiation proposals at the first session.
- 3.2.4 Subsequent negotiation meetings shall be held at times and places mutually agreed at the first meeting of the session
- 3.2.5 All Board Proposals and All C.A.S.E., proposals will be presented at the first negotiation meeting, EXCEPT: details on salary. Proposals may be provided after the Educational Appropriations have been made by the State Legislature. Subsequent proposals may only be submitted upon mutual agreement of the parties.
- 3.2.6 During meetings each party is free to caucus at any time.

3.3 Negotiations Sessions

- 3.3.1 Only members of the respective negotiation teams may be present during negotiation sessions. Other parties may be permitted to be present only by mutual agreement of the parties. The chief negotiator of each team will be the spokesperson for his/her team, unless he/she designated another member to be spokesperson for that meeting. By mutual agreement of the table any team member may speak to an issue on the table.
- 3.3.2 No recordings or official transcripts shall be made without mutual agreement of the parties.

3.3.3 Negotiations will only be conducted between the representatives of the parties and only in regular negotiation sessions at the times, dates, and places mutually agreed upon by the parties. The time, date, place and agenda of subsequent sessions will be set by mutual agreement of the parties prior to the close of each negotiation session.

3.3.4 Negotiation sessions shall be scheduled at times which will not interfere with the employee work day and the educational programs of the district.

3.4 Tentative Agreement

3.4.1 Both parties agree that it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations, and to reach tentative agreements subject to ratification by the Board and the Association.

3.4.2 When tentative agreement is reached on any item, it shall be reduced to writing, and signed and dated by the spokesperson of each team. When tentative agreement is reached on all proposals, the total package shall be submitted by C.A.S.E., to the support personnel for ratification. C.A.S.E. will notify the superintendent of the results of the ratification vote not later than ten (10) working days after the total agreement has been reached by the bargaining teams. After ratification by C.A.S.E., the superintendent will present the agreement to the Board at the next regularly scheduled and or special meeting agenda. Upon ratification by the board, the written agreement shall be signed by the President of the Board and the President of C.A.S.E. The terms of the agreement will then be in full force and effect through the term of the agreement.

IV IMPASSE

4.1 In the event the bargaining team cannot reach agreement on all items being negotiated, either party may declare that impasse exists. Within two (2) working days after Declaration of impasse each party will provide to the other party, in writing, their last proposal on each of the items at impasse. The parties shall request mediation services of Federal Mediation and

Conciliation service within two (2) working days of the exchange of final proposals. If the mediator is unable to bring about agreement between the parties, the issues still in dispute will be submitted to fact finding. Within five (5) working days after mediation is completed, representatives of the Board and C.A.S.E., will implement the provisions of Oklahoma Statute 70- 509.7

The Board will be responsible for the fees and cost of its member on the Fact-finding committee. C.A.S.E., will be responsible for the cost and fees of its member on the Fact-finding committee.

The Board and C.A.S.E., will share equally the cost and fees of the third member of the Fact-finding committee. By mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.

4.2 A fact finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Association, and one (1) member shall be selected by the Board, within five (5) days. The third member shall be selected by the first two (2) members as follows: The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of potential fact finders from the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one name remains. The person whose name remains on the list will serve as the chairperson of the fact-finding committee.

4.2.1 The committee shall meet with the Board's and the Association's negotiation representatives for the purpose of fact finding. Within five (5) days after the selection of a chairperson, the representatives of the parties shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished to the chairperson and other members of the committee. Each item being submitted to fact finding shall show the last position taken by each negotiating team.

4.2.2 The cost for the services of the fact-finding committee, including per diem expenses, if any, and actual and necessary travel expenses shall be shared in the

following manner: The Board shall assume the expenses of the representative selected by the Board, the Association shall assume the expenses of the representative selected by the Association, and the expenses of the third member shall be shared equally by the Board and the Association.

4.2.3 The fact-finding committee shall have authority to establish procedural rules, conduct investigations, and hold hearings during which each party shall be given an opportunity to present its case with supporting evidence.

