

MEET AND CONFER ITEMS FOR THE MASTER AGREEMENT UNIFIED SCHOOL DISTRICT #432

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**MEET AND CONFER ITEMS
FOR THE MASTER AGREEMENT**

between

The Board of Education of Unified School District No. 432

and the

NEA-VICTORIA

September 2023

INTRODUCTION

Recognizing that "Professional Negotiations" means meeting, conferring, consulting and discussing in a good faith effort by both parties to reach agreement with respect to the terms and conditions of professional service, this agreement is made effective the 11th day of September, 2023 between the Board of Education of Unified School District No. 432, Ellis County, Kansas and NEA-Victoria and all items ratified by the majority of the members of the Board and by the majority of the members of the teachers negotiations unit shall become part of this formal document referred to as the Master Agreement.

Article I. By Reference: All items ratified in this Master Agreement by the majority of the members of the Board and by the majority of the members of the teacher's negotiation unit shall become Board Policy subject to future proceedings by the two negotiation units.

Article II. Management Rights Clause: The School Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Kansas and the United States, including but without limiting the right:

1. To the executive management and administrative control of the school system and its properties and facilities;
2. To hire all employees and, subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees;
3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching aids of every kind and nature;
5. To determine class schedules, school hours, and the duties and responsibilities and assignments of teachers and other employees with respect thereto, and non-teaching activities.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance therefore, and the use of judgment and discretion in connection therewith shall be limited only by the express and specific terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the United States.

Nothing contained in the above items shall deny or restrict the Board of its rights, responsibilities and authority under the state school laws or any other national, state, county, district or local laws or regulations as they pertain to education.

Article III. Hours and Amounts of Work:

1. School Calendar: The school calendar is a mandatory subject for negotiations except the Board reserves the right to establish and adopt the beginning and end date for the school calendar. (8/23)

The school calendar will be made up by the Superintendent with the principals acting in an advisory capacity. The teacher association may make recommendations to the Superintendent through a high school representative and grade school representative at any time prior to February 1st of each school year in the event they wish certain items considered in the calendar for the coming school year.

2. Standard Primary Contract Duty Day:

A. Arrival and Departure Time. Certified personnel are to report to their buildings no later than 7:45 am each school day and are to remain on duty at least thirty minutes following the dismissal of students at the end of the school day unless there is a scheduled school activity that evening in which certified personnel will attend. On these days and on Friday, as well as days that begin a holiday period, teachers may leave at a time convenient to the building principal. (8/10)

B. Planning Periods. Preparation periods are part of the school day and therefore the certified personnel are expected to be in the building unless previous arrangements have been made with the principal.

Each teacher will be given a minimum of forty-five minutes (7/12) during the regularly scheduled day free from responsibilities of students for the purpose of planning and preparing lessons and evaluating student performance. The administrator and teachers in each building shall cooperatively work out a schedule for noon hour supervision. (6/02)

C. Staff Meetings. Staff meetings will be held periodically as designated by the Superintendent. These may be on the building level with the principal in charge or the district level with the Superintendent or her designee in charge. It is mandatory that all teachers will attend these when requested to do so unless previous permission has been granted for their absence. Staff members may be requested to be in attendance longer than 30 minutes before or after the instructional school day for various school meetings and activities. If so, they are required to be in attendance, but this will be limited to no more than 2 per month with a minimum of 2 days notice. (8/23)

D. Duty Free Lunches. Teachers will be given a duty-free lunch during their students' scheduled lunch period. In the event that teachers are required for supervision of lunch, all teachers will be on a scheduled rotation and be compensated at \$7.50 per day (based on substitute pay rate). (7/21)

3. Standard Primary Contract Duty Year:

A. Contracted Hours: Victoria Unified School District will teach no less than 1,116 contact hours in grade 1-11, 465 hours in kindergarten and 1,086 hours in grade 12 to extend not beyond 180 contract days which will include parent-teacher conference days. Two days will precede the beginning of school in the fall. (6/11)

B. Parent Teacher Conferences: Conferences shall be held in both the fall and spring semesters as set by the school calendar. These conferences will begin 4:00pm and conclude at 7:30pm. In the event that PT conferences are missed, the teacher will find an alternate way to communicate individually with parents and/or serve the additional hours outside of the regular contracted hours to be able to participate in the compensation day built into the calendar. This should be documented for administration. Administration acknowledges that extreme cases are rare and will work with teachers to help accommodate these situations. (8/23)

4. Job Assignments. Job assignments should be discussed with the teacher as soon as possible and finalized no later than two weeks prior to the date teachers report each school year. If circumstances warrant changes in assignments of certified teacher(s) on continuing contract, the affected teacher(s) will be compensated at the rate of \$500 for the additional classroom and instructional preparation that such an assignment would necessitate. (10/20)
5. Professional Learning Communities. On the Wednesdays noted on the school calendar, school will be dismissed at 1:20pm. This time will be reserved for all certified personnel to take part in Professional Learning Communities. During this time, no extra-curricular practices or events may take place. If a professional development day/PLC is missed, the teacher will let the PDC Chair know he/she was not in attendance and will not receive points. Notes and material missed from these sessions are the responsibility of the teacher. (8/23)

Article IV. Changes in Teacher Contracts: All teacher contracts shall stipulate specific building assignments. The Contract may state the endorsement, the grade, or the description of the subjects the employee is qualified to teach in defining the certified employee's assignment for the coming year. (3/91) The statement, other duties as listed in the Board's Statement of Policy as of July 1st, will replace other duties deemed necessary as previously shown on the contract. An annual salary of (contract figure) dollars will be paid in (twelve) or (nine) monthly installments on or before the 20th day of each calendar month. Salary payments for the summer months will be paid at the end of the school year providing a request is made by the employee according to state law; however, this check will be released to the employee only after all obligations have been completed for the school year.

Article V. Resolving Grievances: A grievance as defined by KSA 72-2218(L)(1), is a complaint which is based on an alleged misinterpretation, misapplication or violation of the master contract, or any board policy, any administration work rule, or any past practice which separately or together constitute the "terms and conditions of professional service". (9/18)

All grievances by personnel may be taken up with Victoria-NEA Grievance Committee if the grieved person or persons so choose. If this method is chosen, the grieved person or persons will first present the grievance to the committee within five working days after the alleged grievance occurs. If the grievance is not resolved, the grievance committee with the personnel so grieved shall present the grievance to the principal in the school in which they work within five more working days.

