

Monthly Board Meeting

Monday, August 11, 2025 6:00 PM

Board of Education Office, 1619 S. Old Hwy 75, Sabetha, KS 66534

Attendance Taken at 6:00 PM. Phillip Buessing: Present, Todd Grimes: Present, Stan Keim: Present, Kathy Lippert: Present, Doug Renyer: Present, Jim Scoby: Present, Leslie Scoby: Present. Present: 7.

Also present were Superintendent Rob McKim, Board Clerk Deb Damman, and others listed on the attached sign-in sheet.

1. Call Meeting To Order

2. Approve Agenda As Presented Or Amended

3. Public Comment:

A. Members of the Public

B. Student Council

C. PTO

D. Site Council

E. Booster Club

F. PHEA

G. USD 113 Foundation

H. Legislative Update

I. Other Student Groups

4. Administrative Reports:

Description: Whitney McGinnis - Axtell

Nate Bauman - SHS

Matt Garber - SMS

Andrew Lillie - SES

Lisa Suhr

5. Consent Agenda

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Description:

- Approve Minutes from
- Approve Financial Reports:
 - APS
 - SHS
 - SMS

- SES
- USD #113
- Approve payment of July bills for the amount of \$786,553.22.
- Approve July payroll for the amount of \$401,231.89.
- Approve a donation of \$13.50 from Box Tops for Education
- Approve a donation of \$17,102 from Greater Manhattan Community Foundation (GMCF), Science and Business Programs Support Fund, for new Fume hood in remodeled Science room.
- Approve a donation of \$52,852 from GMCF, Science and Business Programs Support Fund, for SHS Science rooms remodel.
- Approve the FY26 Legal Assistance Fund contract with Kansas Association of School Boards (KASB) at a cost of \$2,750.
- Approve the MHIT grant for FY26.
- Approve the Property/Workers Comp insurance rate quote from Saylor Insurance for \$412,902.
- Approve the 25-26 Health insurance rates from KEIT and BCBS
- Resignations: Kay Duncan SMS Ass't VB Coach, SMS Girls Head BB Coach, SHS Ass't Track Coach; Trevin Edelman, Ass't Golf Coach; Braden Plumlee, SMS Track; Aaron Duryea, Axtell Teacher, Axtell HS VB, Scholars Bowl, Head MS Track & Field;
- Contracts: Rhonda Hasenkamp, AHS Volleyball; Katelyn Lierz, SHS Kitchen; Josiah Richardson, Summer Help; Kayla Heinen, Axtell teacher, MS GBB Coach, MS Track & Field(H); Taylor Broxterman, AMS Volleyball

6. Approve 25-26 Budget Code 99 for publication.

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7. Approve notice of :

- **Hearing to exceed the Revenue Neutral Tax rate in the 25.26 school year for 5:40 p.m. Monday, September 8, 2025.**
- **25.26 Budget hearing for 5:50 p.m. Monday, September 8, 2025.**

8. Superintendent Report:

8.A. Facility project updates

Description:

SMS

- Roof - windows - siding

- HVAC System controls

SHS

- Elevator (Lift)
- Science Rooms
- Kitchen floor
- Drain concerns
- Mercury Spill
- Axtell
- Water damage
- Roof update

8.B. Initial Capital Outlay plan

8.C. Release of Federal Funds

9. Board Business

9.A. Response to public comment

9.B. Board recognition

10. Executive Session - Employer-Employee negotiations

11. Approve Negotiated Agreement with Prairie Hills Education Association for the 25-26 school year. 13

12. Approve compensation package for USD 113 Administration

13. Executive Session: Discuss non-elected personnel - attorney/client privilege

14. Adjourn

Board President

Board Clerk



**ADOPTION AGREEMENT
and
LEGAL ASSISTANCE FUND CONTRACT**

This Adoption Agreement and Legal Assistance Fund Contract is entered into this _____ day of _____, 2025 by and between the Kansas Association of School Boards Legal Assistance Fund Trust (hereinafter referred to as the "Fund") and _____ (District Name) _____ (USD No.), _____ County, Kansas (hereinafter referred to as the "Participating Board").

WITNESSETH:

That in consideration of the mutual promises herein contained, the Participating Board agrees to participate in the Trust pursuant to the terms and conditions of the Agreement and Declaration of Trust establishing the Kansas Association of School Boards Legal Assistance Fund, which is available upon request. The Participating Board further agrees to make payment to the Fund of Two Thousand Seven Hundred Fifty dollars (\$2,750.00), as the legal assistance fund fee for the period of July 1, 2025, THROUGH June 30, 2026, and the Fund agrees to provide the Participating Board with the following initial consultant services:

1. Access to legal counsel through telephone or email communication;
2. Legal research matters relevant and responsive to the needs of Participating Boards;
3. Analysis and interpretation of important court decisions and laws affecting schools;
4. Written memoranda or legal opinions on specific legal questions asked by a Participating Board; and
5. Access to legal resources such as handbooks, toolkits and forms.

The Fund and the Participating Board further agree that in consideration of the continuing consultant services as set forth herein, the Fund agrees to provide to the Participating Board, by legal counsel designated by the Trustees, as set forth in this agreement, legal research, legal representation at administrative hearings and court appearances, on-site legal services, *amicus curiae* briefs and other assistance upon request of the Participating Board, subject to the terms and conditions of the Declaration of Trust establishing the Kansas Association of School Boards Legal Assistance Fund.

Board President or Director

USD or Entity No. _____, _____ County, KS.

Clerk

Kansas Association of School Boards
Legal Assistance Fund

***Upon adoption return to: Kansas Association of School Boards Legal Assistance Fund
1420 SW Arrowhead Road, Topeka, Kansas 66604-4024***

REQUESTED NEEDS



Mental Health Intervention Team
2025-2026 Grant Application



SCHOOL-BASED LIAISON REQUEST

	FULL-TIME	PART-TIME	TOTAL
SCHOOL LIAISON HEADCOUNT		2	2
FULL-TIME EQUIVALENCY (FTE)		0.7	1.40
BILLING CONTRACT LENGTH	10 Months		

FINANCIAL REQUEST

SCHOOL-BASED LIAISON(S) ESTIMATED FUNDS

1	SBL(s) ESTIMATED SALARY (EXCLUDE EMPLOYEE BENEFITS) 2100 Student Support Services	100 Salary	\$33,844.93
2	2100 Student Support Services, 200 Employee Benefits	210 Insurance	\$0.00
3	2101 Student Support Services, 200 Employee Benefits	220 Social Security	\$2,521.45
4	2102 Student Support Services, 200 Employee Benefits	290 Other	\$333.84
5	SBL(s) Total Budget Request (100%)		\$36,700.22
6	SBL(s) Local USD Match (35%)		\$12,845.08
7	SBL(s) Grant Amount Requested (65%)		\$23,855.14

TOTAL ESTIMATED MHP(S) FUNDS

8	MHP(s) Pass-through Funds (35%) 2100 Student Support Services, 300 Purchased Professional & Technical Services	300 Professional & Technical services	\$12,845.08
9	GRANT TOTAL AMOUNT REQUESTED (100%)		\$36,700.22

A full-time School-based Liaison is a person that fulfills the School-based Liaison **100% of their time**. Any employee that splits time between the School-based Liaison position and other duties or roles within the district should be listed as Part-Time and their FTE should be pro-rated as applicable.

KEIT RENEWAL WORKSHEET

MPN:
Group Name:
Effective Period:

1783404
USD 113 Prairie Hills
10/1/2025 - 09/30/2026

County Code: 034
Rep Code: 567
Band Factor: 0.784
Grandfather Indicator: N

	EMP	ECH	ESP	FAM	Total
KE7 - KEIT001	22	1	3	1	27
KE10 - KEIT006	28	4	0	2	34
KE12 - KEIT008 (HI80A)	48	3	0	2	53
Totals	98	8	3	5	114

Pool Adjustment	1.8%
Demographic Adjustment	-5.7%
Benefit Alignment/Changes	1.3%
Flooring/Capping	0.0%
Total % Increase/Decrease	-2.7%

