



NEGOTIATED AGREEMENT

BETWEEN THE

**BOARD OF EDUCATION
OF**

UNIFIED SCHOOL DISTRICT NO. 467

AND THE

WICHITA COUNTY EDUCATORS COUNCIL

LEOTI, KANSAS

2025-26

AGREEMENT



This agreement made and entered into as of the 14th Day of April, 2025, by and between the Board of Education, Unified School District No. 467, hereinafter referred to as the "Board", and the Wichita County Educators Council, hereinafter referred to as the "Council."

WITNESSETH:

WHEREAS, The Legislature of the State of Kansas has established a procedure for professional employees of school districts of the State of Kansas to organize and to select a representative for the purpose of professional negotiations, and a majority of such employees within the school district have designated the Council as their representative for professional negotiations and the Council has selected a team to negotiate for the Council; and

WHEREAS, The Board has designated a team to negotiate for the Board; and

WHEREAS, Said teams have met, conferred and discussed in good faith various terms and conditions of professional services, and reached certain agreements which parties desire to reduce to writing, ratify, and accept;

NOW, THEREFORE, It is mutually agreed as follows:

TABLE OF CONTENTS

MANAGEMENT RIGHTS CLAUSE.....	5
PUBLICATION AND DISTRIBUTION OF THE NEGOTIATED AGREEMENT.....	5
CLOSURE CLAUSE.....	5
HIRING POLICY.....	5
TEACHER WORK DAY.....	5
LENGTH OF TEACHER WORK DAY.....	5
NUMBER OF TEACHING PERIODS AT THE SECONDARY LEVEL.....	6
LENGTH OF CLASS PERIODS.....	6
MAKEUP DAYS FOR SNOW DAYS BEYOND THOSE IN THE CALENDAR.....	6
DUTY FREE LUNCH	7
GRADING DAY	7
INSERVICE	7
INSERVICE POINTS	7
CALENDAR COMMITTEE.....	7
FRINGE BENEFIT	8
EARLY RESIGNATION.....	8
STIPEND/ADDITIONAL PAY	8
EARLY RESIGNATION.....	8
LETRS.....	8
PERFECT ATTENDANCE.....	8
JUNIOR CLASS.....	8
MENTOR.....	8
EXTRA DUTIES.....	9
PAYMENT FOR ESL CLASSES.....	9
ESOL STIPEND.....	9
REIMBURSEMENT FOR ADDITIONAL COLLEGE CREDIT.....	9
LEAVE BENEFITS	
ABSENCE - FUNERALS.....	10
LEAVE FOR A DEATH IN THE IMMEDIATE FAMILY.....	10
UNCATEGORIZED LEAVE.....	10
SICK LEAVE.....	12
SICK LEAVE BANK	12
UNUSED SICK LEAVE.....	13
REMITTANCE FOR UNUSED SICK LEAVE DAYS	13
PALLIATIVE CARE POOL.....	14
ADOPTION LEAVE.....	15

EMERGENCY LEAVE.....	15
NON-APPROVED ABSENCE	15
LIQUIDATED DAMAGES	15
EVALUATION.....	15
REDUCTION IN CERTIFIED STAFF (TENURED)	16
GENERAL STATEMENT.	16
PROCEDURE.....	16
RECALL.	17
INVOLUNTARY SEPARATION OF TEACHERS.....	17
TEACHER SALARY SCHEDULE.	22
GENERAL STATEMENT.	22
EFFECTIVE DATE.	22
PLACEMENT OF TEACHERS ON THE SCHEDULE.	22
MOVEMENT ON THE SALARY SCHEDULE.	23
TEACHER CONTRACT DAYS.....	23
SUPPLEMENTAL.....	24
SALARY SCHEDULE.....	25
EXTRA-CURRICULAR ACTIVITIES PAYMENT SCHEDULE.....	26
TEACHING CONTRACT.	27
APPROVAL.....	28
ATTACHMENT A-EVALUATION PLAN.....	29
SWPRSC E4E.....	33

MANAGEMENT RIGHTS CLAUSE (1983-84)

It is recognized and agreed by the Wichita County Educators Council that the Board has and will continue to retain the exclusive rights and responsibilities to operate and manage the school system and its programs, facilities, properties, and the curriculum to be taught by its employees, unless such rights and responsibilities are specifically abridged, delegated, or modified by another specific provision of this agreement.

PUBLICATION AND DISTRIBUTION OF THE NEGOTIATED AGREEMENT (1999-2000)

The WCEC agrees to share the cost of the publication and distribution of the Negotiated Agreement either in labor or a financial contribution in the amount of \$100.

CLOSURE CLAUSE (1983-84)

It is acknowledged that all mandatory subjects, noticed, have been negotiated and neither party has any right to negotiate further on these or any other subjects during the term of this agreement except by mutual consent. However, no amendment to this agreement shall be binding unless executed in writing and ratified by both the Board and the Council.

HIRING POLICY (2020-21)

All open positions will be made publicly available by written notice to all current teachers for transfer, before public advertisement of the position.

TEACHER WORK DAY (2007-08)

Teachers will have at least one full work day in their room during the scheduled inservice days before school starts and one full work day without students at the end of school. Effective with the 2007-08 school year and after teachers will be given a work day after Christmas to complete semester grades and prepare for the new semester.

LENGTH OF TEACHER WORK DAY(2021-22)

The length of the teacher work day will be set at 7:50 a.m. to 4:00 p.m. The length of the student day, defined as the beginning time for the first class of the day (starting after the final tardy bell) and ending time for the last class of the day, shall be set within the normal teacher work day. The student dismissal time will be no more than (a) 7 hours and 20 minutes after start of

the first class period at WCES, and (b) 7 hours and 20 minutes after the start of the first class period at WCJSHS, or to be extended to meet the minimum required hours as set by the state.

NUMBER OF TEACHING PERIODS AT THE SECONDARY LEVEL.

(1984-85)(Considered 1992-93 - no change)

The regular teaching assignment at Wichita County High School of Unified School District No. 467 will be six teaching periods with one period for lesson preparation. If a seventh teaching period is needed and is mutually agreed upon between the instructor and the building principal, the instructor will received additional compensation to be paid at one-seventh of the classroom teaching salary. All teaching assignments over the regular six period teaching assignment must have prior approval by the Board of Education.