If the grievant bypasses the Victoria-NEA Grievance Committee, he/she would take the grievance directly to his/her building principal within five working days after the alleged grievance occurs. (6/04).

In all cases, the grievance must be in writing at the time it is presented. (6/04)

In the event the grievance is not resolved, the committee and/or the personnel involved shall consult with the Superintendent of Schools within fifteen working days after the alleged grievance occurred. (6/04).

If the grievance demands further action, the Board of Education acting through its legal capacity may hear the grievance after the committee and/or the personnel so grieved makes an appointment through the Superintendent of Schools. That hearing shall occur within 30 days.

Article VI. Evaluating Professional Performance: All certified employees will be evaluated as required by State Law (see K.S.A. 72-2407-72-2412) on a Board of Education approved instrument. The current evaluation document is an administrative approved instrument. (8/22)

Article VII. Political Views: Each teacher shall be entitled to his own political views, expression, and activity as is granted to all citizens under the Constitution of the United States.

Article VIII. Substitute Teachers: When the need arises and is assigned by the administration, a teacher may be required to substitute during part of or all of his/her preparation period. Any certified teacher who uses her/his preparation period in a substitute role will be compensated at \$15.00 for that period. In the event any teacher in the district uses from 25 minutes or less of his/her preparation period, the teacher will be compensated at half of the rate. Teachers using recess periods of less than 25 minutes or preparation periods prior to the beginning of classes in the morning or after student dismissal at the end of the day will not receive

compensation for supervising. When it is convenient to do so, classes may be combined; however, teachers will not be paid substitute pay unless they use their preparation period. No teacher will be paid more than \$15.00 in any one day under this article and in all cases, it must have administrative approval. All effort should be made to secure an outside substitute before teachers are assigned to cover as a sub during their preparation period. A substitute will be hired for the teaching day, providing the teacher's absence is for a full day and in the administration's judgment, a qualified replacement can be hired to provide coverage. (7/21)

Article IX. Periodic Professional Preparation Requirements: Each certified employee must take the required credit as set forth by the State Department of Education for renewal of certification. If the credit taken toward the renewal of certification is to be used for movement on the salary schedule, the proposed credit must first have the approval of the Administration. (5/87) The district will pay the \$50 fee for fingerprinting that is associated with recertification. (8/15)

Article X. Records, Reports, Transcripts, Inventories: The Board of Education intends to enforce its right to require records, reports, transcripts, and inventories, to be up-to-date for teachers to advance on the salary schedule. It is the Board of Education's feelings that a contract carries with its employee responsibility. By contract, the employee is bound to an obligation to the school district as the school district is to the State Department of Education standards. Professional employees are to recognize that a salary agreement on any contract carries with it these obligations.

The district will keep a complete list of all files for all certified teachers which shall be open to inspection by the teacher of such said file during regular business hours. Access shall be restricted to authorized staff (Clerk and Building Administrator) of the district and an access file shall be maintained. Certified teachers will be notified when a new item is added to their file and maintain the right to respond to such additions. A certified teacher may copy anything in their own personal file only. A certified teacher may place items in their file with notification of such action. (7/21)

Article XI. Payroll Deductions: The school district will make payroll deductions from one group health insurance plan which a majority of certified and non-certified employees chose to take enrolment in. The school district, through its secretary, will make deductions to companies that certified employees have chosen to represent them in tax sheltered annuities; however, the school district will not make deductions for more than two companies per employee on annuity plans. Other deductions will be considered providing there are fifty percent or more of the teachers as a group that make wishes known supporting such deductions. Required federal and state deductions will be made without question. The board will require written notification of any deduction changes during these specific dates: August 9 to September 9 and December 9 to January 9. It is hereby agreed to by the Victoria-NEA and the Victoria Unified School District that dues to the teachers' professional association may be deducted on a monthly basis in twelve equal installments, or other basis if agreed to by individual teachers and the administration, and only to those that agree to this payroll deduction. The school district will return to the teachers' association treasurer, or other association person they might designate, on a monthly basis after payroll has been completed. (8/23)

Article XII. Extra Duties of Professional Staff: Teachers are expected to assume certain non-teaching duties as part of their continuing contract. These will include the following:

1. Assist with and advise student organizations, social activities and various school-sponsored presentations. (Refer to Article XIV. Extra Duty Pay - Other.)
2. Sponsor activity trips of school buses and cars when organized through the schools of the Victoria Unified School District. (Refer to Article XIV. Extra Duty Pay - Other.)
3. Supervise detention sessions and assist in other disciplinary programs as designated for the building in which you teach.
4. Assist in supervision of home rooms, study halls, corridors and assemblies.
5. Conduct and supervise normal educationally related class and school trips.
6. Assist other teachers by taking on part of their responsibilities in emergencies.

7. Assume assigned duties necessary for home athletic activities after school hours. (Refer to Article XIV. Extra Duty Pay - Other)
8. Prepare lesson plans as requested by the administrative office.
9. Serve on committees for curriculum, textbook and other groups recommended by the administration that are related to improvement of the educational program.
10. Assist in and be present at your schools for scheduled individual conferences when assigned.
11. Attend staff meetings and serve on faculty and other school committees.
12. Be prompt, keep appointments, maintain discipline and report infractions of rules and standards.

Article XIII. Leave Provisions - Professional Employees:

1. Discretionary. Twelve (12) days of leave credit will be credited to each full-time certified employee of USD #432 each year. This leave credit may accumulate to 125 days. (8/10)

Six days will be credited to a new employee in the district at the beginning of each semester of the school year during the person's first year of teaching in the district. After the first year each regular employee shall begin each school year with twelve (12) days of leave credit. (6/02)

Non-sick discretionary leave requests must be in writing 4 days in advance for approval from the administration. No teacher will be allowed to leave the day before a vacation or the first day of school after a vacation unless an extreme emergency exists. In addition to the above, no teacher will be allowed to leave during the first or last 5 days of student state recognized attendance days, the student state recognized attendance day before or following a regularly scheduled vacation or holiday break. In case of extreme emergency during the above dates, teachers will give as much notice as possible and make the administration aware. (8/23)

If administration is unable to find a substitute for teachers, with approved discretionary days, the teacher will work with administration to find coverage from within and provide a copy of the plans/coverage to the office. (8/23)

If two consecutive discretionary days are taken in a row that is not related to health issues, those days must be approved by the superintendent. The superintendent can require a doctor's slip, if he/she chooses. All unused days will accumulate into discretionary leave up to 125 days.

