

# MASTER AGREEMENT

August 1, 2015  
through  
July 31, 2016

BETWEEN

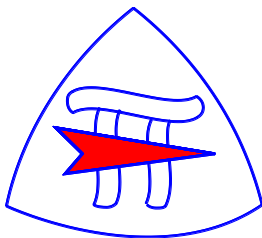
**Board of Education**

Sheridan School District No. Two  
Sheridan, Colorado

AND

**Sheridan Educators Association**

Sheridan Public Schools  
Sheridan, Colorado



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## **Sheridan Educators' Association**

### **ARTICLE I: PREAMBLE**

The Board of Education of Sheridan School District No. 2 and the Sheridan Educators' Association agree that providing a high quality education for the children of the School District is the paramount objective in the operation of the schools, and that good morale in the teaching staff is necessary for the best education of the children.

- A. The Board of Education has the final responsibility of establishing policies for the Sheridan School District.
- B. The Superintendent and his/her staff have the responsibility of carrying out the policies established.
- C. The teachers have the ultimate responsibility of providing the best education in the classroom.

The Board recognizes that teaching is a profession whose members have specialized educational qualifications, and that their participation in policy development on matters relative to the professional services of teachers is important to the success of school programs.

Attainment of the Sheridan School District's educational objectives requires a free and open exchange of views with all parties participating in deliberations leading to policy decisions.

Membership in an organization shall not be required as a condition of employment in the Sheridan School District.

The Board and the Sheridan Educators' Association agree that a collaborative approach to negotiating which seeks to address the interests of the parties in an atmosphere of mutual trust and respect is the preferred method of reaching satisfactory agreements and service the students and the community.

In order to best use the ability, experience, and judgment of all parties sharing responsibility for the quality of instruction in Sheridan School District No. 2, the parties do hereby agree as follows:

## **ARTICLE II: DEFINITIONS**

As used in this Agreement:

- A. "Board" shall mean the Board of Education of Sheridan School District No. 2.
- B. "Association" shall mean the Sheridan Educators' Association.
- C. "Board Representatives" shall mean the Board members or designated representatives.
- D. "Association Representatives" shall mean the members of the Sheridan Educators' Association selected by the Association.
- E. "Negotiating Unit" shall consist of all teachers as defined in Article II-J.
- F. "Consultant" shall mean a resource person qualified by training and experience to advise on problems being considered.
- G. "Mediator" shall mean a qualified person who seeks to resolve disagreement.
- H. "Fact Finder" shall mean a person who makes a factual study of the issues in dispute.
- I. "Sheridan School District" shall mean Sheridan School District No. 2.
- J. "Teacher" shall mean all non-administrative personnel regularly certificated or licensed by The Colorado Department of Education who are employed by the School District under at least one-half time contracts, except "permanent substitute teachers" who are covered by the daily salary schedule in Board policy. Teachers shall include classroom instructors, librarians, media specialists, counselors, special education teachers, speech therapists, teachers on special assignment, and program coordinators.
- K. "Parties" shall mean the Sheridan School District No. 2 and Sheridan Educators' Association.
- L. "Superintendent" shall mean the Superintendent of Schools of Sheridan School District No. 2, or his/her designee. However, Superintendent shall mean only the Superintendent in Article IX: Teaching Conditions; Article XIV: The Professional Council; and Article XXII: Grievance Procedure.
- M. "Professional Development Council" shall mean that district-wide committee previously referred to as the Inservice Committee.
- N. District Instructional Advisory Team shall be comprised of two (2) licensed teacher representatives from each District building. One teacher representative will be selected by the licensed teachers at each building. The second teacher representative will be



approved by the building principal. Teacher representatives shall serve a 2 year term. If a teacher representative is unable to complete their term, a replacement will be selected by the process which selected the vacating representative.

### **ARTICLE III: RECOGNITION**

The Board recognizes the Sheridan Educators' Association as exclusive representative of all teacher personnel of the Sheridan School District constituting the negotiating unit.

In the event that the Sheridan Educators' Association remains as the recognized exclusive representative of the negotiating unit, written requests for negotiations of a successor agreement shall be submitted by the Association to the President of the Board via the Superintendent, or by the Board to the President of the Association via the Superintendent, no later than December of the school year such negotiations are to occur. Negotiations procedures shall be conducted in accordance with Article IV: Negotiating Procedures.

The recognition shall remain in full force and effect until contested. If, during the month of April in any year, an organization with verified membership of at least 30 of the teachers petitions the Board for exclusive recognition, a representation election shall be conducted before May 15 of that year. If such election is favorable to the Association, then this Agreement shall continue under its present terms.

The Board agrees not to negotiate with any other teachers' organization only for the duration of this Agreement.

The Association shall not discriminate against any of its members or with respect to membership in the Association on the basis of race, creed, color, sex, national origin, ancestry, religion, age, disability, marital status, veteran status, grade level or subject filed.

Nothing in this Agreement is to be construed to preclude the personal appearance before the Board by any teacher on his or her own behalf. In the event a teacher appears before the Board on items covered in the Agreement, the Association shall be advised in a timely manner of the appearance and given an opportunity for input.

## **ARTICLE IV: NEGOTIATING PROCEDURES**

### **A. Collaborative Negotiations**

The parties' preferred method of negotiating a successor agreement shall be through the collaborative process. As long as the collaborative process is in effect, the negotiating procedures set forth in sections B-H below shall have no force or effect. The collaborative process shall be conducted in accordance with the following principles:

#### **1. Mutual Trust and Respect**

The parties shall work to maintain an atmosphere of mutual trust and respect in the process of collaboration even when they disagree on one or more substantive terms which are the subject of collaboration.

#### **2. Timeline/Schedule**

Collaboration may be conducted at any time the parties mutually agree that it is in their interest to do so, but it will normally commence within six (6) months of the expiration of the current Agreement.

#### **3. Issues**

Issues may be brought to the table by either party. For each issue it raises, a party must communicate why it is an issue and what the party's interest(s) is/are in the issue. The parties recognize that this information can be processed most effectively if it is communicated in writing.

#### **4. Interests and Options**

The normal method of addressing each issue raised is for the parties to articulate their interests with respect to the issue, list options which meet their respective interests, discuss the pros and cons of each option listed and process this information in an effort to resolve the issue to fulfill the parties' mutual interests to the maximum extent possible.

#### **5. Withdrawal**

Either the Board or the Association may at any time withdraw from the collaboration process for any reason they deem sufficient. If the Board wishes to withdraw from the collaboration process, it may do so by notifying the President of the Association in writing via the Superintendent. If the Association wishes to withdraw from the collaboration process, it may do so by notifying the Board in

writing via the Superintendent. In the event the collaboration process is stopped by the provision of written notice as set forth above, the negotiating procedures set forth in section B-H below shall automatically take effect.

## **B. Initiating Negotiations**

### **1. Proposals**

- a. During the year in which negotiations are to be held, written requests for negotiations shall be submitted by the Association to the Board via the Superintendent, or by the Board to the President of the Association via the Superintendent. Such written request shall be submitted during December of the school year in which negotiations are to be conducted. Written acknowledgment of the receipt of the request shall be made by the receiving party within ten (10) days. Each party shall notify the other party of the members of its negotiating team, such team to have no more than six (6) members.
- b. On or before March 15 of the year in which negotiations are to be held, the negotiating teams shall mutually exchange proposals. These proposals shall include the complete contract language of the proposals to be negotiated. The first negotiating session shall occur on or before April 1, unless a later date is mutually agreed upon by the two negotiating teams.

### **2. Meetings**

Meetings, as may be necessary to complete consideration of agenda items, shall be agreed upon by the negotiation representatives. Negotiating discussion will be held in executive session unless open sessions are agreed upon by both parties.

### **3. Release Time**

Negotiating meetings shall be scheduled to avoid conflicts with school duties. If necessary, release time without loss of pay shall be arranged when meetings are held during school hours. Association negotiating team members may be granted release time for negotiation meetings during school hours.

### **4. Preliminary Meetings**

Preliminary discussion sessions may be scheduled, previous to formal bargaining, between the teams for the purpose of identifying areas of mutual

concern regarding issues or other appropriate activities related to the negotiating process. As a result of these preliminary meetings,

- a. the Superintendent and the Association may resolve the concern; or,
- b. the Superintendent and the Association may elect to jointly develop recommendations to be submitted to the Board for consideration and approval; or,
- c. issues may be identified for the negotiating sessions.

### **C. Conducting Negotiations**

#### **1. Assistance**

Consultants may be called upon by either party for advice and information on matters being considered.

#### **2. Study Committees**

The parties, by mutual consent, may appoint temporary study committees for research, study and development of reports. Such committees shall report their findings only to the negotiation representatives of both parties.

#### **3. Exchange of Information**

Facts, opinions, proposal and counterproposals will be exchanged freely during meetings (and between meetings, if advisable) in an effort to reach mutual understanding and agreement. The Board agrees to furnish to the Association as soon as available, budgets, audits and tentative budgets. Upon request of either party, the other party will make available information pertinent to the subject of negotiations, including matters relating to conditions of employment, in accordance with the Colorado Open Records Law, but excluding confidential personnel records.

### **D. Agreement**

When a tentative agreement is reached, it shall then be made in writing. The tentative agreement is subject to ratification by the Association in a method determined by the Association within twenty (20) school days. The tentative Agreement is subject to ratification by the Board of Education at a regular or special Board meeting within twenty (20) school days. After ratification by both parties, the chief officers of the Association and the Board of Education shall sign the ratified Agreement. Thereupon, the Agreement shall constitute School District policy. The Board agrees to amend its rules and take such other action as may be necessary in order to give the Agreement

full force and effect. Provisions of the ratified agreement shall be reflected in the Master Agreement between the Board and the Association and in the statement of conditions of service as submitted to teachers.

**E. Impasse**

The parties may mutually agree that an impasse exists at any point in the negotiation process. If agreement has not been reached on all items of negotiation by August 31, then an impasse exists. When an agreement is reached after August 31, the Agreement will be made retroactive to the date of September 1.

**F. Mediation and Fact Finding**

**1. Assistance of a Mediator:**

In the event direct negotiations reach an impasse, either party may request mediation assistance. Such mediation shall be restricted to the specific issues remaining unresolved.

After impasse is reached, either party may request the American Arbitration Association to submit a panel of five (5) mediators. Within five (5) days after receipt of the panel the parties shall meet and in turn each strike a name from the list, with the party not calling for mediation striking the first name until one name remains. The remaining name shall be the designated mediator.

All meeting arrangements, such as dates and agenda, shall be arranged by the mediator.

**2. Fact Finder:**

If the Mediator is not able to resolve the differences within fifteen (15) days after his appointment, or declares earlier that he is unable to resolve the dispute, following the request of either party to the other, a Fact Finder shall be selected in the same manner as the Mediator.

The Fact Finder shall report recommendations for resolving the difference between the parties within fifteen (15) days. These recommendations shall be submitted to both parties, and if no agreement has been reached by the parties after five (5) days, the recommendations shall be made public.

**G. Costs**

Costs and expenses incurred in securing and using the services of a consultant are the responsibility of the party engaging this service. Costs and expenses of a Mediator or of a Fact Finder shall be shared equally by the District and the Association. The cost of substitute teachers for up to five (5) Association team members shall be shared equally by the District and the Association.

## **H. Amendment**

There shall be no changes in the Agreement during its term unless such change shall be mutually agreed to by the parties and ratified by the Association and the Board.

## **I. Corrections**

Upon discovery of any error in the Master Agreement, including but not limited to clerical or calculation errors, and/or the inclusion or omission of any part of the Master Agreement that was not agreed upon through the Collaborative Negotiation process, the parties agree that the error will be brought to the attention of the Superintendent and SEA President. The error will be promptly addressed and corrected through Professional Council, the Collaborative Negotiation process or as otherwise agreed by the Superintendent and SEA President. The intent of the correction is to revert to the language of the edition of the most recent Master Agreement preceding the error or to the pertinent signed Tentative Agreement or Memorandum of Understanding. All electronic copies of the Master Agreement will be corrected. The Superintendent (or designee) and the SEA President may communicate and distribute the correction as they choose.

## **ARTICLE V: BOARD RIGHTS AND RESPONSIBILITIES**

### **A. Priority of Law**

The Board and the Association recognize that the Board has certain powers, discretion and duties that, under the Constitution and Laws of the State of Colorado, may not be delegated, limited, or abrogated by agreement with any party. Accordingly, if any provision of this Agreement, or any application of the Agreement to any teacher covered thereby shall be found contrary to law, such provision or application shall have effect only to the extent permitted by law, but all other provisions or applications of this Agreement shall continue in full force and effect.

### **B. Conflict with existing Board policies and procedures**

In the event that any term or provision of this agreement is found to be in conflict with any existing Board policy or procedure, the Board and the Association agree to use their best efforts to resolve the conflict through the collaborative process and to memorialize such resolution in writing. If the Board and the Association are unable to resolve any such conflict, it may be subject to the grievance procedure set forth in Article XXII of this Agreement.

### **C. Discrimination Clause**

Teachers shall not be discriminated against by the Board by reason of their membership in the Sheridan Educators' Association or by reason of their participation in activities of the Association under the provisions of this Agreement.



