



Special Meeting of the Board of Education
Board Room, Administration Building, 900 W Choctaw Ave, Chickasha, Oklahoma 73018
Monday, August 30, 2021 at 12:00 PM

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

Wearing a mask is optional for all patrons.

You can view board meeting live by going to the Chickasha Public Schools website and clicking on the link provided: <https://www.youtube.com/channel/UCBKIST0nRRawummdv0cpTHA>

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Discussion and possible action regarding Revised — Board Policy DI Leave
Pam Ladyman and Rick Croslin
5. Discussion and possible action regarding Chickasha Association of Support Employees (CASE) Negotiated agreement
Jennifer Stegman
6. Discussion and possible action regarding Chickasha United Teaching Association (CUTA) negotiated agreement
Jennifer Stegman
7. Discussion and possible action regarding MOU between CUTA and CPS Regarding Stipends for Powerlifting Head Coaches
Pam Ladyman, Jerry Don Bray
8. Consent Agenda
The following items, which concern items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration and action on the following items:

- a. New copier for Enrollment Center
9. Motion to Adjourn

This agenda was posted at 12:00 p.m. on the 26th day of August 2021, on the east and west doors of the Administration Building, Chickasha Public Schools, 900 W. Choctaw, Chickasha, Ok. and emailed to the concerned public. Notice of the meeting was given to the Grady County Clerk at 1:26 p.m. on the 25th day of August 2021.

Rochelle Bowens
Board Clerk

Welcome to Chickasha Public Schools
Board Session Public Attendance

Please PRINT your name, title, and company below.

Date: August 30, 2021

Name (Print)	Representation, Title, Company
LaVon Blalock	CASE Pres.
DAN TURNER	Admin
Jennifer Stegman	Admin
Jerry Don Braus	Admin

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
August 30, 2021

TOPIC:

Revised - Board Policy - DI Leave

ADMINISTRATIVE RECOMMENDATION:

Please Approve

RATIONALE FOR RECOMMENDATION:

This revised policy aligns the CUTA Negotiated Agreement, the CASE Negotiated Agreement and Board Policy DI. The additions have been highlighted in Yellow. Removals have Strikethrough editing.

FISCAL NOTE:

None.

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman

Implemented: April 2020

LEAVE

General: The Board recognizes that District employees must occasionally be absent from work. Therefore, the Board will provide various forms of leave as required by law. This policy shall apply to all employees of District except those covered by an applicable collective bargaining agreement which has conflicting provisions for leave.

Sick Leave: An employee who is absent from duty because of personal illness, injury, or pregnancy, or serious illness in the immediate family shall be allowed sick leave. Immediate family includes the employee's spouse, parents, grandparents, children, or corresponding in-laws. Sick leave may be used for dental and/or medical appointments. Hours per day of paid sick leave shall not exceed the number of hours per day for which the employee is regularly employed. Sick leave for part-time employees shall be proportionate to the hours worked by the employee.

The following accrual rates will apply to employees who are not covered by an applicable collective bargaining agreement:

Support Employees:

- 10-month contract (200 contract days or less) = 10 days per school year
- 11-month contract (201-220 contract days) = 11 days per school year
- 12-month contract (238 contract days or more) = 12 days per school year

Central office Administrators who work 12 months will be provided 15 days per school year.

Accrued but unused sick leave may be transferred to another school district, to the Oklahoma School for the Blind, or the Oklahoma School for the Deaf or may be used for service credit with the Oklahoma Teachers' Retirement System ("OTRS"). According to applicable law, employees may transfer up to 60 accumulated and unused days of sick leave from another school district, and such transferred days shall be used first in case of illness.

District shall not compensate an employee for any accrued, unused sick leave, except in the case of an employee declaring full retirement **or leaving the district**. Full retirement is defined as an employee meeting OTRS guidelines for full retirement, declaring and subsequently beginning withdrawals from OTRS, and resigning employment from his/her current position with District. Any unused sick leave may be bought back by District at \$20.00 per day upon retirement. Unused sick leave days from other agencies or school districts are not eligible for reimbursement up to one hundred and twenty (120) days.

When an employee is unable to work due to personal illness, injury, or pregnancy, or serious illness in the immediate family, the employee or employee’s designee will notify his/her immediate supervisor or designee at the work site at a time as established by existing District/department policy/practice, unless extenuating circumstances preclude this notification.

Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Claiming sick leave on unusual or inclement weather days, claiming excessive sick leave during the last two months of employment, claiming sick leave on days immediately preceding or immediately following holidays or non-work days other than weekends, absences exceeding five (5) consecutive days or more, or presenting behaviors and/or patterns creating a reasonable suspicion that sick leave is being abused are all situations in which appropriate evidence may be requested from the employee by a supervisor. Appropriate evidence may include:

1. Medical professional’s statement endorsed by the employee;
2. Employee statement endorsed by the principal or immediate supervisor;
3. Copies of claim submitted for insurance benefits; and
4. Other information, to include District form(s), as may be indicated by the circumstances.

Sick Leave Sharing: District hereby adopts a Sick Leave Sharing program to be administered in accordance with the applicable law and District Regulation.

Personal Leave: Full-time Certified employees shall be entitled to three (3) days for personal business leave. Support employees shall be entitled to three (3) days for personal business leave; four (4) days for (five) 5 or more consecutive years; five (5) days for 10 or more consecutive years. Personal business leave is not cumulative, and employees shall not be compensated for such leave if not used. Unused personal business leave shall be converted to sick leave at the end of the fiscal year. Personal business leave includes any personal business matters that must be conducted during normal school hours but shall not be used for the following purposes:

1. Participating in political activities except when pertaining to personal legal and household business;
2. Performing services for compensation; or
3. Participating in entertainment, recreation, or vacations.

Except in situations which are beyond the control of the employee, personal business leave may not be taken during the following periods of time:

1. The first or last week that school is in session; or
2. The day preceding or following a holiday or vacation period.

The Board may provide additional days of paid personal leave to employees in the event that District schools are closed as the result of a sudden emergency, natural disaster, epidemic, pandemic, or when school closure has been ordered by an authorized government official. In the event support employees are required to work during school closure and at the discretion of the

Superintendent or supervising administrator, those support employees may utilize such days of personal leave when schools have reopened.

Emergency Leave: At any time during the fiscal year, District's Board may grant up to ~~ten (10)~~ **five (5)** days of emergency leave for all employees to be used for days when District's schools are closed due to inclement weather, unsafe conditions of physical facilities, lack of proper supervision of students, unsafe conditions for students, and other unforeseen conditions that are declared an emergency. Emergency leave will only be available in the year during which the Board approves such leave or during the following fiscal year. In approving District emergency leave, the Board or Superintendent may designate that employees whose services are essential are not allowed district emergency leave for the days designated as an emergency. Provisions may be made to provide district emergency leave for essential personnel at a later date following the declared emergency.

Bereavement Leave: District will provide ~~up to five (5) days of~~ bereavement leave each year in the event of the death of one of the following relatives ~~of a full-time employee:~~ spouse, child, mother, father, brother, sister, aunt, uncle, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, step child, parent, step parent, sibling, grandchild, or grandparent of the employee or the employee's spouse **or a person living in the employee's home who is part of the family.** ~~An employee may use up to two (2) of the five (5) days of bereavement leave for persons not listed above.~~ Bereavement leave must be approved by the employee's supervisor. Bereavement leave is not cumulative, and employees shall not be compensated for such leave if not used.

- 4 days – within state
- 6 days – out of state
- May use 1 day for someone outside the family.
- 10 days – spouse/immediate children

Jury or Witness Leave: All employees shall be excused from employment without loss of pay when summoned for jury service or when subpoenaed in a criminal or civil proceeding.

Military Leave: All employees shall be excused from employment for military leave according to applicable law. Upon receipt of the proper military orders, such leave shall be granted without loss of status and shall include his/her regular salary for a period of up to thirty (30) days.

Family Medical Leave: Pursuant to the Family and Medical Leave Act of 1993 ("FMLA"), an employee who has worked at least one thousand two hundred fifty (1250) hours during the previous twelve (12) month period and all full-time certified teachers shall be allowed up to twelve (12) weeks of unpaid leave for the following reasons: 1) the birth or adoption of a child; 2) because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation; 3) for the employee's own serious health condition; or, 4) to care for the employee's spouse, child, or parent who has a serious health condition.

In addition, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. The single 12-month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends 12 months later. An eligible employee is limited to a combined total of

26 workweeks of leave for any FMLA qualifying reason during the 12-month period. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave. Military caregiver leave is available to an eligible employee once per veteran, per serious injury or illness.

Prior to taking unpaid leave, an employee must utilize any accrued paid leave to which the employee is entitled. An employee may be required to provide certification from a physician of the necessity of such leave, including the date the condition began, the anticipated duration, and the medical facts regarding the condition.

With the exception of leave approved for military care-givers, District will abide by the Rolling 12-Month Period. The 12-month period is to be measured backward from the date an employee uses any FMLA Leave. Under the Rolling 12-Month Period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

~~Coronavirus Leave (“COVID-19”): District will follow the guidelines established by the Families First Coronavirus Response Act (“FFCRA”). The FFCRA requires certain employers to provide their employees with paid sick leave and expanded family medical leave for specific reasons related to COVID-19. These provisions are applicable from April 1, 2020 until December 31, 2020 or as otherwise provided for by law.~~

~~Under the FFCRA, covered employers must provide employees: up to two weeks (80 hours, or a part time employee’s two week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:~~

- ~~• 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;~~
- ~~• 2/3 for qualifying reasons #4 and #6 below, up to \$200 daily and \$2,000 total; and~~
- ~~• Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.~~

~~A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.~~

~~Employees of private sector employers with fewer than five hundred (500) employees and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons as provided for below. Employees who have been employed for at least thirty (30) days prior to their leave request may be eligible for up to an additional ten (10) weeks of partially paid expanded family and medical leave for reason #5 below.~~

~~An employee is entitled to take COVID-19 related leave if the employee is unable to work, including teleworking, because the employee:~~

- ~~1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;~~
- ~~2. Has been advised by a health care provider to self-quarantine related to COVID-19;~~
- ~~3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;~~
- ~~4. Is caring for an individual subject to an order declared in #1 or a self-quarantine as described in #2;~~
- ~~5. Is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or~~

~~6. Is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.~~

~~If an employee is able to instruct students/classes and/or perform their job duties remotely while not physically present at their school site, the employee will not be charged leave during a COVID-19 related absence.~~

Leave of Absence: Any certified employee who has been employed full-time for at least three (3) consecutive years with District may request an unpaid leave of absence for a period which shall not exceed one (1) school year in duration. Requests for such leave must be made in writing, submitted to the superintendent, and contain sufficient detail as to the reasons for the leave so that a decision may be made based on the merits of the request. Requests for an initial Leave of Absence must be submitted no later than May 1 and be for an approved reason. Requests submitted after May 1 will be contingent on District's ability to find a suitable replacement. As a condition of approval, the employee must state that the reason for the leave is not for the purpose of accepting other employment or other activities for direct personal financial gains. A leave of absence may be used when all other applicable leave has been exhausted and the employee is unable to return to work. The Board shall determine if an employee's request for a leave of absence is to be approved, and approval of a leave of absence is contingent upon the needs of District. An employee who returns to work after an approved leave of absence shall be returned to the position previously held or to another comparable position for which the employee is qualified. Employees on an approved leave of absence may participate in and pay for continued insurance coverage or professional memberships, however, sick leave, personal business leave, and vacation leave shall not accrue for the period of time the employee is on an approved leave of absence. Salary increments or years of experience will not increase and/or accumulate during a Leave of Absence except in those cases involving military leave and/or teaching assignments that qualify as teaching experience according to the regulations of the Oklahoma State Department of Education, provided said teaching experience is not a paid position.

Employees who are on an approved Leave of Absence must submit a written request for reinstatement or request an extension of the approved Leave of Absence by certified mail to the Superintendent on or before April 1 prior to the contractual year in which the employee wishes to return. An employee who is on an approved Leave of Absence who fails to submit a request for reinstatement or a request for extension of the approved Leave of Absence shall be considered to have resigned his/her employment with District. A Leave of Absence may only be extended one time, except in the case of an elected/appointed officer.

Leaves of absence may be granted for the following reasons:

1. Parental Leave: Parental leave may be granted for the purpose of child rearing
2. Illness: Personal illness or caring for a sick member of the immediate family. Requests for such leave must be accompanied by a physician's statement. Immediate family is defined as spouse, children, step-children, parent(s), step-parent(s) and legal guardian of the employee.