After consultation with the teachers at the involved attendance center, the administration will recommend the number of class periods in a day for board approval. One teaching period will be set aside for preparation; teachers will normally be allowed at least 200 minutes per week for planning or at least one class period in each class period cycle at the junior high and senior high schools. If a teacher needs to teach all periods, such must be agreed upon by the board, and the teacher will receive additional compensation to be paid at the proportionate amount of the classroom teaching salary. For example, in a seven period cycle, where a teacher normally teaches six periods, the pay would be an additional 1/7 of the teacher's salary. (1998-99)

LENGTH OF CLASS PERIODS (1998-99)

After consultation with the teachers at the involved attendance center, the administration will recommend the length of class periods for board approval.

MAKEUP DAYS FOR SNOW DAYS BEYOND THOSE IN THE CALENDAR. (2002-03)

To eliminate the possibility of having to make up snow days beyond the designated calendar days, when the BOE has demonstrated to the Council the need for additional time in order to meet the State Dept. of Education's 1116 hour requirement for attendance, the two groups will determine an

adjustment in the length of the school day which will be for the remainder of the affected school year, and will not carry over into subsequent years.

DUTY FREE LUNCH (1983-84)

Each teacher will have a minimum amount of time during the noon period free of the responsibility from students that the teacher may use for lunch time purposes. The duty free period of the teachers shall be twenty (20) minutes in length at the elementary school. The administration will work to assure that every teacher in all other attendance centers will have a similar amount of time.

GRADING DAY. (1996-97)

One-half day will be scheduled at the end of the first nine weeks for grading purposes.

INSERVICE (2005-06)

Inservice will be provided as specified by the Inservice Plan. One (1) inservice day will be added to the calendar beginning in the 2006-07 school year, and another inservice day will be added to the calendar beginning in the 2007-08 school year. Teachers will be paid for each day at the applicable per diem rate. The Professional Development Council and administrators will work together to develop meaningful and effective inservice training and programs.

INSERVICE POINTS (1991-92)

All Inservice Points earned prior to the 1991-92 school year can be used for salary schedule movement beginning with the 1991-92 contract year.

Points earned must be a part of an approved Individual Development Plan (IDP).

CALENDAR COMMITTEE (2010-11)

The Board will establish a Calendar Committee consisting of 4 teachers, the president of the negotiations' team, the chair of the PDC, 2 board members, the principals, and the superintendent. The team will begin meeting at the beginning of the school year, and work together to agree on one calendar for board approval. The Board retains the right to adopt the calendar it deems.

FRINGE BENEFIT (2022-23)

A fringe benefit in the amount of \$585.00 will be provided for all teachers working 30 or more hours per week. The teachers and district will split 50/50 any increase in health insurance premiums above the current amount of \$585.00 per month, as based on a single-membership plan. If the increase is over \$100, WCEC reserves the right to renegotiate the fringe payment.

The fringe benefit carries the following stipulations:

- a. Teachers can use this fringe amount only toward the purchase of USD #467 group health insurance.
- b. A fringe benefit of \$30.00 per month will continue for teachers hired prior to the 1989-90 school year who do not take the medical insurance. This benefit must be used for any combination of insurance available through the cafeteria plan (disability, cancer, life).

EARLY RESIGNATION STIPEND (2009-10)

Any USD 467 teacher who resigns for the next school year by the regularly scheduled January Board of Education meeting of the current year will receive a \$500 stipend to be paid upon Board of Education's acceptance of the teacher's resignation.

LETRS STIPEND (2025-26)

A stipend of \$1,000 will be paid upon the successful completion of the LETRS training.

PERFECT ATTENDANCE STIPEND (2024-25)

An incentive bonus for PERFECT attendance at \$1,000 per semester will be added. Teacher must be present for 100% of the days in the semester, including work and in-service days.

JUNIOR CLASS SPONSORS (2002-03)

All junior class sponsors will be responsible for Prom with the 2% pay on the supplemental salary schedule being divided among all of them.

MENTOR PROGRAM (2017-18)

Mentors are paid stipends for successfully meeting the requirements of the mentorship. They are paid according to the following: Stipend for full-time classroom teacher serving as mentor: \$500; Professional Development Points. The stipend is paid in June after approval from the building

administrator that all mentorship requirements were met and completion of the mentorship survey in a timely fashion.

EXTRA DUTIES (2018-19)

Each principal has the authority to assign hall, playground, recess, and other reasonable duties deemed necessary for the successful operation of the school to all teachers during the time school is in session.

Teachers will be paid \$25/hour for covering classes for other teachers when subs are unavailable or when teachers have to miss for school activities.

PAYMENT FOR ESL CLASSES (2012-13)

The board will continue to pay for classes for ESL certification for teachers with the provision that if the teacher does not complete requirements for certification in the amount of time allotted for the program by the college through whom the classes are taken, he/she will reimburse the district for the difference between the cost of the class and the current amount offered for college reimbursement by the board. This proposal is not retroactive. It will be in force for anyone taking ESL classes after approval of this agreement. Once ESL course work is finished, the required test and certification need to be completed within a timely fashion.

ESOL STIPEND (2024-25)

Pay \$500 per year to teachers who hold the ESOL endorsement.

REIMBURSEMENT FOR ADDITIONAL COLLEGE CREDIT (2018-19)

The Board of Education will reimburse teachers \$100.00 per semester hour for additional college credit up to ten (10) hours per year. To be eligible for payment, the course work must have prior approval, the work must be for graduate credit and the work must be in the instructors teaching field. For approved course work to be reimbursed it must be completed within one year of the starting date of the class/seminar/workshop, etc. unless the Superintendent gives prior approval to a class with an extended deadline (i.e. practicum or thesis). It is the teachers' responsibility to present the Board office with an updated college transcript before payment can be made. Payment for college credit will be made in September of the year immediately after credits are earned providing the teacher is still employed in the school district.

On or before May 1 of each school year the district office will provide to each teacher a copy of their inservice transcript and teachers shall notify the Board on or before May 15 (on a form provided by the Board) of their intent to move across the salary schedule.