4.2.4 All hearings by the fact-finding committee shall be conducted in closed session.

4.2.5 The chairperson shall convene the committee for fact finding. The committee shall meet with the representatives of both parties and, within twenty (20) days after the fact-finding meeting shall present its written recommendation to the Board and the Association. The report shall set forth findings of fact and recommendations on the issues submitted.

4.3 If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and the Association. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume a good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of written statements, as provided for by this section, either party may discontinue such effort.

4.4 The Board shall file a copy of the fact-finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and upon ratification such agreement shall also be forwarded to the State Superintendent. If the effort to resolve differences is unsuccessful, the Board shall forward to the State

Superintendent in writing its final disposition of the negotiation's impasse process within thirty (30) days of the effective date of implementation.

V. NO STRIKE CLAUSE

5.1 The procedure provided for herein for resolving impasse shall be the exclusive recourse of the Association. It shall be illegal and a violation of this Agreement for the Association or the members of the bargaining unit to strike or threaten to strike as a means of resolving differences with the Board. It shall also be a violation of this Agreement for the Association or the members of the bargaining unit to strike for any reason during the term of a contract negotiated in accordance with the provisions of this Agreement.

VI SAVINGS CLAUSE

6.1 In the event that any provision of this agreement is declared invalid by statute or by a court of competent jurisdiction, nor or hereinafter, then such provisions shall no longer be operative but all other provisions of this agreement shall continue in effect. Upon request by the Board or C.A.S.E., the teams representing the Board and C.A.S.E., shall within twenty (20) working days commence negotiations for a legally permissible replacement for the provisions affected.

6.2.1 If a change in statute or decision of a court of last resort results in a change in benefits to the employees , the change will be incorporated.

VII DURATION OF AGREEMENT

7.1 This Agreement shall continue in effect for successive fiscal year periods unless notice is given, in writing, between January 1 and January 31 of any year, by either party, which the party desires to modify, amend or terminate this Agreement. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within thirty (30) days of such notice.

7.2 This agreement shall take effect upon ratification and signing by the president of the respective parties and will be in full force and effect through 12:00 midnight, June 30, of the following year. Either party may commence negotiations for the terms of a successor agreement by written notification to the other party if no notification is tendered prior to the

expiration date set forth above, then all terms and conditions contained herein will be renewed automatically without modification, unless either party shall request an amendment.

ADOPTED _____ / _____

President of the Board

President of the Association

PERFORMANCE APPRAISAL FOR SUPPORT PERSONNEL

Chickasha Public Schools Performance Appraisal for Support Personnel

Name: _____ Date: _____
 Location: _____ Department: _____ Job Title: _____
 Time In Present Position: _____ Years Continuous Service C.P.S.: _____

Major Job Duties:

Attitudes, Responsibilities, and Work Skills	Outstanding	Commendable	Competent	Marginal	Unacceptable
1. Quality of work (accuracy, completeness, neatness)					
2. Quality of work (volume, speed)					
3. Job knowledge (competency in performing assigned duties, proficiency, technical skill)					
4. Willingness to do assigned duties					
5. Acceptance of responsibilities for assigned duties					
6. Initiative (Self improvement, resourcefulness, self motivation)					
7. Adherence to high ethical standards					
8. Judgment (reason, logic, maturity)					
9. Attendance (regular presence at work)					
10. Punctuality (on time for work, appointments)					
11. Reliability (dependability, trustworthy)					
12. Enthusiasm (positive about job)					
13. Compliance with school rules, regulations and policies					
14. Attitude (agreeable, pleasant, willing, tact, consideration)					
15. Acceptance of authority					
16. Cooperation (teachers, other staff members and parents, teamwork, assisting others, offering suggestions)					
17. Rapport with students					
18. Adaptability (able to adjust, modify or change)					
19. Appropriateness of dress for job performed					
20. Neatness and cleanliness in personal appearance					
21. Ability, either oral or written to convey ideas and thoughts or to pass along pertinent information					
22. Ability to accept constructive criticism					
23. Follows work schedule as assigned					
24. Planning ahead and making effective use of materials and equipment					
25. Keeps accurate records at work					
26. Keeping equipment and assigned area up to good standard					
27. Keeping building up to standard by practicing good housekeeping					

Definition of performance ratings:

Outstanding: Performance is consistently characterized by exceptionally high quality work. Employees rated as excellent repeatedly make contributions to the organization, which are far above the requirements of their position. They require little or no supervision, have exceptional judgment and regularly exhibit mastery of their job assignments.