3. **Educational Leave:** Employees pursuing the completion of an advanced degree or additional certification from an institute of higher learning. Proof of satisfactory completion of at least six (6) hours per semester will be required.
4. **Election/Appointed Officer:** Employees serving as a full-time elected/appointed officer of a professional organization at the state or national level for the duration of the term.

Decisions on whether to grant a leave of absence will be based on the benefit of the employee, the benefit of the District, and the availability of a replacement teacher who is willing to sign a Duration of Need contract. This does not apply to parental leave requested prior to May 1.

Vacation Leave: District will provide annual vacation with pay to those employees assigned to twelve-month positions (253-day contracts or longer). Vacation days are cumulative, up to a maximum balance of 10 days. It is the employee's responsibility to monitor his or her vacation balances. No employee will be credited any days of vacation that result in the balance exceeding the maximum allowance of 10 days. Days in excess of 10 as of June 30 of each year will be removed from the employee's vacation leave balance and will roll over into sick leave.

A full year of service is measured from July 1 to June 30. Vacation time will be accumulated only for months during which the employee works the majority of the month. Absences of an employee on sick leave, vacation leave, or other paid approved leave are considered days worked for the purpose of vacation time accrual. Paid vacation leave will not be accrued for leave taken for unapproved reasons, or for reasons that result in unpaid leave.

The following accrual rates will apply to those support employees eligible for paid vacation days:

1-3 years of continuous service as a 12-month employee	1 week
3-6 years of continuous service as a 12-month employee	2 weeks
6-15 years of continuous service as a 12-month employee	3 weeks
15 or more years of continuous service as a 12-month employee	4 weeks

Twelve Month Administrators

Certified Administrators and/or Superintendent receive 22 days of vacation to be used annually in addition to the days central office is closed.

An employee who leaves employment with District will be compensated at the employee's daily rate of pay for any accrued vacation leave, up to a maximum of 10 days.

Both the supervisor and the employee should strive to arrange vacation times during periods that are the least disruptive to the mission of the District.

Professional Leave: The Board may authorize leave for certified employees to attend professional conferences, conventions, and/or meetings which contribute to the basic functioning of the certified employee's assignment in accordance with District Regulation.

Holidays: District shall provide those holidays which are set forth on a school calendar and those which are specified by the Superintendent.

COVID-19 Staff Leave Protocols

COVID-19 Leave:

- CPS is providing ten (10) days of leave for any staff member that tests positive for COVID-19 during the 2021-2022 school year.
- Can be used for taking care of immediate family members that have tested positive and/or quarantined for COVID-19.
- This leave would be used first in the event of a positive COVID-19 diagnosis.
- This can be spread out over multiple instances but once a staff member uses all ten (10) days this leave will not be replenished. This leave does not roll over nor accumulate.
- To use this leave, provide the Personnel Office with proof of a positive COVID-19 test result and enter the reason for absence as COVID-19.

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

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

Additional Notes

- In the event a teacher is quarantined due to COVID-19 they may be able to teach remotely to their students. If this occurs, no leave will be entered that counts against a staff member on days that remote instruction is used for instruction. These days will have to be communicated with the site principal and Executive Director of Personnel. For a full day to be considered requires remotely teaching the regular day schedule.
- For support staff members – please contact your supervisor about online trainings, working remotely from home, or developing a plan to make up hours in the event you are quarantined. Note: Time sheets or proper documentation must be submitted by a given deadline to not have a disruption in payroll.
- In the event that schools are closed due to COVID-19, CPS will move over to remote instruction for all students enrolled in the traditional pathway. No leave will be counted against a teacher as long as instruction occurs following the regular school day schedule. Principals, teachers, and staff members will be expected to report to school sites unless instructed otherwise.
- In the event the district completely shuts down again, due to the pandemic, then the District administration will make announcements on how to proceed.
- This leave is retroactive back to July 1, 2021. Any leave previously used for these purposes will be changed over to COVID-19 leave and their other leave restored.

Adopted: September 14, 2020
Revised: February 8, 2021
Revised: August 30, 2021

ITEM OF CONSIDERATION
Board of Education
August 30, 2021

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

ADMINISTRATIVE RECOMMENDATION: Accept agreement

RATIONALE FOR RECOMMENDATION: This is an annual approval between the Chickasha Board of Education and Chickasha Association of Support Employees. School Year 2021-2022

FINANCIAL IMPACT AND FUNDING: Recommending a step raise and increase of 0.35 per hour. Approximate cost of raises: \$125,000

OPTIONS:

1. Approve
2. Not Approve
3. Table

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

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

CONTRACT AGREEMENT

By and between

THE CHICKASHA BOARD OF EDUCATION

And

THE CHICKASHA ASSOCIATION OF

SUPPORT EMPLOYEES

SCHOOL YEAR 2021-2022

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ARTICLE I: NON-DISCRIMINATION CLAUSE

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

ARTICLE II: SAVINGS CLAUSE

- 2.1 In the event that any provisions of this agreement be declared invalid by statute or by a court of competent jurisdiction, now or hereinafter, then such provisions shall no longer be operative, but all other provisions of this agreement shall continue in effect. Upon request by the Board or CASE, the teams representing the Board and CASE shall within twenty (20) working days commence negotiations of a legally permissible replacement for the provisions affected.
- 2.2 If a change in statute or decision of a court of last resort results in a change in benefits to the employee, the change will be incorporated (*Revised 2019*).

ARTICLE III: PRINTING AND DISTRIBUTION OF THE CONTRACT

- 3.1 For the parties to discuss responsibility for the master agreement and assuring, that within a reasonable time following approval of annual changes or additions to the master agreement, a final agreement is prepared, timely circulated, and available to the respective parties. The Superintendent will designate a primary contact for the Association Officers to communicate with to comply with this expectation of completion within a timely period.
- 3.2 The negotiating teams (The Association Team and the Board Team) will collaboratively proof a draft copy of the master contract prior to closing negotiations. Following ratification by both parties, the Superintendent (under the direction of the Board) will provide a proof perfect copy for posting. (*Revised 2020*)
- 3.3 The ratified CASE Master Contract/ Agreement will be posted to the Chickasha Public Schools website within ten (10) days following approval by the Board. (*Revised 2020*)

ARTICLE IV: ORGANIZATION RIGHTS AND PRIVILEGES

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

ARTICLE V: REPRESENTATION ON COMMITTEES

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

ARTICLE VI: PAYROLL DEDUCTIONS

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

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

Political Action Committee Contributions

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

ARTICLE VII: SAFETY AND HEALTH

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

7.2 Uniforms and Clothing Allowances:

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

- 5) Bus Monitors Rain Gear: The District will provide rain gear for bus monitors to be used while on duty getting on and off the buses during inclement weather. Each bus monitor will be responsible for maintaining the rain gear in useable condition for a minimum of one school year.
- 6) As per standards of the Internal Revenue Service, uniform reimbursements of uniform costs will be calculated as additional compensation with appropriate withholdings.

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

ARTICLE VIII: POSTING OF VACANCIES

- 8.1 The administration shall cause notices of vacancies for any support positions to be posted on the vacancy list on the Chickasha Public Schools Website and designated bulletin boards at each work site. Any new positions will be posted in the same manner. These notices shall be posted at least five (5) working days, ten (10) days if the vacancy occurs during the time when school is not in session, prior to the application deadline. In case of internal bus route opening created by a driver taking a different route, this route opening shall be posted for no less than twenty-four (24) hours if school is in session and not less than five (5) days if school is not in session.
- 8.2 These notices shall contain job title and date. Interested parties or applicants may contact the Superintendent's office for more information.
- 8.3 Any employee who is on leave or for some reason away from his/her job may submit a letter of interest or transfer request form for any vacancy which may occur during his/her leave.
- 8.4 SUPPORT PERSONNEL POSIITON TITLES:
 - Child Nutrition Personnel: Assistant Leader, Department Head, Cook/ Server

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

8.5 EMPLOYEE OF THE QUARTER

(8.5.1) The Employee of the Quarter selection process:

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

(8.5.2) Employee of the Quarter Form Rules:

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

ARTICLE IX: INDIVIDUAL CONTRACT

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

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

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

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

9.3 Full Time and Part Time Personnel:

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

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

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

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

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

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

ARTICLE X: BREAK ROOM FACILITIES

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

ARTICLE XI: TELEPHONE FOR PRIVATE USE

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

ARTICLE XII: HEALTH EXAMINATION OF SCHOOL EMPLOYEES

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

ARTICLE XIII: ACTIVITY BUS DRIVING

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

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

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

(who has indicated a desire to take the trip) closest to the top of the list receiving the first trip.

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

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

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

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

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

- 13.8 CONFLICT OF INTERPRETATION OF TRIPS: Should a driver have a conflict with the interpretation of activity or shuttle routes (13.6 or 13.7), they must submit a written request explaining their conflict to their immediate supervisor for clarification. The supervisor will give a written explanation of how the trip is classified within two (2) working days.
- 13.9 WORKING EXTRA-CURRICULUAR EVENTS OUTSIDE THE REGULAR CONTRACTED DUTIES: Non-certified support staff members working at extra-curricular events outside their regular contract duties shall be paid Ten Dollars (\$10.00) per hour for specific assignments as authorized by the Superintendent and/or his/her designee(s). These positions include gatekeeper, concession workers, scorer, and clock-keepers.

ARTICLE XIV: PERSONNEL FILE

- 14.1 The Board shall maintain an official personnel file at the Board office for each support employee.
- 14.2 Upon request, an employee may inspect his/her personnel file subject to the following:
- a) Inspection shall be conducted at a time mutually agreed upon by the employee and the Superintendent or his/her designee.
 - b) Upon request, an employee may have his/her representative present during inspection.
 - c) Copies of material in an employee's personnel file shall be provided upon request.
- 14.3 The employee will be given a copy of any material placed in his/her personnel file when the employee requests a copy.
- 14.4 The employee shall have the right to submit a written response to such material and have said response attached to the material to which it responds.
- 14.5 Reprimands and/or admonishments may be removed from the employee personnel file at any time by mutual agreement between employee and the Superintendent.
- 14.6 Contents of the personnel file shall be kept confidential, to the extent provided by law.

ARTICLE XV: TRANSFERS

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

ARTICLE XVI: INVOLUNTARY TRANSFER

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

ARTICLE XVII: DISMISSAL PROCEDURES

17.1 In order to comply with Title 70 of the Oklahoma Statutes, sections 24-132 through 24-136, the Board hereby adopts the following procedure for the suspension, demotion or termination of support employees.

17.2 For the purpose of this policy a “support employee” is defined as an employee of a school District who provides those services, not performed by professional educators or licensed teachers that are necessary for the efficient and satisfactory functioning of a school district.

17.3 A support employee who has been employed by the Chickasha School District for more than one (1) year shall be subject to suspension, demotion or termination only for cause, as designated by this policy. A support employee who has been employed by Chickasha School District for less than one (1) calendar year shall be an at-will employee.

17.4 Nothing contained in this agreement shall prevent the Board of Education from acting on its own volition in matters pertaining to suspension, demotion or termination of support employees.

17.5 Whenever the Superintendent of Schools is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of the school district, the Superintendent may suspend the employee without notice or hearing. If an employee is suspended for a period exceeding ten (10) days, the Superintendent of the District shall initiate proceedings for termination and shall follow procedures set forth in this policy. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Noting herein shall prevent proceedings against the employee during or after the suspension or termination as provided in this policy.

17.6 Prior to any demotion or termination the support employee shall receive notice of his or her right to a hearing, which if requested will be conducted by the Board. All notices shall be by certified mail, with the postmark used to determine the timeliness of such notice. The support employee must request a hearing within ten (10) working days of said notice or be deemed to have waived his or her right to a hearing.

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

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

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

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

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

ARTICLE XVIII: REDUCTION SUPPORT PERSONNEL/ WORKFORCE

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

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

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

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

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

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

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

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

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

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

ARTICLE XIX: EVALUATION

- 19.1 At the time of employment all new employees will be advised as to evaluation procedure and instruments.
- 19.2 Evaluations shall be conducted by supervisory personnel who have the responsibility to make recommendations for renewal or non-renewal of the employee contract and shall be conducted openly.
- 19.3 Each employee shall be evaluated at least once each year after he/she has completed his/her probation period. Evaluations are to be completed by May 15th. Meetings with Employees concerning employment, disciplinary action, and evaluations will be confidential. The employee should be given time to review all documentation and paperwork before signing.
- 19.4 The support employee will be given a copy of the evaluation report during a conference with the evaluating supervisor.
- 19.5 The support employee may respond to an evaluation within ten (10) working days and such response will be attached to the evaluation report and made a part of the record. Evaluations shall be maintained in the support employee's personnel file. After one year the evaluation report may be removed from the file by mutual agreement between the support employee and the Superintendent or his/her designee.
- 19.6 Any complaint regarding an employee that may affect the support employee's continued employment shall be made in writing and shall be called to the attention of the employee. Said employee shall have the right to respond to the complaint if it is to be placed in the employee's personnel file.