Composite Gender Factor: 0.882

Rate Structure Code: 4
Rate Method: MERIT

Proposed - Hlth & Rx	RAF:	EMP	ECH	ESP	FAM
KE7 - KEIT001	Z.ZZZ	\$ 674.14	\$ 1,364.50	\$ 1,447.71	\$ 2,138.06
0.5% Commission		\$ 3.37	\$ 6.82	\$ 7.24	\$ 10.69
		\$ 677.51	\$ 1,371.32	\$ 1,454.95	\$ 2,148.75
KE8 - KEIT002	Z.ZZZ	\$ 658.09	\$ 1,331.97	\$ 1,413.19	\$ 2,087.07
0.5% Commission		\$ 3.29	\$ 6.66	\$ 7.07	\$ 10.44
		\$ 661.38	\$ 1,338.63	\$ 1,420.26	\$ 2,097.51
KE9 Opt A - KEIT003	Z.ZZZ	\$ 680.22	\$ 1,370.56	\$ 1,460.76	\$ 2,147.57
0.5% Commission		\$ 3.40	\$ 6.85	\$ 7.30	\$ 10.74
		\$ 683.62	\$ 1,377.41	\$ 1,468.06	\$ 2,158.31
KE9 Opt B - KEIT004	Z.ZZZ	\$ 660.29	\$ 1,327.43	\$ 1,417.92	\$ 2,079.95
0.5% Commission		\$ 3.30	\$ 6.64	\$ 7.09	\$ 10.40
		\$ 663.59	\$ 1,334.07	\$ 1,425.01	\$ 2,090.35
KE9 Opt C - KEIT005	Z.ZZZ	\$ 630.66	\$ 1,267.02	\$ 1,354.22	\$ 1,985.26
0.5% Commission		\$ 3.15	\$ 6.34	\$ 6.77	\$ 9.93
		\$ 633.81	\$ 1,273.36	\$ 1,360.99	\$ 1,995.19
KE10 - KEIT006	Z.ZZZ	\$ 630.85	\$ 1,276.77	\$ 1,354.62	\$ 2,000.54
0.5% Commission		\$ 3.15	\$ 6.38	\$ 6.77	\$ 10.00
		\$ 634.00	\$ 1,283.15	\$ 1,361.39	\$ 2,010.54
KE11 - HI97A	Z.ZZZ	\$ 617.81	\$ 1,250.34	\$ 1,326.59	\$ 1,959.14
0.5% Commission		\$ 3.09	\$ 6.25	\$ 6.63	\$ 9.80
		\$ 620.90	\$ 1,256.59	\$ 1,333.22	\$ 1,968.94
KE12 - KEIT008 (HI80A)	Z.ZZZ	\$ 535.64	\$ 1,083.85	\$ 1,149.93	\$ 1,698.14
0.5% Commission		\$ 2.68	\$ 5.42	\$ 5.75	\$ 8.49
		\$ 538.32	\$ 1,089.27	\$ 1,155.68	\$ 1,706.63
KE13 - HI98A	Z.ZZZ	\$ 561.34	\$ 1,135.94	\$ 1,205.18	\$ 1,779.76
0.5% Commission		\$ 2.81	\$ 5.68	\$ 6.03	\$ 8.90
		\$ 564.15	\$ 1,141.62	\$ 1,211.21	\$ 1,788.66
KE14 - KEIT009	Z.ZZZ	\$ 718.70	\$ 1,454.79	\$ 1,543.50	\$ 2,279.59
0.5% Commission		\$ 3.59	\$ 7.27	\$ 7.72	\$ 11.40
		\$ 722.29	\$ 1,462.06	\$ 1,551.22	\$ 2,290.99

Current Hlth & RX Rates (Commissions Excluded):				
Hlth & Dg	EMP	ECH	ESP	FAM
KE7 - KEIT001	\$698.96	\$1,414.87	\$1,501.15	\$2,217.06
KE10 - KEIT006	\$650.33	\$1,316.70	\$1,396.98	\$2,063.17
KE12 - KEIT008 (HI80A)	\$544.73	\$1,102.35	\$1,169.56	\$1,727.18

2025 - Non Grandfathered Plans
KE7 - KEIT001: \$500/1,000 Ded.; 50/50 to \$2,500/5,000; \$250 ER; \$35 OVC; ResultsRx(1)
KE8 - KEIT002: \$500/1,000 Ded.; 50/50 to \$2,500/5,000; \$250 ER; \$35 OVC; ResultsRx(2)
KE9 Opt A - KEIT003: Aff.Blue \$500/1,500 Ded.; 80/20 to \$2,500/7,500; \$35 OVC; ResultsRx(2)
KE9 Opt B - KEIT004: Aff.Blue \$1,000/3,000 Ded.; 80/20 to \$2,500/7,500; \$35 OVC; ResultsRx(2)
KE9 Opt C - KEIT005: Aff.Blue \$2,000/6,000 Ded.; 80/20 to \$2,500/7,500; \$35 OVC; ResultsRx(2)
KE10 - KEIT006: \$2,500/5,000 Ded.; 80/20 \$2,500/5,000; \$250 ER; \$35 OVC; ResultsRx(2)
KE11 - HI97A: \$3,200/6,400 Ded.; 100% Coins.; ResultsRx(3)
KE12 - KEIT008 (HI80A): \$6,000/12,000 Ded.; 100% Coins.; ResultsRx(3)
KE13 - HI98A: \$5,000/10,000 Ded.; 100% Coins.; ResultsRx(3)
KE14 - KEIT009: \$500/1,000 Ded.; 80/20 to \$1,000/2,000; \$250 ER; \$25 OVC; ResultsRx(1)

ResultsRx (1) - \$15/\$50/\$75/\$150/20% to \$250
 ResultsRx (2) - Gen \$15, Brand \$100/\$200 Ded then > of \$30 Copay or 40% on Formulary -OR- > of \$50 Copay or 60% on Non-formulary
 ResultsRx (3) - Integrated Drugs (Pharmacy Submit) until Ded met then \$15/\$50/\$75/\$150/20% to \$250 (except Oral Anti-Cancer Med not Subject to Copays)

Option Combinations:		
High/Low:	\$3,000 HDHP:	Any Plan or
KE7 & KE10	KE7 & KE11	Combo can be sold
KE8 & KE10	KE8 & KE11	with the \$6000 HDHP
KE14 & KE07	KE10 & KE11	(KE12) OR the \$5000
KE14 & KE08	KE14 & KE11	HDHP (KE13)
KE14 & KE10		

GUR SUPPLEMENT

MASTER GROUP #: 1783404 - OPTION KE07
GROUP NAME: USD 113 Prairie Hills

Grandfather Status: N

EFFECTIVE: 10/01/2025

Meets Minimum Value = Y

CURRENT RATES

KE7 - KEIT001

Current rates do not include broker commission

	EMP	ECH	ESP	FAM	Rate Structure Code = 4
HEALTH	698.96	1414.87	1501.15	2217.06	
DRUGS	0.00	0.00	0.00	0.00	
TOTAL	698.96	1414.87	1501.15	2217.06	

PROPOSED RATES

HEALTH

Blue Choice Comprehensive Major Medical \$500/\$1,000 deductible; (\$2,500/\$5,000 coins. @ 50/50);

Combined Health/Drug Out-of-Pocket Maximum is \$5,000/\$10,000; \$35 OVC;

Utilization Management Services;

Telemedicine office visits covered at 100%, both Amwell and Non-Amwell providers;

Telemedicine services other than office visits subject to the same provisions as non-telemedicine services;

\$250 ER copay (then subject to deductible and coins.); HCR Full Preventive Care;

100% Accident Coverage to \$1,000 per person each benefit period; Unlimited Lifetime Max;

Dependents to 26; OB benefits available to all females; Mental Health Parity;

Embedded Home Social Work Visits/Hospice Unlimited; Excludes Elective Abortions; Includes Autism Coverage;

Total Health

	EMP	ECH	ESP	FAM	Rate Adjustment Factor	Rate Method
HEALTH	672.66	1363.02	1446.23	2136.58	7.ZZZ	MERIT
Utilization Management Services;	1.48	1.48	1.48	1.48		
Telemedicine office visits covered at 100%, both Amwell and Non-Amwell providers;						
Telemedicine services other than office visits subject to the same provisions as non-telemedicine services;						
\$250 ER copay (then subject to deductible and coins.); HCR Full Preventive Care;						
100% Accident Coverage to \$1,000 per person each benefit period; Unlimited Lifetime Max;						
Dependents to 26; OB benefits available to all females; Mental Health Parity;						
Embedded Home Social Work Visits/Hospice Unlimited; Excludes Elective Abortions; Includes Autism Coverage;						
Total Health	674.14	1364.50	1447.71	2138.06		

DRUGS

ResultsRx: Tier 1 = \$15 copay (*generic), Tier 2 = \$50 copay (*brand preferred), Tier 3 = \$75 copay (*brand

non-preferred), Tier 4 = \$150 copay (*specialty preferred), Tier 5 = 20% up to \$250 copay (*specialty non-preferred);

Mail Order = 2½ x Copay; Generic Mandatory, doctor can override, no penalty for Brand drugs on NTL list; Flex Access;

Mandatory Designated Specialty Pharmacy; Extended Supply Network

*References common drug classification for each tier, exceptions may apply

DRUGS	0.00	0.00	0.00	0.00		
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GRAND TOTAL

TOTAL RATE ADJUSTMENTS

PERCENTAGE INCREASE/DECREASE

0.5% COMMISSION

TOTAL HEALTH & Rx w/ COMMISSION

PROSPECTIVE RATING

GRAND TOTAL	674.14	1364.50	1447.71	2138.06		
TOTAL RATE ADJUSTMENTS	-24.82	-50.37	-53.44	-79.00		
PERCENTAGE INCREASE/DECREASE	-3.6%	-3.6%	-3.6%	-3.6%		
0.5% COMMISSION	3.37	6.82	7.24	10.69		
TOTAL HEALTH & Rx w/ COMMISSION	677.51	1371.32	1454.95	2148.75		