Failure to notify the Board by this date shall result in the instructor receiving no pay increase that would have been the result of additional college hours or inservice credits being taken over the summer (June 1-August 1)

Exception: Credit earned by the teacher from a class or workshop taken as a result of Administrative request after the approval period would result in the teacher being given credit for column advancement if earned.

ABSENCE - FUNERALS (2011-12)

Teachers are permitted to attend funerals of relatives, with absence to be counted as sick leave. Other absences to attend funerals must be approved by the building principal and superintendent, only for the period of the funeral, and with salary deduction to be the amount paid the substitute.

LEAVE FOR A DEATH IN THE IMMEDIATE FAMILY(2010-11)

A leave of a maximum of ten (10) days may be granted to a teacher when a member of their immediate family dies. Immediate family will be defined as including grandparents through first cousins (including in-laws) and/or a relative living in the employee's home. The leave days will be counted against their accumulated sick leave and/or personal leave; if the teacher has fewer than ten sick leave and personal days accumulated, they may use all of their accumulated days and be docked for any additional days up to and including ten for the cost of their substitute only.

Should salary deduction be necessary, the deduction will be made in the following monthly check or during July or August of that school year, whichever the teacher requests.

UNCATEGORIZED LEAVE (2021-22)

Each teacher will be credited with fourteen (14) days of uncategorized leave to be used at teacher's discretion. Prior approval will be needed whenever possible. These 14 days will be used first for any leave reason. After your

current year 14 days are gone, accrued leave from previous years can be used for medical reasons only as has been the policy in the past unless you have already received prior approval as a personal day (no more than 7) before the 14 days are used up. This in no way affects the current sick bank members or policy.

It shall be totally within the discretion of the superintendent whether or not to allow a personal day rather than a pay deduction for a teacher before or after the holiday period for (1) a verifiable emergency or (2) if the employee has a child participating in a school activity that day. Should multiple staff requests for personal days create staffing problems for the district, the Board will be allowed to unilaterally rescind the discretionary granting of personal days related to holidays, and the policy will return to the current policy.

Should multiple staff requests for personal days create staffing problems for the district, the Board will be allowed to unilaterally rescind the discretionary granting of personal days related to holidays. It is requested that teachers make every effort to not schedule appointments or personal leave days on those in-service and work days already scheduled. Abuse of this could result in such requests being denied or a deduction in pay.

If these days are not used, at the end of the school year they will be accumulated as sick leave. A leave may be obtained by application to the building principal. The leave is without pay deduction. Prior to any absence, a request for absence must be completed and approved, barring an emergency. Normally, personal leave shall be requested at least one week in advance of its use. If personal leave is to be used within two days of its requested use the building principal shall be given a reason, in writing, for its use and he/she may deny the request for personal leave if a substitute cannot be secured. Personal leave shall not be approved for days immediately preceding or immediately following any vacation period.

SICK LEAVE (2014-15)

Sick leave can be accumulative to ninety (90) days. An administrator may ask for the attending physician's verification of illness. Extended absences for family sickness could fall under the Family and Medical Leave Act (See Board Policy GARI).

SICK LEAVE BANK (2014-15)

Definition: The sick leave bank is a system whereby, on a voluntary basis, a teacher may contribute two (2) days to the bank and be eligible to draw from the bank in the event the teacher has need for more days than he/she has accumulated.

Management: A committee consisting of three participating teachers shall be the custodians of the sick leave bank, with the superintendent as an ex officio member. The committee shall consist of representatives of the elementary, middle and high school levels. The committee shall be selected by the appropriate groups by the end of the school year, to take office at the beginning of the following year. The duties of the committee shall be:

1. Initiate a meeting of the committee during the first month of school and select a chairperson and a secretary of the committee.
2. Inform teachers at the beginning of each year of the existence of the bank and membership requirements. Copies of the operational procedures of the bank will be provided at that time. Solicit membership and receive teacher contributions prior to September 15 of each year.
3. Receive requests from the teachers for leave from the bank, and/or extended emergency leave.
4. The committee will evaluate each request and will, by a majority vote, grant or deny the request.
5. The secretary will inform the central office of the action taken of the committee and the number of days involved.

Regulations: To belong to the sick leave bank, a teacher must contribute two (2) days of sick leave on or before September 15 of the school year. During a given school year, a teacher may request one (1) to ten (10) days from the sick leave bank, if all of the teacher's sick leave and personal leave days have been used. After the initial deposit, a member must contribute again in the following situations:

- a. if the bank falls below a minimum of 60 days at the beginning of the school year, all members will contribute one or two days prior to September 15. The three person Sick Leave Bank Committee will notify members of the balance of days in the bank and the number needed to replenish. If at the beginning of a school year, the bank is at the 60 day level, existing members may not be required to contribute additional days.
- b. If only one day is used, the member will be required to contribute 1 day at the beginning of the next school year. **If a half-time employee, if one half-day is used, the member will be required to contribute one half-day at the beginning of the next school year.**
- c. If a sick leave bank member uses 2 or more days during the school year, they must contribute 2 days to the bank the next school year to maintain membership. **If a half-time employee uses 2 or more half-days during the school year, they must contribute 2 half-days to the bank the next school year to maintain membership.**

Once a person agrees to be a member, he/she will remain a member until a written request to withdraw from the sick leave bank is received by the sick leave bank committee. Any days contributed will remain in the sick leave bank after a member withdraws.

Hold Harmless: The Association shall hold the Board and USD 467 harmless regarding any decisions made by the sick leave bank.

UNUSED SICK LEAVE (1989-90)

The Board of Education will not pay for any unused sick leave except in those areas expressed elsewhere in this agreement.

REMITTANCE FOR UNUSED SICK LEAVE DAYS (2022-23)

The Board of Education will credit to each certified teacher with at least forty-five (45) days of accumulated sick leave, an amount of \$700.00 at the beginning of each school term. Each day the teacher is absent from work using sick leave or personal leave days, \$50.00 will be subtracted from the amount up to a total of twelve (14) days per year. At the end of the current school year, the teacher has the option of receiving that portion of the

\$700.00 remaining or to transfer the number of sick leave days left to accumulate toward the ninety (90) day total. If the teacher chooses to receive the money the Board of Education will pay on or before June 30.