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

ARTICLE XX: SICK LEAVE AND ACCUMULATION

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

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

ARTICLE XXI: EMERGENCY LEAVE

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

- 1) Incidents or circumstances which result in significant damage by unexpected acts or forces;
- 2) Illness or injury presenting a substantial likelihood of loss of life, limb or significant bodily function to members of employee's immediate family as defined in "Sick Leave."
- 3) Inclement weather (*Revised 2020*)

ARTICLE XXII: PERSONAL BUSINESS LEAVE

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

ARTICLE XXIII: LEAVES OF ABSENCE

- 23.1 Upon approval by the Board, support employees may be granted an unpaid leave of absence of up to one year. These leaves may include medical, educational, political, or other leave for legitimate reasons warranting an extended leave. Other leave allowances will not accrue or diminish while employee is on leave. The employee may arrange payments of professional organization dues and insurance program premiums as long as there is no conflict in the provisions of the insurance policy. All maternity, parental and

illness leaves of absence that qualify for the Family Medical Leave Act will follow guidelines set forth for the FMLA program and will run concurrent with the aforementioned leave.

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

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

ARTICLE XXIV: ASSOCIATION LEAVE

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

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

ARTICLE XXV: BEREAVEMENT LEAVE

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

- Within State 4 School Days
- Outside the State 6 School Days
- Spouse/ Immediate Children 10 School Days

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

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

ARTICLE XXVI: JURY DUTY LEAVE

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

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

ARTICLE XXVII: HOLIDAYS

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

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

These days will be recognized for any employee whose contract is in effect during those days. For example, Independence Day will be a paid holiday for support employees on a twelve (12) month contract, and it will not be a paid holiday for support employees on a ten (10) month contract. An exception will be noted in an individual employee's employment contract for contract periods which are less than 10-month and/or which exclude any of the recognized holidays. *(Revised 2020)*

ARTICLE XXVII: VACATIONS

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

- a) Twelve-month support employees employed for less than the full school year (July 1 – June 30) shall receive vacation on a prorated basis for the period of approved employment (For example: the first year of employment and/or the final year of employment). An employee shall complete an additional year of continuous service upon completion of each school year from July 1 – June 30) of employment within the District. *(Revised 2020)*
- b) In determining years of continuous service for vacations, only those years of continuous service as a twelve-month employee shall be used in determining the amount of vacation a support employee shall accrue, except as provided in Article 28.5.
- c) The employee will be entitled to one (1) week of vacation after completion of one full year of continuous service as a twelve-month employee.
- d) After an employee has completed three (3) years of continuous service as a twelve-month employee, the employee shall be entitled to two (2) weeks of vacation per year.
- e) After an employee has completed six (6) years of continuous service as a twelve-month employee, the employee shall be entitled to three (3) weeks of vacation per year.
- f) After an employee has completed fifteen (15) years of continuous service as a twelve-month employee, the employee shall be entitled to four (4) weeks of vacation per year.
- g) Vacations are earned each year upon completion of a full year of continuous service, thus the entry year constitutes the first year of service. *(Revised 2020)*

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

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

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

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

ARTICLE XXIX: PAY PERIODS

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

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

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

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

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

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

30.2 All Central Kitchen Substitutes will be at entry level of the Job Classification. *(Revised 2020)*

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

31.1 The Board agrees to pay \$75.19 of the support employee’s insurance premium, who by full-time contract works twenty (20) or more hours per week, as long as their monthly salary amount exceeds the amount of the insurance premium and their insurance premium

deduction equals or exceeds the \$75.19 amount. To receive this benefit the employee must participate in the *Board adopted insurance program.

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

ARTICLE XXXII: RETIREMENT

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

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

ARTICLE XXXIII: WORKERS COMPENSATION

33.1 The Board agrees to provide a comprehensive worker's compensation program at no cost to the employee. This program covers any injury/illness sustained as a result of and in the course of employment that requires medical treatment. Worker's Compensation coverage provides benefits subject to the Rules of the Worker's Compensation Court, Title 85 of Oklahoma Statutes. Any employee who sustains a compensable work-related injury/illness has the right to file a claim with the Worker's Compensation Court and should inform his/her supervisor immediately. No matter how minor an on-the-job-injury may appear, it is important that it be reported as soon as possible. This will enable the eligible employee to qualify for benefits as quickly as possible. An injured employee may be required to be examined by a doctor selected by the Chickasha Public Schools. Worker's Compensation will be disallowed for the first three (3) calendar days of a disability caused by an injury. Sick leave must be used for these days. Sick leave will not be paid for any day's absence for which the employee received compensation pursuant to the Worker's

Compensation Act. Benefits will not be paid if the injury/illness is proven to be self-inflicted, fighting, the use of drugs or alcohol, a failure to use proper safeguards and/or equipment, or failure to observe proper safety precautions. Neither the Chickasha School District nor the insurance provider will be liable for the payment of worker's compensation benefits for injuries during an employee's voluntary participation in any off-duty athletic, recreational or social activities.

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

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

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

ARTICLE XXXIV: ACTIVITIES PASSES

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

ARTICLE XXXV: MILEAGE

35.1 The Board will reimburse support employees who are required to use their personal vehicle for transportation from one work location to another work location and then back

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

ARTICLE XXXVI: EXTENSION OF THE WORK YEAR

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

ARTICLE XXXVII: GRIEVANCE PROCEDURE

37.1 Definitions:

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

37.2 Procedure for Filing a Grievance:

37.2.1 Informal Resolution:

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

37.2.2 Formal Resolution:

- 1) Level I:

- a) The grievant shall submit a written grievance to his/her immediate supervisor within fifteen (15) days of the alleged violation with the citation of the specific article, section and paragraph of this agreement alleged to have been violated and the specific remedy sought.
 - b) The immediate supervisor shall schedule and hold a meeting within five (5) days after receipt of the written grievance. Persons present at this meeting will be the grievant, and if the grievant so desires, a representative of his/her own choosing, and if the immediate supervisor so desires, a person of his/her own choosing.
 - c) The immediate supervisor will transmit his/her written decision with written reasons within five (5) days after the Level I meeting to the grievant.
- 2) Level II:
- a) If the grievant is not satisfied with the Level I decision, he/she may submit a written appeal of the grievance to the Superintendent within five (5) days after receipt of the Level I decision. A copy of the original grievance and the Level I response shall be filed with the appeal.
 - b) The Superintendent, or his/her designee, who shall act as a Hearing Officer, shall schedule a hearing within five (5) days after the receipt of the appeal. Persons present at this hearing shall be the grievant, a representative of his/her own choosing and witnesses.
 - i) The Superintendent, or is/her designee, shall be free to admit any testimony, evidence or exhibits deemed relevant in order to build as complete a record as necessary before rendering a decision.
 - ii) The Superintendent, or his/her designee, shall limit his/her decision to the facts as presented by the parties in interest and the impact on or conflict with this agreement.
 - iii) Within five (5) days after the hearing, the Superintendent or his/her designee shall transmit his/her decision in writing with written reasons therefore to the grievant and the grievant's immediate supervisor.
- 1) Level III:
- a) If the grievant is not satisfied with the decision rendered at Level II, he/she may submit to the Board Clerk, a written appeal to the Board of Education within five (5) days after the receipt of the Level II decision. The written appeal shall be a specific statement of the basis for the appeal. A copy of the appeal shall be submitted to the person who acted as Hearing Officer at the Level II hearing.
 - i) Within five (5) days after submitting the written appeal, the grievant and the hearing officer of the Level II appeal shall each submit to the Board Clerk a narrative together with copies of any exhibits or documents introduced at the Level II hearing. Each party shall furnish the other party copies of all materials furnished to the Board as soon as they are available.
 - b) The Board of Education shall set a Level III Hearing on the agenda of a regular school Board Meeting or may schedule a special meeting for the purpose of hearing the appeal

if a regular meeting is not scheduled to be held within a reasonable time after the receipt of the appeal and supporting material. Persons present at the hearing will be the grievant and if the grievant so desires, a representative of his/her own choosing and witnesses for the grievant, the grievant's immediate supervisor, and a representative of his/her own choosing.

- i) If the Association is not the representative of the grievant, the Association representative shall have the right to be present at the hearing and shall be permitted to present the Association's views with respect to the grievance prior to the conclusion of the hearing.
- ii) At the conclusion of the hearing, the Board shall give its decision by vote of the members present and shall transmit its decision in writing to the grievant, the immediate supervisor, and the Association within five (5) days.

37.3 General Provisions:

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

ARTICLE XXXVIII: ABSENCE NOT COVERED BY LEAVE

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

ARTICLE XXXIX: OVERTIME

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

ARTICLE XL: SECRETARIES WORKDAY

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

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

ARTICLE XLI: SITE-BASED DECISION MAKING

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

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

ARTICLE XLII: TERMS OF AGREEMENT

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

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

President of the Board of Education

President of the Association

Date

Date

ATTACHMENTS

Note:

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

SUPPORT EMPLOYEE SALARY SCHEDULES

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

2021-2022 Job Description and Pay Scale

Position	Position Code	Pay Scale	Contracted Days	Notes
ISS Support	IS	F	180	
Library Assistant	LBA	A	180	
Mail Delivery	MC	A	249	
Maintenance - Licensed I	MNI	R	253	The license referred to in the salary schedule is a journeyman's license. The District will pay an additional \$2.00 per hour for each contractor's license that the District requires. The District will reimburse the employee the cost of the annual renewal of these licenses.
Maintenance - Licensed II	MNII	S	253	
Maintenance - Licensed III	MNIII	T	253	
Maintenance - Unlicensed	MN	A	253	
Mechanic I	MEI	N	253	The mechanic will be paid on the level he/she consistently demonstrates his/her ability to perform. The level a mechanic is paid on will be determined by the Transportation Coordinator, Director of Transportation and Assistant Superintendent. The mechanic is required to furnish his/her own tools used in performance of his/her duties. The District will provide large specialty tools or equipment needed for the garage.
Mechanic II	MEII	Q	253	
Mechanic III	MEIII	T	253	
Mechanics Helper	MH	I	253	LEVEL I: Change oil, filters, grease, change headlights, marker lights, belts, daily maintenance, valve cover gaskets, oil pan gaskets, water pumps, fuel pumps, alternators and starters. LEVEL II: Same as level I plus engine tune up, drive line repair, brake shoes, repair and overhaul small engines, vehicle inspection certificate. LEVEL III: Same as level II plus overhaul gas and diesel engines, repair transmissions, electrical systems, air brake systems, welding, head gaskets, total brake systems, rear axle, minor body repair, license air conditioning, vehicle inspection certification and any new requirement from state or federal level, etc.
Nurse Assistant	SE	A	180	