Commendable: Performance indicated through attention to and accomplishment of all assigned responsibilities. Unusual problems are properly considered and generally well handled. Individuals strive for job improvement and initiative is regularly displayed. The contribution of these individuals is usually beyond that expected.

Competent: Performance meets the requirements of the position. The position is being covered in an adequate manner and the responsibilities are being handled competently. *Such personnel are not to be considered as marginal performance.*

Marginal: Performance meets the requirements of the position. Individuals may, however, possess the talent to earn a higher rating if special training and counseling are given or if they are transferred to another, more suitable position. If performance does not improve after a reasonable period of time, he/she could be demoted or terminated.

Unacceptable: Performance does not meet the requirements of the position. Employees in this category may have a history of substandard performance and in management's judgment, will not achieve a higher rating in their current position. Disposition is generally demotion or termination. It is expected that very few such instances will occur.

COMMENTS BY SUPERVISOR (STRENGTHS):

AREAS FOR CONTINUAL GROWTH:

EMPLOYEE IS INVITED TO MAKE ANY COMMENTS, WHICH HE MAY WISH TO INCLUDE AS PART OF THE EVALUATION. COMMENTS WILL BE ADDED AS AN ATTACHMENT TO THE EVALUATION.

I CERTIFY THIS EVALUATION HAS BEEN DISCUSSED WITH ME. I UNDERSTAND MY SIGNATURE DOES NOT NECESSARILY INDICATE AGREEMENT.

(SIGNATURE OF EMPLOYEE)

(DATE)

(SIGNATURE OF EVALUATOR)

(DATE)

**EDUCATIONAL SUPPORT PROFESSIONAL OF THE QUARTER
(NOMINATION FORM)**

**EDUCATIONAL SUPPORT PROFESSIONAL OF THE QUARTER
NOMINATION FORM**

Month _____ Year _____

Nominee's Name: _____ Site: _____

Submitted

By: _____

Please write legibly one paragraph describing the reason this particular person deserves to be nominated as the *outstanding* nominee of the quarter. **MUST be (ABOVE AND BEYOND) their regular daily job description.**

Rules:

One submission per person per quarter.

No anonymous entries. Any anonymous entries will be discarded.

All nominations must be in a sealed envelope marked Support Professional of the Quarter

Nominations must be delivered to the office of the Superintendent by the 25th of the month ending the quarter.

(Revised 2020)

PERSONNEL DEPARTMENT
SUPPORT PERSONNEL VOLUNTARY
TRANSFER REQUEST FORM

Name: _____

Home Telephone Number: _____

Current Assignment:

Requested Assignment:

(If you submit more than one transfer request, please indicate whether this is your first, second, or third choice of assignments.) This is my _____ choice of assignment.

Posting Date: _____

(Please note that this transfer request must be received in the Personnel Department by 4:00p.m. of the fifth (5th) working day after the posting date, except during the summer months, then, ten (10) days will be allotted. The Personnel Department will not be held responsible for forms delayed in the mail.)

Certification/Endorsements/Area of Interest or Expertise:

Signature: _____

Date: _____

CHICKASHA PUBLIC SCHOOLS

LEAVE REQUEST

Employee's Name: _____ Today's Date: _____

Building: _____

I respectfully request a leave day(s) on the following date(s)/ (Recorded in whole-day; half-day; and/or quarter-day increments—
Hourly employees leave recorded in hours; half-hour; and/or quarter-hour increments):

I certify this request will be used for:

- Personal Business Leave Association Leave Emergency Leave
 Vacation (12 Month Employees) Legal Leave (Please attach a copy of your subpoena or jury summons)

And for no other reason as stipulated in the master contract between the Chickasha United Teachers' Association (CUTA) or Chickasha Association of Support Personnel (CASE) or Chickasha Organization of Professional Administrators (COPA) and the Chickasha Board of Education.