SIGNED BY: _____

Plan Administrator Representative or Plan Sponsor Representative

DATE SIGNED: _____

EFFECTIVE DATE: _____

GUR SUPPLEMENT

MASTER GROUP #: 1783404 - OPTION KE10
GROUP NAME: USD 113 Prairie Hills

Grandfather Status: N

EFFECTIVE: 10/01/2025

Meets Minimum Value = Y

CURRENT RATES

KE10 - KEIT008

Current rates do not include broker commission

	EMP	ECH	ESP	FAM.	Rate Structure Code = 4
HEALTH	650.33	1316.70	1396.98	2063.17	
DRUGS	0.00	0.00	0.00	0.00	
TOTAL	650.33	1316.70	1396.98	2063.17	

PROPOSED RATES

HEALTH

Blue Choice Comprehensive Major Medical \$2,500/\$5,000 deductible; (\$2,500/\$5,000 coins. @ 80/20);

Combined Health/Drug Out-of-Pocket Maximum is \$5,000/\$10,000; \$35 OVC;

Utilization Management Services;

Telemedicine office visits covered at 100%, both Amwell and Non-Amwell providers;

Telemedicine services other than office visits subject to the same provisions as non-telemedicine services;

\$250 ER copay (then subject to deductible and coins.); HCR Full Preventive Care;

100% Accident Coverage to \$1,000 per person each benefit period; Unlimited Lifetime Max;

Dependents to 26; OB benefits available to all females; Mental Health Parity;

Embedded Home Social Work Visits/Hospice Unlimited; Excludes Elective Abortions; Includes Autism Coverage;

Total Health

629.37	1275.29	1353.14	1999.06	
1.48	1.48	1.48	1.48	
630.85	1276.77	1354.62	2000.54	

Rate Adjustment Factor

Rate Method

Z.ZZZ

MERIT

DRUGS

ResultsRx: Tier 1 = \$15 copay (*generic), Tier 2 = \$100/\$200 Ded., 40% (\$30 minimum) (*brand preferred), Tier 3 = \$100/\$200

Ded., 60% (\$50 minimum) (*brand non-preferred), Tier 4 = \$100/\$200 Ded., 40% (\$30 minimum) (*specialty preferred), Tier 5 =

\$100/\$200 Ded., 60% (\$50 minimum) (*specialty non-preferred); Mail Order: Tier 1 = \$37.50 copay (*generic), Tier 2 = subject to

retail deductible then greater of \$75 or 40% coinsurance (*brand preferred) and greater of \$125 or 60% coinsurance (*brand

non-preferred); Generic Mandatory, doctor can override, no penalty for Brand drugs on NTI list;

Mandatory Designated Specialty Pharmacy; Extended Supply Network

*References common drug classification for each tier, exceptions may apply

0.00 0.00 0.00 0.00

GRAND TOTAL

TOTAL RATE ADJUSTMENTS

PERCENTAGE INCREASE/DECREASE

0.5% COMMISSION

TOTAL HEALTH & Rx w/ COMMISSION

PROSPECTIVE RATING

630.85	1276.77	1354.62	2000.54
-19.48	-39.93	-42.36	-62.63
-3.0%	-3.0%	-3.0%	-3.0%
3.15	6.38	6.77	10.00
634.00	1283.15	1361.39	2010.54

SIGNED BY: _____

DATE SIGNED: _____

EFFECTIVE DATE: _____

Plan Administrator Representative or Plan Sponsor Representative

GUR SUPPLEMENT

MASTER GROUP #: 1783404 - OPTION KE12
 GROUP NAME: USD 113 Prairie Hills

Grandfather Status: N

EFFECTIVE: 10/01/2025

Meets Minimum Value = Y

CURRENT RATES

KE12 - KE1T008 (H180A)

Current rates do not include broker commission

	EMP	E/CH	E/SP	E/DEPS	Rate Structure Code = 4
HEALTH DRUGS	\$44.73	1102.35	1169.56	1727.18	
TOTAL	544.73	1102.35	1169.56	1727.18	

PROPOSED RATES

Rate Adjustment Factor Rate Method

HEALTH & DRUGS

Blue Choice HDHP Comprehensive Major Medical \$6,000/\$12,000 deductible; coins. @ 100%; No deductible carryover;	534.16	1082.37	1148.45	1696.66	Z.ZZZ	MERIT
Telemedicine services subject to the same provisions as non-telemedicine services; Accidents subject to deductible;						
Utilization Management Services;						
HCR Full Preventive Care; Unlimited Lifetime Max; Dependents to 26; OS benefits available to all females;						
Mental Health Parity; Embedded Home Social Work Visits/Hospice Unlimited; Excludes Elective Abortions;						
Includes Autism Coverage;						
Integrated Drugs (Pharmacy submit) until deductible met then ResultsRx: Tier 1 = \$15 copay (*generic), Tier 2 = \$60 copay (*brand preferred), Tier 3 = \$75 copay (*brand non-preferred), Tier 4 = \$150 copay (*specialty preferred), Tier 5 = 20% up to \$250 copay (*specialty non-preferred); (except Oral Anticancer Meds not subject to copays);	1.48	1.48	1.48	1.48		
Mail Order = 21% x Copay; Generic Mandatory, doctor can override, no penalty for Brand drugs on NTI list;						
Mandatory Designated Specialty Pharmacy; Extended Supply Network; Combined Health/Drug Out-of-Pocket Maximum is \$6,350/\$12,700						
*References common drug classification for each tier, exceptions may apply						
Total Health	535.64	1083.85	1149.93	1698.14		

GRAND TOTAL

TOTAL RATE ADJUSTMENTS

PERCENTAGE INCREASE/DECREASE

PROSPECTIVE RATING

GRAND TOTAL	535.64	1083.85	1149.93	1698.14
TOTAL RATE ADJUSTMENTS	-9.09	-18.50	-19.63	-28.04
PERCENTAGE INCREASE/DECREASE	-1.7%	-1.7%	-1.7%	-1.7%

0.5% COMMISSION

TOTAL HEALTH & Rx w/ COMMISSION

0.5% COMMISSION	2.68	5.42	6.75	8.49
TOTAL HEALTH & Rx w/ COMMISSION	538.32	1089.27	1155.68	1706.63

SIGNED BY: _____

Plan Administrator Representative or Plan Sponsor Representative

DATE SIGNED: _____

EFFECTIVE DATE: _____

USD 113 PRAIRIE HILLS SCHOOL DISTRICT
07/01/2025- 07/01/2026

	2024-2025 Annual Premium (including changes throughout the year)	2025-2026 Proposed Annual Premium (with \$75,000 wind/hail ded)
Commercial Property	\$274,066	\$314,649
General Liability	\$6,522	\$7,127
Business Auto	\$30,727	\$34,306
Workers Comp *	\$36,293	\$42,021
Inland Marine	\$3,937	\$3,923
Data Compromise	\$258	\$0
Cyber Liability	\$256	\$917
Crime	\$690	\$593
D & O	\$8,526	\$9,366
TOTAL:	\$361,275	\$412,902
<i>Difference</i>		\$51,627
* Coverage with SFM for 2025/2026		

Notice of Hearing 2025-2026 Budget

The governing body of Unified School District 113 will meet on the 8th day of September 2025 at 5:50 PM at 1619 S. Old 75 Highway, Sabetha, KS 66534 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, building needs assessment and Board state assessments review is available at District Office on the district website and will be available at this hearing.