Palliative Care Pool (2025-26)

In the event a teacher or the teacher's spouse/partner, child or stepchild is placed in a palliative or catastrophic medical situation as documented by a qualified and licensed physician, the Palliative Care Pool may be activated. All other leaves, including the Sick Leave Bank, must be exhausted prior to activation of the Palliative Care Pool.

From the teachers' accumulated sick days, a teacher may contribute a minimum of one contract day and a maximum of 20 contract days to the Palliative Care Pool. **Each teacher who wishes to offer a contribution to the Palliative Care Pool will complete a form for that purpose by a deadline imposed by the district.** Donated days will be transferred to the recipient at the time of approval by administration. Donated days in excess of the recipient's need, will not be transferred to the recipient or placed in the pool, but rather the days will remain as part of contributor's personally accumulated sick days.

A teacher wanting to access this pool may apply for up to 20 days maximum from the Palliative Care Pool, contingent upon the availability of donated days from teacher volunteers. Applying for Palliative Care Pool days does not guarantee that teachers will donate days to the pool. Separately, members of the Sick Leave Bank may receive up to ten days from the Sick Leave Bank. The total number of Sick Leave Bank and Palliative Care Pool days will not exceed 30 days during an annual contract. (10 Sick Leave Bank Days + 20 Palliative Care Pool Days = 30 days total)

The activation and access to the Palliative Care Pool must be approved by the building principal and superintendent. Documentation from a medical professional may be required.

ADOPTION LEAVE (1992-93)

Accumulated sick leave days may be used by a parent of a newly adopted child when required by an adoption agency and when such requirement is verified in writing to the school district.

EMERGENCY LEAVE (1983-84)

Short term leave of absence for circumstances not provided for under other leave provisions may be granted by the superintendent of schools. Requests for emergency leave shall be made to the superintendent and set forth reasons in support of the request. Leave shall be deducted from the teacher's accumulated leave and may be no-deduct, substitute pay deduct, or full deduct as circumstances dictate.

NON-APPROVED ABSENCE (1992-93)

Any staff member who is absent from work and the absence is not approved by their immediate supervisor and the superintendent of schools, may have their salary deducted a full day's pay based on number of contract days.

LIQUIDATED DAMAGES (2014-15)

Financial penalties will be assessed to those teachers who resign their teaching positions after the fourteenth day following the third Friday in May. Below are the agreed-upon penalties:

Fourteenth day following the third Friday in May-June 15	\$ 200
June 16-July 1	\$ 400
July 2-July 15	\$ 600
July 16-August 1	\$ 800
August 2 and after	\$1,000

The date of resignation is determined by the post mark on the letter if mailed, or the date it is hand delivered to the Board Office.

EVALUATION (1989-90)

Unified School District No. 467 will enact the evaluation plan established by the Evaluation Committee. A copy is attached to this agreement (See Attachment A.)

REDUCTION IN CERTIFIED STAFF (TENURED)

GENERAL STATEMENT (1983-84)

The Board has the responsibility of determining composition of the professional staff necessary to implement and maintain the educational programs of Unified School District No. 467. A decision to reduce professional staff will, in all cases, remain within the sole discretion and judgment of the Board of Education. The Board of Education may retain any professional employee who it deems necessary to staff any program in the school district. It is the policy of this Board to use normal attrition of staff, i.e., resignations, retirement, leaves of absence, as the first means of achieving the necessary reduction of professional staff. In the event that further reduction of professional staff is necessary, it shall be accomplished in a fair and orderly manner as provided in this agreement.

PROCEDURE (1984-85)

Whenever the superintendent determines that a necessary reduction of professional staff will not be accomplished through normal attrition of staff, all professional employees of the school district will be advised of the reasons for the reduction of professional staff and will be informed of the procedures and considerations to be used in determining which employees will have their contracts non-renewed. The superintendent will review all relevant facts and circumstances and will present to the Board of Education the names of those professional employees whose contracts are recommended for non-renewal. The educational needs of the school district will be the primary criteria used in making the decisions on reduction in personnel.

In making those determinations included in the preceding paragraph, the superintendent shall give consideration to the following factors:

1. Areas of certification;
2. Educational performance as determined from the certified employee evaluations;
3. Prior teaching and/or appropriate experience in specific service areas;
4. Advanced degrees or additional credit hours;
5. Seniority in the district;
6. Building Principal's recommendation.

RECALL (1983-84)

Those employees who have been terminated through a reduction in force may be offered re-employment within the district within a period of two (2) years from the end of the current contract when vacancies occur for which they are qualified. At re-employment, the employee shall retain any benefits which had accrued to said employee at the time of termination. The length of time represented by the break in service shall not be included as service with the district. The employee shall be responsible for maintaining his or her address and telephone number and certification within the district's administration office. When a vacancy occurs, notice of the vacancy will be sent to employees and they may be offered re-employment in reverse order of the order in which they were laid off.

INVOLUNTARY SEPARATION OF TEACHERS (2024-25)

Probationary Period

1. The probationary period for teachers new to the district, regardless of time in the profession, will be no less than a period of three years unless the new employee earns a waiver of probationary period.
 - a. The superintendent shall have the authority to make a recommendation to the Board of Education to waive or reduce the probationary period for an experienced teacher.
 - b. To qualify for an experience waiver, the instructor must have a minimum of ten years in the teaching profession for a complete waiver, seven years in the profession for a two year waiver, and five years in the profession for a one year waiver. Additionally, the new employee must be filling a high priority vacancy as determined by the superintendent in cooperation with the Board of Education.
 - c. After receiving a recommendation, the Board of Education will vote whether or not to waive the probationary period when hiring said employee. Four affirmative votes are required to approve any motion before the board.