Employee's Signature

Principal's/Supervisor's Signature & Date

(Mark the appropriate box if requesting **PERSONAL BUSINESS LEAVE**)

- Personal Legal Business Personal Business During Normal School Hours
 Personal Household Business
 Other (Explain) _____

(Written Explanation is required if requesting **EMERGENCY LEAVE**)

NOTE: After action is taken by the Superintendent, a copy of the leave request will be returned to the employee, one copy will be sent to the building Principal/Supervisor and the original will be retained in the employee's personnel file.

APPROVED

DENIED

If denied (reason) _____

Superintendent's/Designee's Signature

Date



Chickasha Public Schools

Employee Change Form

Employee Name (print): _____

Employee Signature: _____

Position/Site: _____

Date: _____

***Please mark the appropriate boxes and write the changes in the change column.*

Request to Change	New	Cancel	Change Information and/or Comments
Name Attach marriage certificate			
Address			
Phone Number			
Other			
Professional Organization Memberships			
	Join	Drop	Comments
CASE			
COPA			
CUTA			
CPS Foundation			
POE			

STATE INSURANCE CHANGE OF ADDRESS FORM



Office of Management and Enterprise Services
Employees Group Insurance Division
3545 NW 58th, Suite 110
Oklahoma City, Oklahoma 73112
1-405-717-8701 or toll-free 1-800-543-6044
TDD: 1-405-949-2281 or toll-free 1-866-447-0436
FAX: 405-717-8939

CHANGE OF ADDRESS

Member Name _____
SSN or Member ID # _____
Member Phone Number _____
New Address _____ _____
Member's Signature _____
Date _____

Current Employees – Return this form to your Insurance Coordinator.

Former Employees – Return this form to EGID at the address or FAX number listed above.

Revised 09/25/2012

EMPLOYEE RESIGNATION FORM

**CHICKASHA PUBLIC SCHOOLS • 900 WEST CHOCTAW AVENUE
CHICKASHA • OK • 73018 • (405) 222-6500**

EMPLOYEE RESIGNATION FORM

If you would like to talk to an Assistant Superintendent or Superintendent before completing this form, please let us know. We will make every effort to arrange a meeting at this time or we will schedule an appointment for you as soon as possible.

Name: _____

Building: (Please select One)

- | | | |
|-----------------------------------------------------|-----------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Adult Basic Education | <input type="checkbox"/> Academy | <input type="checkbox"/> Bill Wallace ECC |
| <input type="checkbox"/> Central Kitchen | <input type="checkbox"/> Central Office | <input type="checkbox"/> Grand Avenue |
| <input type="checkbox"/> High School | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Middle School |
| <input type="checkbox"/> Transportation/Maintenance | | |

Position: _____

Resignation Date(Last day to work): / _____ / _____

CURRENT INFORMATION:

Address: _____

Phone: () _____

Reason for Resignation: (Please Select One)

- | | | |
|----------------------------------------------|------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Accepted New Job | <input type="checkbox"/> Relocation | <input type="checkbox"/> Health |
| <input type="checkbox"/> Returning to School | <input type="checkbox"/> Work Conditions | <input type="checkbox"/> Job Dissatisfaction |

Other, please explain: _____

I certify that this resignation is executed by me voluntarily and of my own free will.

Employee's Signature

Date

Form Received by

Date

cc: Personnel File, Payroll Office, Employee

EMPLOYEE EXIT INFORMATION FORM

EXIT INFORMATION

The employee has been advised that if he/she is a twelve month employee that depending on the effective date of this resignation his/her final check may not be for a full month's compensation. Twelve month support employees are paid two (2) weeks in-advance every month.

The employee has been advised that he/she will receive his/her final check on the next scheduled payday. The employee is also advised that he/she will need to obtain their final check from their supervisor unless the payroll office has been notified by the employee of other arrangements.

The employee has been advised that he/she may be entitled to continue insurance coverage through COBRA. Please contact the Insurance Coordinator.

The employee has been advised to return all equipment, computers, name tags, tools, uniforms, keys, etc., that are property of Chickasha Public Schools and to check with his/her supervisor for proper procedures.

The employee has been advised that if he/she would like compensation for unused sick leave that he/she must contact the payroll office and inform them of this decision.

The employee has been advised to notify the payroll office if he/she will be changing his/her address before the school mails his/her W-2 form in January.