In the event the teacher's request affects the total program because of other teachers being absent, the teacher will be asked to reconsider the request. Each case will be considered on its own merit, however. Under no condition will more than four people be permitted to take leave at one time.

In addition to the above, the Board of Education will buy back discretionary leave not used by the employee at the rate of \$50.00 per day after that certified employee accumulates 125 days of leave credit. Any full-time certified employee with less than 20 years of experience may sell back a maximum of four discretionary days. Any full-time certified employee with more than 20 years of experience may sell back a maximum of five discretionary days. This pay must be requested in writing by the last day of the contract year. (9/18)

2. Professional. An additional two days of credited leave may be used as professional leave to attend classes, conferences, in-service institutes and inter-school visitations designed to improve the competency of the certified employee in his or her area of specialization. This leave may be used only after approval of the administration and after six working days notice has been given prior to the professional leave unless it has been recommended by the administration. Application must be in writing if the day of leave has not been recommended by the administration. However, the salary of the individual will be paid by the school district if approved by the administration. Approved days of professional leave will not be deducted from accumulated discretionary leave days. (8/10)

If the leave has been recommended or required by the administration, reimbursement will be made under the "Personnel Reimbursement Policy". If the "Personnel Reimbursement Policy" is in effect, the certified employee shall file with the superintendent a written report of the conference, in-service institute, or inter-school visitation, with recommendations, if any, for use by teachers and the administration.

Four teachers from the district, with no more than two from any one building, unless the leave is recommended by the administration, can attend classes, conferences, in-service institutes, inter-school visitations or any other educational situations on any one day if in the interests of the School District. (5/87) Any requests by more than four teachers will be denied unless the professional leave has been recommended or required by the administration. In the event that a majority of the entire faculty petition the administration to take professional leave at the same time, and at least one month in advance, the administration will dismiss school for the time period involved with equal time being added to the calendar at a later date.

If any of the above teachers are sent specifically as the local representative of KNEA or NEA, the substitute's salary will be paid for by the local organization.

3. Association Leave. A maximum of five (5) total days of paid leave may be granted to association members of V-KNEA at the discretion of the Association. The Association agrees to notify the superintendent and building principal in writing of intent to take said leave a minimum of (5) school days prior to the event. Approved leave will be granted in full day or one-half day increments.

The Association (V-KNEA) recognize the continued value and benefits of having well rounded educators who understand issues that are related to budgetary concerns and distribution of funds; therefore, the Association agrees to have representation at mutually agreed upon training. If association leave has been exhausted, then personal leave of those involved will be appropriately deducted. (10/09)

4. Parental Leave. The employees who need additional leave due to pregnancy may use 10 days per year under the following conditions:
 - A. All regular leave must be exhausted.
 - B. The number of days used must be repaid to the district at a rate of 5 days per year beginning the next year.
 - C. In the event that an employee leaves the district before being able to pay back the leave, the employee will repay the district at the rate of 1/180 of the employee's salary. (8/10)
5. Each full-time certified employee of U.S.D. No. 432 shall be granted leave with full pay in the following cases: jury duty in the county, state, or federal courts, for witness in a case if subpoenaed, or for giving of a deposition in a case as long as the case does not involve the employee's own case as a plaintiff or defendant. (8/10)
6. Unused leave credit shall accumulate to the credit of the employee at the rate of twelve days per year up to a maximum of one hundred twenty-five (125) days, retroactive for those employees that have been in continuous employment for over 20 years. (7/07)
7. Loss of salary because of overuse of discretionary leave credit will be computed on the basis of the number of days one is required to be on duty. (8/10)
8. If termination of the teacher's contract should occur, for whatever reason, during the contract year, one (1) day of discretionary leave credit will be deducted from the total of twelve days accrued during that contract year for each month of the contract not fulfilled. In case one has already used the days allotted for that year prior to termination, compensation will be deducted from the employee's remaining pay for each day that he or she would not have been entitled. (8/10)
9. The above discretionary leave credit shall cover absences of the employee for illness or illness and death in the employee's immediate family, which shall include father, mother, brother, sister, wife, husband, in-laws, and children; or other people at the discretion of the employer. (8/10)

10. In case of absence of an employee for their own illness, a doctor's statement may be required and must be provided by the teacher upon request by the superintendent or Board of Education if the absence has been for three or more consecutive days.
11. Under no circumstances will the Board of Education pay to any employee any disability or discretionary leave credit benefits for self-inflicted or voluntarily inflicted illness or disabilities other than those that by accident. (8/10)
12. The Board of Education reserves the right to allow more days in cases where deemed necessary.
13. Remuneration for Unused Discretionary Leave - All full-time employees of the Victoria Unified School District No. 432 will be paid up to \$38.00 per day for any unused discretionary leave days upon retirement, resignation, death, or other reasons for terminating employment. The employee may take this remuneration as: (1) a lump sum, (2) as monthly payments on a health insurance policy carried by the school district at the rate of no more than a single premium, if retiring, or (3) it may be applied to the employee's salary in the last year of employment, if retiring, providing the employee has declared his/her intent by June 1st preceding his/her last year. In the event the remuneration has not been paid out by the district by the time the employee reaches the age of 65 years, the employee will be given the remainder in a lump sum payment. In the event that options 2 or 3 above are selected, this policy must meet all legal requirements at the time of separation. The amount of remuneration one can receive is listed below, and is based on the possible amount of accumulated discretionary leave days as determined in Subsection 4A of this same article.