2021-2022 Job Description and Pay Scale

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

2021-2022 Job Description and Pay Scale

Experience	PayScale's 2021-2022										
	A - K										
	A	B	C	D	E	F	G	H	I	J	K
0	\$9.75	\$9.80	\$9.85	\$9.95	\$10.00	\$10.30	\$10.35	\$10.55	\$10.75	\$13.30	\$11.35
1	\$10.00	\$10.05	\$10.10	\$10.20	\$10.25	\$10.55	\$10.60	\$10.80	\$11.00	\$13.55	\$11.60
2	\$10.25	\$10.30	\$10.35	\$10.45	\$10.50	\$10.80	\$10.85	\$11.05	\$11.25	\$13.80	\$11.85
3	\$10.50	\$10.55	\$10.60	\$10.70	\$10.75	\$11.05	\$11.10	\$11.30	\$11.50	\$14.05	\$12.10
4	\$10.75	\$10.80	\$10.85	\$10.95	\$11.00	\$11.30	\$11.35	\$11.55	\$11.75	\$14.30	\$12.35
5	\$11.00	\$11.05	\$11.10	\$11.20	\$11.25	\$11.55	\$11.60	\$11.80	\$12.00	\$14.55	\$12.60
6	\$11.25	\$11.30	\$11.35	\$11.45	\$11.50	\$11.80	\$11.85	\$12.05	\$12.25	\$14.80	\$12.85
7	\$11.50	\$11.55	\$11.60	\$11.70	\$11.75	\$12.05	\$12.10	\$12.30	\$12.50	\$15.05	\$13.10
8	\$11.75	\$11.80	\$11.85	\$11.95	\$12.00	\$12.30	\$12.35	\$12.55	\$12.75	\$15.30	\$13.35
9	\$12.00	\$12.05	\$12.10	\$12.20	\$12.25	\$12.55	\$12.60	\$12.80	\$13.00	\$15.55	\$13.60
10	\$12.25	\$12.30	\$12.35	\$12.45	\$12.50	\$12.80	\$12.85	\$13.05	\$13.25	\$15.80	\$13.85
11	\$12.50	\$12.55	\$12.60	\$12.70	\$12.75	\$13.05	\$13.10	\$13.30	\$13.50	\$16.05	\$14.10
12	\$12.75	\$12.80	\$12.85	\$12.95	\$13.00	\$13.30	\$13.35	\$13.55	\$13.75	\$16.30	\$14.35
13	\$13.00	\$13.05	\$13.10	\$13.20	\$13.25	\$13.55	\$13.60	\$13.80	\$14.00	\$16.55	\$14.60
14	\$13.25	\$13.30	\$13.35	\$13.45	\$13.50	\$13.80	\$13.85	\$14.05	\$14.25	\$16.80	\$14.85
15	\$13.50	\$13.55	\$13.60	\$13.70	\$13.75	\$14.05	\$14.10	\$14.30	\$14.50	\$17.05	\$15.10
16	\$13.75	\$13.80	\$13.85	\$13.95	\$14.00	\$14.30	\$14.35	\$14.55	\$14.75	\$17.30	\$15.35
17	\$14.00	\$14.05	\$14.10	\$14.20	\$14.25	\$14.55	\$14.60	\$14.80	\$15.00	\$17.55	\$15.60
18	\$14.25	\$14.30	\$14.35	\$14.45	\$14.50	\$14.80	\$14.85	\$15.05	\$15.25	\$17.80	\$15.85

2021-2022 Job Description and Pay Scale

19	\$14.50	\$14.55	\$14.60	\$14.70	\$14.75	\$15.05	\$15.10	\$15.30	\$15.50	\$18.05	\$16.10
20	\$14.75	\$14.80	\$14.85	\$14.95	\$15.00	\$15.30	\$15.35	\$15.55	\$15.75	\$18.30	\$16.35
21	\$15.00	\$15.05	\$15.10	\$15.20	\$15.25	\$15.55	\$15.60	\$15.80	\$16.00	\$18.55	\$16.60
22	\$15.25	\$15.30	\$15.35	\$15.45	\$15.50	\$15.80	\$15.85	\$16.05	\$16.25	\$18.80	\$16.85
23	\$15.50	\$15.55	\$15.60	\$15.70	\$15.75	\$16.05	\$16.10	\$16.30	\$16.50	\$19.05	\$17.10
24	\$15.75	\$15.80	\$15.85	\$15.95	\$16.00	\$16.30	\$16.35	\$16.55	\$16.75	\$19.30	\$17.35
25	\$16.00	\$16.05	\$16.10	\$16.20	\$16.25	\$16.55	\$16.60	\$16.80	\$17.00	\$19.55	\$17.60
26	\$16.25	\$16.30	\$16.35	\$16.45	\$16.50	\$16.80	\$16.85	\$17.05	\$17.25	\$19.80	\$17.85
27	\$16.50	\$16.55	\$16.60	\$16.70	\$16.75	\$17.05	\$17.10	\$17.30	\$17.50	\$20.05	\$18.10

2021-2022 Job Description and Pay Scale

**PayScale's 2021-2022
L - W**

Expe rince	PayScale's 2021-2022 L - W											
	L	M	N	O	P	Q	R	S	T	U	V	W
0	\$11.40	\$12.15	\$12.80	\$12.90	\$15.40	\$13.55	\$14.30	\$15.05	\$15.80	\$24.88	\$15.30	\$20.73
1	\$11.65	\$12.40	\$13.05	\$13.15	\$15.65	\$13.80	\$14.55	\$15.30	\$16.05	\$25.17	\$15.54	\$20.98
2	\$11.90	\$12.65	\$13.30	\$13.40	\$15.90	\$14.05	\$14.80	\$15.55	\$16.30	\$25.47	\$15.79	\$21.22
3	\$12.15	\$12.90	\$13.55	\$13.65	\$16.15	\$14.30	\$15.05	\$15.80	\$16.55	\$25.76	\$16.04	\$21.47
4	\$12.40	\$13.15	\$13.80	\$13.90	\$16.40	\$14.55	\$15.30	\$16.05	\$16.80	\$26.06	\$16.28	\$21.72
5	\$12.65	\$13.40	\$14.05	\$14.15	\$16.65	\$14.80	\$15.55	\$16.30	\$17.05	\$26.35	\$16.53	\$21.97
6	\$12.90	\$13.65	\$14.30	\$14.40	\$16.90	\$15.05	\$15.80	\$16.55	\$17.30	\$26.65	\$16.78	\$22.21
7	\$13.15	\$13.90	\$14.55	\$14.65	\$17.15	\$15.30	\$16.05	\$16.80	\$17.55	\$26.94	\$17.02	\$22.71
8	\$13.40	\$14.15	\$14.80	\$14.90	\$17.40	\$15.55	\$16.30	\$17.05	\$17.80	\$27.24	\$17.27	\$22.95
9	\$13.65	\$14.40	\$15.05	\$15.15	\$17.65	\$15.80	\$16.55	\$17.30	\$18.05	\$27.53	\$17.52	\$23.20
10	\$13.90	\$14.65	\$15.30	\$15.40	\$17.90	\$16.05	\$16.80	\$17.55	\$18.30	\$27.83	\$17.77	\$23.94
11	\$14.15	\$14.90	\$15.55	\$15.65	\$18.15	\$16.30	\$17.05	\$17.80	\$18.55	\$28.12	\$18.01	\$24.19
12	\$14.40	\$15.15	\$15.80	\$15.90	\$18.40	\$16.55	\$17.30	\$18.05	\$18.80	\$28.42	\$18.26	\$24.44
13	\$14.65	\$15.40	\$16.05	\$16.15	\$18.65	\$16.80	\$17.55	\$18.30	\$19.05	\$28.72	\$18.51	\$24.68
14	\$14.90	\$15.65	\$16.30	\$16.40	\$18.90	\$17.05	\$17.80	\$18.55	\$19.30	\$29.01	\$18.75	\$24.93
15	\$15.15	\$15.90	\$16.55	\$16.65	\$19.15	\$17.30	\$18.05	\$18.80	\$19.55	\$29.31	\$19.00	\$25.18
16	\$15.40	\$16.15	\$16.80	\$16.90	\$19.40	\$17.55	\$18.30	\$19.05	\$19.80	\$29.60	\$19.25	\$25.42
17	\$15.65	\$16.40	\$17.05	\$17.15	\$19.65	\$17.80	\$18.55	\$19.30	\$20.05	\$29.90	\$19.50	\$25.67
18	\$15.90	\$16.65	\$17.30	\$17.40	\$19.90	\$18.05	\$18.80	\$19.55	\$20.30	\$30.19	\$19.74	\$25.92

2021-2022 Job Description and Pay Scale

**PayScale's 2021-2022
L - W**

Experience	L	M	N	O	P	Q	R	S	T	U	V	W
	19	\$16.15	\$16.90	\$17.55	\$17.65	\$20.15	\$18.30	\$19.05	\$19.80	\$20.55	\$30.49	\$19.99
20	\$16.40	\$17.15	\$17.80	\$17.90	\$20.40	\$18.55	\$19.30	\$20.05	\$20.80	\$30.78	\$20.24	\$26.41
21	\$16.65	\$17.40	\$18.05	\$18.15	\$20.65	\$18.80	\$19.55	\$20.30	\$21.05	\$31.08	\$20.48	\$26.66
22	\$16.90	\$17.65	\$18.30	\$18.40	\$20.90	\$19.05	\$19.80	\$20.55	\$21.30	\$31.37	\$20.73	\$26.91
23	\$17.15	\$17.90	\$18.55	\$18.65	\$21.15	\$19.30	\$20.05	\$20.80	\$21.55	\$31.67	\$20.98	\$27.15
24	\$17.40	\$18.15	\$18.80	\$18.90	\$21.40	\$19.55	\$20.30	\$21.05	\$21.80	\$31.96	\$21.22	\$27.40
25	\$17.65	\$18.40	\$19.05	\$19.15	\$21.65	\$19.80	\$20.55	\$21.30	\$22.05	\$32.26	\$21.47	\$27.65
26	\$17.90	\$18.65	\$19.30	\$19.40	\$21.90	\$20.05	\$20.80	\$21.55	\$22.30	\$32.51	\$21.72	\$27.90
27	\$18.15	\$18.90	\$19.55	\$19.65	\$22.15	\$20.30	\$21.05	\$21.80	\$22.55	\$32.76	\$21.97	\$28.15

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

APPENDIX – ATTACHMENT

SUPPORT EMPLOYEE SALARY SCHEDULES

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

A. NEW ARTICLE: SUPPORT PERSONNEL PAY INCREASES

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

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

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

- (c) 30.9 Building Assistant, Library Assistant, Permanent Substitute, Mail Delivery Person, ISS, Bus Monitor and any new person that would start as a Nurse Assistant: (Step 0-1) This is only a 10-cent differential. It needs to be corrected to a 15-cent step and correct amounts carried down through the schedule to step 25.
 - (d) Daycare workers need to be added to this salary schedule.
 - (e) (Number) Paraprofessionals.
- C. Increase step to .25 (twenty-five cents). (Increased all steps intervals from 15-cents to 25-cents per step for steps 1-thru-25)
 - D. All support staff (shall) receive (a) step.
 - E. Paraprofessionals will be provided professional development for required training and certifications including CPR/ First-Aid not to exceed three (3) work days per their annual contract of employment.
 - F. Paraprofessional Pay Scales. (Tier I & Tier II). (These will need to be adjusted to 25-cents per step for steps 1-25)
 - G. The district agrees to reimburse Bus Drivers for the cost of their annual CDL license fee.

CASE PROCEDURAL AGREEMENT

PROCEDURAL AGREEMENT

Between

Chickasha Board of Education And

Chickasha Association of Support Employees

PURPOSE

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

I RECOGNITION

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

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

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

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

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

II SCOPE OF BARGAINING

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

III NEGOTIATIONS PROCEDURES

3.1 Negotiation Teams

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

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

3.1.3 All negotiations will be conducted in closed sessions.

3.2 Opening Negotiations

3.2.1 A written request for a negotiation session between the Board and C.A.S.E., may be made by either party. This request for a negotiation session is to be made on or before May 31 of each year a negotiation session is to be held.

3.2.2 The first meeting of a negotiation session will be held within sixty (60) calendar days of the date of written request and/or after May 31. The date, time, and place of this meeting will be mutually agreed on by the spokesperson of the respective teams.

3.2.3 The Association shall submit all of its negotiation proposals at the first session. The Board shall submit all of its negotiation proposals at the first session.

3.2.4 Subsequent negotiation meetings shall be held at times and places mutually agreed at the first meeting of the session

3.2.5 All Board Proposals and All C.A.S.E., proposals will be presented at the first negotiation meeting, EXCEPT: details on salary. Proposals may be provided after the Educational Appropriations have been made by the State Legislature. Subsequent proposals may only be submitted upon mutual agreement of the parties.

3.2.6 During meetings each party is free to caucus at any time.

3.3 Negotiations Sessions

3.3.1 Only members of the respective negotiation teams may be present during negotiation sessions. Other parties may be permitted to be present only by mutual agreement of the parties. The chief negotiator of each team will be the spokesperson for his/her team, unless he/she designated another member to be spokesperson for that meeting. By mutual agreement of the table any team member may speak to an issue on the table.

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

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

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

3.4 Tentative Agreement

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

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

IV IMPASSE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

V. NO STRIKE CLAUSE

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

VI SAVINGS CLAUSE

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

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

VII DURATION OF AGREEMENT

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

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

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

ADOPTED _____ / _____

President of the Board

President of the Association

PERFORMANCE APPRAISAL FOR SUPPORT PERSONNEL

**Chickasha Public Schools
Performance Appraisal for Support Personnel**

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

Major Job Duties:

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

Definition of performance ratings:

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

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

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

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

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

COMMENTS BY SUPERVISOR (STRENGTHS):

AREAS FOR CONTINUAL GROWTH:

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

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

(SIGNATURE OF EMPLOYEE)

(DATE)

(SIGNATURE OF EVALUATOR)

(DATE)

EDUCATIONAL SUPPORT PROFESSIONAL OF THE QUARTER (NOMINATION FORM)

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

Month _____ Year _____

Nominee's Name: _____ Site: _____

Submitted

By: _____

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

Rules:

One submission per person per quarter.