I have read and understand the above information. I understand that it is my responsibility to take any necessary action.

Employee's Signature

Date

COVID LEAVE

Chickasha Public Schools

August 2022

COVID-19 Staff Leave Protocols

COVID-19 Leave

- CPS is providing five(5) days of leave for any staff member that tests positive for COVID-19 during the 2022-2023 school year.
- Can be used for taking care of immediate family members that have tested positive &/or quarantined for COVID-19.
- This leave would be used first in the event of a positive COVID-19 diagnosis.
- This can be spread out over multiple instances but once a staff member uses all five(5) days this leave will not be replenished. This leave does not roll over nor accumulate.
- To use this leave, provide the Personnel Office with proof of Doctor's order to quarantine. Enter the reason for absence as COVID-19 on leave forms. (Revised 2023)

Once the COVID-19 leave has been used a staff member will be able to:

- Use their leave provided by CPS per the negotiated agreement.
- Use any comp days that might have been accumulated.
- If or in the event this leave is depleted, then a staff member may request for sick leave days to be donated to them through the leave bank. (See the negotiated agreement for guidelines.)

Additional Notes

- In the event a teacher is quarantined due to COVID-19 they may be able to teach remotely to their students. If this occurs, no leave will be entered that counts against a staff member on days that remote instruction is used for instruction. These days will have to be communicated with the site principal and Executive Director of Personnel. For a full day to be considered requires remotely teaching the regular day schedule.
- For support staff members – please contact your supervisor about online trainings, working remotely from home, or developing a plan to make up hours in the event you are quarantined. Note: Time sheets or proper documentation must be submitted by a given deadline to not have a disruption in payroll.
- In the event that schools are closed due to COVID-19, CPS will move over to remote instruction for all students enrolled in the traditional pathway. No leave will be counted against a teacher as long as instruction occurs following the regular school day schedule. Principals, teachers, and staff members will be expected to report to school sites unless instructed otherwise.

- In the event the district completely shuts down again, due to the pandemic, then the District administration will make announcements on how to proceed.
- This leave is retroactive back to July 1, 2021. Any leave previously used for these purposes will be changed over to COVID-19 leave and their other leave restored.

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 1, 2022

TOPIC:

MOU between Chickasha Association of Support Employees, Chickasha United Teaching Association, Chickasha Organization of Professional Administrators and Chickasha Public Schools Board of Education.

ADMINISTRATIVE RECOMMENDATION:

Approval of the MOU with CASE, CUTA and COPA

RATIONALE FOR RECOMMENDATION:

In order to help with retaining and recruiting exceptional staff, Chickasha Public Schools worked with our bargaining groups to provide a stipend to staff December 2022. The stipend will be at least \$1000. The stipend is subject to all required taxes, withholding and contributions.

This is a one year MOU.

FISCAL NOTE:

TBD.

OPTIONS:

1. Approve the MOU.
2. Not approve the MOU.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman

Implemented: April 2020



To: Chickasha United Teaching Association
Chickasha Association of Support Employees
Chickasha Organization of Professional Administrators
From: Pam Ladyman, Executive Director of Personnel and Student Services
Re: Memorandum of Understanding
Date: August 24, 2022

This Memorandum of Understanding (MOU) signifies an agreement between Chickasha Public Schools, the Chickasha United Teaching Association (CUTA), Chickasha Association of Support Employees (CASE) and the Chickasha Organization of Professional Administrators (COPA) for the 2022-2023 school year, in regards to a Retention Stipend. The Retention Stipend will be at least \$1,000 and will be paid to all Chickasha Public School employees December 2022. The stipend is subject to all required taxes, withholding, and contributions.

CPS will pay a stipend to all employees, including temporary contracted teachers, permanent long-term substitutes, and the Superintendent. (Short-term) substitutes, lay coaches, and persons who took a leave of absence during the 2022-2023 school year do not qualify for the stipend.

The stipend is for any certified teacher, certified administrator, permanent long-term substitute, and support staff who meets the following qualifications:

1. Employed full time (1.0) or part time (0.5-0.9) on or before Sept. 1, 2022;
2. Actually performed services for CPS during the fall semester of 2022-2023;
3. Remained continuously employed until Dec 9, 2022.