1-10 years of service in the district = \$13.50 per day

11-15 years of service in the district = \$18.75 per day

16-20 years of service in the district = \$24.00 per day

21-25 years of service in the district = \$29.25 per day

26-30 years of service to the district = \$34.50 per day

31-up years of service to the district = \$38.00 per day
(8/06)

To calculate the amount one could receive, take the amount of accumulated discretionary leave days a person has and multiply that number times the amount per day. (8/10)

14. Notification of Accumulation - Certified Employees will be provided a written statement by October 1st and May 1st of each school year specifying the number of accumulated unused discretionary leave days. (8/23)

Article XIV. Extra Duty Pay - Other:

1. All certified personnel, other than coaches, will receive \$10.00 per hour per person for all assigned activities not pertaining to curriculum. Extra duty is payable in 1/2-hour increments with a guaranteed 2 hour minimum per assigned night (8/05)
2. Coaches will receive \$10.00 per hour per person in the event they are not working an assigned duty under their coaches' contract and have been assigned another duty. Extra duty is payable in 1/2-hour increments with a guaranteed 2 hour minimum per assigned night. (8/05)
3. All assignments are made by the administration and are subject to payment for any event held after the contracted day on school days and at anytime an event is held on a weekend. In addition to this, all certified personnel will receive \$10.00 per hour for working at any type of school-sponsored activity held on Saturday or Sunday. Sponsorship is not included as extra duty if the activity pertains to a supplemental position. Extra duty is payable in 1/2-hour increments with a guaranteed 2 hour minimum per assigned night. (9/08)

4. Any certified personnel asked to sponsor a bus after the contracted day on weekdays will receive \$10.00 per hour. Saturday and Sunday sponsorship will be paid at the rate of \$10.00 per hour with a cap of \$70.00 per day for such sponsorship. Sponsorship is not included as extra duty if the activity pertains to a supplemental position. Bus sponsorship assignments will be assigned by the administration in as equitable manner as possible. (9/08)
5. All certified personnel will receive \$20.00 per hour per person for professional extra duty outside of contract time upon administrative request. (2/22)
6. Music coaches will not be compensated for an assigned duty relating to their duties as music teacher or music coach even though it may be at the same time as an athletic event.
7. Non-supervisory duties for activities will be assigned to all certified personnel in the district on a rotating basis for the purpose of equalizing work assignments in these activities.
8. The Board of Education may employ people outside the school environment to assist with coaching and working other activities when deemed necessary.

Article XV. Salary Schedules:

1. Base Pay. It is hereby agreed that the certified teachers will be contracted on a salary schedule with a \$40,000 base. All beginning professional employees will come in on step 1. (8/23)
2. Beginning the 2023-24 school year, new employees will be able to transfer all years of teaching experience from another district. These must be full teaching years, not semesters or parts of a year. (8/23) If certified personnel receive movement from the BS + 30 column to the Master's column, salary shall NOT be reduced as a result of said teacher's movement on the salary schedule. (8/10)
3. Salary Schedule Movement. For salary purposes, the Victoria Unified School District will honor those hours, degrees and PDC points that certified personnel can verify by signed documentation that they will complete by August 15th of the year for which salary increases are being proposed. Transcripts, approved PDC points or evidence of completed degrees prepared by the issuing school must be presented to the district's central office on or before the first day of classes for that school year. The signed documentation that the certified personnel will move on the salary schedule because of the additional credits, degree or approved PDC points must be in the central office by January 15. (8/10)
 - A. College credits/in-service points shall be allowed for movement on the salary schedule. The following criteria applies to the use of PDC points:
 - i. Teachers who have earned a Masters Degree may advance horizontally on the salary schedule with PDC points, college hours or a combination of PDC points and college hours under the following conditions:

A request for salary movement based on PDC points needs to be requested 2 weeks prior to the activity. This does not include any school sponsored in service activities as they all have prior approval for our staff. (The PDC committee reserves the right to approve a request that does not meet the 2 weeks notice provision. Each request will be dealt with on an individual basis.) (6/14)
 - ii. Any advancement on the schedule with PDC points will be directed by the professional development regulations of the State of Kansas;
 - iii. Twenty (20) PDC points will equate with one (1) credit hour. (6/14)
 - B. The MS + 30 line will be capped at step 30. The BS + 30 line will be capped at step 18. All current employees beyond step 18 are grandfathered in and will be capped at step 30. (8/23)
4. Teachers will receive \$600 experience increment for each year of teaching experience at USD 432 Victoria in accordance with the salary schedule. (9/13)
5. The supplemental salary schedule will be based off the negotiated base pay. (7/21)

Article XVI. Insurance Fringe Benefits or Cash (other options):

The Unified School District 432 will provide a fringe benefit payment of 95% of the premium for a single medical plan according to the State Health Plan to all certified personnel through December 31, 2023 (November 2023 payroll). Effective January 1, 2024 (December 2023 payroll), Unified School District 432 shall pay a monthly premium amount toward the district group health and dental insurance. The district agrees to pay monthly medical/dental coverage not to exceed the following: \$650.00 towards single coverage; \$850 towards employee/children coverage; \$900 towards employee/spouse coverage; and \$1000 towards employee/family coverage. If the premium total for the health and dental plan the employee chooses is less than the allotted amounts above, the lesser amount will be paid by the district. Employees cannot take cash in lieu of medical/dental coverage. Payment shall be for only those employees who elect to be included in the district's defined group coverage. The selection of health insurance benefits and health insurance provider shall be subject to annual bargaining. A joint employer-employee may be appointed to make recommendations to the bargaining teams. If such a committee is appointed the association shall appoint all bargaining unit members of the committee. The committee shall be composed of equal number of persons appointed by the Board and Association. If an employee is terminated or nonrenewed the Board agrees to continue the employee's insurance coverage at the employee's expense under the provisions of the COBRA Act of 1985. (8/23)

Employee Health Insurance Addendum

When it is financially advantageous to USD 432, the superintendent will encourage employees to "bundle" their insurance. In this case, the term bundle means to combine two separate policies into one. This would apply to any husband-and-wife combination or any other permissible family combination that are directly employed by USD 432. The district would pay the added cost incurred by the employee with respect to premium.

10-12-2015/8-14-2017

Effective March 2002, employees can choose to belong to the State Health Plan. The school district will pay the required employer premium according to the State Health Plan rules for both full time and part time employees.