No anonymous entries. Any anonymous entries will be discarded.

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

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

(Revised 2020)

SUPPORT PERSONNEL VOLUNTARY TRANSFER REQUEST FORM

PERSONNEL DEPARTMENT
SUPPORT PERSONNEL VOLUNTARY
TRANSFER REQUEST FORM

Name: _____

Home Telephone Number: _____

Current Assignment:

Requested Assignment:

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

Posting Date: _____

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

Certification/Endorsements/Area of Interest or Expertise:

Signature: _____

Date: _____

CHICKASHA PUBLIC SCHOOLS LEAVE REQUEST FORM

CHICKASHA PUBLIC SCHOOLS

LEAVE REQUEST

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

Building: _____

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

I certify this request will be used for:

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

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

Employee's Signature

Principal's/Supervisor's Signature & Date

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

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

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

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

APPROVED

DENIED

If denied (reason) _____

Superintendent's/Designee's Signature

Date

CHICKASHA PUBLIC SCHOOL EMPLOYEE CHANGE FORM



Chickasha Public Schools

Employee Change Form

Employee Name (print): _____

Employee Signature: _____

Position/Site: _____

Date: _____

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

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

STATE INSURANCE CHANGE OF ADDRESS FORM



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

CHANGE OF ADDRESS

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

Current Employees – Return this form to your Insurance Coordinator.

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

Revised 09/25/2012

EMPLOYEE RESIGNATION FORM

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

EMPLOYEE RESIGNATION FORM

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

Name: _____

Building: (Please select One)

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

Position: _____

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

CURRENT INFORMATION:

Address: _____

Phone: (_____) _____

Reason for Resignation: (Please Select One)

- | | | |
|---|--|--|
| <input type="checkbox"/> Accepted New Job | <input type="checkbox"/> Relocation | <input type="checkbox"/> Health |
| <input type="checkbox"/> Returning to School | <input type="checkbox"/> Work Conditions | <input type="checkbox"/> Job Dissatisfaction |
| <input type="checkbox"/> Other, please explain: _____ | | |

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

Employee's Signature

Date

Form Received by

Date

cc: Personnel File, Payroll Office, Employee

EMPLOYEE EXIT INFORMATION FORM

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

EXIT INFORMATION

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

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

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

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

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

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



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

Employee's Signature

Date

Chickasha Public Schools

August 2021

COVID-19 Staff Leave Protocols

COVID-19 Leave

- CPS is providing ten (10) days of leave for any staff member that tests positive for COVID-19 during the 2021-2022 school year.
- Can be used for taking care of immediate family members that have tested positive &/or quarantined for COVID-19.
- This leave would be used first in the event of a positive COVID-19 diagnosis.
- This can be spread out over multiple instances but once a staff member uses all ten (10) days this leave will not be replenished. This leave does not roll over nor accumulate.
- To use this leave, provide the Personnel Office with proof of a positive COVID-19 test result & enter the reason for absence as COVID-19.

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

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

Additional Notes

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

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

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

ITEM OF CONSIDERATION
Board of Education
August 30, 2021

TOPIC: CUTA Agreement.

ADMINISTRATIVE RECOMMENDATION: Accept agreement

RATIONALE FOR RECOMMENDATION: This is an annual approval between the Chickasha Board of Education and CUTA. School Year 2021-2022

FINANCIAL IMPACT AND FUNDING: Recommending a step raise and increase in payscales. Approximate cost of raises: \$175,000

OPTIONS:

1. Approve
2. Not Approve
3. Table

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

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

MASTER CONTRACT
BETWEEN THE

CHICKASHA UNITED TEACHING ASSOCIATION

AND THE

CHICKASHA BOARD OF EDUCATION

SCHOOL YEAR 2021-2022

Summer 2021 negotiations are highlighted.

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FOREWORD

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

1. EXCLUSIVE RIGHTS

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

2. USE OF FACILITIES AND EQUIPMENT

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

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

3. NON-DISCRIMINATION STATEMENT

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

4. SAVINGS CLAUSE

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

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

5. SITE-BASED DECISION-MAKING

5.1. The Board and the Association agree to continue in their efforts to develop and implement a site-based decision-making procedure within the parameters established within the

OEA/NEA Learning Laboratory Initiative document signed by the president of the Association and the superintendent, and the Chickasha Public Schools/NEA Learning Laboratory Initiative Site-Based Improvement document as adopted by the Board.

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

6. WORK RELATED DISABILITY

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

6.2. PROTECTION OF TEACHERS

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

and is not intended to provide greater or lesser benefits than included in Okla. Stat. tit. 70 35F.

7. PROCEDURAL AGREEMENT

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

8. DEFINITIONS

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

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

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

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

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

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

9. TEACHING FACILITIES

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

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

10. NEGOTIATED CONTRACT AND EMPLOYMENT CONTRACTS

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

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

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

10.4 Extra Duty employment contracts will be signed at the time the extra-duty assignment is confirmed, or not later than ten (10) days following approval by the Chickasha Board of

Education.

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

11. NOTIFICATION OF ASSIGNMENT

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

12. NOTICE OF VACANCIES/VOLUNTARY TRANSFER

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

13. INVOLUNTARY TRANSFER

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

14. TEACHER PERSONNEL FILE

14.1. The District shall maintain one (1) personnel file for each teacher. This file shall be kept in the Central Administration Office. The personnel file may contain the following: (a) the current and previous two teacher evaluations and responses, (b) annual teaching contracts, (c) teaching certificates, (d) letters of commendations, (e) letters of criticism, (f) official personnel action documents, including letter(s) of reprimand and/or admonishment, and (g) official transcripts and resumes, and other personnel related items. If the teacher is not given a copy of the material dealing with performance of professional services at the time it is prepared, a copy of such material will be sent to the teacher at the time of its inclusion in the personnel file, not to exceed ten (10) working days. Upon receipt of said material the teacher will have ten (10) working days to respond in writing to the material to which it refers. Said certified employees shall have the right to review the contents of his/her personnel file by appointment, when the Central Administration Office is open to conduct business. (Appointment will be within three regular business days by agreement. The Superintendent will designate two employees with access to certified employees personnel files.)

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

15. TEACHER WORK DAY

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

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

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

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

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

15.5. All Certified Employees will work 175 days, including parent conferences and professional days, according to the Instructional Year Calendar as approved by the Chickasha

Public Schools Board of Education. The approved School Year Instructional Calendar will meet the standards according to the State Board of Education regarding minimum number of days/hours and/or criteria for exceptions.

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

16. PREPARATION TIME

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

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

17. DUTY FREE LUNCH

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

18. CLASS SIZE

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

19. COMPENSATION FOR COVERING CLASSES

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

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

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

20. COMMITTEE REPRESENTATION

20.1. The Association will be permitted to have one member, representing the Association, on

each committee requiring or utilizing teacher participation. This member will be chosen by C.U.T.A. through its president or his/her designee.

21. RIGHT TO REPRESENTATION

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

22. RIGHT TO REPRESENTATION AT BOARD MEETINGS

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

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

23. CONFERENCES

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

24. DIGNITY

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

25. PAY DAY

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

26. DIRECT DEPOSIT

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

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

27. PAYROLL DEDUCTIONS

27.1. Educators Credit Union/Focus Credit Union.

27.2. United Teaching Profession dues.

27.3. Chickasha United Teachers Association dues.

27.4. Political Action Committee contribution.

27.5. Annuities.

27.6. School approved insurance programs.

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

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

28. C.U.T.A. DUES

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

29. REIMBURSEMENT FOR USE OF PERSONAL AUTOMOBILE

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

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

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

30. SCHOOL EVENTS PASSES

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

31. SICK LEAVE

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

31.2. Sick leave may be used for personal accidental injury, illness or pregnancy or accidental injury or illness of the teacher's immediate family. "Immediate family" shall include spouse, mother, father, children, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-

law, aunts, uncles, grandparents and grandchildren of employee or employee's spouse. Immediate family shall also include a person living in the teacher's home who is part of the family.

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

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

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

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

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

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

32. PROFESSIONAL LEAVE

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

33. REPLACEMENT DAYS

33.1. A certified staff member required in writing by an administrator to work one or more days (a minimum) block of 5.5 consecutive hours per day) beyond Contract requirements or who gains written administrative approval/support to work one or more days (a minimum Block of 5.5 consecutive hours per day) in order to meet the requirements of his/her professional assignment, will be permitted to 'replace' each of those days, within thirty (30) work days of the same contract year, with a commensurate number of days off during the same contract year, pending an agreement with his/her immediate supervisor. A certified staff member required by an administrator to work one or more days (a minimum block of 5.5 consecutive hours per day) beyond Contract requirements at the end of a contract year will be compensated at the rate of one full day's pay based on his/her contracted salary for each of those days. A staff member required to serve one or more additional days because of not fulfilling obligations for which adequate time was provided is not included in this item. Replacement days cannot be used on days that students are in regular school session.

34. STAFF WITH EXTENDED DAY

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

35. EMERGENCY LEAVE

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

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

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

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

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

1) Incidents or circumstances which result in significant damage by unexpected acts or forces.

2) Illness or injury presenting a substantial likelihood of loss of life, limb or significant bodily function harm to members of the certified employee's immediate family as defined in "Sick Leave."

3) Inclement weather

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

36. BEREAVEMENT LEAVE

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

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

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

36.2. One of these days granted must be the day the burial service is held. These days will be in addition to days allowed in the Sick Leave Policy. Teachers may use one day of bereavement leave each year to attend funeral services of a person who is not a family member but attendance is justified by the teacher. In the case of a loss of a child, if all sick leave has been exhausted, the parent will be allowed ten (10) bereavement days for that death.

37. ASSOCIATION LEAVE

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

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

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

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

38. LEAVE OF ABSENCE

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

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

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

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

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

39.6. Provisions may be made whereby the teacher on sabbatical leave may arrange payment

of professional organization dues and insurance program premiums as long as there is no conflict in the provisions of the insurance policy.

39. PERSONAL BUSINESS LEAVE

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

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

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

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

39.5 Unanticipated Leave

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

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

40. LEGAL LEAVE

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

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

41. PARENTAL LEAVE

41.1. Upon approval by the Board of Education, certified teachers shall be granted an unpaid leave of absence of one year or the remainder of the school year if the request is made after the school year has begun, for the purpose of child care or child rearing. While on parental

leave, other leave allowances will not accrue or diminish. Provisions may be made whereby the teacher on parental leave may arrange payments of professional organization dues and insurance program premiums as long as there is no conflict in the provisions of the insurance policy.

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

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

42. MILITARY LEAVE

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

43. COMPLAINTS AGAINST TEACHERS

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

44. NOTIFICATION OF LEAVE ACCUMULATION

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

45. GRIEVANCE PROCEDURE

45.1. Definitions

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

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

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

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

45.2. Procedure for filing a Grievance:

45.2.1. *Informal Resolution*

45.2.1.1. A teacher with a grievance may first discuss it individually with the immediate supervisor within fifteen (15) days of the alleged violation, indicating the article and section alleged to be violated, with the objective of resolving the matter informally. No written record

will be made. The teacher and/or the immediate supervisor may have a representative present at this meeting, if they so desire.