The Amount of 2025 Tax to be Levied and Expenditures (published below) establish the maximum limits of the 2025-2026 Budget. The 'Est. Tax Rate' (column 7), shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	Code 99 Line	2023-2024 Actual		2024-2025 Actual		2025-2026 Proposed Budget		
		Actual Expenditures (1)	Actual Tax Rate* (2)	Actual Expenditures (3)	Actual Tax Rate* (4)	Budgeted Expenditures (5)	Amount of 2025 Tax to be Levied (6)	Est. Tax Rate* (7)
OPERATING								
General	06	8,327,036	20.000	8,376,585	20.000	8,463,768	2,404,892	20.000
Supplemental General (LOB)	08	2,770,990	15.583	2,979,454	19.792	2,941,686	2,721,762	19.752
SPECIAL REVENUE								
Federal Funds	07	254,638		197,062		181,618		
Adult Education	10	0	0.000	0	0.000	0	0	0.000
Preschool-Aged At-Risk	11	126,238		131,841		134,312		
Adult Supplemental Education	12	0		0		0		
At-Risk Education Fund	13	1,053,431		1,141,697		1,163,089		
Bilingual Education	14	0		1,100		2,722		
Virtual Education	15	0		740		0		
Capital Outlay	16	1,253,161	3.500	1,025,806	2.976	3,083,686	1,104,806	8.000
Driver Training	18	166		19,888		20,240		
Declining Enrollment	19	0	0.000	0	0.000	0	0	0.000
Extraordinary School Program	22	0		0		0		
Food Service	24	901,877		942,482		1,006,971		
Professional Development	26	75,428		40,985		41,251		
Parent Education Program	28	0		0		0		
Summer School	29	0		0		0		
Special Education	30	1,140,171		1,060,244		1,222,953		
Cost of Living	33	0	0.000	0	0.000	0	0	0.000
Career and Postsecondary Education	34	288,790		317,665		324,106		
Gifts and Grants	35	211,072		293,162		293,162		
Special Liability Expense Fund	42	0	0.000	0	0.000	0	0	0.000
Extraordinary Growth Facilities	45	0	0.000	0	0.000	0	0	0.000
Special Reserve Fund	47	0		0		0		
KPERs Special Retirement Contribution	51	922,614		856,365		965,551		
Contingency Reserve	53	0		0		0		
Textbook & Student Material Revolving	55	65,080		216,247		0		
Activity Fund	56	1,061,403		1,099,275		0		
DEBT SERVICE								
Bond and Interest #1 - USD 441	62	701,075	5.303	711,575	5.843	731,025	516,877	5.035
Bond and Interest #2 - USD 488	63	186	0.000	104	0.000	200	0	0.000
No-Fund Warrant	66	0	0.000	0	0.000	0	0	0.000
Special Assessment	67	0	0.000	0	0.000	0	0	0.000
Temporary Note	68	0	0.000	0	0.000	0	0	0.000
COOPERATIVES¹								
Special Education	78	0		0		0		
TOTAL USD EXPENDITURES	100	19,153,356	44.386	19,412,277	48.611	20,576,340	6,748,337	52.787
Less: Transfers	105	3,356,397		3,174,654		2,895,493		
NET USD EXPENDITURES	110	15,796,959		16,237,623		17,680,847		
TOTAL USD TAXES LEVIED	115	6,272,583		6,073,247		6,748,337		

¹ Sponsoring District Only

*Tax Rates are expressed in Mills

Notice of Hearing 2025-2026 Budget

Code 99 Line	2023-2024 Actual		2024-2025 Actual		2025-2026 Proposed Budget		
	Actual Expenditures (1)	Actual Tax Rate* (2)	Actual Expenditures (3)	Actual Tax Rate* (4)	Budgeted Expenditures (5)	Amount of 2025 Tax to be Levied (6)	Est. Tax Rate* (7)
OTHER							
Historical Museum	80	0	0.000	0	0.000	0	0.000
Public Library Board	82	0	0.000	0	0.000	0	0.000
Public Library Board Employee Benefits	83	0	0.000	0	0.000	0	0.000
Recreation Commission	84	0	0.000	0	0.000	0	0.000
Rec Comm Emp Benefits & Spec Liab	86	0	0.000	0	0.000	0	0.000
TOTAL OTHER	120	0	0.000	0	0.000	0	0.000
TOTAL TAXES LEVIED	125	\$6,272,583		\$6,073,247		\$6,748,337	
Assessed Valuation - General Fund	128	\$141,359,193		\$119,589,139		\$120,244,599	
Assessed Valuation - All Other Funds	130	\$153,262,211		\$136,872,070		\$137,797,568	
Assessed Valuation - Capital Outlay	129	\$153,833,450		\$135,231,750		\$138,100,797	
Outstanding Indebtedness, July 1							
		2023		2024		2025	
General Obligation Bonds	135	2,520,000		1,885,000		1,220,000	
Capital Outlay Bonds	140	0		0		0	
Temporary Note	145	0		0		0	
No-Fund Warrant	150	0		0		0	
Lease Purchase Principal	153	2,139,104		1,618,576		1,087,900	
TOTAL USD DEBT	155	4,659,104		3,503,576		2,307,900	
<i>*Tax Rates are expressed in Mills</i>							
Board President				Clerk of the Board			

Exceeding Revenue Neutral for the 2025-2026 School Year

The governing body of Unified School District 113 will meet on the 8th day of September 2025 at 5:40 PM at 1619 S. Old 75 Highway, Sabetha, KS 66534 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, is available at District Office and will be available at this hearing.

Revenue Neutral

	2024-2025		Revenue Neutral Taxes	Revenue Neutral Tax Rate	2025-2026	
	Actual Taxes Levied	Actual Tax Rate			Proposed Taxes to be Levied	Proposed Tax Rate
General	\$2,391,783	20.000	\$2,392,627	19.898	\$2,404,892	20.000
ALL OTHER FUNDS						
Supplemental General (LOB)	\$2,710,228	19.792	\$2,709,789	19.665	\$2,721,762	19.752
Adult Education	\$0	0.000			\$0	0.000
Capital Outlay	\$408,084	2.976	\$408,502	2.958	\$1,104,806	8.000
Cost of Living	\$0	0.000			\$0	0.000
Special Liability Expense Fund	\$0	0.000			\$0	0.000
Extraordinary Growth Facilities	\$0	0.000			\$0	0.000
Bond and Interest #1 - USD 441	\$563,152	5.843	\$587,282	5.721	\$516,877	5.035
Bond and Interest #2 - USD 488	\$0	0.000			\$0	0.000
No-Fund Warrant	\$0	0.000			\$0	0.000
Special Assessment	\$0	0.000			\$0	0.000
Temporary Note	\$0	0.000			\$0	0.000
Historical Museum	\$0	0.000			\$0	0.000
Public Library Board	\$0	0.000			\$0	0.000
Public Library Board Employee Benefits	\$0	0.000			\$0	0.000

Revenue Neutral Calculation

Total Taxes Levied Including General Fund	\$6,073,247	48.611	\$6,098,200	48.242	\$6,748,337	52.787
Total Taxes Levied Excluding General Fund	\$3,681,464	28.611	\$3,705,573	28.344	\$4,343,445	32.787

Board President

Clerk of the Board



Negotiated Agreement

For the

2025 – 2026 Contract Year

By and Between

The

Prairie Hills

Education Association

And

The Board of Education of

Unified School District

No. 113

PREAMBLE

This Agreement made and entered into as of the 15th day of July, 2025 by and between the Board of Education USD #113 (hereinafter referred to as the “Board”) and the Prairie Hills Education Association (a professional employees’ organization, as defined in KSA 72-2216 and hereinafter referred to as the “Association”). This agreement sets herein terms and conditions of professional service for all professional employees by USD #113 who are included in the bargaining unit. This agreement is made for the one (1) year period, July 1, 2025 through June 30, 2026.

Article I

Recognition

Pursuant to the provisions of the resolution adopted by the Board on July 12, 2010, the Board recognized the Association as the exclusive representative for the purpose of negotiating for all contracted, certified professional employees, with exception of administrative employees.

Article II

Definitions

1. The Association: Prairie Hills Education Association, affiliated with the Kansas National Education Association and the National Education Association.
2. The Board: The Board of Education of Unified School District No. 113, Nemaha County, Kansas.
3. The Employer: The Board of Education of Unified School District No. 113, Nemaha County Kansas.
4. Teacher: Any contracted professional employee (except administrative employees) employed in a position requiring a certificate/license issued by the State Board of Education, or employee in a professional educational capacity as recognized by the Board of Education.
5. Administrator: All employees so designated by the Board of Education as employed in an administrative capacity.
6. Day: Except when otherwise indicated, days shall mean contractual workdays and not calendar days.
7. Duty Day: Duty Day shall be defined as all contractual days.
8. Bargaining Unit: All certified professional employees of the USD #113 (except for administrators) as referenced in the resolution adopted by the Board.

Article III

Hours and Amount of Work

1. The total number of contract days shall not exceed one hundred seventy-nine (179) days.
2. The contract year shall consist of: One hundred sixty eight (168) student contact or instructional days which include 7.5 hours of student contact time for professional learning communities as determined by building needs.
3. A total of (11) eleven duty days shall be allocated for:
 - One (1) teacher work day at the beginning of the year;
 - A ½ teacher work day on the second and fourth nine weeks;
 - Three (3) parent teacher conference days;
 - Six (6) in-service days.

B. Duty Day

1. The teacher duty day will be from 7:45 a.m. to 3:30 p.m.
2. The principal may schedule faculty meeting(s) as necessary not to exceed 1.5 hours per month. Individual meeting(s) shall not exceed 45 minutes in duration and may be scheduled during or outside the duty day. Attendance is required. Meeting with parents, IEP's, staffing and other related activities pertaining to students may be scheduled outside the duty day if necessary to accommodate the parent's schedule. Every effort will be made to schedule such meetings within the duty day if possible.

C. School Closings

1. Teacher attendance shall not be required whenever student attendance is not required due to inclement weather or other emergency closings.
2. In the event that the Board of Education would decide, during the school year, because of financial constraints, to reduce the number of student contact days, teachers may be asked to work these days for professional development, meetings, etc.