## **ARTICLE VI: ASSOCIATION RIGHTS AND RESPONSIBILITIES**

### **A. Financial Information**

The Board agrees to make available upon request of the Association's representatives all pertinent information concerning the financial resources of the School District. Such information shall include budgets, audits, tentative budgets and all pertinent information dealing with conditions of employment.

### **B. Association Use of Buildings**

The Association shall have the right to use school buildings for professional meetings of the Association, without cost and at reasonable times when the buildings are manned by custodial staff, as long as such meetings do not conflict with normal school operations and activities.

### **C. Association Use of Bulletin Boards**

The Association shall have the right to post Association materials on bulletin boards in the teachers' lounges.

### **D. Discrimination Clause**

The Association agrees that it shall not discriminate in its representation of teachers on the basis of race, color, creed, religion, national origin, ancestry, disability, age, sex, marital status, grade level, subject field or non-membership in the Sheridan Educators' Association.

### **E. Association Leave**

Association representatives, appointed by the Association President, shall collectively be entitled to a maximum of twenty (20) days leave each year. No more than eight (8) cumulative days may be utilized for such leave in any given week. Prior notification to the building principal of two (2) work days shall be given by the President of the Association, to entitle a teacher to leave under this provision. In addition, prior approval for the leave shall be required for any day(s) on which the school has scheduled activities planned other than the regular schedule of instruction, i.e., parent-teacher conferences, staff inservice, back-to-school night, and the like. In the event Association members hold Uniserv Unit, CEA or NEA offices, these members collectively shall be entitled to a total of an additional fifteen (15) days leave. The cost of substitute teachers for such leaves shall be borne entirely by the Association.

## **F. Release Time; Association President**

The Association President shall be entitled to a total of eighteen (18) days leave per academic year to conduct Association business. It is expected that such leave will generally be used at the rate of two (2) days per month. Mondays, Fridays, and other days on which it is difficult to obtain substitutes will be avoided when possible.

The Association agrees to reimburse the District for 75 percent of the District's total cost of the substitute's pay for each leave day.

Association President's leave days are distinct from other Association and/or negotiation leave days.

The Association and District agree to try to minimize the impact that Association Release Days may have on students.

The parties may work towards a mutually agreeable arrangement with the employment position of the President that could create an alternative assignment during all or part of the President's term, at the request of either party. At a minimum the Association President will make every effort to arrange for the same substitute teacher and submit the dates for Release Time as far in advance as possible.

At the request of either party, alternative positions may be considered for the president during all or part of the president's term. Such alternatives must be mutually agreed upon.

The terms of the alternative assignment will be contractually formalized between the parties. The association president will retain the status and advancement opportunities afforded to all teachers. The president will attend all required professional development in order to ensure a smooth transition upon return to the classroom. The parties agree, that as much as possible, the president will return to a similar position at the end of his/her term.

## **G. Association Representative Meetings**

Prior to the start of the school year Superintendent and Association President shall agree upon SEA monthly Association Representative (AR) meeting dates to enable all District Schools' ARs to attend. If necessary the default date for the AR meeting will be the first Wednesday of each month. The SEA Officers and up to two ARs from each building will be allowed to attend the SEA meeting if there are school or District conflicts.

## **ARTICLE VII: TEACHING HOURS AND DAYS**

The official length of the school day shall be determined by the Board.

### **A. Lunch Period**

Each full-time teacher shall be entitled to a duty-free lunch period of thirty-five (35) consecutive minutes, including passing time, for each full day scheduled during the academic year. Such duty-free lunch periods may be temporarily suspended by the principal when necessary because of special situations.

### **B. Teacher Work Week**

Teachers on a regular classroom schedule may be required to report up to forty (40) minutes before the start of the students' school day, and may be required to remain up to forty (40) minutes after the last class period of the day; however, the total combined time before and after the student day shall not exceed sixty (60) minutes, except when meetings pertaining to the educational process are called by the principal or central administration. Teachers in buildings with special schedules due to split session shall have adjusted schedules to conform to their special situations. Teachers shall be available for school duties during these times. On the last teaching day before vacation, teachers shall be allowed to leave ten (10) minutes after the end of the students' school day.

### **C. Preparation Periods**

The hours/minutes of the school day, excluding the thirty-five minute (consecutive) lunch period when a teacher is not in contact with pupils, shall be considered as preparation time. Principals may also require attendance at meetings or other school related activities, including supervision, during this time.

1. Middle School teachers will have a minimum of two hundred and twenty-five (225) minutes of planning per five (5) day week. High School teachers shall have a minimum of two hundred fifty (250) minutes of planning time per five-day week.
2. All elementary teachers shall have a minimum of forty-five (45) consecutive minutes each day as preparation time. Principals will make every effort to schedule such times during the school day.
3. Preparation periods shall be arranged by the building principal.
4. In the event that a teacher is directed by the principal to cover another class which would result in the teacher's daily preparation time being less than stated in either C-1 or C-2 above, the teacher shall be compensated at a rate listed in the additive schedule on a prorated basis.

Teachers will be proportionally compensated if they take extra students during the teacher's class time due to the lack of substitutes for absent teacher(s). Monetary compensation will not exceed costs which would have been incurred if substitute(s) had been hired.

The above does not preclude voluntary arrangements between teachers as approved by the principal. There shall be no compensation for these voluntary arrangements.

All absences from regular classroom duties shall be submitted to the principal for approval. Once approved, all absences except those which are voluntary arrangements will be recorded for deduction from an appropriate approved leave benefit in accordance with this agreement.

Absences not granted by this agreement shall result in a salary deduction.

**D. Unassigned Periods**

Teachers may be permitted to leave the building during unassigned periods with the permission of the principal.

**E. Teacher Contract Days**

The number of contract days shall not exceed 185 days for returning teachers and 190 days for teachers new to the School District.

The contract days for all schools shall include as a minimum, one orientation day and one work day at the beginning of the school year, one work day during the week close to parent/teacher conferences in the fall, one work day during the week close to parent/teacher conferences in the spring, and work day at the end of the school year. "Work Days" are designed to allow teachers time in their building to grade, plan and prepare and should be 100% teacher-directed.

**F. Professional Development and Teacher/Administration Facilitation**

The parties agree that the utilization of school days for Professional Development and Teacher/Administration Facilitation will occur as needs are determined at the building/District level and approved by the Superintendent.

During the contract school year, elementary, middle and high school may have early release days of non-pupil contact time for Professional Development activities. These days/dates will be determined annually for the following year by the calendar committee.

Through discussion during the Collaboration Process, the District and SEA came to an understanding that the District will remain committed to providing quality professional development for initiatives and programs, both currently adopted and implemented as well as future programs and initiatives. SEA appreciates the District's efforts and dedication to adopting initiatives that are worthwhile and beneficial. SEA fully supports implementing these programs with fidelity. Additionally, the District and SEA agree that it is important that initiatives and programs be implemented for a reasonable and sufficient amount of time to allow teachers to reach their full potential in delivery, and to be able to clearly assess the program's benefit to student learning.

When major educational initiatives are implemented, an implementation timeline will be created by administrators with benchmarks to allow for practice and guidance prior to formal evaluation. This timeline can include, but is not limited to: a specified amount of days or weeks identified for practice, opportunities for peer observation, spot observation feedback, or opportunities to access additional resources related to the initiative prior to inclusion on formal evaluation documents.

*Early releases, PLC and data days will be used for the implementation of the district initiatives undertaken for student growth.*

#### **G. Additional Training/Work Days**

There are times when situations result in the need to add additional training/work days to teacher contracts. As these situations arise, the following are steps that it is agreed upon as the need for training:

1. At the time that the need for additional training/work days is determined, the President of the Sheridan Education Association shall be informed of the situation that would result in the need for the additional training, when the training would occur and how much time the training would involve.
2. Notification of these teachers affected by the mandated training/work day would be as soon as possible by the Superintendent. Administrator and Association president as soon as possible following the notification.
3. Discussion of the compensation for the mandated training/work day would be decided at a meeting of Professional Council/collaboration.

## ARTICLE VIII: TEACHING LOADS AND ASSIGNMENTS

### **A. Secondary Teaching Loads**

The accepted and desirable teaching load for secondary teachers shall be five (5) teaching periods in a six (6) period day, or six (6) teaching periods in a seven (7) period day, or six (6) blocks in an eight (8) block format.

Teachers who teach less than the accepted and desirable teaching load will be paid 0.165 for each block taught. Teachers who teach more than the accepted and desirable teaching load will be paid 0.165 for each additional block taught.

### **B. Qualifications**

Assignments of teachers shall be in accordance with the certification, licensure, and endorsement requirements of the Colorado Department of Education. Senior high school teachers shall be assigned with consideration of the qualification and certification requirements of the North Central Association of Secondary Schools and Colleges.

### **C. Assignment Change**

Teachers will be consulted when changes in their assignment are deemed probable and will be notified regarding changes in their assignments as early as circumstances reasonably permit.

### **D. Schedules**

The schedule for teachers who have duties in more than one building shall be developed by the principals of the buildings involved and/or the appropriate director. The schedule should be completed prior to the first day of the school year, if at all possible.

### **E. Voluntary Supervision**

Middle School teachers performing volunteer activities outside the normal school day shall be paid in the same manner and to the same extent as are high school teachers. Rate of pay for performing such voluntary activities shall be the same for middle and high school teachers.

### **F. Discrimination**

Teacher schedules and assignments shall be made without regard to race, creed, color, sex, national origin, ancestry, religion, age, disability, marital status, veteran status, or membership in any teacher organization.

## ARTICLE IX: TEACHING CONDITIONS

The Board and the Association recognize that the availability of optimal school facilities is desirable and it is a goal of the District to provide safe working and learning environments. However, both recognize that the School District is limited by statutory provisions and realities of current conditions in its ability to make changes in the physical plant. The District will make reasonable efforts to inform staff regarding nature and handling of safety issues.

### **A. Facilities**

The following items, insofar as possible, will be provided:

#### **1. Each school will have the following facilities:**

- a. Space in each classroom in which teachers may safely store instructional materials and supplies, provided that the Board shall not be held to be the insurer of the teacher's personal belongings stored in such space.
- b. A desk, chair, and file cabinet for each teacher, except in unusual circumstances.
- c. Well-lighted and clean restrooms for teachers.
- d. A teachers' work room containing equipment and supplies to aid in the preparation of instructional materials and with audio-visual equipment readily available.
- e. A furnished room to be used as a faculty lounge. Such room will be in addition to the aforementioned workroom.
- f. Space in the parking lot at each school reserved for teacher parking.
- g. A properly equipped room that reflects the subject to be taught.

### **B. Class Size**

The Board and the Association recognize that optimal class size may vary in accordance with many factors such as age of pupils, the subject matter, the nature of the class activities, the staffing availability, and the physical limitations of buildings. The Board and the Association also recognize that the School District presently maintains lower average class size than provided in the current guidelines.

**1. Regular Class Guideline**

The parties agree, that wherever feasible under the circumstances, the following guidelines will be considered in determining class size for regular academic classes:

K - 2	28 pupils
3 - 5	30 pupils
6 - 12	35 pupils

**2. Guidelines Exceeded**

When regular class enrollment exceeds these guidelines for ten (10) days, the situation will be reviewed by the building principal and the teacher to consider alternatives such as the addition of aide time, combination classes, additional class section, transfer of students, or other alternatives. If the teacher is not satisfied with the resultant alternatives, the teacher may present the problem, in person, to the Professional Council. The Professional Council will then consider those and additional alternatives, if any, for the purpose of making a recommendation to the Superintendent. The Superintendent's decision for action to relieve the situation shall be communicated to the Professional Council, the principal, and the teacher.

**3. Special Education Guidelines**

The composition and size of special education classes shall be in accordance with the guidelines for such classes as recommended by the Colorado Department of Education.

**C. Camera Monitoring**

Cameras will not be used as an evaluation tool unless mutually agreed upon between the teacher and the administrator. There must be a signed document by both parties each time an agreement is reached to use the tool for this purpose. Cameras will not be activated in the classrooms without the knowledge of the teacher unless there is a dangerous situation such as an intruder, a lockdown, an explosion or fire, or a student behavior that is reported as dangerous by another staff member.

**D. Communication During Non-Contract Periods/Vacation**

Teachers understand that the District frequently updates and adds information to the District website and email. As such, teachers will use their professional judgment in checking the website and email during non-contract periods and vacation periods during the contract. For situations that require the District to communicate information in an



urgent manner during the above periods, the District will use the current emergency calling system.

In emergency situations, the message from the District may include directions to teachers to go to the District website or email for more detailed information. Otherwise, the District shall not require teachers to check District technology infrastructure systems during these periods.

#### **E. Video and Audio Taping**

Video or audio taping may be permitted upon mutual agreement of the teacher and the principal or his/her building-level designee. In such instances, there shall be specific agreement in advance as to the intended purpose and use of recordings. Nothing in this language precludes colleagues from agreeing to audio or video tape each other for purposes of professional development.

#### **F. Student Behavior Support**

The administration recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom and in the performance of professionally assigned duties.

## **ARTICLE X: VACANCIES, TRANSFERS, PROMOTIONS, REDUCTION-IN-FORCE**

### **A. Notice of Vacancy**

No later than one week after a vacancy has been determined, the Superintendent shall post a notice of said vacancy in all schools. All vacant salaried positions will be posted. Currently employed teachers will be given first consideration. A teacher wishing to be considered for a vacancy for the next school year must apply in writing to the Superintendent within five (5) central office workdays of the announcement. However, to be considered for a vacancy which is created and must be filled during the current school year or a vacancy that occurs after June 15 in the summer, a teacher must apply in writing to the Superintendent within three (3) central office workdays of the announcement.