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

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

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

45.3.2. Level I

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

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

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

45.3.3. Level II

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

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

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

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

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

45.3.4. Level III

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

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

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

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

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

45.4. *General Provisions*

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

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

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

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

46. EVALUATION POLICY STATEMENT

46.1. The true purpose of evaluation is the improvement of instruction. The evaluation

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

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

47. EVALUATION PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

48 COACHING EVALUATIONS

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

49. CERTIFIED EMPLOYEE REDUCTION IN FORCE POLICY

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

49.1.1. Existing or projected decreases in school revenue.

- 49.1.2.** Existing or projected decreases in student enrollment.
- 49.1.3.** Existing or projected decreases in educational programs or curriculum.
- 49.1.4.** Such reduction will be made by the Board in accordance with the guidelines listed below:
- 49.1.5.** Normal attrition throughout the District. 50.1.6. If normal attrition does not sufficiently reduce the number of certified employees, the positions, not the personnel, will be the determining factor in further reductions.
- 49.1.6.** Teachers holding eliminated positions will be placed in retained positions for which they are fully qualified (standard certification and meets State Board of Education requirements for teaching in that position) provided the retained positions are held by teachers who rank lower according to the RIF criteria.
- 49.1.7.** The ensuing criteria will be used in the following order to determine which certified employees are to be released.
- 49.1.8.** Seniority, as defined: the least senior released first. If seniority is equal, use criteria "B".
- 49.1.9.** Certified areas: fewest areas released first. If certified areas are equal, use criteria "C". Documents verifying proof of certified areas must be in the employees personnel file on or before March 15 if they are to be used to determine employee release through RIF.
- 49.1.10.** Degrees held: the lowest degree held released first. If degrees held are equal, use criteria "D". Documents verifying proof of degrees held must be in the employees personnel file on or before March 15 if they are to be used in determining employee release through RIF. Current enrollment should be considered if it is critical for dismissal or retention.
- 49.1.11.** Total teaching experience: Total teaching experience as accepted by the Oklahoma Teacher Retirement System. If total teaching experience is equal, use criteria "E".
- 49.1.12.** Where the above criteria are equal, the determination shall be resolved by lot.
- 49.2.** A rank order list of experience and a certification list of all certified employees will be provided to the Association by February 1st.
- 49.2.1.** In the event that vacancies for certified positions occur within a period of twenty-four (24) months from the date of release, employees released as a result of RIF, who are fully qualified to hold that position will be rehired in reverse order of release. Failure to accept a certified position offered relieves the Board of any further rehire obligation to the released employee. However, certified employees released as a result of RIF may accept or reject the position of certified permanent substitute without forfeiting their rehire rights to certified positions that may become available.
- 49.2.2.** Teachers released due to RIF who wish to be rehired will fill out a "Request for Rehire Information Form". Said form will be kept on file in the Central Administration Office for the duration of the released teacher's rehire period. The Board will use this information in compiling a rehire list for the teaching position to which the released teacher desires to be rehired. The rehired list will give the order of rehire for all released teachers desiring to be

rehired to that particular teaching position. The "Rehire Information Form" will be attached to this article. 50.2.3. No outside personnel may be hired for certified positions until all employees released as a result of RIF, who are fully qualified to hold the position, have had the opportunity to accept the vacant position.

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

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

50. SALARY CREDIT FOR DEGREES/CREDITS EARNED

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

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

51. SALARY SCHEDULE ADDENDUM

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

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

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

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

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

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

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

52. RETIREMENT CONTRIBUTION

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

53. HOSPITALIZATION INSURANCE

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

54. CO/EXTRACURRICULAR BUS DRIVING/ROUTE BUS DRIVING

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

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

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

55. PROFESSIONAL DEVELOPMENT DAYS

55.1. The teachers' annual calendar prior to the first day of classes will ensure either two partial days (three hour periods) or one full day to work in their classrooms/departments. The Superintendent and C.U.T.A. President will coordinate this mutual effort each year.

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

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

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

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

56. PROFESSIONAL DEVELOPMENT AND CALENDAR COMMITTEE

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

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

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

57. TEACHER & LEADER EFFECTIVENESS (TLE) TRAINING

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

58. OEA DAY REPLACEMENT

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

59. COMPLYING WITH STATE AND FEDERAL REGULATIONS

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

60. PERSONNEL DRESS CODE (Certified Teachers)

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

61. COMPENSATION SCHEDULE 2021-2022- *Salary based on 1080 hours of which a maximum of 30 hours will be professional development.

2021-2022 CERTIFIED PAY SCALES (Bachelor's Degree)

Step	FY22 BASE SALARY	TRS CREDIT (HB 1873)	TEACHER RETIREMENT	TOTAL DISTRICT COMPENSATION	DAILY RATE
0	\$37,000.00	\$60.15	\$2,784.95	\$39,784.95	\$211.43
1	\$37,450.00	\$103.41	\$2,818.82	\$40,268.82	\$214.00
2	\$37,900.00	\$145.65	\$2,852.69	\$40,752.69	\$216.57
3	\$38,350.00	\$188.96	\$2,886.56	\$41,236.56	\$219.14
4	\$38,800.00	\$233.33	\$2,920.43	\$41,720.43	\$221.71
5	\$39,250.00	\$278.76	\$2,954.30	\$42,204.30	\$224.29
6	\$39,700.00	\$325.26	\$2,988.17	\$42,688.17	\$226.86
7	\$40,150.00	\$372.82	\$3,022.04	\$43,172.04	\$229.43
8	\$40,600.00	\$421.44	\$3,055.91	\$43,655.91	\$232.00
9	\$41,100.00	\$471.12	\$3,093.55	\$44,193.55	\$234.86
10	\$41,800.00	\$521.87	\$3,146.24	\$44,946.24	\$238.86
11	\$42,300.00	\$573.67	\$3,183.87	\$45,483.87	\$241.71
12	\$42,800.00	\$626.54	\$3,221.51	\$46,021.51	\$244.57
13	\$43,300.00	\$680.48	\$3,259.14	\$46,559.14	\$247.43
14	\$43,800.00	\$735.47	\$3,296.77	\$47,096.77	\$250.29
15	\$44,300.00	\$791.53	\$3,334.41	\$47,634.41	\$253.14
16	\$44,800.00	\$848.65	\$3,372.04	\$48,172.04	\$256.00
17	\$45,300.00	\$906.83	\$3,409.68	\$48,709.68	\$258.86
18	\$45,800.00	\$966.07	\$3,447.31	\$49,247.31	\$261.71
19	\$46,300.00	\$1,026.38	\$3,484.95	\$49,784.95	\$264.57
20	\$46,800.00	\$1,087.75	\$3,522.58	\$50,322.58	\$267.43
21	\$47,300.00	\$1,150.18	\$3,560.22	\$50,860.22	\$270.29
22	\$47,800.00	\$1,213.68	\$3,597.85	\$51,397.85	\$273.14
23	\$48,300.00	\$1,278.23	\$3,635.48	\$51,935.48	\$276.00
24	\$48,800.00	\$1,343.85	\$3,673.12	\$52,473.12	\$278.86
25	\$49,550.00	\$1,410.53	\$3,729.57	\$53,279.57	\$283.14
26	\$50,075.00	\$1,410.53	\$3,769.09	\$53,844.09	\$286.14
27	\$50,600.00	\$1,410.53	\$3,808.60	\$54,408.60	\$289.14
28	\$51,125.00	\$1,410.53	\$3,848.12	\$54,973.12	\$292.14
29	\$51,650.00	\$1,410.53	\$3,887.63	\$55,537.63	\$295.14
30	\$52,175.00	\$1,410.53	\$3,927.15	\$56,102.15	\$298.14
31	\$52,700.00	\$1,410.53	\$3,966.67	\$56,666.67	\$301.14
32	\$53,225.00	\$1,410.53	\$4,006.18	\$57,231.18	\$304.14
33	\$53,750.00	\$1,410.53	\$4,045.70	\$57,795.70	\$307.14
34	\$54,275.00	\$1,410.53	\$4,085.22	\$58,360.22	\$310.14
35	\$54,800.00	\$1,410.53	\$4,124.73	\$58,924.73	\$313.14
36	\$55,325.00	\$1,410.53	\$4,164.25	\$59,489.25	\$316.14
37	\$55,850.00	\$1,410.53	\$4,203.76	\$60,053.76	\$319.14

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

2021-2022 CERTIFIED PAY SCALES (Bachelor's + 24)

Step	BASE SALARY FY22	TRS CREDIT (HB 1873)	TEACHER RETIREMENT	TOTAL DISTRICT COMPENSATION	Daily Rate
0	N/A	N/A	N/A	N/A	N/A
1	\$37,600.00	\$145.65	\$2,830.11	\$40,430.11	\$214.86
2	\$38,050.00	\$188.96	\$2,863.98	\$40,913.98	\$217.43
3	\$38,500.00	\$233.33	\$2,897.85	\$41,397.85	\$220.00
4	\$38,950.00	\$278.76	\$2,931.72	\$41,881.72	\$222.57
5	\$39,400.00	\$325.26	\$2,965.59	\$42,365.59	\$225.14
6	\$39,850.00	\$372.82	\$2,999.46	\$42,849.46	\$227.71
7	\$40,300.00	\$421.44	\$3,033.33	\$43,333.33	\$230.29
8	\$40,750.00	\$471.12	\$3,067.20	\$43,817.20	\$232.86
9	\$41,750.00	\$521.87	\$3,142.47	\$44,892.47	\$238.57
10	\$42,200.00	\$573.67	\$3,176.34	\$45,376.34	\$241.14
11	\$42,650.00	\$626.54	\$3,210.22	\$45,860.22	\$243.71
12	\$43,100.00	\$680.48	\$3,244.09	\$46,344.09	\$246.29
13	\$43,550.00	\$735.47	\$3,277.96	\$46,827.96	\$248.86
14	\$44,000.00	\$791.53	\$3,311.83	\$47,311.83	\$251.43
15	\$44,450.00	\$848.65	\$3,345.70	\$47,795.70	\$254.00
16	\$44,900.00	\$906.83	\$3,379.57	\$48,279.57	\$256.57
17	\$45,350.00	\$966.07	\$3,413.44	\$48,763.44	\$259.14
18	\$45,800.00	\$1,026.38	\$3,447.31	\$49,247.31	\$261.71
19	\$46,250.00	\$1,087.75	\$3,481.18	\$49,731.18	\$264.29
20	\$46,700.00	\$1,150.18	\$3,515.05	\$50,215.05	\$266.86
21	\$47,150.00	\$1,213.68	\$3,548.92	\$50,698.92	\$269.43
22	\$47,600.00	\$1,278.23	\$3,582.80	\$51,182.80	\$272.00
23	\$48,050.00	\$1,343.85	\$3,616.67	\$51,666.67	\$274.57
24	\$49,150.00	\$1,410.53	\$3,699.46	\$52,849.46	\$280.86
25	\$49,650.00	\$1,410.53	\$3,737.10	\$53,387.10	\$283.71
26	\$50,150.00	\$1,410.53	\$3,774.73	\$53,924.73	\$286.57
27	\$50,650.00	\$1,410.53	\$3,812.37	\$54,462.37	\$289.43
28	\$51,150.00	\$1,410.53	\$3,850.00	\$55,000.00	\$292.29
29	\$51,650.00	\$1,410.53	\$3,887.63	\$55,537.63	\$295.14
30	\$52,150.00	\$1,410.53	\$3,925.27	\$56,075.27	\$298.00
31	\$52,650.00	\$1,410.53	\$3,962.90	\$56,612.90	\$300.86
32	\$53,150.00	\$1,410.53	\$4,000.54	\$57,150.54	\$303.71
33	\$53,650.00	\$1,410.53	\$4,038.17	\$57,688.17	\$306.57
34	\$54,150.00	\$1,410.53	\$4,075.81	\$58,225.81	\$309.43
35	\$54,650.00	\$1,410.53	\$4,113.44	\$58,763.44	\$312.29
36	\$55,150.00	\$1,410.53	\$4,151.08	\$59,301.08	\$315.14
37	\$55,650.00	\$1,410.53	\$4,188.71	\$59,838.71	\$318.00

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

2021-2022 CERTIFIED PAY SCALES (Master's Degree)