D. Duty-Free Lunch Period

The Board and the administration will provide all teachers with a duty-free lunch period of no less than twenty and no more than twenty-five minutes each day as determined by the lunchroom schedule. This time shall not be used for meetings or parent conferences without the consent of the teacher.

1. The administration may request that a teacher supervise during the lunch period, but the teacher is under no obligation to perform such duty unless it is deemed an emergency situation and the building administrator must correct the situation as soon as possible.

2. A teacher supervising during his/her lunch period will be provided lunch at the district's expense.

E. Planning Time

Each full-time K-5 teacher shall receive a minimum of 240 minutes of planning or preparation time per normal five (5) day workweek. Middle School and High School teachers shall be allowed no less than one class period per day for planning or preparation time. However, the principal may schedule the teacher to teach or perform other duties (e.g., NCA, curriculum or other committee work) and the teacher will be compensated for such time at the teacher's hourly rate. Teacher aides for combination classrooms will be assigned contingent upon, but not limited to number of students, educational needs, etc...

F. Vacations and Holidays

The minimum numbers of non-paid vacation days and holidays to be allowed for the school term are: Labor Day, Thanksgiving Day (3 days), winter recess {Christmas/New Years} (6 days), winter break (1 day), Easter break (1 day), and spring break 2 days. The number of days specified are to be considered the minimum, and may be extended at the discretion of the Board.

Article IV

Leaves

A. Sick Leave

Each teacher shall be granted 10 days for sick leave each year, which may accumulate to ninety (90). Teachers employed on extended contracts above the 179 days shall receive one (1) additional day of sick leave for each additional month of the extended contract. Those employed an additional two weeks would receive one-half day additional sick leave.

Once a teacher has accumulated 90 days of sick leave, they are eligible for a sick leave stipend for unused days. If the teacher uses 5 days or less of sick leave, they receive an attendance bonus payment of \$400 at the end of the year.

Sick leave shall cover absences due to the teacher's illness, or death or illness in the teacher's immediate family which shall include grandfather, grandmother, father, mother, brother, sister, wife, husband, children, grandchildren, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother and sister-in-law, or other relatives whose regular residence is the home of the employee. A doctor's statement of illness may be required. Sick leave may also be used for emergency lack of childcare because of illness of the provider or his/her children.

Whenever a teacher is absent from school because of personal injury resulting from an assault by a student on school property or at a school sponsored event, the teacher will be paid full salary, and no part of such absence will be charged to his/her annual sick leave. The Board shall have the right to have the teacher examined by a physician designated by the board for the purpose of establishing the length of

time the teacher may be absent, and the Board shall make its decision on the basis of the professional opinion of said physician. The Board, in its discretion and upon proper investigation of all facts of the incident shall provide full support, including its legal counsel, for any assault upon a teacher acting in the discharge of official school duties.

B. Sick Leave Bank

The purpose of the sick leave bank is to enable the participating teachers of the district to extend their number of sick leave days when necessary by using additional leave days made possible by voluntary teacher contribution to the sick leave bank. The bank will be available to all teachers who voluntarily contributed to the bank. Any teacher joining within the first year of employment may draw full allocated amount of sick leave days. Any teacher joining the sick leave bank during employment years 2-5 may draw up to half the allocated amount during their first year of sick leave bank membership.

1. Administration of the Sick Leave Bank

The Clerk of the Board will administer the sick leave bank and the Payroll Clerk will process the application from the teacher requesting sick leave extension. Applications will be obtained from and submitted to the building principal.

2. Allocation to the Sick Leave Bank

The sick leave bank will be established by participants allocating two or more of their unused sick leave days into the sick leave bank account. The number of days within the sick leave bank account will not be less than ninety (90). When the bank account drops below this number, each participant will be asked to contribute one additional day of sick leave. All participants will have to make available to the bank their days of leave prior to September 1 of the year first employed. Cost of participation will be two days of sick leave initially and one day or more of sick leave each time the bank account falls below ninety (90) days.

3. Eligibility and Participation

All certified employees under the jurisdiction of this contract will be eligible to participate upon the depletion of their accumulated leave provided that he/she contributes initially two days of leave to the bank and continues to make available any other days or leave to the bank as are required to keep the sick leave bank operational.

- a) The sick days may be used for teacher illness and/or illness of the teacher's immediate family.
- b) If the teacher has accumulated fewer than 30 sick leave days with the district they may draw out of the sick leave bank up to 15 days for normal delivery and/or recovery from delivery, with the total paid leave not to exceed 30 days.
- c) All personal days must be exhausted before sick bank can be utilized.

- d) A six-member committee must approve the leave of a teacher. The committee will consist of one teacher from each building, appointed by the Association and two board members.
- e) If the teacher has accumulated 80 to 90 sick leave days with the district they may draw out of the sick leave bank up to ten 10 days.
- f) If the teacher has accumulated 60 to 79 sick leave days with the district they may draw out of the sick leave bank up to 15 days.
- g) If the teacher has accumulated fewer than 60 sick leave days with the district they may draw out of the sick leave bank up to 30 days.

C. Board Required Medical Exam

The teacher shall be required to obtain a tuberculosis test upon employment with USD #113 at his/her expense.

If the Board or Superintendent requires a teacher to have a physical or mental exam/test, the district will reimburse the teacher the cost of the exam/test.

D. Personal Leave

Each teacher shall be granted three (3) days for personal leave each year, which may accumulate up to a maximum of five (5) days in any given year. Upon completion of the contracted year, teachers may choose to receive a \$140 per unused personal day attendance bonus payment, or may choose to roll unused days into their sick leave or personal leave not to exceed five (5) days.

Personal leave must be applied for through the principal and superintendent. Personal leave shall not be granted unless a principal approved substitute is available. No personal leave may be taken on an in-service day, the first week of school, the last three (3) weeks of school or during allocated professional learning community time. The Board of Education may approve leave upon written request.

In a situation where the day was not scheduled in the initial school calendar and a teacher encounters circumstances beyond his/her control, the teacher has an option to take a dock day or borrow one personal day from the upcoming year. If the teacher's contract is completed before the personal day can be deducted as personal leave, the teacher's last paycheck will be docked one-day's pay.

E. Bereavement Leave

Each teacher shall receive one (1) day each year for funeral leave which may be used at any time during the contract year. Bereavement leave shall not accumulate.

F. Professional Leave

Certified employees may be absent for professional or other duties assigned to them by the superintendent or Board of Education. In such cases no deductions will be made from their salaries and a substitute teacher will be provided by the school district. When attending such meetings, the teacher must use a

school owned vehicle if available. If a school vehicle is not available, the teacher will be reimbursed for mileage at the state rate per mile and other approved expenses.

G. Sabbatical Leave

Sabbatical leave, not to exceed one semester, may be granted to professional staff after employment in the district for six (6) years for the purpose of pursuing advanced degrees. Leave may be with full, partial, or no pay at the discretion of the Board. While on sabbatical leave, the employee shall retain the benefits or participation in the district's group health insurance plan at the individual's cost and retains all other employment rights.

As a condition of granting the sabbatical leave, the Board may require the employee to agree to return to the school district for a period of two years.

H. Emergency and Legal Leave

The superintendent may grant emergency and legal leaves without pay. Emergency leaves with pay shall be granted at the discretion of the Board of Education. No legal leaves, with the exception of district related action, shall be granted with pay unless granted by the Board of Education.

To the extent possible, employees should give as much notice as possible in requesting emergency leaves. Whenever an employee takes an emergency leave without prior consent having been given thereto, said employee should notify his/her principal or immediate supervisor. Employees should make prior arrangements for some person to notify the employee's principal or immediate supervisor of any emergency leave where the employee is unable to give such notice. If the employee desires not to have a deduction made from his/her salary for such emergency leave, he/she shall make application therefore to the Board by filing a request with the Superintendent of schools within ten (10) days following his return from such emergency leave, which request shall explain in full the nature of the leave and the reasons why the employee is of the opinion his/her salary should not be docked or reduced because of such leave.

Legal leave shall mean and include time away from the job for the purpose of prosecuting or defending a legal action or in testifying in either a court of law or before an administrative body.

I. Jury Duty

1. Any employee summoned for Jury Duty shall be granted paid leave.

J. Dock Days

If an employee needs to be absent for any other reason than those mentioned above with the exception of FMLA leave, the Board of Education may approve up to 2 dock days per year upon written request. Dock days must be applied for first through the principal and superintendent. Dock days shall not be granted unless a principal approved substitute is available. No dock day may be taken on an in-service day, the first week of school, the last three (3) weeks of school or during allocated Professional Learning Community time.

ARTICLE V

Grievance Procedure

A. Purpose

The purpose of the grievance process is to provide for the orderly and expeditious solution of grievances of individual employees at the lowest level possible

B. Definitions

Grievance: A grievance is a complaint involving a work situation – a complaint that there has been a deviation, violation, misinterpretation or misapplication of any provision of the Agreement or a custom and practice that is related to a topic that is mandatorily negotiable.