Notices of vacancies will be posted by the Administration Office. All notices of vacancies will be sent to the local Association President. In addition, the posting will be included on the Sheridan School District's website within two central office workdays. Website information will include: name/title of the position, location of the position, basic qualifications, contact person/phone number, application deadline.

When a position is filled fewer than 15 days before the 1<sup>st</sup> day of school by an individual who was not employed by the district last year, that employee will receive a one year contract. The Superintendent or Designee will provide a list of all such contracts to the Association President. In addition, the employee that is given this one-year contract will be provided a contract that includes this language. The one-year positions will then be posted prior to the end of the school year, if the position is determined to be on going.

### **B. Voluntary Transfer**

#### **1. Request for Transfers**

Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, shall file a written statement of such desires with the building principal(s) not later than March 1 each year. Such statement shall include the grade and/or subjects to which the teacher desires to be transferred, in order of preference. All requests for transfer will be considered by the principals in making staff adjustments prior to determining the vacancy(ies) to be posted. The decision regarding the requested transfer will be final as approved by the Board of Education.

#### **2. Consideration for Requests**

No assignment of new teachers in the School District shall be made until teachers requesting reassignment or transfer have been given first consideration, and a decision made regarding the request. An interview will be granted a

teacher requesting a transfer if the teacher requests an interview. Upon the written request of any teacher who has applied for a transfer, written reason will be provided by the Superintendent why the teacher was not transferred at that time.

### **3. Confidentiality of Requests**

In the determination of requests for voluntary reassignment and/or transfer, the conveniences and wishes of the individual teacher will be honored to the extent that they do not conflict with the instructional requirements and best interests of the school system. Requests will be kept confidential until a final determination concerning transfer has been made.

### **4. Positions Publicized**

No position on the posted list shall be filled until the vacancy has been publicized and interested teachers have had an opportunity to apply in accordance with Article X-A and Article X-B.

## **C. Involuntary Transfers**

The Board and the Association recognize that some involuntary transfers of teachers from one school to another or reassignments within a school are unavoidable. The parties also recognize that, under normal circumstances, involuntary transfers or reassignments of teachers should be held to a minimum. Therefore, they agree as follows:

### **1. Notice of Transfer**

Notice of an involuntary transfer or reassignment shall be given to a teacher by the first student day except in those cases when a vacancy, a change in student enrollment, or other academic/instructional needs arise.

### **2. Reasons for Transfer**

An involuntary transfer will be made only after a meeting between the teacher involved and the Superintendent or designee, at which time the teacher will be notified of the reason thereof.

### **3. Reassignment**

A reassignment will occur only after a meeting between the teacher involved and the building principal. A teacher shall not be reassigned to a position for which the teacher is not educationally qualified.

4. When an involuntary transfer occurs, a support plan for the teacher will be developed. Those included in the development of the plan will be the teacher, the building administrator, curriculum director, and mentor. The role of the mentor will be supportive and non-evaluative. This plan will be developed as soon as possible prior to the actual transfer, with implementation beginning immediately.

## **D. Reduction in Force**

### **1. Declaration**

The Board hereby declares and finds that it is in the best interest of the School District and its employees to adopt a reduction in force procedure to meet situations which necessitate a decrease in the number of teaching positions. Mid-year reductions in force for all teachers may occur in accordance with the procedures outlined below. In the event of a mid-year reduction, all teachers shall have access to this procedure. Probationary teachers, whose contracts are non-renewed, shall not have access to these procedures. Reduction in force procedures may not be used to implement a termination based on performance.

### **2. Definitions**

- a. "Cancellation" means the cessation of employment of a teacher for reasons related to a justifiable decrease in the number of teaching positions. The non-renewal of a probationary teacher is not a cancellation within the meaning of this policy, and no objection to the non-renewal may be filed under this policy.
- b. "Teacher" means any person defined so by state statute.
- c. "Endorsement" shall mean the designation of grade level, subject matter or service specialization on a teacher's teaching certificate or license issued by the Colorado Department of Education.
- d. "Academic Year" shall mean that a teacher shall be deemed to have completed an "academic year" with continuous employment as a teacher if such teacher is employed by the School District as a certificated employee, including administrator, for more than 50% of the workdays during such academic year.

- e. "Continuous Employment" shall not be deemed to have been interrupted during the period of any leave of absence which is approved by the Board.

### **3. General Grounds for Cancellation**

An employment contract may be canceled only if the Board sitting in its legislative capacity determines that a justifiable decrease in the number of teaching positions in the School District is warranted. The reasons for such a justifiable decrease may include, but are not necessarily limited to, financial reasons, a program change, or a decline in enrollment. Such a decision shall be made and any resulting cancellation shall be effected in accordance with the procedure provided in this policy and shall comply with the provisions of C.R.S. § 22-63-202(3).

### **4. Procedure for Cancellation of Teaching Contracts**

- a. When the Board has determined that a justifiable decrease in the number of teaching positions within a particular endorsement area may occur, and that such decrease may require the cancellation of the teaching contracts of one or more teachers, 1) the Association shall be given notification thereof; 2) shall be provided the opportunity for its representatives to discuss the possibility of such cancellations with the Superintendent; and 3) shall be allowed up to ten (10) days to study the reduction in force prior to notification of any individual teacher. The notification to the Association shall include the number of positions to be decreased. The discussion shall also include the rationale for the decreases.
- b. When the School District has determined that a justifiable decrease in the number of teaching positions within a particular endorsement area has occurred or is about to occur, the School District shall consider the following means to avoid canceling the teaching contracts of teachers within such endorsement area: retirement, resignations, extended leaves-of-absence, changes of assignment, voluntary transfers and involuntary transfers.
- c. When a justifiable decrease in the number of teaching positions within a particular endorsement area occurs, teachers occupying such positions who are employed under letters of authorization or for less than full-time with 0-3 years of experience in the school district, shall have their employment contracts canceled before contracts of full time teachers are canceled.
- d. If, after having complied with the provisions set forth herein above, the School District determines that the teaching contract(s) within

any endorsement area or areas must be canceled, the teachers within the endorsement area or areas affected shall be determined based on the following:

- i. If justifiable decrease in the number of teaching positions within a particular endorsement area is not resolved by the above, contracts of teachers in the identified endorsement area or areas who received an evaluation rating of ineffective the previous school year as measured by the same common standards in the evaluation tool and rated Basic or Partially Proficient on the Professional Practice in the current year will be canceled first.

If there are no ineffective evaluation ratings within the identified endorsement area and if all the contracts for ineffective teachers have been cancelled and there is a need to cancel additional contracts within the identified endorsement area or areas, the order in which reductions in force shall take place based on the number of years of service identified by the order of the groups below.

1. Teachers experienced for 0-3 years in Sheridan
2. Teachers experienced for 4-7 years in Sheridan
3. Teachers experienced for 8-10 years in Sheridan
4. Teachers experienced for 11-13 years in Sheridan
5. Teachers experienced for 14 and over years in Sheridan

- e. In the event that teachers are assigned by administrators to teach outside their endorsed area, these teachers shall be considered to be in that endorsed area for a maximum of two (2) years from the date of that assignment. Thereafter, such teachers shall only be considered endorsed as that term is defined in this Article.
- f. The cancellation of teaching contracts shall be as follows: The teaching contracts of all teachers within an endorsement area within #1 above shall be canceled before any of the teaching contracts within #2 above are canceled, the teaching contracts of all teachers within an endorsement area within #2 above shall be canceled before any of the teaching contracts of teachers within #3 above are canceled; and so on. A teacher whose contract is considered for cancellation in one endorsement area shall have the option to displace another teacher in a "different endorsement area." If such displacing teacher (a) then holds an endorsement in the "different endorsement area" and (b) the displaced teacher is in a lower-numbered Group than the displacing teacher.

- g. If some, but not all, of the teaching contracts of teachers within an endorsement area within any group is to be canceled, the Board shall take into consideration, both on an individual basis and in comparison to other teachers, the following factors:
- i) Breadth of preparation, including multiple endorsement areas and/or specializations within endorsement areas.
  - ii) Depth of preparation in the endorsement area or areas.
  - iii) Recent preparation and/or experience in the endorsement area or areas.
  - iv) The levels and areas in which the teacher has most recent experience.
  - v) Current special pay assignments.
  - vi) Willingness and ability to undertake other and/or additional special pay assignments.
  - vii) Current participation in school-related assignments or committee work other than special pay assignments.
  - viii) Willingness and ability to participate in other additional school related assignments and/or committee work other than special pay assignments.
  - ix) Endorsement or endorsements in other areas in which the School District declares that a need exists or may exist.
  - x) Enrollment in a program, or the willingness to enroll in a program, the successful and timely completion of which will qualify the teacher to receive an endorsement in any other area in which the School District has declared that a need exists or may exist.
  - xi) Whether the less than full-time teachers under consideration are willing to accept full-time employment.

See 22-63-203(3) and 22-9-106

## **5. Notice to Individual Teachers**

Prior to recommending cancellation of any teacher's contract, the Superintendent shall cause notice to be given to that teacher by personal delivery or by certified mail, return receipt requested, sent to the teacher's current address as it appears in the school District's records. It shall be the teacher's responsibility to insure that a current address is on file with the school district at all times. It shall be the teacher's responsibility to insure that the personnel file maintained at the School District's administrative office contains current and accurate information regarding the teacher's endorsement or endorsements. The notice shall include a general and brief statement of the conditions requiring the cancellation of the teacher's contract, a copy of the provisions of this Article, and a statement that the teacher has three (3) working days to exercise rights to displace.

## **6. Notice from the Board**

The Board shall cause notice to be given to the teacher that it intends to cancel the teacher's contract. The notice shall contain the date, time, and place at which the Board shall act. Thereafter, the Board shall notify the teacher in writing of its action by personal delivery or by certified mail, return receipt requested.

## **7. Review of Cancellation**

a. Within ten (10) working days after receipt of a notice to cancel a contract, the affected teacher(s) and/or the Association may institute a grievance at Level 3 of the Grievance Procedure. If arbitration is demanded, the arbitrator shall be limited to a determination of the following issues:

- whether there has been a justifiable reduction in the number of teaching positions, or
- whether the cancellation procedure provided for in this Article was arbitrarily or capriciously applied, and/or
- whether the decision to cancel the teaching contract of a particular teacher was arbitrary or capricious.

a. The parties agree that the procedures established herein, and the hearing provided for under such procedures, shall meet the requirement established by statute and by the Colorado Supreme Court concerning the cancellation of a teacher's teaching contract. Furthermore, these procedures are the sole procedures for grieving the matters related to reduction in force.

## **8. Re-employment of Teachers**



- a. If a position becomes available in the School District in the same endorsement area where teachers' contracts have been canceled within two (2) years after the effective date of such cancellations, former teachers will be offered re-employment by the School District in the reverse order that their contracts were canceled.
- b. Former teachers will be notified of the availability of such positions by certified mail and by any additional form(s) of notice which the School District chooses. Such teachers will have three (3) days from the date on which they receive such notice, or seven (7) days from the date on which the certified letter is mailed, whichever is longer, to accept or reject the offer of re-employment. Documented inability to respond within the said time limits shall not constitute a waiver of the teachers' rights to re-employment within the two-year period of re-employment.
- b. All benefits which a teacher had earned as of the effective date of the cancellation of the teacher's teaching contract, including but not limited to, unused sick leave, continuing teacher rights, credit for sabbatical eligibility, and salary schedule placement, will be restored to such teacher upon re-employment.

## **ARTICLE XI: TEACHER AND LICENSED PERSONNEL EVALUATION**

### **A. Purpose**

The purposes of the evaluation plan for Sheridan School District No. 2 staff are to provide a process which will maximize faculty members' effectiveness and enhance professional growth related to the improvement of instruction, and to evaluate performance as being adequate to recommend continued employment.

### **B. Evaluation Procedures**

1. The Superintendent will designate the person responsible for evaluating all faculty members. For itinerant faculty members, the Final Ratings will be based on at least one observation by each evaluator in whose building the itinerant faculty member works.
2. Each evaluation shall consist of at least two (2) formal classroom observations of not less than twenty (20) minutes each. Three spot observations with written feedback may be substituted for one formal evaluation. The second formal evaluation may be substituted with three "spot observations" with written feedback, if mutually agreed upon by the teacher and the evaluator. Additional observations shall be held if requested by the evaluator or the faculty member.
3. For formal observations, a post-observation conference with the faculty member to discuss the evaluator's notes and summary of the observation shall be held within five (5) working days of the date of the observation, unless mutually agreed by the faculty member and evaluator to hold the conference at a later date. A conference to discuss written feedback from spot observations may be requested by either party.
4. Upon completion of the Rubric for Evaluating Colorado Teachers, the evaluator will provide a copy to the faculty member at least one day prior to the End-of Year Review.
5. The faculty member's signature on the Rubric shall not be construed to indicate agreement with the information contained therein, but only that the faculty member has read the report, discussed it with the evaluator, and received a copy of the report.
6. Should the evaluator and the teacher being evaluated not agree on the final ratings during the End-of Year Review, they should determine what additional evidence is needed in order to arrive at a final rating. The faculty member will

- have at least two weeks to collect, summarize and present evidence to the Evaluator for modifying the End-of Year Review.
7. If there is still disagreement, the teacher being evaluated may submit a document to be attached to the Rubric.
  8. The Teacher and Licensed Personnel Evaluation Process shall be reviewed annually by the district Instructional Advisory Team.