Performance-Based Issues

1. In issues not related to formal evaluation, where an administrator has a concern about a teacher's performance, behavior, or other professional issues, the teacher will be advised of those concerns by the immediate supervisor verbally, unless immediate written corrective action is warranted.
2. If the teacher does not correct the identified concerns, they will be notified by their immediate supervisor in a joint conference through a Conference Report which will include the exact concern(s), goals and timeline for improvement.
 - a. The immediate supervisor will schedule a follow-up conference with the teacher within ten working days of said observation and/or evaluation to discuss progress.
 - b. Failure to demonstrate improvement in the performance areas of deficiency will result in the establishment of a formal Plan of Assistance.
3. If the teacher does not adequately complete the formal Plan of Assistance, they may be recommended for non-renewal or termination.
4. Teachers shall be allowed representation of their choice in all conference meetings.
5. Additionally, teachers who receive two consecutive unsatisfactory evaluations, or four or more unsatisfactory evaluations in a three year period, those teachers will be placed on a formal Plan of Assistance as outlined in steps two, three and four above, and the Plan of Assistance language below.
(See Attachment A)

Plan of Assistance Procedure

Plan of Assistance procedure will be implemented through the following steps:

1. The supervisor will develop a documented list of deficiencies based on observations and evaluation as shared with the teacher as they occur.
2. A conference will be held with the teacher and/or the teacher and a representative of their choice to review the deficiencies. (This conference should be held at a time when the teacher does not have to return to the classroom.)

3. The supervisor and/or the supervisor and teacher will develop the program of improvement to be followed. The program should be as specific as possible. The program must be measurable, and include a timetable.
4. The supervisor will determine the amount and type of assistance to be offered.
5. The supervisor will develop a specific monitoring system.
6. Dates for completion of the plan will be determined by the supervisor.
7. A conference with both the employee and supervisor shall be conducted to review the Plan of Assistance for determining improvement or non-improvement by the employee. The Plan of Assistance shall:
 - a. Be discontinued upon evidence of sufficient improvement; or
 - b. Be modified depending upon the degree of improvement; or
 - c. Be discontinued because of insufficient improvement.
8. It is the responsibility of the employee to demonstrate improvement to the level of district expectations in the performance areas of deficiency. Although the purpose of evaluations and the Plan of Assistance is to improve instruction, failure to improve performance in areas of deficiency to a level that meets district expectations may result in a recommendation for non-renewal or termination.

Involuntary Performance Based Separation (non-renewal)

Involuntary Performance Based Separations will be done using the non-renewal process for probationary and non-probationary employees, but not for employees who are involuntarily separated for cause.

Non-renewal of a contract means that a teacher is allowed to complete the current contract but is offered no contract for the following year. Non-Renewal of Teachers: Reasons for non-renewal shall not be stated either in writing or verbally in any notice of non-renewal given to a teacher within their probationary period. No hearing shall be afforded a non-renewed teacher who is within their probationary period.

Separation of Employees for Non-Performance Related Issues: (termination with cause)

Termination refers to the severing of the contractual relationship during the term of the contract. Reasons for termination may include but are not limited to: Violation of Board policy, rule or regulation; commission of an offense involving moral turpitude; commission of a felony, and other good cause.

Termination of Teachers with Cause: All administrative recommendations for termination of teachers given to the Board shall be accompanied by a detailed documentation justifying any such recommendation. The rights of the parties in any termination shall be governed by the terms and conditions of the contract, and Kansas statutory law.

Fair Dismissal

Whenever a teacher who has taught more than three (3) continuous years in the district is given written notice of a Board's intention to not renew the teacher's contract, the teacher may request a hearing with the Board to formally request a reconsideration of non-renewal by filing a written request with the Clerk of the Board within ten days from the date of receipt of the written statement of nonrenewal of a contract. The Board shall hold such a meeting within 21 days. The meeting provided for under this section shall be held in executive session and, at such meeting, the Board shall specify the reason or reasons for the Board's intention to not renew the teacher's contract. The teacher shall be afforded an opportunity to respond to the Board. Neither party shall have the right to have legal counsel present. Within ten days after the meeting, the Board shall reconsider its reason or reasons for nonrenewal and shall make a final decision as to the matter.

Any teacher being separated via non-renewal may request the opportunity to resign in lieu of non-renewal. This courtesy will not be extended to teachers who request a meeting with the Board to contest their non-renewal. This courtesy will be not extended to teachers who are terminated with cause. Acceptance of an offer to resign in lieu of non-renewal will be at the sole discretion of the superintendent or their designee.

Other

As a part of the orientation program for teachers new to the district, information will be given on the purpose and the mechanics of the evaluation system. This system of "Due Process" shall be directly explained to new employees by his/her direct supervisor.

Evaluation documents and responses thereto shall be available only to the evaluated employee, the Board, the administrative staff making the same, the State Board of Education (as provided in K.S.A 72-2411) the Board, the Board's attorney upon request of the Board, and the administrative staff of any school to which such employee applies for employment, and other persons specified by

the employee in writing to the Board.

Evaluation documents and responses thereto shall be maintained in the personnel file of the teacher for a period of not less than three years from the date the evaluation is made.

TEACHER SALARY SCHEDULE
GENERAL STATEMENT. (1983-84)

It is understood that a board in the adoption of a salary schedule cannot definitely bind a school district beyond the fiscal year for which it is adopted.

The adoption does signify the intent of the board, within the limitations of changing membership, budget limitation and tax levy, lids, and other variables, to try to follow the intent of the adopted salary schedule.

EFFECTIVE DATE (Revised annually)

This salary schedule is to be in effect for the school year 2025-26.

PLACEMENT OF TEACHERS ON THE SCHEDULE (1983-84)

New teachers coming into the school district will be placed on the salary schedule in light of their training and experience.

Maximum years of service credit in schools other than Wichita County may be up to five (5) years plus one-third (1/3) of the remaining years of teaching experience; or

Exceptions may be made by the administrators if it is in the best interest of the school district.