Step	FY22 BASE SALARY	TRS CREDIT (HB 1873)	TEACHER RETIREMENT	TOTAL DISTRICT COMPENSATION	Daily Rate
0	\$38,200.00	\$60.15	\$2,875.27	\$41,075.27	\$218.29
1	\$38,700.00	\$103.41	\$2,912.90	\$41,612.90	\$221.14
2	\$39,200.00	\$145.65	\$2,950.54	\$42,150.54	\$224.00
3	\$39,700.00	\$188.96	\$2,988.17	\$42,688.17	\$226.86
4	\$40,200.00	\$233.33	\$3,025.81	\$43,225.81	\$229.71
5	\$40,700.00	\$278.76	\$3,063.44	\$43,763.44	\$232.57
6	\$41,200.00	\$325.26	\$3,101.08	\$44,301.08	\$235.43
7	\$41,700.00	\$372.82	\$3,138.71	\$44,838.71	\$238.29
8	\$42,200.00	\$421.44	\$3,176.34	\$45,376.34	\$241.14
9	\$42,700.00	\$471.12	\$3,213.98	\$45,913.98	\$244.00
10	\$43,400.00	\$521.87	\$3,266.67	\$46,666.67	\$248.00
11	\$43,900.00	\$573.67	\$3,304.30	\$47,204.30	\$250.86
12	\$44,400.00	\$626.54	\$3,341.94	\$47,741.94	\$253.71
13	\$44,900.00	\$680.48	\$3,379.57	\$48,279.57	\$256.57
14	\$45,400.00	\$735.47	\$3,417.20	\$48,817.20	\$259.43
15	\$45,900.00	\$791.53	\$3,454.84	\$49,354.84	\$262.29
16	\$46,425.00	\$848.65	\$3,494.35	\$49,919.35	\$265.29
17	\$46,950.00	\$906.83	\$3,533.87	\$50,483.87	\$268.29
18	\$47,475.00	\$966.07	\$3,573.39	\$51,048.39	\$271.29
19	\$48,000.00	\$1,026.38	\$3,612.90	\$51,612.90	\$274.29
20	\$48,525.00	\$1,087.75	\$3,652.42	\$52,177.42	\$277.29
21	\$49,050.00	\$1,150.18	\$3,691.94	\$52,741.94	\$280.29
22	\$49,575.00	\$1,213.68	\$3,731.45	\$53,306.45	\$283.29
23	\$50,100.00	\$1,278.23	\$3,770.97	\$53,870.97	\$286.29
24	\$50,625.00	\$1,343.85	\$3,810.48	\$54,435.48	\$289.29
25	\$51,375.00	\$1,410.53	\$3,866.94	\$55,241.94	\$293.57
26	\$51,925.00	\$1,410.53	\$3,908.33	\$55,833.33	\$296.71
27	\$52,475.00	\$1,410.53	\$3,949.73	\$56,424.73	\$299.86
28	\$53,025.00	\$1,410.53	\$3,991.13	\$57,016.13	\$303.00
29	\$53,575.00	\$1,410.53	\$4,032.53	\$57,607.53	\$306.14
30	\$54,125.00	\$1,410.53	\$4,073.92	\$58,198.92	\$309.29
31	\$54,675.00	\$1,410.53	\$4,115.32	\$58,790.32	\$312.43
32	\$55,225.00	\$1,410.53	\$4,156.72	\$59,381.72	\$315.57
33	\$55,775.00	\$1,410.53	\$4,198.12	\$59,973.12	\$318.71
34	\$56,325.00	\$1,410.53	\$4,239.52	\$60,564.52	\$321.86
35	\$56,875.00	\$1,410.53	\$4,280.91	\$61,155.91	\$325.00
36	\$57,425.00	\$1,410.53	\$4,322.31	\$61,747.31	\$328.14
37	\$57,975.00	\$1,411.53	\$4,363.71	\$62,338.71	\$331.29

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

2021-2022 CERTIFIED PAY SCALES (Doctorate)

Step	FY22 BASE SALARY	TRS CREDIT (HB 1873)	TEACHER RETIREMENT	TOTAL DISTRICT COMPENSATION	Daily Rate
0	\$40,000.00	\$60.15	\$2,755.66	\$43,010.75	\$228.57
1	\$40,500.00	\$103.41	\$2,781.91	\$43,548.39	\$231.43
2	\$41,000.00	\$145.65	\$2,812.29	\$44,086.02	\$234.29
3	\$41,500.00	\$188.96	\$2,842.67	\$44,623.66	\$237.14
4	\$42,000.00	\$233.33	\$2,873.12	\$45,161.29	\$240.00
5	\$42,500.00	\$278.76	\$2,903.50	\$45,698.92	\$242.86
6	\$43,000.00	\$325.26	\$2,936.54	\$46,236.56	\$245.71
7	\$43,500.00	\$372.82	\$2,969.02	\$46,774.19	\$248.57
8	\$44,000.00	\$421.44	\$3,001.43	\$47,311.83	\$251.43
9	\$44,500.00	\$471.12	\$3,033.84	\$47,849.46	\$254.29
10	\$45,000.00	\$521.87	\$3,066.32	\$48,387.10	\$257.14
11	\$45,500.00	\$573.67	\$3,241.39	\$48,924.73	\$260.00
12	\$46,000.00	\$626.54	\$3,275.90	\$49,462.37	\$262.86
13	\$46,500.00	\$680.48	\$3,310.41	\$50,000.00	\$265.71
14	\$47,000.00	\$735.47	\$3,344.92	\$50,537.63	\$268.57
15	\$47,500.00	\$791.53	\$3,379.36	\$51,075.27	\$271.43
16	\$48,000.00	\$848.65	\$3,415.34	\$51,612.90	\$274.29
17	\$48,500.00	\$906.83	\$3,449.85	\$52,150.54	\$277.14
18	\$49,000.00	\$966.07	\$3,484.36	\$52,688.17	\$280.00
19	\$49,500.00	\$1,026.38	\$3,518.87	\$53,225.81	\$282.86
20	\$50,000.00	\$1,087.75	\$3,553.38	\$53,763.44	\$285.71
21	\$50,500.00	\$1,150.18	\$3,589.43	\$54,301.08	\$288.57
22	\$51,000.00	\$1,213.68	\$3,623.94	\$54,838.71	\$291.43
23	\$51,525.00	\$1,278.23	\$3,658.45	\$55,403.23	\$294.43
24	\$52,050.00	\$1,343.85	\$3,693.03	\$55,967.74	\$297.43
25	\$52,575.00	\$1,410.53	\$3,727.54	\$56,532.26	\$300.43
26	\$53,100.00	\$1,410.53	\$3,832.89	\$57,096.77	\$303.43
27	\$53,625.00	\$1,410.53	\$3,867.89	\$57,661.29	\$306.43
28	\$54,150.00	\$1,410.53	\$3,902.89	\$58,225.81	\$309.43
29	\$54,675.00	\$1,410.53	\$3,937.89	\$58,790.32	\$312.43
30	\$55,200.00	\$1,410.53	\$3,972.89	\$59,354.84	\$315.43
31	\$55,725.00	\$1,410.53	\$4,007.89	\$59,919.35	\$318.43
32	\$56,250.00	\$1,410.53	\$4,042.89	\$60,483.87	\$321.43
33	\$56,775.00	\$1,410.53	\$4,077.89	\$61,048.39	\$324.43
34	\$57,300.00	\$1,410.53	\$4,112.89	\$61,612.90	\$327.43
35	\$57,825.00	\$1,410.53	\$4,147.89	\$62,177.42	\$330.43
36	\$58,350.00	\$1,410.53	\$4,391.95	\$62,741.94	\$333.43
37	\$58,875.00	\$1,411.53	\$4,431.46	\$63,306.45	\$336.43

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

2021-22 CERTIFIED PAY SCALES

State TRS Credit

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

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

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

62. EXTRA DUTY PAY

At the option of the employee performing the extra-duty, the extra-duty pay may be paid on a monthly incremental basis for the entire school year. The Board agrees to pay the amount for extra duty as negotiated for the 2021-2022 school year as follows:

	DUTY/SCHOOL/LEVEL	AMOUNT
62.1	Academic, Hourly	\$25 an hour
Academic, High School		
62.2	Head Coach	\$2,400.00
62.3.	Assistant Coach	\$1,000.00
Academic, Middle School		
62.4.	Head Coach	\$1,000.00
AG		
62.5.	Sponsor	\$2,000.00
62.6	Auditorium Manager (District 12mos)	\$3,500
Band, High School		
62.57	Director	\$3,800.00
62.8	Pep & Musical	\$2,400.00
62.9.	Assistant	\$1,500.00
Band, Middle School		
62.10.	Director	\$1,700.00
62.11	Assistant	\$800.00
62.12.	Pep & Musical	\$500.00
62.13.	Auxiliary/Rifles	\$200.00
Band, District Wide, All Levels		
62.14.	Solo/Ensemble	\$450.00
62.15.	Assistant Auxiliary/Rifles	\$450.00
62.16.	Summer	\$2,400.00
62.17.	Stage Band	\$1,500.00
62.18.	Stage Band	\$400.00
Class Sponsor, High School		
62.19.	Seniors	\$250.00
62.20.	Juniors	\$500.00
62.21.	Sophomore	\$250.00
62.22.	Freshman	\$250.00
Department Head		
62.23.	High School	\$500.00/\$750

62.24.	Middle School	\$500.00/\$750
62.25.	Elementary School	\$500.00/\$750
62.26.	District Faculty Liaison- C.U.T.A. President (Liaison) to provide consultation and representation for the District. He/she will provide a written report monthly to the Superintendent for services to the District. The written monthly report is expected to provide a summary of the current "state of the Chickasha United Teachers Association" (membership activities, concerns, outreach, to the community, legislative goals, etc.)	\$750.00,
62.27.	District Teacher of the Year after: 1. Completion of the State application in its entirety 2. Expectation of remaining a classroom teacher in the following school year.	\$1,500.00
62.28	Drama, High School	\$1,500.00
62.29	ESports (District)	\$1,500.00
62.30	Gifted & Talented, Middle School	\$1,500.00
62.31.	Coordinator- Grades 6th-8th	
62.32	Indian Education Coordinator	\$2,000
62.33	Mentor Teacher	\$500
National Honor Society, High School		
62.34.	Sponsor	\$500.00
National Honor Society, Middle School		
62.35	Sponsor	\$450.00
Media, High School		
62.36	Director	\$750.00
Newspaper, High School		
62.37.	Director	\$600.00
Odyssey of the Mind, District Wide		
62.38.	Coach	\$250.00
62.39.	Psychological Services, District Wide *Individual serving as both Psychometrist/Psychologist	\$8,000.00
62.40.	Psychologist	\$5,000.00
62.41.	Psychometrist	\$4,000.00
Robotics, High School		
62.42.	Coach	\$2,200.00
Robotics, Elementary Coach		
62.43.	Coach	\$1,000.00
Science Fair, District Wide		
62.44.	Coordinator	\$250.00
62.45.	Speech Pathologist	\$8,000.00
62.46.	Speech Therapist Assistant	\$2,500.00
62.47 Special Education Over Caseload Stipend (Based on Oct. 1 child count)		\$1000 per year \$500 per semester \$250 per nine weeks
Student Government, High School		
62.48.	Sponsor	\$1,500.00
Student Government, Middle School		
62.49.	Sponsor	\$300.00
62. 50	Technology Mentor (Each Site)	\$1,000

Trainers		
62.51	Paraprofessional Trainer	\$20/hr
62.52	CPI Trainer	\$20/hr
Vocal Music, High School		
62.53	Director	\$2,400.00
Vocal Music, Middle School		
62.54.	Director	\$1,000.00
Vocal Music, Elementary		
62.55.	Director- Select Choir	\$500.00
Vocal Music- District Wide, All Levels		
62.56.	Coordinator	\$500.00
62.57	Website (Each Site)	\$1,000
Yearbook, High School		
62.58	Sponsor	\$1,500.00
Yearbook, Middle School		
62.59.	Sponsor	\$750.00
Yearbook, Lincoln Elementary		
62.60.	Sponsor	\$500.00
ATHLETICS		
62.61.	Assistant Student Activities Director	\$6,500.00
62.62	Archery (District)	\$1,500.00
Baseball, High School		
62.63	Head Coach- Varsity	\$4,800.00
62.64.	Assistant- Varsity	\$1,750.00
62.65.	Assistant- Varsity	\$1,750.00
Baseball, Middle School		
62.66	Head Coach	\$1,750.00
62.67.	Assistant	\$1,000.00
62.68	Assistant	\$1,000.00
Basketball, High School		
62.69.	Head Coach- Varsity Boys	\$6,350.00
62.70	Assistant- Varsity Boys	\$2,400.00
62.71	Assistant- Varsity Boys	\$2,400.00
62.72	Head Coach- Varsity Girls	\$6,350.00
62.73	Assistant- Varsity Girls	\$2,400.00
62.74	Assistant- Varsity Girls	\$2,400.00
62.75	Head Coach- 9th Grade Boys	\$2,400.00
62.76	Head Coach- 9th Grade Girls	\$2,400.00
62.77	Video	\$600.00
Basketball, Middle School		
62.78.	Head Coach- 7th Grade Boys	\$1,500.00
62.79.	Head Coach- 7th Grade Girls	\$1,500.00
62.80.	Head Coach- 8th Grade Boys	\$1,500.00
62.81.	Head Coach- 8th Grade Girls	\$1,500.00
62.82.	Intramural	\$600.00
Basketball, Elementary		
62.83.	Head Coach	\$500.00
Cheerleading, High School		
62.84.	Head Coach	\$3,500.00 /\$4,800