**C. Legal Compliance**

All faculty members shall be evaluated in accordance with the provisions of Article Nine of the Colorado Revised Statutes, C.R.S. 22-9-101 "Licensed Personnel Evaluation", and the current written system (Licensed Personnel Evaluation Handbook) to be revised and adopted by the Board in the fall of 2013 to be in alignment with SB 191.

## ARTICLE XII: TEACHER PROTECTION

### **A. Examination of Files**

Any certificated or licensed member of the staff has the right at any time to examine the contents of any and all of his/her own personnel files, except any and all letters of reference or recommendations for employment which the teacher has previously approved as being confidential.

### **B. Materials in Files**

During an individual's employment in the School District, nothing may be placed in any personnel file without his/her knowledge that directs or implies criticism regarding his/her character or performance. Furthermore, placement of such materials in the teacher's personnel file shall be timely in occurrence, taking place soon after the event or complaint is first known to the supervisor. The teacher shall be notified, and source identified, and the teacher able to respond to it. When the teacher is informed of the placement of the material in the personnel file, the teacher shall be required to sign and date his/her acknowledgment of the insertion, and the teacher may file a grievance if the insertion has been based on untrue information, on improper procedure, or on any other qualification as defined in the Grievance Procedure.

### **C. Teacher Response**

The teacher shall be able to respond in writing to negative material placed in his/her personnel file, and these written responses shall become a part of that file.

### **D. Fair Discipline**

No teacher shall be disciplined or adversely affected without due process and just cause. The District shall utilize progressive discipline procedure except when the alleged conduct requires a more immediate response. Progressive disciplinary action is as follows:

1. **Oral warning** of violation or inappropriate behavior or action and will include clear expectations of behavior or actions and possible future disciplinary actions should behavior not change.
2. **Written reprimand** of violation or inappropriate behavior of the same or similar nature and will include clear expectations of behavior or actions and future disciplinary action if stated behavior not change.
3. **Administrative leave with or without pay.** There is no maximum number of days for administrative leave with pay. The maximum number of days for administrative leave without pay is five (5) or other as otherwise allowable under Colorado law. Leave beyond five days will be

paid unless there is a mutual agreement between the Superintendent and the teacher or the teacher's representative.

- a. Written notice from Human Resources will be provided to the teacher outlining the reasons resulting in the administrative leave. The written notice will outline the duration of the leave and expectations for a return-to-work conference.
- b. The administrator will meet with the teacher who is returning to work and provide a written outline of objective expectations for behavior and possible future disciplinary action if stated behavior does not change.

4. **Dismissal** procedures shall be followed as per state statute.

#### **E. Teacher Privacy**

The District shall not publish or share information regarding the evaluation ratings of any licensed employee with anyone other than the employee who was the subject of the evaluation, District administrators, or other individuals legally entitled to review such information, unless the employee consents in writing that the evaluation ratings and information may be shared and with whom. Nothing in this language is intended to conflict with the Colorado Open Records Act. Student data which may or may not include teacher names may be shared within the district for purposes of PLCs and internal reflection.

**ARTICLE XIII: PROFESSIONAL DEVELOPMENT AND TEACHER/ADMINISTRATION  
FACILITATION**

The parties recognize that improved student achievement through effective professional development are shared responsibilities necessary and of benefit to the educational program of the School District and to teachers as individuals. In order to foster the attainment of these responsibilities, the parties will cooperate in the following activities:

**A. Required Participation**

The Board may provide for and require attendance of teachers at workshops, conferences, and programs designed to improve the quality of instruction held during the normal school day.

**B. Voluntary Participation**

The School District administration, in cooperation with teacher staff members and building administrators, may investigate the need for and arrange for desirable courses, workshops, conferences, and programs designed to provide opportunities for staff development and improvement of instruction which will be held at times other than the normal school day. Teacher participation in these activities shall be voluntary.

**C. Costs**

Costs to the School District, or to participating teachers, for the activities involved in XIII-B, above, shall be determined prior to making a commitment to hold the activity.

**D. Alternative Compensation for Committee Work**

Some district or campus committees may qualify the participants to receive credit toward a salary lane change and/or recertification credit provided the following criteria are met.

- a. Teachers must accumulate 15 seat hours outside the contracted work day to receive one hour of credit. Teachers may qualify for .5 hours of credit for 7.5 hours of committee work.
- b. If college credit is desired, a syllabus of committee work must be submitted and approved by an institute of higher education prior to the beginning of committee work.
- c. An in-service application must be submitted by the committee leader to the administration prior to the beginning of the committee work.
- d. In lieu of credit, teachers may use credit from participation in committee work toward comp time on teacher workdays with the prior approval of an administrator.

## **ARTICLE XIV: THE PROFESSIONAL COUNCIL**

In order to improve communication within the School District, the parties agree that a Professional Council shall be established under the following guidelines:

### **A. Membership**

The Professional Council shall be composed of the President and five (5) members of the Association, the Superintendent, and five (5) persons designated by the Superintendent.

### **B. Meetings**

The SEA President and Superintendent will meet in August to decide logistics for Professional Council meetings. The Professional Council shall meet monthly during the school year beginning in September. Meetings will be held in the Main Meeting Room at Lower Campus. If no issues are brought forward, the meeting may be cancelled by mutual agreement for that month. Additional meetings may be scheduled at the request of the School District or the Association. The meetings shall be to discuss and study subjects mutually agreed upon by the President of the Association and the Superintendent.

### **C. Study Committees**

The Professional Council is empowered to appoint committees to study and report upon mutually agreed upon subjects. On completion of its study and report on the subject assigned to it, each such committee shall be considered dissolved, and once dissolved, no committee shall be reactivated except by mutual consent of the members of the Professional Council.

### **D. Costs**

The clerical expense incurred by the Professional Council and its subcommittees shall be paid by the School District.

### **E. Release Time**

Association representatives on the Professional Council shall be released from school duties for scheduled meetings of the Professional Council without loss of salary

whenever it is mutually agreeable to the President of the Association and the Superintendent to hold such meetings during the normal school day.



## **ARTICLE XV: CURRICULUM DEVELOPMENT**

As curriculum development needs are determined by the faculty, principals, and administration, committees may be established by the administration. Faculty members may be requested to voluntarily participate as committee members to study and report recommendations. The curriculum committee shall work with the District Accountability Committee. Committee members will attend all meetings unless excused by the chairperson.

The length and times of meetings of the curriculum committee shall be set by the committee members under the direction of the administrative person responsible for curriculum development. If meetings occur outside the normal school day, the arrangements for college credit, recertification credit, and/or compensation pay will be known by prospective committee members prior to their voluntary participation as a committee members.

## **ARTICLE XVI: PAYROLL DEDUCTIONS**

### **A. Association Dues**

The Board agrees that payroll deductions from teachers' salaries may be made in the amount to cover dues for the Association, the Colorado Education Association, and the National Education Association, as the teachers individually and voluntarily authorize such deductions to the Treasurer of the Association.

### **B. Dues Deduction Form**

Teachers who desire to authorize deductions as specified in Article XVI-A, shall file with their respective Association faculty representative a signed and dated "Salary Deduction Authorization Form" authorizing the School District payroll office to deduct from their monthly earnings.

### **C. Unpaid Dues Deductions**

Any teacher on payroll deduction for the deductions specified in Article XVI-A, may, with the filing of a written form to the District payroll office during the months of August and September, cause such deductions to cease. However, the Board shall be held harmless and free of obligation for payment of such deductions in the event of errors or mistakes resulting from failure to provide timely and/or proper deduction authorization, or from situations where the remaining pay due a teacher is not sufficient to cover the remaining unpaid balance of said deductions.

### **D. Approved Deductions**

The Board agrees that payroll deductions from teachers' salaries may be made, as authorized by the individual teacher on appropriate forms for such deductions determined by the School District payroll office, to cover the payment of annuities, health insurance, dental insurance, P.E.R.A., life insurance, credit union, Interfaith and the United Fund.

### **E. Mandated Deductions**

Payroll deductions required by law, income taxes, and P.E.R.A. shall be made by the School District payroll office.

## ARTICLE XVII: SICK AND PERSONAL LEAVES

### **A. Family and Medical Leave Act**

THE FAMILY AND MEDICAL LEAVE ACT OF 1993 IS HEREBY INCORPORATED IN THIS ARTICLE XVII.

### **B. Daily Leave**

1. Certificated staff members shall be entitled to eleven (11) days per year of daily leave with full pay. The unused daily leave days shall be accumulated from year to year to a maximum of one hundred twenty (120) days.
2. Certificated staff with a minimum of four (4) years of service who leave the District, will be compensated for their accrued leave days as follows. Upon completion of:
  - 4-6 years of service = will be paid at 25% of the daily substitute rate for all accrued days.
  - 7-9 years of service = will be paid at 35% of the daily substitute rate for all accrued days.
  - 10+ years of service = will be paid at 50% of the daily substitute rate for all accrued days.

(Employees hired prior to 8-4-2003 will still be allowed to accumulate 180 days of leave)
3. Daily leave may be used for provident purpose, including, but not limited to the following:
  - a. Illness or disability of the teacher or a member of the teacher's immediate family as defined in Article XVIII-C (the District may request a physician's statement attesting to the disability)
  - b. Personal reasons
  - c. Religious reasons
  - d. Legal business
  - e. Family matters
  - f. Other reasons, with the approval of the principal
4. Except in the case of illness or emergency, application for daily leave should be submitted to the principal three (3) days in advance.

5. When in the judgment of the principal, the granting of daily leave for purposes other than illness would create a hardship for the building or the District, the principal may deny the leave.
6. Daily leave for purposes other than illness may not be used for more than 3 consecutive days without the prior approval of the principal.
7. Daily leave may be used before or after a break in the school calendar only with the prior approval of the principal.
8. Daily leave may not be used on the first or last teacher or student day of any semester or during parent teacher conference days or in-service days without the prior approval of the principal.
9. Daily leave shall not be used to promote or participate in any work-related job action adversarial to the District.

**C. Salary Reduction**

Reduction of salary for any leave approved without pay shall be on a per diem basis: that is 1/185 of the teacher's annual salary per day (or the corresponding proportion of salary for less than full-time teachers).

**D. Bereavement**

Three (3) days will be allowed for death in the immediate family. These days shall not accumulate. Additional days may be taken from sick leave with the approval of the building principal.

1. Immediate family shall include father, mother, guardian, brother, sister, spouse, child, grandparents, aunts, uncles, immediate in-laws, a person who is a member of the same household as the employee, and others mutually agreed upon by the principal and teacher.

**E. Sick Leave Bank**

When the member belongs to the Sick Leave Bank, the following procedures shall be followed:

1. The Board shall cooperate in the establishment of a Sick Leave Bank on a voluntary basis. Any certificated staff member is eligible to participate,

provided they meet the criteria established by the Sick Leave Bank. Sick Leave Bank information will be communicated through a designated building representative as per Sick Leave Bank bylaws. The building representative will sit on the Sick Leave Bank Council and attend all meetings. New employees will be advised of Sick Leave Bank benefits by the building representative and their mentors.

2. Each employee enrolling in the bank after their first year with the district will contribute four (4) days from his/her accumulated sick leave to enter the bank. Two (2) days will be contributed for each of their first two years of membership. A person can apply for membership in the bank in September or April after their first anniversary of employment in the district. An applicant will become a member after approval by the Sick Leave Bank Committee. Conditions for joining the Sick Leave Bank after the first anniversary are described on the application form. Should the total number of bank days fall below 4 times the total number of bank members, each member will be equally assessed additional days as determined by the sick leave bank council. See application in the back of the Master Agreement.
3. Additions will be made to the bank at the beginning of each school year according to the above limitations.
4. A person withdrawing from membership in the bank will not be able to withdraw his/her contributed days.
5. The first fifteen (15) days of illness or disability will not be covered by the bank but must be covered by the person's own accumulated sick leave or absence without pay.
6. A maximum of forty-five (45) days each school year can be drawn by one individual from the bank.
7. Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank. Each day a bank member is absent and no compensation is paid, this day is to be put in the Sick Leave Bank and the day deducted from the sick leave allotted to that person.
8. Sick Leave Bank accounting will be handled by the School District central office and the sick leave report will be given to teachers with the July payroll. (See Sick leave Bank Policies and Article XX-G.)
9. The Sick Leave Bank Council will be responsible for additions, deletions or revisions of these Policies and Procedures. Any such changes in these documents will require a 2/3 vote of the Council and must then be approved by the Board of Education at a regular meeting.

**F. School Business**

Short leaves with full pay may be granted to teachers for the purpose of attending important professional meetings and conferences approved by the Superintendent.

**G. Travel Expenses**

The Board shall provide expense and travel allowance when school personnel are on approved school business assignments.

**H. School Visitations**

Subject to approval of the building principal, two days per year may be used by a teacher for visiting schools. Such visits shall be related to staff development or instructional improvement goals of the teacher making the request.