Aggrieved Person: The person, or persons making the complaint.

Party of Interest: The person, or persons making the complaint and/or any person who might be required to take action or against whom action might be taken in order to resolve the grievance.

C. Grievance Procedure

Level 1. The aggrieved person shall seek to resolve the grievance informally with his/her principal or other immediate supervisor within 15 (15) days after the occurrence of the event or after the grievant becomes aware of such event.

Level 2. If the aggrieved person is not satisfied with the disposition of his/her grievance at level 1, or if no decision has been rendered within five (5) days after the informal conference, he/she may file a formal grievance in writing with the principal or other immediate supervisor.

Within five (5) days after receipt of the written grievance by the principal or immediate supervisor, the parties of interest will meet in an effort to resolve the complaint. The aggrieved person may have an Association representative(s) of their preference present during the meeting.

The principal or immediate supervisor will submit his/her decision in writing to the aggrieved person within five (5) days after the meeting.

Level 3. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 2, he/she may appeal in writing the grievance within ten (10) days of the Level 2 written response to the Superintendent or his/her designee.

Within ten (10) days after receipt of the written grievance the Superintendent or his/her designee will meet with the aggrieved person and his/her representative(s) in an effort to resolve the grievance.

The Superintendent or designee will submit his/her decision in writing to the aggrieved person within five (5) days of the meeting.

Level 4. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 3, he/she may file an appeal in writing with the Board of Education by submitting a written request to the Clerk of the Board within ten (10) days after the Superintendent or his/her designee has rendered a decision.

The Board of Education shall, within thirty (30) days after receipt of the written appeal, meet with the grievant and his/her representative(s). As an alternative, the Board may assign a hearing officer to hear such complaint or grievance and make findings and recommendations to the Board. Such findings and recommendations shall be made to the Board within (10) days after meeting with the grievant and his/her representatives). The Board shall issue a written ruling on the grievance no later than fifteen (15) days after the hearing either by a hearing officer or by the Board to the grievant.

D. Rights of the Party of Interest

1. No reprisals of any kind will be taken by the Board or administration against any participant in the grievance procedure by reason of such participation.
2. Both parties may be accompanied by others, including legal counsel, who might contribute to the resolution of the grievance.
3. All grievance hearings shall be confidential.
4. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may be extended by mutual agreement of the parties.
5. In the event a grievance is filed as such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the days shall be those days during which the district office is open for business.
6. The filing of a grievance at all levels beyond the informal conference in Level 1, shall be in writing and shall be reasonably specific as to the nature of the complaint. The grievance should, to the extent possible. Describe the alleged event or act giving rise to the grievance including the time, date and place of the event or act, and the names and addresses of any witnesses thereto.

ARTICLE VI Rights and Privileges of the Association

A. Exclusive Rights

The rights granted to the Association shall not be granted or extended to any other organization claiming to represent employees of the district.

The Association shall have the use of employee mailboxes, physical or technological, for the dissemination of communication with teachers. All bargaining unit members shall have use of District communication services to communicate with one another or the Association regarding Association

business. Association business shall be conducted primarily outside the teachers' duty day. There shall be no expectation of privacy when using district e-mail, computer applications, or other official communication systems.

B. Payroll Deduction of Dues

Within thirty (30) days after receipt of written authorization from the teacher, the Board shall deduct from the salary of the employee and make appropriate remittance for Association Dues. Such authorization shall continue in effect from year to year. Pursuant to such authorization the Board shall deduct one-twelfth (1/12) or appropriate amount of such dues from the regular salary check of the employee each month. Amounts to be deducted shall be supplied to the Board through a schedule established by the Association. Prior authorizations existing on the effective date of this Agreement shall continue in full force and effect into this and successor agreements unless and until revoked in writing by the employee to the business office and the Association President. The Board shall transmit to the Association the total monthly deduction for the professional dues within ten (10) days following each regular period.

C. Use of Facilities and Equipment

The Association may use school facilities and equipment without charge. Such equipment shall include, but not be limited to, typewriters, word processing equipment, and computers (including e-mail), copy machines, printers, calculating machines and audio-visual equipment when such equipment is not otherwise in use. Any use of the district property shall not interfere with the operation of the school and shall conform to board policy for facility use.

The Association will reimburse the District for any photocopies made with the exception of those copies made for use during negotiations.

D. Grievance Procedure and the Association

The Association may utilize the grievance procedures to allege a deviation, violation, misinterpretation or misapplication of any Association Rights and Privileges granted pursuant to Article VI.

Article VII Teacher Evaluations

A. Purpose of Evaluation

Evaluation is based on the proposition of improving individual teacher performance in order to provide effective instruction for students. The teacher and evaluator are to work together to achieve this goal. In addition, the following characteristics will be part of the evaluation process:

1. Establishing a positive administrator-teacher relationship.
2. Observing and collecting descriptive data of teacher behavior.
3. Analyzing the data and discussing implications for the teacher's behavior as it pertains to student learning.
4. Planning for professional improvement and future observations.

B. Evaluation Procedure

All certified personnel in the first two consecutive school years of employment shall be evaluated at least one time per semester by not later than the 60th school day of the semester. During the third and fourth years of employment, every employee shall be evaluated at least one time each school year by not later than February 15. After the fourth year of employment, every employee shall be evaluated at least once in every three years not later than February 15 of the school year in which the employee is evaluated. The formal evaluation conference between the teacher and evaluator must be held within the dates listed above. The teacher will be given a one-day notice prior to the formal evaluation conference.

The administrative staff will be responsible for making all evaluations. All evaluations must be made in writing on the evaluation instrument as adopted by the Board. Evaluations will be made in triplicate. The original being filed with the central office and the second and third copies going to the teacher and his/her administrator.

Each teacher must acknowledge presentations of the evaluation document by signature. The teacher may respond in writing to the Superintendent in regards to the evaluation document within two weeks of presentation of the document. This response shall be attached to the evaluation document.

Prior to the formal evaluation conference, each certified staff member may evaluate himself or herself on the district's adopted evaluation criteria. This self-evaluation is to serve as a portion of the basis for the formal evaluation conference. However, it is not to be submitted to the administrative staff and will not become a part of the certified staff member's personnel file.

C. Evaluation Document

The completed evaluation document will be available only to the individual evaluated, the administrative staff (consisting of the superintendent and principals and the assistants thereof), the Board, the school board attorney at the request of the Board, the State Board of Education, or to the administration and the board of any district to which a teacher makes an application of employment or to other persons specified by the evaluatee in writing.

Specific goals and objectives to improve job effectiveness must be developed cooperatively by the teacher and the evaluator at the formal evaluation conference if a "novice" rating is given. These must be written on the form provided and filed with the evaluation document in the central office. It is expected that these be reviewed jointly by the teacher and administrator on three occasions prior to the next formal evaluation.

In addition to the formal evaluation procedure, it is the expectation of the Board that frequent conferences of a more informal nature will take place between the evaluator and evaluatee. These conferences may be initiated by either party, and their purpose is to provide for communication in improving job effectiveness. If, as a result of these conferences, additional goals and objectives are determined to improve job effectiveness, these are to be filed with and attached to the formal evaluation document. Marked improvement in areas, which were previously noted as "Novice" should be filed in this manner.

All indicators marked unsatisfactory "novice" require a plan of improvement. A plan of improvement shall be presented to the teacher within fifteen (15) days of the post-evaluation interview.

D. Definitions

The following definitions are given to clarify the ranking scale used in the evaluation process:

Novice: Competency has not yet been achieved for this performance standard.

Developing: Educator has demonstrated basic competence of standard of performance.

Proficient: Educator exceeds basic competence most of the time.

Distinguished: Educator consistently and significantly exceeds basic competence.

*COMMENTS – Administrators will add comments to any indicator marked “novice.”

Personnel File

A master file of all materials relating to a teacher shall exist at the District Office. All materials placed in the teacher’s file and originating with the district shall be available to the teacher at his/her request for inspection in the presence of the superintendent and/or the building principal during normal office hours.

ARTICLE VIII Transfer and Assignment

A. Involuntary Transfer of Assignment

Notice of involuntary transfer or assignment shall be given to the affected teacher(s) at the earliest possible date prior to the transfer. The final decision to transfer or not rests with the superintendent.

B. Voluntary Transfer of Assignment

Any teacher may request a voluntary transfer in writing to the superintendent. The request from the teacher shall include reasons for such a transfer.

ARTICLE IX Reduction in Force

In the event the Board decides that the size of the teaching staff must be reduced, guidelines will be followed. The following steps will be utilized by the district’s administrators to reduce the teaching staff. In so far as possible, reduction in staff shall be accomplished by attrition due to resignations and retirement.

To determine the number of teaching positions to be reduced, the administrative staff will ascertain the educational program for the district.