CHOICE OF BENEFITS

USD # 432 has a qualified 125 Salary Reduction Plan. Participants shall be entitled to participate in the 125 plan and can purchase any and all eligible benefits that are offered with this plan. (10/97)

Annuities may be purchased by teachers as they have in the past. (5/87) Teachers wishing to participate in annuities must use one of the companies presently being used by employees of the district. Anytime a company that presently serves the district has no participants, they can no longer be used to the point that there will be a limit of six companies who will serve the district. The only exception to this would be if an experienced teacher is employed by the district and has a contract with an annuity company which they wish to continue. To be eligible a participating company must send monthly invoices. (9/98)

Article XVII. Payment for Early Termination of Contract by Teachers:

1. Any classroom teacher employed during a given year, who requests and is granted termination of the teaching contract prior to the conclusion of the contract year, shall pay the school district a penalty of 5% of the base, at the discretion of the Board of Education, to compensate for the time and expense involved in securing a replacement. Such compensation may be paid directly to the Unified School District, but, in any event, if the amount determined by the Board is not paid prior to the time for payment of the last payroll check, the amount as determined by the Board may be deducted from the teacher's check. (6/03)
2. Any teacher who signs a contract, or fails to hand in a resignation for the next school year, and is already under employment within the district and is under the protection of the Continuing Contract Law, and who after the deadline for contracts, requests release from the contract due to take effect the following school year, may be released from the new contract without penalty if the resignation is made on or before the 14th calendar day following the third Friday in May, up to 3% of the base if

resignation is made from the 15th calendar day after the third Friday in May to June 30, or up to 5% of the base if resignation is made July 1st or later, as determined by the Board. (10/20) The Board will have complete power to determine the amount of the penalty based upon their assessment of the position to be filled. The penalty may be deducted from the teacher's pay for the current school year if not paid prior to the due date for the teacher's last regular pay check in which the amount of the penalty, or more, is being compensated. Release from contract is determined by Board action and not by willingness of the employee to pay the maximum penalty.

3. The penalty in A and B above will not apply in cases where the teacher is compelled to resign for medical reasons. Verification of medical causes for resignation is subject to confirmation by an M.D. of the Board's choosing.

Article XVIII. Early Resignation/Retirement:

Any teacher who notifies the board of their intent to resign at the end of the current school year by February 1 will receive \$1000.00, and if notification is received by March 1, they will receive \$500.00.

Any Teacher who notifies the board of their intent to retire by December 1 will receive \$1000.00, and if notification is received by January 1, they will receive \$500.00. (8/22)

Effective June 13, 2011, the early retirement plan has been eliminated. However, all certified personnel already on staff will be grandfathered in under the provisions in this document. New staff hired after said date will not be eligible for early retirement.

A committee will be organized to study, plan and recommend changes for our Early Retirement Plan. The committee will report to the negotiation teams at the bargaining table by June 1, 2009. Composition of the committee will consist of the Superintendent, one Building Administrator, a Board of Education member, and three Certified staff. The Certified staff representatives will be selected by the VNEA. In addition, a Tax Attorney will be consulted to evaluate the legality of the current retirement plan. (9/08)

Employees of Unified School District No. 432 who wish to retire from employment with the District prior to age 65 may elect to take early retirement under the terms and conditions set forth in this policy. Early retirement is entirely voluntary and at the discretion of an eligible employee.

1. **Eligibility** - An employee is eligible for early retirement if such employee:
 - A. Is currently a full-time certified employee in U.S.D. No. 432.
 - B. Is eligible for full retirement benefits under the Kansas Public Employees Retirement System (KPERs) and is not more than 65 years of age.
 - C. Has fifteen (15) years or more of employment service with the school district.
 - D. Has twenty (20) years or more of service credit recognized by the Kansas Public Employees Retirement System (KPERs).

Eligibility, i.e., compliance with (A) through (D) above, will be determined by the school superintendent. It shall be the responsibility of the employee applying for early retirement to provide all facts and information necessary to prove eligibility for early retirement.

2. **Application** - An employee may apply for early retirement by giving written notice to the Superintendent of Schools. Such written notice shall be submitted on or before the first (1st) day of April preceding the anticipated retirement date and shall include the following information:
 - A. A statement of the applicant's desire to take early retirement.
 - B. The anticipated date of retirement and their date of birth.

- C. The number of years applicant has been employed by the school district.
- D. The total number of years of service credit recognized by KPERS.

Failure to request by April 1st shall not exclude the candidate, if the Board of Education chooses to give approval, even though the deadline may not have been met.

Following final action on any application by the Board of Education for early retirement, the Superintendent shall notify the applicant in writing of the final disposition.

3. **Terms and Conditions** - The following terms and conditions shall apply to the school district's early retirement plan:
 - A. Any application for early retirement will be submitted to the Superintendent of U.S.D. No. 432 on or before April 1st unless waived by the Board of Education.
 - B. The amount of payment to the retiree who is 58 years old or older shall be the equivalent of \$415 per month until the participant reaches the age of 62 years and then \$150 per month from the age 62 to 65 years of age.
 - C. If any employee chooses to retire before 58 years of age the payments will be figured in the following manner: Take the amount a person could receive from 58 to 62 years of age (\$19,920) and divide this amount by the number of months from the eligible retirement date until they reach the age of 62 years old. Payment from age 62 to 65 years old will be \$150.00 a month.
 - D. If death should occur to the participant during this agreement, the Board of Education will honor said agreement to the participant's spouse only for months that would have remained until the participant would have reached the age of 65.
 - E. The early retirement benefit shall be payable by the school district in the following manner: The benefit may be applied toward a membership in the school district's health insurance policy, or it may be taken in cash on a monthly basis, or it may be taken as a combination of the two. If any of the payment is to be made in cash, the payment shall be made each month or in a lump sum each year; for one year at a time at the discretion of the Board of Education.
 - F. Applicant can not receive early retirement funds if they have not applied for KPERS retirement.
 - G. If any provision of this early retirement plan is determined to be in violation of federal or state laws or regulations, then the Early Retirement plan shall terminate as of that date and shall be of no further force or effect for new retirees unless readopted by the board.
 - H. Termination of the plan shall not affect employees who are currently receiving benefits unless this is also determined to be in violation of federal or state laws or regulations. If this is in violation of said laws then this part of the plan will also be terminated. (9/98)

Article XIX. Sick Leave Bank Policy: This sick leave bank shall be established to assist district employees who through prolonged illness or injury to themselves or an immediate family member need additional sick leave. Only those individuals participating in the bank will be eligible to apply for days from the bank. The following guidelines have been established to govern the bank.

1. Each participating district employee will contribute a maximum of one day to the sick leave bank per year. The USD 432 School Board will help to establish the bank by matching the employee contributed days at the rate of 0.5 per day per participant until the bank has reached its initial 100 days. The bank will not exceed 100 days, except to allow for new participants. Renewing participants will not contribute when the bank reaches 100 days.