**I. Leave Due to Injuries Caused by Students**

Notwithstanding any provision of Workers' Compensation Procedure Regulation GBGD-R to the contrary, a teacher who is unable to work because of an injury caused by a District student shall be compensated at his/her base per diem salary rate for up to three (3) days missed due to such injury without any reduction of accumulated sick leave or other leave and to the extent not otherwise covered by workers' compensation disability indemnity payments, if each of the following requirements is met:

1. The injury arose out of and in the course of the teacher's employment while properly performing duties in accordance with the terms of his/her employment contract, this Agreement, and District policies and regulations;
2. The teacher complies with the provisions of Policy GBGD and Regulation GBGD-R (Workers' Compensation Policy and Procedure), and timely completes and submits a workers' compensation first report of injury;
3. The teacher qualifies for workers' compensation benefits as a result of his/her injury caused by the District student; and
4. The District's designated workers' compensation doctor determines that the teacher is unable to work on the days for which compensation is sought.

## **MEMORANDUM OF AGREEMENT**

It is agreed between the Board and the Association that the amendments to Sections A, B, and C of Article XVII shall be effective September 1, 1988 and further that those certificated staff members who have accumulated unused sick leave and personal leave in excess of 180 days shall retain the actual number of days of such leave as have been accumulated through the 1987-1988 school year. For those in excess of 180 days, no further accumulation of days for sick leave pay-off will be permitted past the days accumulated through the 1987-1988 school year. Any payment for unused sick leave will be computed in accordance with Article XX-G, or Article XXI.

## ARTICLE XVIII: LEAVES OF ABSENCE

### **A. Family and Medical Leave Act**

The family and medical leave Act of 1993 is hereby incorporated in this article XVIII. Notwithstanding any provision of this article to the contrary, for teachers who take leaves of absence covered by the family and medical leave Act of 1993, the school District will continue to pay their health insurance premiums for up to twelve (12) workweeks during the leave.

### **B. Military Leave**

1. An employee who is a member of a reserve or National Guard unit or any other branch of the military organized under state or federal law who is required to take annual training during the school year shall be granted military leave with a right of reinstatement in accordance with state and federal law.

The employee shall receive full salary and benefits during such leave up to a maximum of 15 calendar days annually. All remaining leave to fulfill the annual military obligation shall be unpaid leave or the employee accrued leave.

An employee taking leave under this policy shall forward a copy of his military orders to the superintendent or his designee.

2. Employees who enlist, are drafted, or are recalled to active military service shall be granted a leave of absence without pay in accordance with the provisions of federal law and state law.

Employees shall continue to accrue seniority for salary increments and all other purposes where seniority is a factor; the employee's absence shall not be construed as a break in service.

Employees who are members of an armed forces reserve component or members of the National Guard and are required to enter into active duty or required to accept special service duty during scheduled working days shall be granted a military leave of absence. They shall be paid the difference between the amount of their regular earnings and their base pay they receive from the federal or state government for such duty.

### **C. Child Care Leave**

1. A leave of absence of up to one year without pay, fringe benefits, increment, or accumulation of sick leave entitlement may be granted to a teacher by the Board



of Education for the purpose of caring for the teacher's child. Such leave shall be granted to a teacher who has a newborn child, or adopts a child one (1) year or less in age, if the teacher requests such leave.

2. Child care leave, in excess of twenty (20) work days, shall be requested under the condition that such leave shall end at a time which coincides with the last day of a quarter, semester, or school year.
3. Child care leave requests must be submitted at least thirty (30) work days prior to the date such leave is to begin, except if an emergency situation exists.
4. While on child care leave, a teacher shall have the opportunity to remain an active participant in the School District's group insurance plan(s) by contributing the full premium cost of the plan(s) for the period of time involved in such leave.

#### **D. Leave of Absence to Care for Family Members**

A leave of absence of up to one (1) year without pay, fringe benefits, or employment service credit may be granted to teachers for the purpose of caring for a sick member of the teacher's immediate family. Immediate family shall include spouse, child, father, mother, guardian, or other family member agreed upon by the administration and the teacher.

#### **E. Sick Leave of Extended Duration**

1. Any teacher whose personal illness extends beyond the period compensated shall be granted a leave of absence without pay, fringe benefits, or employment service credit for one (1) year, if necessary for complete recovery from such illness.
2. In addition, teachers shall be granted a maximum of one (1) additional school year on leave without pay, fringe benefits, or employment service credit if needed for complete recovery. If this occurs, the teacher may be permitted to return to employment only at the beginning of a semester.
3. A statement of recovery from a physician will be required upon return from such leave.
4. The returning teacher will be reassigned to the original position, if available, or if not, to a position for which he/she is qualified.
5. Any leave will in no way affect the powers or duties of the Board of Education.

**F. Personal Leaves of Extended Duration**

1. Teachers called as jurors, witnesses, or for other duties which are the legal responsibilities of citizens shall be considered as fully employed in their normal capacities in the School District, enjoying all the benefits thereof although they shall be factually absent. Any remuneration paid such teacher for these services must, however, be remitted to the School District.
2. In cases where the teacher is elected to a part-time or full-time office which requires a leave of absence, the teacher will be granted such leave by the Board without pay, fringe benefits, or employment service credit.
3. A teacher, after a leave of absence, shall be returned to his/her former position or equivalent thereof at the beginning of the regular semester which follows such leave of absence.

**G.** A leave of absence of up to one (1) year without pay, fringe benefits, or employment service credit may be granted to teachers who desire the time for travel, rest or mental replenishment. Such a leave would be granted at the discretion of the teacher's supervisor with Board approval.

**H. Return from Leaves of Absence**

Teachers who are on an extended leave of absence (one semester, one semester extended to a second semester, or one year) which will last through the end of the school year must inform the District in writing no later than April 1 of their intention to return from leave for the coming school year. Failure to do so by April 1 of that year constitutes the immediate and permanent resignation of that teacher.

## ARTICLE XIX: FRINGE BENEFITS

### **A. Insurance**

1. The School District will pay the life insurance premium for \$25,000 coverage for probationary teachers and for \$50,000 coverage for non-probationary teachers.
2. Effective July 1, 2013 and through August 31, 2014, the School District will pay the actual cost up to \$451.69 per month per eligible teacher who enrolls in the School District's group health and dental insurance plans, for the combined individual premium only.
3. The District will establish a full cafeteria plan in accordance with the Internal Revenue Service (IRS) regulations. This plan will become effective January 1, 1990, and permits a teacher to elect to reduce his/her salary by an amount sufficient to pay the dependent portion of a teacher's health and/or dental insurance which is not covered by the District's contribution.

### **B. Insurance Changes**

Association representatives and School District representatives must mutually agree on any insurance changes.

### **C. Job Sharing**

Job sharing may be allowed based on a written proposal submitted to the building administrator and superintendent. The written proposal shall, at a minimum, address the following items:

1. The name and current position of the teacher(s) making the proposal;
2. The name and position of the person who would share the job (if the person who would share the job is not currently an employee, then that person would have to go through the District posting and hiring processes including but not limited to the SRI and interviews and subsequently be hired by the District);
3. A proposed teaching schedule for the two people involved for the time covered by the job share. Attendance at all building meetings and inservice is required for both teachers as part of the responsibilities of the job. This commitment must be included in the proposal.
4. Each participant's placement on the appropriate salary schedule and the fraction of full salary each participant will receive (only one participant can be scheduled

and work for more than 20 hours per week, the other must be scheduled and work for fewer than 20 hours per week);

5. Both teachers' written acknowledgment of their status with respect to benefits and, if applicable, credit for service toward non-probationary status;
6. The reason for the job share.

Job shares shall be of a term of one year or less. Extension(s) beyond the initial term of the job share shall be for terms which do not exceed one year and shall be subject to the approval of the building administrator and superintendent, based on a mutual reapplication by the participants.

Only the participant who is scheduled and works more than twenty hours per week will be entitled to benefits.

The written job share proposal must be submitted to the building administrator and superintendent at least 40 working days before the proposed start of the job share in order to allow sufficient time to approve, and if necessary, hire replacements for the job share participant(s). The building administrator and superintendent can approve or deny the proposed job share. Participants may submit a revised proposal to address the reasons for the original rejection. Final approval or denial of the job share proposal is at the discretion of the building administrator and superintendent. In the event that a new person must be hired to either form part of the job share or to fill the position of a job share participant, the District reserves the right to cancel the job share if a suitable replacement cannot be hired. A contract stipulating the conditions of the agreed upon job share shall be signed by all parties involved and kept on file with the District Office of Human Relations and the building administrator.

#### **D. Advanced Degree Tuition Assistance Program**

1. Full-time teachers who have been employed by the School District for at least one full year and who wish to pursue an advanced degree (Master's or Ph.D.) or National Board Certification may apply for tuition assistance by submitting the appropriate application and agreement form, and additional information which may be required, to the Superintendent.
  - a. The granting of such tuition assistance shall be subject to the Superintendent's and Association President's joint approval based on their evaluation of the advanced degree which the teacher wishes to pursue, the program to which the teacher wishes to apply, the educational program needs of the School District and the availability of funds to provide the requested tuition assistance.

- b. The appropriation of funds for the tuition assistance program shall be at the Board's sole discretion each fiscal year.
  2. If a teacher's application for tuition assistance is granted, the School District shall pay directly to the school or program from which the degree or National Board Certification is sought the appropriate tuition payments in an amount not to exceed \$6,000 per academic year, in accordance with the terms and conditions specified herein.
    - a. Subject to continued availability of School District funds, to the teacher's continued satisfactory progress toward the approved degree or certification being sought, and to the teacher maintaining full-time employment status with the School District, the School District shall continue to make direct payments on the teacher's behalf to the school or program from which the degree or National Board Certification is sought in academic years subsequent to the initial grant of tuition assistance.
    - b. The unreimbursed balance of payments made by the School District on the teacher's behalf shall at no time exceed \$18,000.
  3. The teacher for whose benefit the tuition payments are made shall be "frozen" at the salary the teacher is receiving on the date the School District's first tuition payment on behalf of the teacher is made, and shall remain "frozen" at that salary until the difference between the teacher's actual salary and the salary the teacher would have received if he or she had otherwise been advancing on the salary schedule is equal to all tuition payments made by the School District on behalf of the teacher. When this condition is satisfied, the teacher shall immediately be advanced to the experience step the teacher would be on if he or she had not participated in the tuition assistance program and the column reflecting the teacher's then-current level of education.
    - a. Except as provided in paragraph 4 below, interest shall not be charged on the unreimbursed balance of tuition payments made by the School District on the teacher's behalf.
    - b. The teacher's reimbursement of tuition payments from salary schedule increases not received while the teacher's salary is "frozen" shall be credited by the School District on a monthly basis.
    - c. There shall be no penalty in the event a teacher elects to pay off in cash the unreimbursed balance of tuition payments made by the School District on the teacher's behalf before the teacher's debt is otherwise satisfied by the crediting of salary schedule increases not received while the teacher's salary is "frozen."

4. Any teacher who voluntarily terminates his or her employment with the School District before the School District has been fully reimbursed for tuition assistance provided to the teacher under the advanced degree tuition assistance program described herein shall be liable to the School District for the full amount of such unreimbursed tuition plus interest at the rate of 8% from the date of employment termination.

## ARTICLE XX: PROFESSIONAL COMPENSATION

### **A. Salary of Teachers**

1. Current teachers' salary schedule is attached. Current additive schedule is attached. No other compensation shall be paid to any teacher other than as indicated on the attached salary schedule as compensation for classroom teaching. The Board may, from time to time, establish additional special assignment positions to be added to the additive schedule. The pay for such positions shall be established by the Board on the basis of comparable positions as set forth on the additive schedule. The School District shall promptly notify the Association of the establishment of such positions and the pay therefore.

The additive schedule may be the subject of negotiations, provided however, that the enumeration of special assignment positions shall not be construed as limiting or restricting the Board's discretion at any time to establish, to dis-establish, to fill or not to fill any such positions.

2. Salaries and wages of employees shall be determined by the Board in conformity with the salary and wage schedule now in force. Salaries of regular employees shall be paid in twelve (12) monthly installments. Installments shall correspond to the calendar month of the contract year, except that new employees shall not receive payment until the close of the first pay period after work begins.
3. Effective July 1, 1998, teachers pay dates will be on the first business day of the month.
4. The School District will grant credit on the teacher salary schedule for previous teaching experience outside the School District in an approved public, private, or parochial school system or, with consultation with the association president, for business experience that enhances teaching ability and is directly related to the teaching assignment. The School District will grant credit on the teacher salary schedule for such experience at one step for each year of experience up to nine steps.

This change in the granting of credit for previous teaching experience shall become effective for new employees only with the first pay period of the 2001-2002-contract year.

5. Maximum Salary Enhancement Professional Growth Plan

A new salary maximum of an additional 4% shall be available for those teachers frozen on the MA, MA+30, MA+45, MA+60, and MA+75/2MA, PH.D. column providing the teacher satisfactorily completes an approved Professional Growth Plan.

The additional 4% of maximum shall remain in force for a period of three calendar years (36 months) providing the teacher remains an employee of the District.

During the three year duration period that the additional 4% is in force, a teacher may request approval of a subsequent plan in order that the salary enhancement be continuous. At no time may the enhancement stipend be accumulative.