The number of teaching positions to be reduced shall be in accordance with the educational goals established by the board. The number of teachers needed to implement the district’s educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be non-renewed due to reduction in force.

The educational goals and needs of the district, individual certifications, qualifications, training skills, evaluations, and interests shall be considered. If two (2) or more teachers have similar certifications, qualifications, training skills, evaluations and interest in a teaching area, those teachers who have four or

more years of service to the district will be retained over those with less than four years of service to the district. If all of the teachers have similar certifications, qualifications, training skills, evaluations and interest and all have accrued four years of service to the district, the teacher(s) who best meet the needs of the district, considering the factors outlined above and any other relevant factors will be retained. Any certified employee who has not been re-employed as a result of reduction of the teaching staff shall be considered for re-employment if a vacancy exists for which the teacher would qualify. Certified employees who may be eligible for re-employment are required to notify the district of their current address. The superintendent will recommend to the board reinstatement of any teacher he/she deems qualified and able to serve the best interest of the district. The Board shall not be required to consider reinstatement of any teacher after a period of one (1) year from the date of non-renewal.

ARTICLE X

Reimbursement for Expenditures

A. Mileage

When attending school business, the teacher must use a school owned vehicle if available. If a school vehicle is not available, the teacher will be reimbursed for mileage at the state rate per mile.

B. Reimbursement of Purchases

K-5 elementary teachers will be reimbursed up to \$100 per year for items purchased for use in their classrooms. Receipts must be present and payment will be made in January and June.

ARTICLE XI

Bullying Prevention

The district will take appropriate action in accordance with KSD 72-8256 to eliminate the abusive acts and/or threats and provide remedy to the abused.

Bullying is any intentional gesture or any intentional written, verbal, electronic or physical act or threat by any person that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

1. harming a staff member, whether physically or mentally;
2. damaging a staff member's property;
3. placing a staff member in reasonable fear of harm to the staff member; or
4. placing a staff member in reasonable fear of damage to the staff member's property;

Cyber bullying means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, social networking, online games and websites.

Bullying is prohibited on or while utilizing school property, in a school vehicle or at a school-sponsored activity of event.

ARTICLE XII

Liquidated Damages

A teacher who does not plan to continue employment in USD #113 must submit a letter to the Clerk of the Board of Education so stating. The letter of resignation will be presented to the Board at the next regular meeting following receipt of the letter. A resignation will not be considered final until the employee receives a letter confirming Board action.

A resignation submitted after the continuing contract deadline set forth by the State Legislature, will have to state the reason for the resignation. A resignation submitted after the continuing contract deadline, shall have as a condition of Board acceptance an assessment of five hundred dollars (\$500); a resignation submitted after July 1, shall have as a condition of Board acceptance an assessment of one thousand dollars (\$1,000); and a resignation submitted after August 1, shall have as a condition of Board acceptance an assessment of one thousand, five hundred dollars (\$1,500). The Board shall be authorized to withhold the amount of the assessment from the teacher's last paycheck. If the contract has been paid in full, it is the responsibility of the teacher to compensate the above-mentioned fee to the Board. Once compensation has been made, the BOE will release such teacher from his/her contract.

Liquidated damages will be waived when the Superintendent determines the professional educator is compelled to resign for medical/family emergencies or in the event of a compulsory transfer of the professional educator's spouse. Verification of such reasons may be required.

There will be no paid unused sick leave after the continuing contract deadline if the staff member resigns.

ARTICLE XIII

Vacancies

All staff members will receive notice of vacancies in the district for full-time, part-time and supplemental duties on or before the day they are publicly posted.

ARTICLE XIV

Retirement Program

A. Matching Retirement plan for KPERS 3 Teachers

Teachers categorized by Kansas Public Employee Retirement System as Tier 3 teachers are eligible to participate in a 403 B (non-Roth) plan through the district. The board will match 2 (\$50) x 1 (\$25) employee contributions up to \$50 per month, not to exceed \$600 per year (employer contribution). KPER's tier 3 teachers are not eligible to receive the district retirement incentive.

Employee contributions are 100% vested. This means the value of your contributions and earnings are yours when you leave the district regardless of years of service. Employer matching contributions are vested according to the following schedule:

<u>Years Completed</u>	<u>Vesting %</u>
1– 5	0
6	20
7	40
8	60
9	80
10 +	100

Prior years (current and consecutive) with the district counts for vesting.

B. Early Retirement Bonus

If written notification is given on or before January 15 of the year of retirement and the teacher has been employed by USD #488, USD #441 or USD #113 for 20 or more years a payment of \$3,000 will be made. This will be a separate check than payroll. The retiree will also receive the Early Retirement Incentive.

In the event of any reduction in force after the negotiated date of the early retirement bonus, the Board of Education will re-open district retirement options for those who qualify within the district for a period of not less than five working days.

C. Retirement Incentive

A retiring teacher will receive the Retirement Incentive if they give notice in writing to the Clerk of the Board on or before Jan. 15 of his/her pending retirement at the end of the contract year, have attained the years of service requirement listed below and have reached the minimum age of 53. The Board shall pay the retired teacher an annual lump sum of \$3,000 into the teacher’s 403 (b) account with a current district provided vendor for a period not to exceed the lesser of five (5) years or the year the retiree is eligible to receive Medicare (based upon retiree age on July 1). The annual lump sum payment will be made in January of the year following retirement and each January thereafter until all funds have been paid. The amount paid shall be pro-rated according to the length of service USD #488, USD #441, or USD #113 as follows:

<u>Years of Service</u>	<u>Percentage</u>
20	100
16	80
12	60

In the event of any reduction in force after the negotiated date of the retirement incentive, the Board of Education will re-open district retirement options for those who qualify within the district for a period of

not less than five working days. KPERs Tier 3 teachers are eligible for the Matching Retirement Plan and not eligible for the Retirement Incentive.

D. Payment for Accumulated Sick Leave

Retiring teachers, who give notice on or before the continuing contract deadline set forth by the State Legislature of the current year, will receive \$15 per day not to exceed 45 days for accumulated sick leave to be paid in a lump sum with final paycheck. (see Article XIV – section A for the exception)

E. Withdrawing a Request to Retire

A teacher may withdraw his/her request to retire due to changed circumstances, however, the Board reserves the right to accept or deny the withdrawal. If a \$3000 bonus was paid, it must be re-paid to the district before the Board allows the resignation to be withdrawn.

F. Written Application for the Retirement Bonus and/or Incentive

Written application for the early retirement must be received by the Clerk of the Board no later than the Jan. 15 of the current year and include the following information:

1. A statement of the applicant's desire to take early retirement.
2. The anticipated date of retirement.
3. The applicant's birth date and age on the date of retirement.
4. The number of years the applicant has been employee by the district, which must be verified by the Clerk of the Board from the official district's records.
5. A statement specifying when the applicant is eligible for Medicare.
6. Only service in USD #488, USD #441 or USD #113 is applicable for determining eligibility and benefits under the Early Retirement Incentive Plan.

ARTICLE XV

Compensation

A. Salary Schedule – No staff member will be allowed to enter the shaded area after the 2013/14 year. Staff members in the shaded areas are not eligible for vertical movement.

	1	2	3	4	5	6
	BS	BS +12	BS + 24	BS +36	MS	MS +12
1	46100	47600	49100	50600	52100	53600
2	46850	48350	49850	51350	52850	54350
3	47600	49100	50600	52100	53600	55100
4	48350	49850	51350	52850	54350	55850
5	49100	50600	52100	53600	55100	56600
6	49850	51350	52850	54350	55850	57350
7	50600	52100	53600	55100	56600	58100
8	51350	52850	54350	55850	57350	58850
9		53600	55100	56600	58100	59600
10		55440	55850	57350	58850	60350
11				58100	59600	61100
12				60901	60350	61850
13				61701	60901	62600
14						65114
15				63201		
16					63201	66614
17						67414

B. Initial Placement on Salary Schedule

New teachers to the district shall be placed on the step in accordance with their years of teaching experience and column according to approved credit hours from a college or university.

C. Advancement of Schedule

1. General Guidelines:

Deadlines:

*June 1 is the deadline for written requests to be received by the Clerk of the Board for Horizontal Movement on the salary schedule for the following year.

*Sept. 1 is the deadline for all official transcripts to be submitted to the Clerk of the Board for contract changes. This includes the PDP transcript as well as any college transcripts to be used for movement.

All in-service credit to be used for movement must have been completed within the scope of a Professional Development Plan and within an approved local in-service plan. All in-service points not within a five-year period of the license renewal date are invalid for salary advancement.

PDC points earned from superintendent-approved college credit courses may be used for horizontal movement.

Once points or college credit have been used for movement, they are void for further movement.

2. Column specific guidelines

Movement from any column is restricted to only one horizontal column movement per year, unless the teacher has completed a master's degree in which case the teacher will be placed in the master's column.

B.S. degreed teachers must earn a minimum of eight (8) semester hours of college credit in of which at least three (3) semester hours must be in subject matter areas and the remainder must have administrative approval if it is not in the subject matter area and must apply toward a Master's degree.