2. The sick leave bank shall be monitored by a committee which shall consist of two administrators and two teachers along with two non-certified employees. These teacher representatives will be appointed by the president of the teachers' association. (8/15)
3. Each participating employee before using the sick leave bank shall deplete his or her accumulated sick leave.
4. Participating employees may make an application through written request to the president of the teachers' association. The committee may act on someone's behalf if they are unable to do so. No retroactive requests will be considered. The committee will meet within 5 school days of receiving a request. The association president will notify the applicant in writing on behalf of the committee regarding the action on the request.
5. First time participants shall be limited to grants not exceeding 10 days. A part time certified employee's sick leave withdrawal will equal the ratio of his or her contracted work day. All full-time certified personnel shall initially be granted 15 days. Ten additional days shall be granted if necessary. After those 25 days have been exhausted, a request may be made for additional days up to 15 minus \$80.00 a day. Requests may be reviewed for further action upon committee approval, based on agreement of the sick leave committee. Non-certified who need additional days beyond 25 days from the bank will request those days and the sick leave committee will consider the request. (07/12)
6. Should the sick leave bank reserve be reduced to less than 25 days during any given year, each participating employee may donate an additional day of sick leave. The committee will review the need and determine additional means for rebuilding the reserve (8/15)

Article XX. Negotiations Agreement: It is agreed that neither party to this agreement shall propose to negotiate more than six items each negotiations year. (8/10) Salaries, including supplemental payments, shall be negotiated at the end of each contract term and shall not be considered an item. One item shall be an Article with no subparagraphs. Any subparagraphs within an Article shall be an item in order to determine the three items for each party to negotiate. Therefore, for clarification, since salaries are not an Item, each party may have three items to negotiate in accordance with the definition of Items herein. (9/96) However, other items may be negotiated if the BOE and negotiating agency deem it pertinent. (8/06)

Article XXI. Discipline Procedures: In the event there is a specific incident requiring discipline, specific and clear grounds for discipline must be documented in writing. No professional employee will be subjected to discipline without just cause.

When the administration or board calls any professional employee into a meeting on a matter that the employee believes may lead to disciplinary action, he/she has the right to have a representative present. In the event the administration or board believes there is a need to take serious disciplinary action against the employee, or in the event of an alleged incident that may draw into question the prudence of leaving a professional employee in their assignment, the professional employee may be placed on administrative leave with full pay during the preliminary investigation. The preliminary investigation will not be done by the employee's immediate supervisor.

Following the investigation, disciplinary action will be taken. The degree of the disciplinary action will match the seriousness of the professional employee's behavior which is the cause of discipline.

If the professional employee's disciplinary action is found to be unwarranted, then no record or documentation will be filed in their professional employee's personnel file. (6/04)

Article XXII. Certified Teacher Fair Dismissal Process: Whenever a certified teacher who has taught two or more continuous years in the district is given written notice of a board's intention to not renew the certified teacher's contract, the certified teacher may request a meeting with the board by filing a written request with the clerk of the board within 10 days from the date of receipt of the written statement of nonrenewal of a contract. (7/21)

The board shall hold such meeting within 10 days after the filing of the certified teacher's request. The meeting provided for under this section shall be held in executive session and, at such meeting, the board shall specify the reason or reasons for the board's intention to not renew the certified teacher's contract. The certified teacher shall be afforded an opportunity to respond to the board. Neither party shall have the right to have a counsel/lawyer present. However, the certified teacher reserves the right to have a third party (Spouse, NEA Rep, etc.) present pending board approval. The board of education would require the certified teacher to sign a document approving the disclosure of their employment information to the third party. Within 10 days after the meeting, the board shall reconsider its reason or reasons for nonrenewal and shall make a final decision as to the matter. (7/21)

Article XXIII. Reduction of Teaching Staff: If the board decides that the size of the teaching staff must be reduced, guidelines in the following rule or the negotiated agreement, if applicable, shall be followed. Insofar as possible reduction of staff shall be accomplished by attrition due to resignations and retirement.

The following steps will be utilized by the district's administrative staff to reduce the teaching staff.

1. The number of teaching positions to be reduced shall be in accordance with the educational goals established by the board. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those education goals in determining which teachers will be nonrenewed due to reduction in force.
2. The educational goals and needs of the district, individual certifications, qualifications, training, skills, evaluations, and interests shall be considered.
3. If all teachers in the area identified for reduction have similar certifications, qualifications, training, skills, evaluations and interests, the teacher(s) who best meets the needs of the district, considering the factors outlined above and any other relevant factors, will be retained.

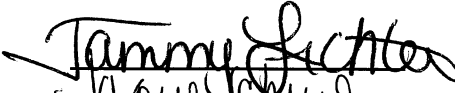
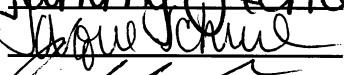
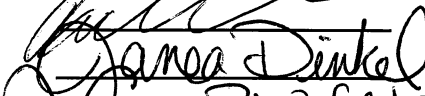
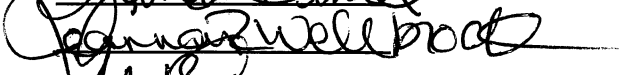
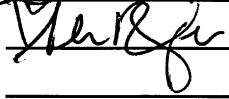
Any certified employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the teacher would qualify. Certified employees who may be eligible for reemployment are required to notify the district of their current address. The superintendent will recommend to the board reinstatement of any teacher he/she deems qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any teacher after a period of one year from the date of nonrenewal. (8/15)

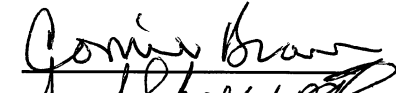
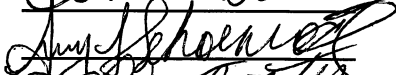

Article XXIV. Contract: Professional contract attached. (9/08)

Article XXV. Agreement: This agreement replaces and supersedes all prior agreements, including any which may currently be in effect. (9/08)