Other qualifying criteria:

- a. The plan must exceed nine (9) semester hours of credit in the teacher's endorsement area, computer training, or a projected endorsement area, as approved by the principal, but need not exceed twelve (12) semester hours, unless mutually agreed to by the teacher and the principal. Graduate credit hours, workshop and inservice hours approved by the Sheridan School District will be acceptable.
- b. In the event that the teacher and principal are not able to reach agreement, the plan will be presented to Professional Council for resolution.
- c. The plan may begin and end at any time during the year after agreement is reached between the teacher and the principal.
- d. Plans must be approved and in place at least twenty-four (24) months prior to the implementation date.
- e. When the plan is submitted, and initially agreed to by the principal, the Superintendent will be notified.
- f. The teacher must submit data to the principal to show completion of the plan. Following the principal's final evaluation, verification (including transcripts) must be sent to the administration office.
- g. Credits accrued while on this plan may be used for horizontal movement only after completion of the financial payout of that maximum enhancement plan.
- h. Amendments to Professional Growth Plans may be made by mutual agreement between the teacher and the principal.



## **B. Increments**

1. Certificated staff member must complete six (6) semester hours every five (5) years to qualify for annual salary increments.
2. The following horizontal steps will be included in the salary schedule: BA, BA+30 quarter hours (20 semester hours), BA+45 quarter hours (30 semester hours), BA+60 quarter hours (40 semester hours), MA, MA+30 quarter hours (20 semester hours), MA+45 quarter hours (30 semester hours), MA+60 quarter hours (40 semester hours), 2MA/MA+75 (50 semester hours), PH.D. Graduate credit hours, workshop and inservice hours approved by the Sheridan School District will be acceptable. Credit for lane change hours earned shall be computed on a per diem basis for the workdays remaining in the teacher's contract as of the date of application and verification (not restricted to transcripts) by the School District's central office. The payment for this lane change shall be reflected on the next paycheck provided application and verification have occurred by the payroll cut-off date. If the application and verification occurs after a teacher has completed the workdays specified in his/her current contract, no increase will be reflected until the September paycheck.
3. Notwithstanding any other provision in this agreement regarding professional compensation, beginning the year after a teacher reaches the bottom of a column and is thereby ineligible for a step increase, the teacher shall receive payment each year equal to their then current salary as reflected on the salary schedule, plus 0.5%. This compensation arrangement is reflected on the last step of every column in the salary and index schedules.
4. Teachers who hold National Board Certification will be compensated at the rate of an additional \$1500 per contract year beyond their regular salary amount.

## **C. Placement Following Leave of Absence**

Certificated employees who return from a leave of absence shall be placed on the salary schedule at the next step following the step on which they taught their last year in the School District.

## **D. Sabbatical Leave**

1. Sabbatical leave may be granted for the purpose of college study beyond the initial Masters Degree for one academic year to a teacher who has completed six (6) full years of service and has five (5) or more full years of service remaining before eligibility for retirement.
  - a. Sabbatical leave must be approved by the Board of Education.

2. A letter of application, including the educational program proposed, shall be forwarded to the Superintendent by April 15 or the first following business day prior to the school year for which the leave is requested. The letter of application shall specifically address how the continued studies would benefit instruction in the district.
3. Salary while on sabbatical shall be fifty (50) percent of the teachers base salary had they remained on active duty. Medical/dental contributions by the district shall be pro-rated on 50 percent basis.
4. In the event that the teacher does not remain in good standing with the selected college, or drops from enrollment, the district salary stipend will cease immediately. The teacher shall be obligated to repay the district in full for all benefits contributed unless specifically excused from this obligation by the Board.
5. In the event the teacher does not fulfill the obligation of two (2) full years of service immediately after returning from sabbatical leave or does not complete the leave as in 4 above the district shall be reimbursed by the teacher for all costs incurred as stipulated by a contractual promissory note.
6. Assignment to teaching duties upon return from sabbatical leave shall be to positions for which the teacher is qualified.

**E. Mileage Reimbursement**

The mileage allowance for use of a teacher's private automobile for authorized travel will be in accordance with the rate of such reimbursement established by the Board.

**F. Record Keeping and Curriculum Planning**

The calendar will allow one minimum contact day per semester for parent communication and curriculum planning, providing it is approved by the Colorado Department of Education.

**G. Unused Sick Leave**

Upon a teacher's retirement or resignation, after ten (10) years of teaching service in the District, the District will pay the teacher one-half of the daily rate of substitute pay for each day of the unused sick leave up to one hundred twenty (120) days of accumulated sick leave, on the condition that the teacher has given the School District thirty (30) days written notice of his/her intended retirement or resignation. In determining the number of accumulated sick days to be paid for under this provision, the School District may deduct from a teacher's total accumulation the number of sick days the teacher used from the Sick Leave Bank after January 1, 1986. However, the number deducted

shall not exceed the number of sick days accumulated by the teacher at the time the Sick Leave Bank days were used.

## ARTICLE XXI: LONGEVITY INCENTIVES

- A.** Teachers shall have the choice of selecting either the Transitional Retirement Option or the Longevity Pay Plan. The parties agree that this may be a mutual item for extension purposes; however, if either party wants to make changes, including deletions, then it shall be a proposal brought by that party.

In the event provisions of this article should become illegal under statutes or P.E.R.A. guidelines the parties agree to reopen this article for negotiations in a reasonable period of time.

**B. Transitional Retirement Option**

Any teacher who is eligible for the Public Employees Retirement Association (P.E.R.A.) retirement income and has been deemed effective on the two most recent evaluations will be eligible for the transitional retirement option from the Sheridan School District.

Conditions for transitional retirement are:

1. The teacher will elect to take P.E.R.A. retirement but will work for Sheridan School District as a teacher for the next contract year (185 days) immediately following the date of retirement.
2. During the transitional year the teacher will be placed on the salary schedule commensurate with placement had the teacher not elected retirement.
3. Notice shall be given to the Superintendent of Schools no later than April 15 for the ensuing school year.
4. Participant salaries will be reduced to cover the cost of both employer and employee PERA contributions. Benefits are not included.
5. Participants will be eligible for five leave days.
6. Participants will be placed on "Goal Setting."

**C. Longevity Pay Plan**

If a teacher, either retiring or leaving the district has twenty years of consecutive full time service, they are eligible to apply for one of three Longevity Pay Plan slots.

If more than three teachers apply, recipients will be selected by seniority.

1. A teacher shall give written notice to the District of his/her intent to participate in the Longevity Pay Plan. The teacher's written notification for the Longevity Pay Plan shall be received in the personnel office no later than January 1 the school year in which the Longevity Pay Plan is requested to become effective. The District will notify all applicants by May 10.
2. Teachers selected for the Longevity Pay Plan shall receive compensation for unused sick leave at the rate of \$75 per day.
3. The total reimbursement for unused leave shall not exceed a total of one hundred eighty (120) days.
4. The Longevity Pay Plan will be paid out in the teacher's final pay check.

## ARTICLE XXII: GRIEVANCE PROCEDURE

### **A. Definitions**

1. The term "grievant" shall refer to a teacher or a group of teachers filing a grievance. The term "grievant" shall also refer to the Association when it is pursuing on its own behalf involving alleged violations of the rights granted to the Association by this Agreement.
2. A "grievance" shall mean a claim by a grievant that a violation, misapplication, misinterpretation, or an inequitable application exists involving the terms of the Agreement, or of an existing personnel policy directly applicable to teachers, or that a condition exists which jeopardizes a teacher's safety.
3. A "party of interest" is the person or persons making the complaint and any person who might be required to take action or against whom action might be taken in order to resolve the complaint, or any person whose interest might be affected by the resolution of the grievance. The Association may be a party of interest.
4. The term "days" when used in this Article shall, except where otherwise indicated, mean workdays; thus, weekends, days when schools are not in session, and holidays are not "days."

### **B. Purpose**

As problems arise, good morale is encouraged by sincere efforts of all persons concerned working toward constructive solutions in an atmosphere of courtesy and cooperation. The purpose of this procedure is to secure, at the lowest possible administrative level, solutions to problems which may, from time to time, arise regarding the provisions of this Agreement. Both parties agree that grievance proceedings will be kept as informal and confidential as shall be appropriate at any level of the procedures.

### **C. General Procedure**

1. Since it is important that grievances be processed as rapidly as possible, the number of days at each level is considered the maximum and every effort should be made to expedite the process. The time limits specified may be extended or limited by written mutual consent.
2. In the event a grievance is filed so that sufficient time as stipulated under all levels of the procedure cannot be provided before the last day of the school year, should it be necessary to pursue the grievance to all levels of the appeals, then the said grievance shall be resolved under the terms of this Master Agreement.

3. The Association shall select a Grievance Committee and inform the Board of the membership of that committee. Reference to "Grievance Committee representative" shall mean those individuals so identified to the Board.
4. If the grievant is present and desires to be accompanied by a Grievance Committee representative, at least one Grievance Committee representative may be present for any meetings, hearings, appeals or other proceedings related to a grievance which has been formally presented.
5. In matters dealing with alleged violations of Association rights, the grievance shall be initiated at Level Two.
6. In matters dealing with alleged violations of the rights of a group of teachers, the grievance shall be initiated at Level Two if the grievants are assigned to different schools and it would be impractical for each grievant in the group to initiate the common grievance of the group of teachers at Level One.
7. When a grievance is filed in the summer months or extends into the summer months, every reasonable attempt by both parties will be made to resolve the grievance as soon as practical.

#### **D. Individual Rights**

1. Nothing contained herein shall be construed as limiting the right of any teacher having a complaint to discuss the matter via administrative channels and to have the problem adjusted without the intervention of the Grievance Committee, provided the solution is not inconsistent with the terms of the Master Agreement.
2. Any party of interest may be represented at all stages of the grievance procedure, except Arbitration, by a person of his/her own choosing, except that he/she may not be represented by a representative of any teacher organization other than the Association. If the grievant chooses not to be represented by the Association, an Association representative shall have the right to be present and to state views.

#### **E. Procedure**

##### **1. Level One**

- a. A teacher with a grievance will first discuss it with his/her principal or immediate supervisor individually with a Grievance Committee representative present if the grievant so desires, with the objective of resolving the matter informally.

- b. If a dispute or disagreement is not resolved to the satisfaction of the grievant in E-1-a, he/she may file a written grievance with his/her principal within five (5) days.

The principal shall hold a hearing with the parties of interest within five (5) days after receipt of a written grievance. The purpose of this hearing shall be to solve the problem. The teacher may be accompanied by one person of his/her own choosing. The principal may invite an additional administrative person to the hearing. The principal shall provide a written response to the grievance within five (5) days after the hearing. Such response shall include the basis upon which the decision was reached.

## **2. Level Two**

- a. If the grievant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after the hearing on the grievance, then the grievance may, within ten (10) days after the hearing on the grievance, be referred to Level Two.
- b. The Superintendent shall arrange for a hearing with the grievant and the Association's Grievance Committee representative. By mutual agreement, the parties may decide that the grievant's attendance at the hearing is not required. This meeting shall take place within ten (10) days of the Superintendent's receipt of the appeal. The parties of interest shall have the right to include in the presentations such witnesses and advisors as they deem necessary to develop the facts pertinent to the grievance.
- c. Upon conclusion of the hearing, the Superintendent will have five (5) days to provide his/her written decision together with the reasons for the decision to the grievant and the Association's Grievance Committee.
- d. The decision shall:
  - 1) affirm the Level One decision, or
  - 2) modify the Level One decision, or
  - 3) reverse the Level One decision.

## **3. Level Three**

- a. If the grievant is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within ten (10) days after the meeting(s) with the Superintendent, the grievant may submit a request



in writing to the Association's Grievance Committee that the Association submit his/her grievance to arbitration. The Association's Executive Board shall be notified of the impasse and impending arbitration by the Grievance Committee. The Association may, by written notice of the request by the grievant, submit the grievance to advisory arbitration within twenty (20) days after the meeting(s) with the Superintendent.

- b. Within ten (10) days after such written notice of submission to arbitration, the Superintendent and the Association's Executive Board will attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator, or to obtain such a commitment within the ten-day period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties will be bound by the rules and procedures of the American Arbitration Association.
- c. Neither party shall be permitted to assert in the arbitration proceedings any evidence which was not submitted to the other party before the completion of Level Two meeting(s).
- d. The arbitrator selected will confer with the representatives of the Superintendent and the Association's Grievance Committee and hold hearings promptly and will issue his decision not later than thirty (30) days from the date of the close of hearings, or, if oral hearings have been waived, from the date the final statement proofs are submitted to him. The arbitrator's decision will be in writing and will set forth his findings of fact, reasoning, and conclusions of the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law, or which is in violation of the terms of this Master Agreement, or of an existing Board rule, policy, or practice. The decision of the arbitrator will be submitted to the Board and the Association. The arbitrator's report shall be advisory only and shall not be binding on the Board or the Association.
- e. The Board and the Association, through their representatives, may mutually agree to waive the advisory arbitration proceedings provided herein and proceed directly to a hearing before the Board, no later than the next regular Board meeting, provided the Board has received the Level Two decision at least five (5) days prior to that meeting. In any case, no more than one regular Board meeting shall intervene. The Board may hear the case at a special meeting, provided it falls within the above time limitations.

- f. The cost of services of the arbitrator, including per diem expenses and the cost of any hearing room, will be borne equally by the School District and the Association. All other costs will be borne by the party incurring them.