MOVEMENT ON THE SALARY SCHEDULE (2020-21)

1. After initial placement on the salary schedule a teacher may move one step. A step is one year of successful teaching experience. Horizontal movement shall not be more than one column in a school year, unless approved by the Board of Education and only with approved college credit.
2. The Board reserves the right to advance a teacher two or more steps on the salary schedule if the teacher receives an outstanding teacher evaluation and recommendation by the building principal.
3. The Board reserves the right to hold a teacher at the same step if the teacher receives an unsatisfactory teacher evaluation which leads to notification of movement to corrective assessment.
4. Movement can be made into column II, III, IV and V with approved college hours or inservice points. Movement into column VI requires a Masters degree. Movement into column VII and VIII requires graduate hours or inservice points beyond the masters.
5. Add one step on Column V and VI (1998-99)
6. Add one step on Columns III, IV, and V and add four steps to Column VI (1999-2000)
7. Add Column VII: MS + 16 hours (2000-01)
8. Add two steps to Columns V, VI, VII, and VIII.
9. Add two steps to Columns V and VII (2016-17).
10. Add two steps to Columns V and VIII (2018-19).
11. Add two steps to Column V and VIII (2020-21).
12. Add one step to Column V and VIII (2021-22).
13. Add one step to Column V, eight steps to Column VI, and six steps to Column VII.
14. Add two rows to Columns III, IV, and V. (2024-25).

TEACHER CONTRACT DAYS

(2021-22)

The teacher contract consists of 181 days.

SUPPLEMENTAL PAY (2021-22)

All years of experience will be noticed on the salary schedule for supplemental assignments. In 2006-07 the parties agree to increase WCHS head coaches beginning salary 1% to 10.5% plus .1% per year of experience and WCJHS head coaches beginning salary .5% to 7.0% plus .1% per year of experience. Changes or additions to the supplemental schedule include: remove high school concession stand from the schedule, add high school athletic director to the schedule at 20% plus .1% per year of experience, and add junior high athletic director to the schedule at 10% plus .1% per year of experience. In 2007-08 7-12 Vocal Music was increased from 7% to 8.5%, Yearbook supplemental was increased from 5% to 8.5% since the sponsor will do one yearbook for grades k-12; WCHS head coaches are increased by 1% from 10.5% to 11.5%; WCJHS head coaches are increased by 5% from 7.0% to 7.5% except Wrestling because of the short season. Professional Development Committee Chairperson will receive 2.25% plus .1% per year of experience with all other members receiving \$150.00 per year with a maximum of two members per school. Head coaching salaries for high school boys baseball and high school girls softball will be set at 11.5% plus .1% per year of experience. In 2012-13 the yearbook supplemental position was changed to a 5% stipend plus .1% per year of experience for a WCJSHS sponsor and a WCES yearbook supplemental position with 3.5% sponsor stipend plus .1% per year of experience was added. High School Assistant Baseball Coach was added to the supplemental schedule in 2013-14. In 2015-16 the parties agree to increase the High School Cheer Sponsor's contract from 6.3 to 7%, and combine the Cheer Sponsor and Pom Pom Sponsor into one position.

SUPPLEMENTAL PAY

(2018-19)

Athletic head and assistant coaching salaries will be increased 1% at both the High School and Junior High Level. Coaching salaries are based on a percentage of the base salary.

SUPPLEMENTAL PAY

(2019-20)

Non Athletic Academic Sponsorship salaries are increased by 1% on the supplemental scale.

SUPPLEMENTAL PAY

(2021-22)

Coaching salaries will be capped at \$120 per day. For post-season play extending past regularly scheduled contests, the coaches' daily per diem will be paid for the additional number of days or practice and play beyond the regular season.

SUPPLEMENTAL PAY

(2022-23)

An assistant cheerleading coach position will be added to the supplemental salary schedule at the rate of 4.5% of the base. The 7-12 vocal music supplemental will increase from 8% to 11.5%. The hourly rate for gate duty, score keeping, clock, designated committees, etc. Will increase from \$7.25 per hour to \$10 per hour.

SUPPLEMENTAL PAY

(2023-24)

The FFA supplemental will increase from 5% to 8% of the base.

USD #467 Wichita County Schools 25-26 Certified Salary Schedule

Experience	Column I	Column II	Column III	Column IV	Column V	Column VI	Column VII	Column VIII
	B.S.	B.S. +	B.S. +	B.S. +	B.S. +	M.S.	M.S. +	M.S. +
	Degree	8 Hours	16 Hours	24 Hours	36 hours		8 Hours	16 hours
0	\$47,139	\$48,229	\$48,671	\$49,113	\$49,665	\$50,327	\$50,989	\$51,761
1	\$48,229	\$48,671	\$49,113	\$49,555	\$50,107	\$50,769	\$51,431	\$52,203
2	\$48,671	\$49,113	\$49,555	\$49,997	\$50,549	\$51,211	\$51,873	\$52,645
3	\$49,113	\$49,555	\$49,997	\$50,439	\$50,991	\$51,653	\$52,315	\$53,087
4	\$49,555	\$49,997	\$50,439	\$50,881	\$51,433	\$52,095	\$52,757	\$53,529
5	\$49,997	\$50,439	\$50,881	\$51,323	\$51,875	\$52,537	\$53,199	\$53,971
6	\$50,439	\$50,881	\$51,323	\$51,765	\$52,317	\$52,979	\$53,641	\$54,413
7	\$50,881	\$51,323	\$51,765	\$52,207	\$52,759	\$53,421	\$54,083	\$54,855
8		\$51,765	\$52,207	\$52,649	\$53,201	\$53,863	\$54,525	\$55,297
9		\$52,207	\$52,649	\$53,091	\$53,643	\$54,305	\$54,967	\$55,739
10		\$52,649	\$53,091	\$53,533	\$54,085	\$54,747	\$55,409	\$56,181
11		\$53,091	\$53,533	\$53,975	\$54,527	\$55,189	\$55,851	\$56,623
12			\$53,975	\$54,417	\$54,969	\$55,631	\$56,293	\$57,065
13			\$54,417	\$54,859	\$55,411	\$56,073	\$56,735	\$57,507
14			\$54,859	\$55,301	\$55,853	\$56,515	\$57,177	\$57,949
15			\$55,301	\$55,743	\$56,295	\$56,957	\$57,619	\$58,391
16				\$56,185	\$56,737	\$57,399	\$58,061	\$58,833
17				\$56,627	\$57,179	\$57,841	\$58,503	\$59,275
18				\$57,069	\$57,621	\$58,283	\$58,945	\$59,717
19				\$57,511	\$58,063	\$58,725	\$59,387	\$60,159
20					\$58,505	\$59,167	\$59,829	\$60,601
21					\$58,947	\$59,609	\$60,271	\$61,043
22					\$59,389	\$60,051	\$60,713	\$61,485
23					\$59,831	\$60,493	\$61,155	\$61,927
24					\$60,273	\$60,935	\$61,597	\$62,369
25					\$60,715	\$61,377	\$62,039	\$62,811
26					\$61,157	\$61,819	\$62,481	\$63,253
27					\$61,599	\$62,261	\$62,923	\$63,695
28					\$62,041	\$62,703	\$63,365	\$64,137
29					\$62,483	\$63,145	\$63,807	\$64,579
30					\$62,925	\$63,587	\$64,249	\$65,021
31					\$63,367	\$64,029	\$64,691	\$65,463
32					\$63,809	\$64,581	\$65,243	\$65,905
33					\$64,251	\$65,133	\$65,795	\$66,347
34					\$64,803			\$66,789
35					\$65,355			\$67,231
36								\$67,673
37								\$68,115
38								\$68,557
39								\$68,999
40								\$69,551
41								\$70,103