All parties agree that this MOU is only issued for the current school year.



The below signatures signify agreement of the above MOU.

Megan Drennan

Megan Drennan
President-CUTA

8/25/22

Date

M. Lavon Blalock

Lavon Blalock
President-CASE

Aug. 25, 2022

Date

Dr. R.P. Ashanti-Alexander

Dr. Ashanti-Alexander
President-COPA

Aug 25, 2022

Date

Pam Ladyman

Pam Ladyman
Ex. Director of Personnel and Student Services

Aug. 25, 2022

Date

*The implementation of this Memorandum of Understanding is contingent upon CPS Board of Education approval.

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
Sept 1, 2022

TOPIC:

MOU between Chickasha United Teaching Association and Chickasha Public Schools Board of Education.

ADMINISTRATIVE RECOMMENDATION:

Approval of MOU with CUTA

RATIONALE FOR RECOMMENDATION:

We are working to increase extra duty stipends. We are unable to increase all stipends in one school year. We will work to increase a few at a time. These are a few stipends that needed to be adjusted prior to next school year.

- The Robotics coach and team work more than 300 hours after school to build their robot within the specified time. This includes some all night work sessions.
- Archery was being paid one District stipend of \$1,500 for coaching all 3 teams. As with other sports these should be broken down into Elementary, Middle School and High School.
- High School Spirit Club is a new duty. This person is responsible for planning school wide activities and events designed to increase student involvement.
- Activity Center Manager is a new paid position. The person responsible for this duty has been scheduling all events, finder workers, and making sure everything is ready for each event. This involves countless hours outside the work day.

FISCAL NOTE:

\$11,800

OPTIONS:

1. Approve the MOU.
2. Not approve the MOU.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman

Implemented: April 2020




To: Chickasha United Teaching Association
From: Pam Ladyman, Executive Director of Personnel and Student Services
Re: Memorandum of Understanding
Date: August 24, 2022

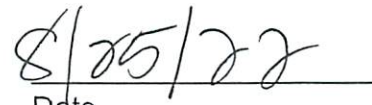
This Memorandum of Understanding (MOU) signifies an agreement between Chickasha Public Schools and the Chickasha United Teaching Association (CUTA) for the 2022-2023 school year, in regards to the following extra duty stipends:

- High School Robotics - \$4,000
- Elementary Robotics - \$1,500
- High School Archery - \$1,500
- Middle School Archery - \$1,500
- Elementary Archery - \$1,500
- High School Spirit Club - \$3000
- Activity Center Manager - \$3,500


Both parties agree that this MOU is only issued for the current school year, and then it will be revisited by both parties, Prior to the beginning of the 2023-2024 school year.

The below signatures signify agreement of the above MOU.


Megan Drennan
President-CUTA


Date


Pam Ladyman
Ex. Director of Personnel and Student Services


Date

*The implementation of this Memorandum of Understanding is contingent upon CPS Board of Education approval.

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 1, 2022

TOPIC:

MOU between Chickasha Association of Support Employees and Chickasha Public Schools Board of Education.

ADMINISTRATIVE RECOMMENDATION:

Approval of MOU with CASE

RATIONALE FOR RECOMMENDATION:

Currently the Food Service Delivery Driver is not identified as a position on the Job Description and Pay Scale within the CASE Agreement. They are being paid under the CN Cook/Server. The Food Service Delivery Driver must drive a truck and load/unload the truck. It is a physically demanding job. Both parties have agreed to list this position under the Skilled Labor Job Description and Pay Scale (J).

FISCAL NOTE:

Apx. \$3.00 per hour

OPTIONS:

1. Approve the MOU.
2. Not approve the MOU.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman

Implemented: April 2020



To: Chickasha Association of Support Employees
From: Pam Ladyman, Executive Director of Personnel and Student Services
Re: Memorandum of Understanding
Date: August 24, 2022

This Memorandum of Understanding (MOU) signifies an agreement between Chickasha Public Schools and the Chickasha Association of Support Employees (CASE) for the 2022-2023 school year, in regards to placing the Food Service Delivery Driver to the Skilled Labor Job Description and Pay Scale (J).