BOARD OF EDUCATION

VICTORIA-NEA

Base =	\$40,000
Across =	\$700
Down =	\$600

Victoria Master Schedule with Teachers
2023-24

	BA	BA + 10	BA + 20	BA + 30	MA	MA + 10	MA + 20	MA + 30	
1	\$40,000	\$40,700	\$41,400	\$42,100	\$42,800	\$43,500	\$44,200	\$44,900	1
2	\$40,600	\$41,300	\$42,000	\$42,700	\$43,400	\$44,100	\$44,800	\$45,500	2
3	\$41,200	\$41,900	\$42,600	\$43,300	\$44,000	\$44,700	\$45,400	\$46,100	3
4	\$41,800	\$42,500	\$43,200	\$43,900	\$44,600	\$45,300	\$46,000	\$46,700	4
5	\$42,400	\$43,100	\$43,800	\$44,500	\$45,200	\$45,900	\$46,600	\$47,300	5
6	\$43,000	\$43,700	\$44,400	\$45,100	\$45,800	\$46,500	\$47,200	\$47,900	6
7	\$43,600	\$44,300	\$45,000	\$45,700	\$46,400	\$47,100	\$47,800	\$48,500	7
8	<u>\$44,200</u>	\$44,900	\$45,600	\$46,300	\$47,000	\$47,700	\$48,400	\$49,100	8
9		\$45,500	\$46,200	\$46,900	\$47,600	\$48,300	\$49,000	\$49,700	9
10		<u>\$46,100</u>	\$46,800	\$47,500	\$48,200	\$48,900	\$49,600	\$50,300	10
11			\$47,400	\$48,100	\$48,800	\$49,500	\$50,200	\$50,900	11
12			<u>\$48,000</u>	\$48,700	\$49,400	\$50,100	\$50,800	\$51,500	12
13				\$49,300	\$50,000	\$50,700	\$51,400	\$52,100	13
14				\$49,900	\$50,600	\$51,300	\$52,000	\$52,700	14
15				\$50,500	\$51,200	\$51,900	\$52,600	\$53,300	15
16				\$51,100	\$51,800	\$52,500	\$53,200	\$53,900	16
17				\$51,700	\$52,400	\$53,100	\$53,800	\$54,500	17
18				<u>\$52,300</u>	<u>\$53,000</u>	\$53,700	\$54,400	\$55,100	18
19				\$52,900		\$54,300	\$55,000	\$55,700	19
20				\$53,500		<u>\$54,900</u>	\$55,600	\$56,300	20
21				\$54,100			\$56,200	\$56,900	21
22				\$54,700			<u>\$56,800</u>	\$57,500	22
23				\$55,300				\$58,100	23
24				\$55,900				\$58,700	24
25				\$56,500				\$59,300	25
26				\$57,100				\$59,900	26
27				\$57,700				\$60,500	27
28				\$58,300				\$61,100	28
29				\$58,900				\$61,700	29
30				\$59,500				\$62,300	30

1. All beginning Professional Employees will come in on Step 1. (9/19)
2. Beginning the 2023-24 school year, new employees will be able to transfer all years of teaching experience from another district. These must be full teaching years, not semesters or parts of a year. (8/23) If certified personnel receive movement from the BS + 30 column to the Master's column, salary shall NOT be reduced as a result of said teacher's movement on the salary schedule. (8/10)
3. For salary purposes, the Victoria Unified School District will honor only those hours and degrees that certified personnel can verify by signed documentation that they will complete by August 15 of the year in which salary increases for the next year are being proposed. (See Article XV) Effective with 1983-84 contracts.
4. The Victoria Unified School District will pay \$10.00 per hour per person with a 2 hour minimum for any assigned duty not pertaining to curriculum after the contracted day and the same for any assigned interschool activity on a weekend with a cap of \$70.00 per day. Victoria Unified School District pays a Professional Employee \$15.00 for substituting during their preparation period. Other pay, see schedules (Article IXV). (7/21)
5. This agreement replaces and supersedes all prior agreements, including any which may currently be in effect. (9/08)
6. The MS + 30 line will be capped at step 30. (8/23)
7. The BS + 30 line will be capped at step 18. All current employees beyond step 18 are grandfathered in and will be capped at step 30 (8/23)
8. The district will pay the \$50 fee for fingerprinting that is associated with recertification. (8/15)

Supplemental Salary Schedule 2023-24

The experience matrix recognizes consecutive years of experience in the same sport/activity. Experience does not transfer between districts or sports/activities.

Position	Year 1-3	Year 4-6	Year 7-9	Year 10-12	Year 13-15	Year 16-18	Year 19+
		5.00%	10.00%	15.00%	20.00%	25.00%	30.00%
FB Head HS	5,199.20	259.96	519.92	779.88	1,039.84	1,299.80	1,559.76
FB Asst. HS	3,705.40	185.27	370.54	555.81	741.08	926.35	1,111.62
FB Asst. HS	3,317.40	165.87	331.74	497.61	663.48	829.35	995.22
FB JH	3,317.40	165.87	331.74	497.61	663.48	829.35	995.22
FB Asst. JH	2,948.80	147.44	294.88	442.32	589.76	737.20	884.64
VB Head HS	5,199.20	259.96	519.92	779.88	1,039.84	1,299.80	1,559.76
VB Asst. HS	3,705.40	185.27	370.54	555.81	741.08	926.35	1,111.62
VB Asst. HS	3,705.40	185.27	370.54	555.81	741.08	926.35	1,111.62
VB Head JH	3,317.40	165.87	331.74	497.61	663.48	829.35	995.22
VB Asst. JH	2,948.80	147.44	294.88	442.32	589.76	737.20	884.64
Tennis Head	5,199.20	259.96	519.92	779.88	1,039.84	1,299.80	1,559.76
Tennis Asst.	3,705.40						
X Co Head	5,199.20	259.96	519.92	779.88	1,039.84	1,299.80	1,559.76
Cheer - HS	2,948.80	147.44	294.88	442.32	589.76	737.20	884.64
Cheer -- JH	1,552.00	77.60	155.20	232.80	310.40	388.00	465.60
BB Head HS B	5,199.20	259.96	519.92	779.88	1,039.84	1,299.80	1,559.76
BB Asst. HS B	3,705.40	185.27	370.54	555.81	741.08	926.35	1,111.62
BB Head HS G	5,199.20	259.96	519.92	779.88	1,039.84	1,299.80	1,559.76
BB Asst. HS G	3,705.40	185.27	370.54	555.81	741.08	926.35	1,111.62
BB Head JH B	3,317.40	165.87	331.74	497.61	663.48	829.35	995.22
BB Asst. JH B	2,948.80	147.44	294.88	442.32	589.76	737.20	884.64
BB Head JH G	3,317.40	165.87	331.74	497.61	663.48	829.35	995.22
BB Asst. JH G	2,948.80	147.44	294.88	442.32	589.76	737.20	884.64
Track Head HS	5,199.20	259.96	519.92	779.88	1,039.84	1,299.80	1,559.76
Track Asst. HS	3,705.40	185.27	370.54	555.81	741.08	926.35	1,111.62
Track Asst. HS	3,705.40	185.27	370.54	555.81	741.08	926.35	1,111.62
Track Head JH	3,317.40	165.87	331.74	497.61	663.48	829.35	995.22
Track Asst. JH	2,948.80	147.44	294.88	442.32	589.76	737.20	884.64
Forensics	2,599.60	129.98	259.96	389.94	519.92	649.90	779.88
Co-Play	1,299.80	64.99	129.98	194.97	259.96	324.95	389.94
Co-Play	1,299.80	64.99	129.98	194.97	259.96	324.95	389.94
NHS	582.00	29.10	58.20	87.30	116.40	145.50	174.60
FCCLA	5,199.20	259.96	519.92	779.88	1,039.84	1,299.80	1,559.76
Quiz Bowl HS	1,552.00	77.60	155.20	232.80	310.40	388.00	465.60
Quiz Bowl JH	1,164.00	58.20	116.40	174.60	232.80	291.00	349.20
Shooting Sports	1,552.00	77.60	155.20	232.80	310.40	388.00	465.60
Stu Co	1,358.00	67.90	135.80	203.70	271.60	339.50	407.40
SADD	388.00	19.40	38.80	58.20	77.60	97.00	116.40
Music	3,317.40	165.87	331.74	497.61	663.48	829.35	995.22
HS Concess.	1,940.00	97.00	194.00	291.00	388.00	485.00	582.00
Prom A	776.00						
Prom B	776.00						
Weightroom	756.60	37.83	75.66	113.49	151.32	189.15	226.98
Weightroom	1,765.40	54.60	109.20	163.80	218.40	273.00	327.60
HS Yearbook	1,940.00	97.00	194.00	291.00	388.00	485.00	582.00
V-Club	1,164.00	58.20	116.40	174.60	232.80	291.00	349.20
JH Yearbook	776.00	38.80	77.60	116.40	155.20	194.00	232.80
VES Yearbook	194.00	9.70	19.40	29.10	38.80	48.50	58.20
FFA	2,599.60	129.98	259.96	325.62	519.92	649.90	779.88
Athletic Director	5,509.60	275.48	550.96	826.44	1,101.92	1,377.40	1,652.88
LCP Coordinator/Title	1,552.00	77.60	155.20	232.80	310.40	388.00	465.60
PDC Chair	1,299.80	64.99	129.98	194.97	259.96	324.95	389.94