**2025-26 Unified School District No 467, Leoti, Kansas
Extra-Curricular Activities Payment Schedule**

WCHS		
HS Athletic Director	21.0%	+1.1% per year of experience
Head Baseball, Basketball, Cross Country, Football, Golf, Track, Volleyball, Wrestling	12.5%	+1.1% per year of experience
Assistant Basketball, Cross Country, Football, Golf, Track, Volleyball, Wrestling	7.0%	+1.1% per year of experience
Cheerleader	8.0%	+1.1% per year of experience
Cheerleader Assistant	4.5%	+1.1% per year of experience
FFA	8.0%	+1.1% per year of experience
Honor Society	2.75%	+1.1% per year of experience
Junior Class Sponsor (split between all sponsors)	3.0%	+1.1% per year of experience
KAYS	3.0%	+1.1% per year of experience
Scholars' Bowl	3.7%	+1.1% per year of experience
Yearbook	6.0%	+1.1% per year of experience
Speech and Drama Activities	9.5%	+1.1% per year of experience
Student Council (split between all sponsors)	3.0%	+1.1% per year of experience
Pep Club (split between all sponsors)	5.0%	+1.1% per year of experience
Weightlifting - summer program (split between all sponsors)	5.0%	+1.1% per year of experience
Football, Volleyball, and Cross Country coaches report early 0.7% of base		
WCJHS		
Athletic Director	11.0%	+1.1% per year of experience
Head Basketball, Football, Track, Volleyball, Wrestling	8.5%	+1.1% per year of experience
Assistant Basketball, Football, Track, Volleyball, Wrestling	6.5%	+1.1% per year of experience
Cheerleader (split between all sponsors)	3.5%	+1.1% per year of experience
Scholars' Bowl (split between all sponsors)	2.8%	+1.1% per year of experience
STUCO (split between all sponsors)	2.2%	+1.1% per year of experience
WCES		
K-6 Vocal Music	5.0%	+1.1% per year of experience
District		
7-12 Vocal Music	11.5%	+1.1% per year of experience
5-12 Instrumental Music	11.5%	+1.1% per year of experience
District Instrumental and Secondary Vocal only when there is 1 person	21.0%	+1.1% per year of experience
PDC Chair	3.25%	+1.1% per year of experience
PDC Committee (limit 2 per building)		\$150.00 per year
Director of CTE	5.50%	+1.1% per year of experience
Gate Duty, Scorekeeper, Designated Committees, etc.		\$10.00/hour
Writing Curriculum and grading state assessments outside of contract hours		\$10.25/hour

All percentages are of the base salary.

Junior and Senior High Coaches increased 1% in 2018-19

Remaining activities increased 1% in 2019-20

Cap of \$120 per day 2021-22

7-12 vocal music 11.5%, Asst Cheerleading 4.5%, \$10 hr. 2022-23

FFA increased from 5% to 8% 2023-24

TEACHING CONTRACT. (1983-84)

UNIFIED SCHOOL DISTRICT NO. 467
TEACHING CONTRACT
LEOTI, KANSAS

This contract, made and entered into this ___ day of _____, 20___, by and between the Board of Education, Unified School District No. 467, Wichita County, Kansas, and _____ a teacher duly qualified under Kansas Law, and the Rules and Regulations of the Kansas Board of Education, witnesseth:

The Board of Education hereby employs the teacher for the 20__-20__ school term of ___ days.

The Board agrees to pay for such services the following sum, said salary to be paid monthly in _____ equal installments beginning with _____, 20___, unless the contract is canceled for cause as hereinafter provided:

Base Salary: Step: _____ Column: _____

Total Salary:

It is agreed that said employee, in accepting this contract, agrees to abide by all rules and regulations of the Board of Education heretofore and hereinafter made, to keep a daily record of the attendance and studies of each student under his/her supervision, to make all reports desired by the Board of Education and the Superintendent of Schools, to use care to preserve in good condition and order, the school building, grounds, furniture, apparatus, and such property as may come under the immediate supervision of said employee, and to accept extra-curricular assignments of work mutually agreed upon by the teacher and their immediate supervisor.

It is further agreed that said employee shall not make any purchases for his/her department, incur any obligations, or make any contracts, for which the Board shall be responsible, without the same first having been approved by the Board of Education, Principal, or Superintendent of Schools.

It is further agreed that said employee shall hold a valid Certificate before the opening of school for the work to be performed and that no compensation shall be paid for any period for which such certificate is not in force.

This contract may be terminated by the Board of Education at any time for just cause.

IN WITNESS WHEREOF, We have hereunto subscribed our names this ___ day of _____, 20___.

Attest: _____
President, Board of Education

By: _____
Teacher

By: _____
Clerk, Board of Education

2025-26 Negotiated Agreement Items

1. **Salary** – A \$2,700 **increase** will be added to all steps of the salary schedule. The base salary will be **\$47,139**. Column and step movement will be allowed.
2. **Fringe Benefit** – Insurance premiums are unknown. Increases to insurance premiums above the district supplement will be split by BOE and teachers. If the increase is over \$100, WCEC reserves the right to renegotiate the fringe payment.
3. **LETRS** - A stipend of \$1,000 will be paid upon the successful completion of the LETRS training.
4. **Palliative Care Pool** - A policy for palliative or catastrophic medical leave will be added to the Negotiated Agreement allowing teachers to apply for a maximum of 20 days which come from days donated from teacher's accumulated sick days.