#### **4. Level Four**

- a. If the advisory arbitration proceeding is waived, as provided in E-3-e, or if within five (5) days of the receipt of the arbitrator's report, the grievant or the Association wishes to appeal said report to the Board, an appeal may be filed with the Board, including a copy of the decision being appealed, the grounds for regarding the decision unacceptable, and the requested course of action.
- b. Appeals at this level shall be heard by the Board within ten (10) days of receipt of the appeal, provided the Board has received the Level Three decision at least five (5) days prior to that meeting. In any case, no more than one regular Board meeting shall intervene. The Board may hear the case at a special Board meeting, provided it falls within the above time limitations. Written notice of the time and place of hearing shall be provided the parties of interest no later than five (5) days prior to the meeting.
- c. The Board shall render its decision in writing to the grievant within ten (10) days of conclusion of the hearing, with copies to the Association and the principal or immediate supervisor. The decision of the Board shall be final.

#### **F. General Provisions**

- 1. No reprisals of any kind will be taken against any party of interest, any school representative, any member of the Association's Grievance Committee, the Board, or any other participant in the grievance procedure by reason of such participation.
- 2. Insofar as possible, the status quo of the parties shall be maintained pending the completed processing of any grievance.
- 3. No grievance may be submitted to arbitration except by the Association's Grievance Committee and only after notification of the Association's Executive Board and the School District administration.
- 4. The sole remedy available to any teacher for any alleged breach of the Master Agreement or any alleged violation of his/her rights thereunder will be pursuant to the grievance procedure.

5. Failure at any step of this procedure to communicate the decision in writing on a grievance within the specified time limits shall permit the grievant to proceed to the next level. Failure at any step of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.
6. All documents, communications, and records dealing with and processing of a grievance shall be filed separately and confidentially from the personnel files of the participants.
7. Forms for filing grievances, serving notices, taking appeals, reports and recommendations and other necessary documents will be prepared jointly by the Superintendent and the Association's Executive Board so as to facilitate operation of the Grievance Procedure. The cost of preparing such forms shall be borne by the School District.
8. The Association and the administration will cooperate with the investigation of any grievance, and further will furnish each other such information as is available for the processing of any grievance.
9. Should the investigation or processing of any grievance require that a teacher or an Association Grievance Committee representative be released from his/her regular assigned duties, he/she shall be released without loss of pay or benefits.
10. No grievance shall be recognized by the Board of Education or the Association unless it shall have been presented at the appropriate level within thirty (30) days after knowledge of the act or condition which is the basis for the grievance.
11. Recommendations can be made to the Association's Grievance Committee that are suggestions to the Association and/or the Board that can be followed to alleviate problems and avoid recurrences.

## **ARTICLE XXIII: COLLABORATIVE DECISION MAKING**

**As major educational initiatives evolve,** It is in the best interests of the District and the Association that the decision -making process, whenever practical and possible, shall include individuals affected by a decision. Collaborative processes will provide opportunities for participation and input from administration and staff, as well as parents and community members as needed. It is understood that collaborative processes are more time-consuming than traditional decision-making methods and require extra commitments of time, energy, and resources on the part of all staff and other participants.

### **A. Collaborative Bargaining**

Yearly master agreement negotiations shall be conducted using the collaborative model. The Collaboration Team shall be composed of an equal number of representatives from the District and the Association.

### **B. Staff Advisory Boards**

Each school within Sheridan School District shall establish and maintain a Staff Advisory Board (SAB), consisting of at least one teacher member from each grade level or team, at least one member representing classified staff, and at least one administrative representative. The SAB shall act in an advisory, problem-solving, or decision-making capacity with the administrator with regard to matters pertaining to building-level functions such as, but not limited to: budgets, curriculum, schedules, staffing and other building-level concerns.

Each SAB shall provide input into the district-level decision-making process on matters such as, but not limited to: inservice planning, calendar planning, district-wide procedures and other appropriate concerns.

### **C. District-Problem Solving**

Monthly, the Superintendent of Schools and SEA president, and other interested parties invited by either, shall meet to discuss and find solutions to problems of immediate concern to the District. The Superintendent of Schools and SEA president shall mutually agree upon the time, location, and participants of these meetings.

### **D. District Committees**

In establishing norms at the first meeting of any committee, the level of authority of that committee, whether advisory, problem-solving, or decision-making, will be stated.

Information regarding committee actions will be communicated in writing to all stakeholders in a timely manner.

## **E. PARTICIPATION IN FILLING ADMINISTRATIVE VACANCIES**

Except in situations when timing does not permit, teacher representation will be included in the screening and interviewing processes for filling administrative vacancies. The teacher groups directly affected by an administrative position will have a voice in the determination of who will fill the vacancy. Teacher representatives will be selected by the teachers most directly affected by the administrative position.

**Sheridan School District  
And  
Sheridan Educators' Association  
Tentative Agreement**

**Article XXIV  
Term of Agreement  
2014-2016**

1. This agreement shall become effective August 1, 2014, and shall remain in effect until and including July 31, 2016 with the exception of compensation/benefits, recommendations from Professional Council and/or other mutually agreed upon interests.
2. Either party may bring no more than two interests to Collaboration for the 2014-2015 period.
3. In 2016, Collaboration will include all articles of the contract including settling the new term.

IN WITNESS, WHEREOF, the parties have executed this Agreement on

August 1, 2014

\_\_\_\_\_  
District Representative

\_\_\_\_\_  
SEA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
FOR “HARD-TO-FILL” POSITIONS  
(2008-09 - ongoing)**

Prior to the beginning of February, the Superintendent and the SEA President will initially meet to identify Hard-to-Fill teaching positions and/or vacancies for the following school year.

- These identified Hard-to-Fill positions will allow for additional years of service credit to be given to qualified candidates commensurate with documented and verified previous teaching experience up to 15 years.
- These Hard-to-Fill positions will be limited to three total teacher allocations per contract year.

**Sheridan School District  
And  
Sheridan Educators' Association**

**Memorandum of Understanding  
Participation at School District Events  
(2012-2014 - ongoing)**

We hope to build an academic culture through the support of developing the “whole” child and network with families.

In the interest of cultivating community involvement and pride in the Sheridan School District, SEA and the District Administration will foster attendance at High School Graduation and other District showcases events.



**Sheridan School District  
And  
Sheridan Educators' Association  
Memorandum of Understanding  
Regarding the MOUs for 2014-2015 Master Agreement**

The Master Agreement shall be updated to include the following MOUs as they currently appear in the 2013-2014 Master Agreement.

MEMORANDUM OF UNDERSTANDING FOR

- "HARD-TO-FILL" POSITIONS (2008/2009 -ONGOING)
- PARTICIPATION AT SCHOOL DISTRICT EVENTS (2012/2013 -ONGOING)
- ADDITIVE SCHEDULE (2013/2014-ONGOING)

The following MOU will be included in the Master Agreement as it appeared in the 2011-2012 Master Agreement.

MEMORANDUM OF UNDERSTANDING FOR

- PROFESSIONAL DEVELOPMENT AND PREPAREDNESS FOR DISTRICT INITIATIVES (2011/2012-ONGOING)

The following MOUs have expired and will be removed from the Master Agreement.

MEMORANDUM OF UNDERSTANDING FOR:

- ARTICLE XX (2012-2014) REGARDING THE AGREEMENT TO GIVE THE SCHOOL BOARD LATITUDE TO EXPAND THE SICK LEAVE BUYOUT
- COMPENSATION FOR 2013-2014

The following MOU will be removed from the Master Agreement as it has been moved, in its entirety, And is now the first sentence of Article XXI. B. Longevity Incentives, Transitional Retirement Option.

- ARTICLE XXI: LONGEVITY INCENTIVES (2011-2012)

Prior MOUs will remain in full force and effect in all future Master Agreements, unless otherwise agreed upon by both parties through the Collaborative Negotiations process, or unless the MOU contains specific language regarding implementation or expiration dates. The date of the school year the MOU was initially negotiated will be noted as part of the MOU title. Future MOUs will have specific implementation and expiration dates or will be noted as ongoing.

\_\_\_\_\_  
District Representative

\_\_\_\_\_  
SEA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Memorandum of Understanding  
Professional Development and Preparedness for District Initiatives**

**(2012-2014 – ongoing)**

Through discussion during the Collaboration Process, the District and SEA came to an understanding that the District will remain committed to providing quality professional development for initiatives and programs, both currently adopted and implemented as well as future programs and initiatives. SEA appreciates the District's efforts and dedication to adopting initiatives that are worthwhile and beneficial. SEA fully supports implementing these programs with fidelity. Additionally, the District and SEA agree that it is important that initiatives and programs be implemented for a reasonable and sufficient amount of time to allow teachers to reach their full potential in delivery, and to be able to clearly assess the program's benefit to student learning.

When major educational initiatives are implemented, an implementation timeline will be created by administrators with benchmarks to allow for practice and guidance prior to formal evaluation. This timeline can include, but is not limited to: a specified amount of days or weeks identified for practice, opportunities for peer observation, spot observation feedback, or opportunities to access additional resources related to the initiative prior to inclusion on formal evaluation documents.

*Early releases, PLC and data days will be used for the implementation of the district initiatives undertaken for student growth.*

\_\_\_\_\_  
District Representative

\_\_\_\_\_  
SEA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Sheridan School District  
And  
Sheridan Educators' Association**

**Memorandum of Understanding**

**Article XI**

**2012-2014**

An evaluation committee will be formed to continue the improvement of the evaluation process (including the evaluation tool) currently being piloted in the District. This committee will be comprised of administrators and at least one teacher from each building, one of whom will be the SEA President or designee. As part of their charge, the committee will review feedback from evaluators and teachers and will recommend a process for teachers to appeal their evaluation. This process will be presented to Professional Council for approval and implementation. The goal of the committee would be to have the appeal process in place before the end of the 2012-2013 school year.

**Sheridan School District  
And  
Sheridan Educators' Association**

**MOU**

**Additive Schedule  
(2013-2014 – ongoing)**

A Committee consisting of building principals or principal's designees will meet before October 1 to review, update and adjust the Additive Schedule in order to meet the needs of students in each building.

**Sheridan School District  
And  
Sheridan Educators' Association  
Memorandum of Understanding**

**Communication Regarding Classroom Visits  
2013/2014-ongoing**

The District and SEA jointly agree that classroom visits are an important vehicle for showcasing our successes to outside visitors, clarifying our professional development needs and improving instruction, among other things. It is also agreed that the benefit of classroom visits or walkthroughs is increased when there is a clear understanding of the purpose for the visits, and when feedback is provided in a timely way to teachers regarding the period of time observed.

As such, it is agreed that district and building administrators will make every effort to communicate the **purpose** of classroom visits to staff before, during or after the visit, and when appropriate, administrators will provide **feedback** in a way that aligns with the purpose of the visit. This feedback may come in many forms, and could be as informal as a quick conversation at the time of the observation, as formal as a written document outlining strengths and areas to develop, or anywhere in between.

Through this agreement, it is the intent of SEA and the district to **improve communication** about a tool (classroom visits) that is used for many purposes, both planned and unplanned.

\_\_\_\_\_  
District Representative

\_\_\_\_\_  
SEA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Sheridan School District  
And  
Sheridan Educators' Association  
MOU  
Compensation  
2014-15 & 2015-2016**

SEA and the Sheridan School District agree to the following for 2015-2016:

Teachers who were employed in the District in 2014-2015 will advance one vertical step and any eligible horizontal education-based lane changes.

For 2015-2016, teachers who are in the maximum vertical cell of any column will receive a one-time payment equivalent to 1% of their annual salary on the February 1 paycheck.

The District will pay 100% per month of health care insurance premium for employees for the 2015-2016 school year. This means the District will cover the \$27.19 per month increase employees covered for the 2014-2015 year.

There will be no advancement on the Additive Schedule

The District will continue to fund PERA at 100% of all required contributions.

\_\_\_\_\_  
District Representative

\_\_\_\_\_  
SEA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPLICATION FOR AN EXTRA-CURRICULAR ACTIVITY/SPORT  
THAT IS NOT LISTED ON THE ADDITIVE SCHEDULE**

Name: \_\_\_\_\_ Current position: \_\_\_\_\_

Proposed activity/sport/club: \_\_\_\_\_

Location of activity: \_\_\_\_\_ Description of activity: \_\_\_\_\_

\_\_\_\_\_

Start-up costs (approximate): \_\_\_\_\_

Number of students already involved \_\_\_\_\_ or minimum number of students to  
be involved \_\_\_\_\_

Relevance to curriculum/on-going programs: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_

Duration of time (weeks/months): \_\_\_\_\_

Proposed start date: \_\_\_\_\_

Approved by Building Principal: \_\_\_\_\_  
Signature Date

Approved by Superintendent: \_\_\_\_\_  
Signature Date

Approved at the compensation level: \_\_\_\_\_

Procedure:

- 1 Principal and Superintendent review. If proposal is denied, the applicant making the request must be notified in writing. If proposal is approved, Principal/Superintendent take proposal to Professional Council.
2. If proposal is approved at compensation level 10 (ten) no further approval is necessary.
3. If proposal is approved at compensation level 1-9, professional council/collaboration team approval is necessary.
4. If professional council approves, the proposal is sent to the board. If proposal is denied, a member of the professional council will notify the applicant in writing.