MS degreed teachers must earn a minimum of 240 points as college credit, in-service, or any combination of the two for movement.

3. Vertical Movement

Shall be limited to one step per year. Horizontal movement will not impact vertical movement.

Failure to meet these requirements will prevent the teacher from advancing on the salary schedule.

4. Extended Contracts

Teachers with extended contracts shall receive additional compensation calculated on the base step on the salary schedule divided by the 179 days and multiplied by the number of extended days.

Example: \$46,100 (Base, 1, Step 1) /179 days x 10 extended contract days = \$2,575.42

5. Mentor Compensation

Teachers who are serving as mentors shall be compensated \$1000 per year.

6. SIT Team Participation

The Board will provide \$2000 to each building for certified staff for participation on the SIT Team. The number of certified staff members would not exceed eight and need to be identified by May 31 for the next school year.

7. Summer Instrumental Music Lessons

Summer instrumental summer music lesson instructor will be compensated \$12.00 per hour for a maximum of 120 hours.

8. Driver's Education Instructors

Driver's Education Instructors' will be compensated as follows:

Number of students divided by number of drivers' education instructors x \$160 = total compensation. When driver's education instructors are not teaching the classroom portion of the class, they will be compensated as follows: Number of students divided by number of drivers' education instructors x \$110 = total compensation

9. Extra Duty Compensation

Extra duty pay shall be \$12.00 an hour with a minimum of 2 hours for professional employees who serve as: ticket sellers, crowd supervisors, scorers, judges, and timers for athletic events, music, drama and forensic events.

10. Curriculum Work during the summer

Teachers will be compensated \$18.00 an hour providing the certified staff member is preparing lesson plans and actually teaching and tutors will be compensated \$12.30 an hour for summer programs for a maximum of 120 hours.

11. Interactive Distance Learning – IDL

Teachers who are teaching an IDL course shall be compensated \$500 per course per semester.

12. Other Compensation

Teachers shall be compensated at a rate of \$18 per hour for duties, not mentioned previously in the agreement, that are required to be performed outside the duty day.

13. After-school Support

Teachers working with students in an approved after-school program will be compensated \$12.00 per hour.

14. Transient Teachers

Transient teachers in Sabetha will be paid \$200 per semester. Transient teachers in other parts of the district will be paid mileage.

15. Teacher Pay for Loss of Plan Time

During teacher absences, administration may assign a teacher on plan time, to cover the class of the absent teacher. The substituting teacher will be compensated at the rate of eighteen dollars (\$18.00) per hour computed to the nearest quarter-hour. It will be the responsibility of the covering teacher to complete and submit the appropriate compensation form. This compensation shall be paid monthly.

With previous permission from the building principal, a teacher may make arrangements to have another qualified person cover his/her class (without compensation) for up to one hour without taking any sick leave, personal leave or dock in pay.

16. Teachers teaching dual credit courses

Teachers teaching dual credit courses will be entitled to the funds generated from teaching the dual credit course(s) during the USD 113 school day. Compensation will be paid directly by the post-secondary institution to the teacher.

ARTICLE XVI

Supplemental Duty Pay and Schedule

Section A – Supplemental Duty Pay Schedule (Unless specified otherwise during negotiations, Step 1 of the Supplemental Duty Pay Schedule will come from the base of the salary Schedule)

Step 1	\$46,100
Step 2	\$46,999
Step 3	\$47,898
Step 4	\$48,797
Step 5	\$49,696
Step 6	\$50,595
Step 7	\$51,494
Step 8	\$52,393

Section B – Supplemental Duties and Percent of the Schedule

District Duties:

District PDC Chair	2.0%
District PDC Member	1.0%

Building Steering Chairperson	5.0%
Building PLC Leader	4.0%

High School Duties:

3A High School Activities Director	37.5%
1A (K-12) Activities Director	25%
Head Football Coach	11.5%***
Assistant Football Coach	8.5%***
Head Basketball Coach	12.5%
Assistant Basketball Coach	9.5%
Head Wrestling Coach	12.5%
Assistant Wrestling Coach	8.5%
Head Volleyball Coach	11.0%
Assistant Volleyball Coach	8.0%
Head Track & Field Coach	11.0%
Assistant Track & Field Coach	8.0%
Head Baseball Coach	11.0%
Assistant Baseball Coach	8.5%
Head Softball Coach	11.0%
Assistant Softball Coach	8.5%
Cross Country Coach	8.0%
Golf Coach	8.0%
Assistant Golf Coach	3.5%
Tennis Coach	6.5%
Assistant Tennis Coach	3.5%
**Play Director (Per Play)	4.0%
*Cheerleader Sponsor (Per Sport)	2.5%
Forensics	3.5%
Junior Class Sponsor (2)	3.0%
Senior Class Sponsor (2) (Axtell)	2.0%
Instrumental and/or Vocal Music	10.5%
Student Council Sponsor	3.5%
KAY Sponsor	2.5%
FFA Sponsor	6.5%
FCCLA Sponsor	2.5%
****Yearbook	2.5%
NHS	1.0%
Quiz Bowl Coach (one high school)	4.0%
Concession Stand Sponsor (one per high school)	3.0%
Concession Stand Sponsor (Sabetha High School)	5.0%
Summer Weights (SHS/SMS 4 positions)(Axtell MS/HS 2 positions)	2.5%

*3 sports paid at SHS; 2 Sports paid at AHS

**Axtell pay will be 3.0 if practice is conducted during the day.

*** Football coaches with teams participating in Sectional, Substate, & State games will receive \$100 per game per coach additional compensation.

****Supplemental only paid if the duties are not part of an assigned course.

Middle School Duties:

●Football Head and Assistant Coaches	6.5%
●Basketball Head and Assistant Coaches	6.5%
●Volleyball Head Coach	6.5%
●Volleyball Assistant Coach	5.5%
●Wrestling Head Coach	6.5%
●Assistant Wrestling Coach	4.5%
●Track & Field Head Coach	6.5%
●Assistant Track & Field Coach	5.5%
Cheerleader Sponsor	1.5%
Quiz Bowl	1.0%

●All coaching assignments at Axtell are .5% lower if conducted during an assigned teaching class.

Elementary School Duties:

Sabetha Elementary Vocal Music Teacher	1.0%
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ARTICLE XVII

Payroll and Fringe Benefits

A. Pay Period

Teachers shall be paid in twelve (12) equal installments on or before the tenth (10th) of each month, unless otherwise requested in writing to the Clerk of USD #113 for a final summer payment in June. These requests must be submitted to the Clerk by April 1. When a pay date falls on or during a federal holiday or weekend, teachers shall receive their paycheck on the last workday before the regular payday.

B. Cafeteria Plan

The District shall make available to the professional staff a flexible benefit plan that includes: health, cancer, disability and group life insurance, un-reimbursed medical expenses and dependent care insurance.

C. Annuities

Tax deferred annuities will be administered according to the requirements of IRS Code Section 403(b).

Payroll deduction additions/changes will be processed semi-annually. Teachers may submit written notification to the district office from September 1 through September 30, and March 1 Through March 31, describing changes in payroll deductions.

Fifteen percent (15%) of the total number of teachers must be enrolled in any new payroll deduction program prior to the incorporation of that program into programs covered as payroll deductions for certified personnel. Such programs would include:

- a. Annuities/before-tax savings plans from companies not presently on the payroll deduction list of USD #488 and USD #441; and
- b. Insurance premiums (of any type) from companies not presently on the payroll deduction list of USD #488 and USD #441;

Teachers new to the district are included in these requirements. If the new teacher was contributing to a plan already served by USD #488 or USD #441, a deduction would be made for them by adding them to a present list. If the new teacher was contributing to a plan not being served by USD #488 or USD #441, the teacher would have to either (a) change plans to another company, or (b) make the payment him or herself.

D. Health Insurance

The Board of Education shall pay \$538.32 per month toward a district health insurance premium for each teacher for the current school year. Teachers' employed by the school district may expand the single policy coverage to family coverage. Arrangements can be made through the main office for payroll deductions for all teachers interested in expanding their policy.

E. Passes for District Activities

All employees shall receive a family pass that will admit them free of charge to all home activities at which an admission is charged, excluding tournaments, musicals and plays.

ARTICLE XVIII

Copy of the Ratified Negotiated Agreement

The Board will provide a copy of the ratified Formal Agreement to each teacher in either paper format or other electronic means at the Board's expense.

ARTICLE XIX

Savings Clause

If any provision of this agreement or any application of the agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid or subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in

full force and effect. Furthermore, the Board and Association shall immediately enter into negotiations to replace any provision found to be contrary to law.

President
Prairie Hills Education Association

Date

President
Board of Education USD #113

Date

Clerk of
Board of Education USD #113

Date

See Appendix A, B, C, D, E, F,G, H, I, J, & K for 2016 - 2026 Annual Summary of Negotiations.