Nate Brown, President
Wichita County Educators Council


Lori Maxwell, Superintendent
USD #467

Date: 5/21/2025

Date: 5-21-2025

ATTACHMENT A-EVALUATION PLAN

OVERVIEW AND PHILOSOPHY

In order to ensure the highest quality of performance possible, USD 467 will adhere to a continuous program of certified staff evaluation. The evaluation process will be established in such a way that it is cooperative and ongoing, with the primary goal of improving the quality of instruction and learning through professional growth of the employee. Specifically, the goals of the process shall be:

- a. To improve the instructional and educational program of the school district;
- b. To communicate to each staff member the expectations of the administration and Board of Education;
- c. To identify areas of successful performance as well as areas for improvement;
- d. To establish a means for a cooperative relationship between employees and supervisors;
- e. To assist the employee in developing specific goals for carrying out the job assignment;
- f. To identify employees who qualify for positions of greater responsibility in the school district.

The purpose of evaluation of professional staff can be defined in two specific categories: formative and summative. Formative evaluation is used to provide specific information about an employee's strengths and weaknesses that can be used for improving individual performance. Summative is for the purpose of collecting information about an employee's overall performance for making decisions regarding retention, promotion, granting of tenure, or termination.

The evaluation process that will be used in USD #467 meets the purpose of both formative and summative evaluation, recognizing that the majority of the evaluation process should be devoted to establishing strengths and weaknesses and improving performance. It should be noted that need for improvement does not necessarily imply incompetence.

The evaluation process will include the opportunity for self-evaluation. This aspect of evaluation will be encouraged, recognizing that an important aspect of improving performance is involvement of the employee.

Evaluations will be based upon self-evaluation, visitation by the administrative staff or supervisor, and observation by the administrative staff or supervisor. The evaluation conference will make use of data from these sources in recording the evaluation on the evaluation instrument.

PROCEDURES FOR APPRAISAL AND CORRECTIVE ASSESSMENT

The evaluation plan in USD #467 will consist of two distinct phases. The appraisal phase will be established to encourage the sharing of information by the evaluator and the employee. The primary objective will be to establish a cooperative procedure in which instructional skills and techniques are improved. The corrective assessment phase will be used when major area of concern that could not be strengthened through the appraisal phase must be addressed further. Non-probationary teachers will receive written notification when moving from the appraisal phase to the corrective assessment phase. Probationary teachers will be considered to be in the corrective assessment phase until they are granted non-probationary status by the Board of Education.

STUDENT ACADEMIC PERFORMANCE

This form will be completed each school year. Student academic needs will be identified by the teacher before the end of September. Building discussions about overall student progress will occur mid-term. Student academic gains are to be reported at the end of the year check out.

RESPONSIBILITY FOR EVALUATION

The principal of each school is responsible for the evaluation of the professional staff members assigned to each building. It should be stressed that the principal is ultimately responsible for evaluation. Therefore, the principal must retain a high degree of involvement which will allow intelligent judgements to be made.

CRITERIA FOR EVALUATION

The Criteria upon which teacher effectiveness will be evaluated are stipulated in the evaluation instrument. The categories of criteria: Professional Responsibilities, Planning and Organizational Skills, Classroom Management, and Teaching Techniques.

SCHEDULE FOR EVALUATION

- a. First and second year certified staff will be evaluated each semester as per Kansas Statute. The evaluation will be completed by the 60th day of the semester.
- b. Third and fourth year certified staff will be evaluated by February 15 as per Kansas Statute.
- c. After the fourth year, certified staff must be evaluated at least once every three years. This must be completed no later than February 15 as per Kansas Statute.
- d. Collaboration on student academic performance is an ongoing process.

DIFFERENCE BETWEEN EVALUATION PHASES

The appraisal phase of evaluation will be used with non-probationary teachers who are performing satisfactorily. The purpose will be to strengthen and improve performance. It should be a continuous and cooperative procedure.

The corrective assessment phase of evaluation will be used if a teacher's performance needs to be strengthened and the appraisal phase has not, or in the judgement of the principal will not, effectively improve performance. Primarily this phase will be used to correct unsatisfactory performance.

When a teacher is placed in the corrective assessment phase, written notification will be provided as soon as possible after a problem becomes apparent. This written notification will outline deficiencies that have been noted and suggest a specific and reasonable improvement plan. The teacher and supervisor will have a conference to address the deficiencies and plan for improvement. Probationary employees do not have to be notified in this matter.

IMPLEMENTATION OF THE EVALUATION PLAN

Evaluation will always be preceded by an observation of the teacher. In the case of a classroom teacher, this observation should be at least once, and at least thirty minutes in duration. In addition to the formal observation, the evaluator may make any number of informal visits and observations.

The teacher being evaluated should be given the opportunity, and encouraged, to complete an evaluation form. The form should also be completed by the supervisor and a conference should be held to discuss the evaluation. Both parties sign the form at the completion of the conference. The signatures designate that the procedure has been completed, but do not certify agreement on the part of the teacher. The teacher may make attachment to the evaluation form within ten days.

The two paragraphs in the implementation section shall in no way limit the right or ability of the supervisor to continually monitor and evaluate or appraise the teacher.

NOTIFICATION OF CORRECTIVE ASSESSMENT

If a situation should arise that cannot be, or has not been, addressed in the appraisal phase of evaluation, the evaluator should notify the teacher of placement on the corrective assessment phase. This notification is required for any non-probationary teacher but not for probationary teachers. The notification will be in writing and will include what deficiencies are to be addressed and a specific and reasonable plan for improvement.

The corrective assessment phase notification should also include a statement that significant improvement must occur or the teacher may be recommended for non-renewal of contract. The teacher should be given the opportunity to respond to the notification in ten days. The teacher response will be a part of the notification as it appears in the personnel file.

FORMS FOR EVALUATION

The attached forms should be considered a part of the evaluation policy.