**PROFESSIONAL EMPLOYEE
UNIFIED SCHOOL DISTRICT NO. 432
STANDARD PRIMARY CONTRACT**

It is hereby agreed, by and between the Board of Education of VICTORIA Unified School District No. 432, in Ellis County, State of Kansas, hereinafter called the "Board" and _____ hereinafter called the "Professional Employee"; that the Professional Employee is hereby employed by the School District to teach not more than 180 days in 20__-20__ beginning on the ____ day of _____.

The Board agrees to pay the Professional Employee: An annual salary of _____ dollars for these services, to be paid in 12 monthly installments on or before the 20th day of each calendar month. A lump sum payment for June, July, and August payments will be made if requested according to Kansas State law. Then only after all obligations have been completed for the school year and after the district receives financial aid from the state.

It is further agreed by and between the parties as follows:

1. To be the _____ in the Victoria U.S.D. #432 School.
2. The Professional Employee shall:
 - Teach all days when school is regularly scheduled;
 - Make and file all reports required by the Board or Superintendent;
 - Attend professional meetings authorized by the Board or Superintendent;
 - Cooperate with the administrators and other Professional Employees in planning and coordinating the teaching program;
 - Perform other duties as listed in the Board's Statement of Policy as of July 1st and as agreed to in the negotiated agreement;
 - Perform such school services as may be mutually agreed upon by the Board and Professional Employee.
3. The Board reserves the right to assign said Professional Employee to such buildings and work as the best interests of the schools in the District require.
4. If checked here _____ the parties agree, that the Professional Employee shall be on contract duty pursuant to this extended contract for _____ additional contract days of teaching and other assignments as designated by the Board, to be compensated as provided for in the referenced collective bargaining agreement.
5. If checked here _____ the parties agree, that the Professional Employee shall be on contract duty pursuant to this part-time contract for a fractional part of the full-time contract duty, described hereby as _____/tenths of the full-time contract days, to be compensated as provided for in the referenced collective bargaining agreement.
6. This contract shall be void if the Professional Employee fails to have on file with the Board continuously during employment a valid Kansas Teacher's Certificate for the level at which said Professional Employee is employed and for the subjects which said Professional Employee is employed to teach.
7. The Board shall allow 12 days of discretionary leave each year accumulative to 125 days.

In compliance with a resolution passed by the Board at a legal meeting held on _____ we hereunto subscribe our names this _____ day of _____, 20__.

BOARD OF EDUCATION

PRESIDENT

PROFESSIONAL EMPLOYEE

ATTESTED BY CLERK

ADDRESS

*By signing this, you also acknowledge that a copy of this contract will be placed in your personnel file.

**UNIFIED SCHOOL DISTRICT NO. 432
SUPPLEMENTAL DUTIES CONTRACT**

This contract, made and entered into, this ____ day of _____, 20__, by and between the Board of Education of Victoria Unified School District No. #432, Ellis County, Kansas, hereinafter called "Board" and _____, hereinafter called the "Professional Employee".

The parties hereto agree that the Coach shall be employed by the Board as an employee of said Victoria Unified School District No. #432, Ellis County, Kansas and perform supplemental duties for the school year 20__-20__, as defined and scheduled by the Board.

It is further agreed by and between the parties as follows:

1. The Coach is contracted for the supplemental duty as set forth, and will be salaried for such supplemental duties in accordance with the collective bargaining agreement for the professional employees' bargaining unit as negotiated and ratified by the Board and the Victoria NEA as follow:

Supplemental Assignment

Salary

1. _____

2. Except as may otherwise be allowed by applicable law, this contract is voluntary and is entered into by mutual agreement by and between the Board and the Coach.

WITNESS OUR HANDS on the day and year first written.

By _____
PRESIDENT, BOARD OF EDUCATION

Professional Employee

ATTEST:

CLERK, BOARD OF EDUCATION

By signing this, you also acknowledge that a copy of this contract will be placed in your personnel file.