SHERIDAN SCHOOL DISTRICT NO. 2  
SICK LEAVE BANK COUNCIL

APPLICATION FORM

I wish to become a member of the Sick Leave Bank of Sheridan School District No. 2, and agree to abide by the established rules and operating procedures as stated in the Sick Leave Bank Procedures. Enrollment is voluntary.

QUALIFICATIONS FOR ELIGIBILITY

1. Employed 4 hours per day, 5 days per week.
2. First year employees are not eligible.
3. Second year employees must have accumulated 5, 6, or 7 sick leave days, according to whether you are a 9, 10, or 11/12 month employee.
4. Third year employees must have accumulated 10, 12, or 14 sick leave days according to whether you are a 9, 10, or 11/12 month employee.
5. Fourth year employees must have accumulated 15, 18, or 21 sick leave days according to whether you are a 9, 10, or 11/12 month employee.
6. More specific details are in the Policies and Procedures.

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Date First Employed in the District

\_\_\_\_\_  
Assignment in District

\_\_\_\_\_  
Date of This Application

\_\_\_\_\_  
Employee's Signature

Please return this completed form to the Administration Office no later than thirty days after your anniversary date. The Sick Leave Bank Council will act upon your application in either October or April, and you will be notified of disposition within 30 days after action by the Board of Education.



**MAXIMUM SALARY ENHANCEMENT/PROFESSIONAL GROWTH PLAN**

This is an application for Maximum Salary Enhancement/Professional Growth Plan as agreed to in the Master Contract (Article XX.A.5).

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

SUBJECT AREA/GRADE LEVEL: \_\_\_\_\_

PRESENT PLACEMENT ON SALARY SCHEDULE (lane and column): \_\_\_\_\_

I plan on taking classes in the following areas:

<u>CLASS</u>	<u>SEMESTER HOURS</u>
_____	_____
_____	_____
_____	_____
_____	_____

(NOTE: The plan must EXCEED 9 semester (13 ½ quarter) hours of college credit in the teacher’s endorsement area, computer training, or a projected endorsement area, as approved by the principal.)

Teacher’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(NOTE: The signature listed above will be considered the official start date of the program. Once the approved credit work has been completed and submitted the plan can be implemented).

Completion of the program is verified by transcripts (copy attached) and the principal’s final evaluation.

Teacher’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credits eligible for maximum salary enhancement shall not be used for other horizontal movement.

Amendments: (listed below) to professional growth plans may be made by mutual agreement between the teacher and the principal.

Amendments to the original plan are listed below:

<u>Course Change</u>	<u>Tch/Prin Initial</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____

Copies: Teacher, Principal, Superintendent, Personnel Office

Step	BA	BA+20	BA+30	BA+40	MA	MA+20	MA+30	MA+40	MA+75	PHD
1	35,029	36,080	37,162	37,765	39,026	40,196	41,402	42,645	43,783	43,923
2	36,441	37,481	38,616	39,341	40,777	42,000	43,259	44,554	45,744	45,937
3	37,853	38,882	40,070	40,917	42,529	43,804	45,115	46,463	47,706	47,951
4	39,265	40,283	41,523	42,494	44,280	45,608	46,972	48,372	49,668	49,965
5	40,678	41,685	42,977	44,070	46,032	47,412	48,828	50,281	51,629	51,980
6	42,090	43,086	44,431	45,646	47,783	49,216	50,685	52,190	53,591	53,994
7	43,502	44,487	45,884	47,223	49,535	51,020	52,541	54,099	55,552	56,008
8	44,914	45,888	47,338	48,799	51,286	52,824	54,398	56,008	57,514	58,022
9	46,417	47,289	48,792	50,375	53,037	54,628	56,254	57,917	59,476	60,036
10	47,739	48,690	50,246	51,952	54,789	56,432	58,111	59,826	61,437	62,050
11	49,152	50,091	51,699	53,528	56,540	58,236	59,967	61,735	63,399	64,065
12		51,493	53,153	55,104	58,292	60,040	61,824	63,644	65,361	66,079
13			54,607	56,680	60,043	61,844	63,680	65,554	67,322	68,093
14					61,795	63,648	65,537	67,463	69,284	70,107
15					63,546	65,452	67,394	69,372	71,245	72,121
16							69,251	71,281	73,207	74,135
17								73,190	75,169	76,150
18										78,164
MSE					66,088	68,070	72,019	76,117	78,175	81,290

Step	BA	BA+20	BA+30	BA+40	MA	MA+20	MA+30	MA+40	MA+75	PHD
1	1.0000	1.0300	1.0609	1.0781	1.1141	1.1475	1.1819	1.2174	1.2499	1.2539
2	1.0403	1.0700	1.1024	1.1231	1.1641	1.1990	1.2349	1.2719	1.3059	1.3114
3	1.0806	1.1100	1.1439	1.1681	1.2141	1.2505	1.2879	1.3264	1.3619	1.3689
4	1.1209	1.1500	1.1854	1.2131	1.2641	1.3020	1.3409	1.3809	1.4179	1.4264
5	1.1613	1.1900	1.2269	1.2581	1.3141	1.3535	1.3939	1.4354	1.4739	1.4839
6	1.2016	1.2300	1.2684	1.3031	1.3641	1.4050	1.4469	1.4899	1.5299	1.5414
7	1.2419	1.2700	1.3099	1.3481	1.4141	1.4565	1.4999	1.5444	1.5859	1.5989
8	1.2822	1.3100	1.3514	1.3931	1.4641	1.5080	1.5529	1.5989	1.6419	1.6564
9	1.3251	1.3500	1.3929	1.4381	1.5141	1.5595	1.6059	1.6534	1.6979	1.7139
10	1.3629	1.3900	1.4344	1.4831	1.5641	1.6110	1.6589	1.7079	1.7539	1.7714
11	1.4032	1.4300	1.4759	1.5281	1.6141	1.6625	1.7119	1.7624	1.8099	1.8289
12		1.4700	1.5174	1.5731	1.6641	1.7140	1.7649	1.8169	1.8659	1.8864

13	1.5589	1.6181	1.7141	1.7655	1.8179	1.8714	1.9219	1.9439
14			1.7641	1.8170	1.8709	1.9259	1.9779	2.0014
15			1.8141	1.8685	1.9239	1.9804	2.0339	2.0589
16					1.9769	2.0349	2.0899	2.1164
17						2.0894	2.1459	2.1739
18								2.2314

Semester hours are indicated in parentheses. Hours not in parentheses are quarter hours.

Amounts listed in this schedule do not include the additional \$60 annual amount available for inclusion in a 401(k) or 403 (b) plan.

National Board Certification = \$1,500 addition to any salary placement.

With the collapse of first two steps of the Teachers Salary Pay Scale for the 2004-2005 school year, all teachers were placed 2 steps below the previous year. A flat rate of \$1,200.00 was given to teachers in lieu of a Step increase as well. This does not in any way affect the years of service.

**ADDITIVE SCHEDULE**  
 Effective August 2013 - August 2014  
 For Employees Hired after July 1, 2005

28307

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
HS Basketball Head Coach HS Football Head Coach HS Drama Head Coach HS Instrumental Music	2,519	2,771	3,048	3,353	3,689	4,057	4,463	4,910
HS Baseball/Softball Head Coach HS Soccer Head Coach HS Track Head Coach HS Volleyball Head Coach HS Percussion HS Head Pom Pom HS Wrestling Head Coach HS Cheerleaders HS Flags HS Yearbook Head	2,180	2,376	2,590	2,823	3,077	3,354	3,656	3,985
HS Cross-Country Head Coach HS Head Basketball Asst. Coach HS Head Football Asst. Coach	1,783	1,944	2,119	2,310	2,517	2,744	2,991	3,260
HS Baseball/Softball Asst. Coach HS Soccer Asst. Coach HS Drama Asst. Coach HS Track Asst. Coach HS Volleyball Asst. Coach HS Wrestling Asst. Coach HS Yearbook Asst. HS Cheer Asst. MS Instrumental Music Elem. Instrumental Music HS Varsity Asst. Football (2) HS Chorus HS Instrumental Music Asst.	1,557	1,697	1,850	2,016	2,198	2,396	2,611	2,846
Tech Club HS Future Bus. Leaders HS Sub Varsity Football Coach	1,217	1,302	1,394	1,491	1,596	1,707	1,827	1,955

HS 9th Grade Basketball Coach HS Student Council/Leadership									
HS Nat'l Honor Society HS Debate HS Junior Optimists Junior Class Sponsor MS Chorus Elem. Choir	934	1,000	1,070	1,144	1,224	1,310	1,402	1,500	
MS All Sports Head Coach	1,783	1,873	1,966	2,064	2,168	2,276	2,390	2,509	
MS All Sports Asst. Coach MS Cheerleaders MS Intramurals	1,415	1,486	1,560	1,638	1,720	1,806	1,897	1,992	
MS Honor Society MS Newspaper MS Student Council MS Yearbook Senior Class Sponsor Elem. Yearbook Elem. Student Council Close-up	793	832	874	918	963	1,012	1,062	1,115	

Non-classroom related, enrichment activities outside of school time not covered by the existing additive schedule will be reimbursed at the rate of \$10.00 per hour of student contact time approved in advance by the building principal and the Superintendent up to twenty (20) hours maximum.

\*There may not be a need for all positions each year and, therefore, some positions could potentially be vacant for a period of time.

### ADDITIVE SCHEDULE

Effective August 2012 - August 2013  
For Employees Hired after July 1, 2005

#### Fixed Rate

MS Athletic Director	1,421	
HS Weight Program	940	
Class Sponsors (Soph, Fresh.)	665	
Middle School Web Crew	665	Maximum of two paid positions per year
Science Fair	800	
High School Link Crew	800	
Odyssey of Mind	665	
Elementary Parent Involvement Coordinator	770	

#### Hourly Rate

Homebound instruction, Extended Day & Summer School- \$30.00

\* Curriculum writing and direct student contact - \$20.00

Class coverage/Prep period - \$20.00  
 All other general work (approved by the building  
 principal and superintendent) - \$15.00

\*Curriculum writing will be reimbursed at the rate of \$20.00 per hour when approved in advance by the Curriculum Director

**ADDITIVE SCHEDULE**  
 Effective August 2013 - August 2014  
 For Employees Hired Prior To 6/30/05

	28307							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
HS Basketball Head Coach HS Football Head Coach HS Drama Head Coach HS Instrumental Music	2,519	2,887	3,255	3,623	3,991	4,359	4,727	5,095
HS Baseball/Softball Head Coach HS Soccer Head Coach HS Track Head Coach HS Volleyball Head Coach HS Pom Pom Coach HS Wrestling Head Coach HS Cheerleaders HS Flags HS Yearbook Head	2,180	2,434	2,689	2,944	3,199	3,454	3,708	3,963
HS Cross-Country Head Coach HS Head Basketball Asst. Coach HS Head Football Asst. Coach	1,783	2,010	2,236	2,463	2,689	2,916	3,142	3,369
HS Head Asst. Coach Baseball/Softball HS Soccer Asst. Coach HS Drama Asst. Coach HS Track Asst. Coach HS Volleyball Asst. Coach HS Wrestling Asst. Coach HS Yearbook Asst. HS Cheer Assistant Elem. Instrumental Music MS Instrumental Music HS Varsity Assistant Football (2) HS Chorus HS Instrumental Music Asst.	1,557	1,755	1,953	2,151	2,350	2,548	2,746	2,944
Tech Club HS Future Bus. Leaders	1,217	1,359	1,500	1,642	1,783	1,925	2,066	2,208

HS Sub Varsity Football Coach HS 9th Grade Basketball Coach HS Student Council/Leadership									
HS Nat'l Honor Society HS Debate HS Junior Optimists Junior Class Sponsor MS Chorus Elem. Choir	934	1,047	1,161	1,274	1,387	1,500	1,614	1,727	
MS All Sports Head Coach	1,783	2,010	2,236	2,463	2,689	2,916	3,142	3,369	
MS All Sports Asst. Coach MS Cheerleaders MS Intramurals	1,415	1,614	1,783	1,982	2,151	2,321	2,519	2,689	
MS Honor Society MS Newspaper MS Student Council MS Yearbook Elem. Yearbook Elem. Student Council Senior Class Sponsor Close-up	793	878	962	1,047	1,132	1,217	1,302	1,387	

Non-classroom related, enrichment activities outside of school time not covered by the existing additive schedule will be reimbursed at the rate of \$10.00 per hour of student contact time approved in advance by the building principal and the Superintendent up to twenty (20) hours maximum.

\*There may not be a need for all positions each year and, therefore, some positions could potentially be vacant for a period of time.

#### **ADDITIVE SCHEDULE**

Effective August 2012- August 2013  
For Employees Hired Prior To 6/30/05

**Fixed Rate**

MS Athletic Director	1,421
HS Weight Program	940
Class Sponsors (Soph, Fresh.)	665
Science Fair	800
Odyssey of Mind	665
Elementary Parent Involvement Coordinator	770

**Hourly Rate**

Homebound instruction, Extended Day & Summer School- \$30.00  
\* Curriculum writing and direct student contact - \$20.00



Class coverage/Prep period - \$15.00

All other general work (approved by the building  
principal and superintendent) - \$15.00

\*Curriculum writing will be reimbursed at the rate of \$20.00 per hour when approved in advance by the Curriculum  
Director