All parties agree that this MOU is only issued for the current school year, and then it will be revisited by both parties, Prior to the beginning of the 2023-2024 school year.

The below signatures signify agreement of the above MOU.

M. LaDon Blalock
Lavon Blalock
President-CASE

Aug 25, 2022
Date

Pam Ladyman
Pam Ladyman
Ex. Director of Personnel and Student Services

Aug. 24, 2022
Date

*The implementation of this Memorandum of Understanding is contingent upon CPS Board of Education approval.

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
Sept 1, 2022

TOPIC:

MOU between Chickasha United Teaching Association and Chickasha Public Schools Board of Education.

ADMINISTRATIVE RECOMMENDATION:

Approval of MOU with CUTA

RATIONALE FOR RECOMMENDATION:

Our rate of reimbursement for teachers who are assigned to two or more sites has not been adjusted in a number of years. We are significantly behind the IRS approved rate. Both parties have agreed to a reimbursement rate based on the number of sites a teacher is assigned.

FISCAL NOTE:

TBD

OPTIONS:

1. Approve the MOU.
2. Not approve the MOU.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman

Implemented: April 2020




To: Chickasha United Teaching Association
From: Pam Ladyman, Executive Director of Personnel and Student Services
Re: Memorandum of Understanding
Date: August 24, 2022

This Memorandum of Understanding (MOU) signifies an agreement between Chickasha Public Schools and the Chickasha United Teaching Association (CUTA) for the 2022-2023 school year, in regards to 29.2 Reimbursement for Use of Personal Automobile. This is for teachers assigned to two or more buildings as a part of their teaching contract and who use their own personal automobiles to travel between buildings. We have agreed to increase our rate of reimbursement to the following levels:

- Two sites - \$500
- Three sites - \$1,000
- Four sites - \$1,500
- Five sites - \$2,000

Both parties agree that this MOU is only issued for the current school year, and then it will be revisited by both parties, Prior to the beginning of the 2023-2024 school year.

The below signatures signify agreement of the above MOU.


Megan Drennan
President-CUTA

8/25/22
Date


Pam Ladyman
Ex. Director of Personnel and Student Services

8-25-2022
Date

*The implementation of this Memorandum of Understanding is contingent upon CPS Board of Education approval.

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
Sept 1, 2022

TOPIC:

MOU between Chickasha United Teaching Association and Chickasha Public Schools Board of Education.

ADMINISTRATIVE RECOMMENDATION:

Approval of MOU with CUTA

RATIONALE FOR RECOMMENDATION:

Provide our Building Test Coordinators (BTC) a \$1000 stipend. Our BTCs spend countless hours preparing for, overseeing and submitting student state assessments. These are hours spent outside the school day.

FISCAL NOTE:

Apx. \$5,000

OPTIONS:

1. Approve the MOU.
2. Not approve the MOU.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman

Implemented: April 2020

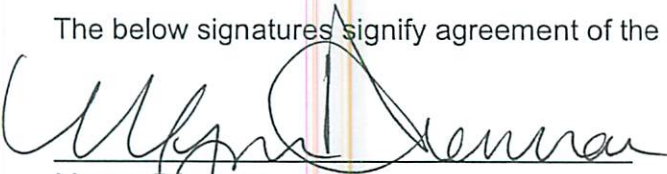


To: Chickasha United Teaching Association
From: Pam Ladyman, Executive Director of Personnel and Student Services
Re: Memorandum of Understanding - Building Test Coordinator
Date: August 24, 2022


This Memorandum of Understanding (MOU) signifies an agreement between Chickasha Public Schools and the Chickasha United Teaching Association (CUTA) for the 2022-2023 school year, in regards to paying Building Test Coordinators (BTC) a stipend of \$1,000. The BTCs are required to work a number of additional hours preparing for, overseeing, and submitting student state assessments.

All parties agree that this MOU is only issued for the current school year, and then it will be revisited by both parties, Prior to the beginning of the 2023-2024 school year.

The below signatures signify agreement of the above MOU.


Megan Brennan
President-CUTA

8/25/22
Date


Pam Ladyman
Ex. Director of Personnel and Student Services

8-25-22
Date

*The implementation of this Memorandum of Understanding is contingent upon CPS Board of Education approval.