62.85.	Assistant Coach	\$1,300.00/\$1,750
62.86	Assistant Coach	\$1,300.00/\$1,750
Cheerleading, Middle School		
62.87.	Head Coach	\$2,000.00
62.88.	Assistant Coach	\$750.00
62.89.	Assistant Coach	\$750.00
62.90	Clay Shooting (District)	\$1,500.00
Cross Country, High School		
62.91	Head Coach- Boys	\$2,200.00
62.92.	Assistant Coach- Boys	\$1,000.00
62.93.	Head Coach- Girls	\$2,200.00
62.94	Assistant Coach- Girls	\$1,000.00
Cross Country, Middle School		
62.95.	Head Coach- Boys & Girls	\$2,000.00
Football, High School		
62.96.	Head Coach- Varsity	\$8,500.00
62.97.	Defensive Coordinator	\$3,800.00
62.98.	Offensive Coordinator	\$3,800.00
62.99.	Assistant	\$3,000.00
62.100	Assistant	\$3,000.00
62.101	Assistant	\$3,000.00
62.102	Assistant	\$3,000.00
62.103	Head Coach- 9th Grade	\$2,400.00
62.104	Spring Director	\$800.00
62.105	Video	\$800.00
Football, Middle School		
62.106	Head Coach- 7th Grade	\$2,400.00
62.107	Assistant	\$1,500.00
62.108	Assistant	\$1,500.00
62.109	Assistant	\$1,500.00
62.110.	Head Coach- 8th Grade	\$2,400.00
62.111	Assistant	\$1,500.00
62.112	Assistant	\$1,500.00
62.113	Assistant	\$1,500.00
Golf- High School		
62.114	Head Coach- Varsity Boys	\$2,200.00
62.115	Head Coach- Varsity Girls	\$2,200.00
Golf- Middle School		
62.116	Head Coach- Boys	\$750.00
62.117	Head Coach- Girls	\$750.00
Pom, High School		
62.118	Head Coach	\$3,500.00/\$4,800
62.119	Assistant	\$1,300.00/\$1,750
62.120	Assistant	\$1,300.00/\$1,750
62.121	Assistant	\$1,300.00/\$1,750
Pom, Middle School		
62.122	Head Coach	\$2,000.00
62.123	Assistant	\$750.00
62.124	Assistant	\$750.00
Powerlifting, High School		
62.125	Head Coach	\$2,200.00

Powerlifting, Middle School		
62.126	Head Coach	\$1,000.00
Soccer, High School		
62.127	Head Coach- Varsity Boys	\$4,800.00
62.128	Assistant- Varsity Boys	\$1,750.00
62.129	Assistant- Varsity Boys	\$1,750.00
62.130	Head Coach- Varsity Girls	\$4,800.00
62.131	Assistant- Varsity Girls	\$1,750.00
62.132	Assistant- Varsity Girls	\$1,750.00
Soccer, Middle School		
62.133	Head Coach- Boys	\$1,750.00
62.134	Assistant- Boys	\$1,000.00
62.135	Head Coach- Girls	\$1,750.00
62.136	Assistant- Girls	\$1,000.00
Softball, High School		
62.137.	Head Coach- Varsity	\$4,800.00
62.138.	Assistant- Varsity	\$1,750.00
62.139	Assistant- Varsity	\$1,750.00
Softball, Middle School		
62.140.	Head Coach	\$1,750.00
62.141.	Assistant	\$1,000.00
Special Olympics		
62.142.	Head Coach	\$1,000.00
62.143.	Assistant Coach *if more than 5 students	\$500.00
Spirit Squad, Grand/District Wide		
62.144.	Head Coach	\$20.00 per hour
62.145.	Assistant	\$20.00 per hour
62.146.	Assistant	\$20.00 per hour
Swimming- High School		
62.147.	Head Coach-Varsity Boys	\$2,200.00
62.148	Assistant- Varsity Boys	\$750.00
62.149.	Head Coach- Varsity Girls	\$2,200.00
62.150.	Assistant- Varsity Girls	\$750.00
Swimming- Middle School		
62.151	Head Coach- Boys & Girls	\$1,000.00
Tennis- High School		
62.152.	Head Coach- Varsity Boys	\$2,200.00
62.153	Assistant- Varsity Boys	\$750.00
62.154.	Head Coach- Varsity Girls	\$2,200.00
62.155.	Assistant- Varsity Girls	\$750.00
Tennis- Middle School		
62.156.	Head Coach- Boys	\$1,500.00
62.157.	Head Coach- Girls	\$1,500.00
Track- High School		
62.158.	Head Coach- Varsity Boys	\$2,200.00
62.159.	Assistant- Varsity Boys	\$1,000.00
62.160.	Head Coach- Varsity Girls	\$2,200.00
62.161	Assistant- Varsity Girls	\$1,000.00
Track- Middle School		
62.162.	Head Coach- Boys	\$1,000.00

62.163.	Assistant- Boys	\$750.000
62.164.	Head Coach- Girls	\$1,000.00
62.165	Assistant- Girls	\$750.00
Volleyball- High School		
62.166.	Head Coach- Varsity	\$2,900.00
62.167.	Assistant	\$750.00
Volleyball- Middle School		
62.168.	Head Coach	\$2,900.00
62.169.	Assistant	\$750.00
Weight Room, High School/District Wide		
62.170.	Program Supervision	\$10.00 per hour
Wrestling, High School		
62.171.	Head Coach- Varsity	\$4,800.00
62.172.	Assistant	\$1,750.00
62.173	Assistant	\$1,750.00
62.174	Assistant	\$1,750.00
Wrestling, Middle School		
62.175.	Head Coach	\$1,750.00
62.176.	Assistant	\$1,000.00
62.177	Assistant	\$1,000.00
62.178	Assistant	\$1,000.00

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

63. LAY COACH SUPERVISOR POSITION

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

64. DISTRICT EXPERIENCE FACTOR (COACHES)

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

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

c. If, in any given year, one of these duties cannot be performed by one person, and the Superintendent, the current C.U.T.A. President and all the employees involved, agree, in writing, that the above negotiated compensation can be proportionally divided, and then the compensation may be divided according to that agreement.

65. CERTIFIED STAFF ENGAGED IN NON-CERTIFIED DUTY

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

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

66. INCENTIVE PROGRAM FOR ADVANCED PLACEMENT TEAMS

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

Appendix Procedural Agreement and Forms

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

I. PURPOSE

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

II. RECOGNITION

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

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

III. SCOPE OF BARGAINING

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

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

3.3 There shall be no negotiations on inherent managerial responsibilities. Managerial rights are defined, but not limited to, those powers and duties granted to the Board by the School Laws of Oklahoma; inherent managerial

responsibilities include but are not limited to the functions and programs of the District, the establishment of the District's budget, the organizational structure of the schools, and the selection of personnel.

IV. NEGOTIATIONS PROCEDURES

4.1 Negotiation Teams

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

4.2 Opening Negotiations

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

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

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

4.3 Negotiations Sessions

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

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

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

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

4.4 Tentative Agreement

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

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

V. IMPASSE

5.1 If negotiations are not successfully concluded by the first day of school an impasse shall exist. At any earlier

time following the initial negotiation session, either party may declare an impasse, or, by mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.

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

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

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

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

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

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

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

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

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

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

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

effective date of implementation.

VI. NO STRIKE CLAUSE

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

VII. SAVINGS CLAUSE

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

VIII. DURATION OF THE PROCEDURAL AGREEMENT

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

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

Adopted (Date) 9/2020

C.U.T.A. GRIEVANCE FORM

Building Assignment Name of Grievant Date Filed

LEVEL I

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

o Date cause of grievance occurred: _____

• Statement of grievance: _____

• Relief Sought: _____

• Signature _____ Date _____

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

• Signature _____ Date _____

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

LEVEL II

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

• Date received by superintendent or his/her designee: _____
(Superintendent or designee shall arrange a meeting within 5 days of and provide his decision within 5 days of meeting.)

• Disposition of superintendent or designee: _____

Signature _____ Date _____

LEVEL III

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

o Date submitted to Board: _____

• Disposition and award of Board: _____

▪ _____

Signature _____ Date _____

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

Chickasha Public Schools

August 2021

COVID-19 Staff Leave Protocols

COVID-19 Leave

- CPS is providing ten (10) days of leave for any staff member that tests positive for COVID-19 during the 2021-2022 school year.
- Can be used for taking care of immediate family members that have tested positive &/or quarantined for COVID-19.
- This leave would be used first in the event of a positive COVID-19 diagnosis.
- This can be spread out over multiple instances but once a staff member uses all ten (10) days this leave will not be replenished.
- To use this leave, provide the Personnel Office with proof of a positive COVID-19 test result & enter the reason for absence as COVID-19.

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

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

Additional Notes

- In the event a teacher is quarantined due to COVID-19 they may be able to teach remotely to their students. If this occurs, no leave will be entered that counts against a staff member on days that remote instruction is used for instruction. These days will have to be communicated with the site principal and Executive Director of Personnel. For a full day to be considered requires remotely teaching the regular day schedule.
- For support staff members – please contact your supervisor about online trainings, working remotely from home, or developing a plan to make up hours in the event you are quarantined. Note: Time sheets or proper documentation must be submitted by a given deadline to not have a disruption in payroll.
- In the event that schools are closed due to COVID-19, CPS will move over to remote instruction for all students enrolled in the traditional pathway. No leave will be counted against a teacher as long as instruction occurs following the regular school day schedule. Principals, teachers, and staff members will be expected to report to school sites unless instructed otherwise.
- In the event the district completely shuts down again, due to the pandemic, then the District administration will make announcements on how to proceed.
- This leave is retroactive back to July 1, 2021. Any leave previously used for these purposes will be changed over to COVID-19 leave and their other leave restored.

For the 2021-22 School Year

Certified

NAME _____

Teacher (please print) Current Building and Assignment _____

Years in present position _____ Years in School System _____

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

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

- 1. _____ If you wish to stay at your current assignment, put that as first choice.
- 2. _____
- 3. _____

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

- 1. _____ If you wish to stay at your current building, put that as first choice.
- 2. _____

Remarks: _____

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

(Signature)

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

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

Form c

Please return to the Superintendent of Schools by _____.

Thank you!

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

Transitioning to Career Status

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

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

TLE Statewide Waiver SY 2019-2020

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

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

Districts Granted the TLE Waiver SY 2020-2021

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

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

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

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



**TLE Observation and Evaluation Rubric
Teachers**

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

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

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

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

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

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

6		Domain: Classroom Management			Dimension: Student Relations				
Teacher optimizes the learning environment through respectful and appropriate interactions with students, conveying high expectations for students and an enthusiasm for the curriculum.									
1 Ineffective		2 Needs Improvement		3 Effective		4 Highly Effective		5 Superior	
<p>Oral, written and nonverbal communication with students is inconsiderate, as characterized by insensitivity, demeaning language and condescension.</p> <p>Does not consistently display an interest in the curriculum or high academic expectations for most students.</p>		<p>Oral, written, and nonverbal communication may not be considerate or respectful.</p> <p>Does not consistently display an interest in the curriculum or high academic expectations for most students.</p>		<p>Oral, written and nonverbal communications with students are considerate and respectful.</p> <p>Consistently conveys a generally positive view of learning and of the curriculum, demonstrating high academic expectations for most students.</p>		<p>Oral, written, and nonverbal communications with students are considerate and positive, demonstrating genuine respect for individual students and the class as a whole.</p> <p>Consistently displays a genuine enthusiasm for the curriculum and high academic expectations for all students</p>		<p>Oral, written, and nonverbal communication with students is considerate and positive. There is abundant evidence of mutual respect and trust between teacher and student, as well as between students.</p> <p>Exudes a passion for the content and actively exploring the curriculum with students. Students appear to have internalized the value of the content as well as the teacher's high academic expectations for them.</p>	

7		Domain: Instructional Effectiveness			Dimension: Literacy
Teacher embeds the components of literacy into all instructional content.					
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior	
<p>Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is not embedded / woven into instructional lessons as a vehicle for learning the content and for demonstrating understanding. Rather, literacy is presented as a single, stand-alone skill.</p> <p>Instruction is rarely provided through text.</p>	<p>Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is rarely embedded / woven into instructional lessons as a vehicle for learning the content and for demonstrating understanding. Rather, literacy is presented as a single, stand-alone skill.</p> <p>Instruction is occasionally provided through text.</p>	<p>Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is embedded in the lesson as a vehicle for learning the content and for demonstrating understanding.</p> <p>As appropriate for the content area, instruction is provided through text.</p>	<p>Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is embedded in the lesson as a vehicle for learning the content and for demonstrating understanding. Its definition is expanded to include visual representations, expressions of ideas, making decisions and solving problems.</p> <p>Instruction is routinely provided through text and teacher requires students to cite text to support answers.</p>	<p>Includes the narrative descriptions in performance category 4, plus the additional definitional components of literacy to include: innovative use of multimedia, computer, information analysis and technology.</p> <p>Instruction is routinely provided through text and teacher requires students to cite text to support analysis, inference, or arguments.</p>	

Note One: Examples of literacy strategies include, but are not limited to, students: (1) using graphic organizers to cement/understand information; (2) presenting/explaining their learning, thinking or examples (“turn and talk”); (3) summarizing information into written notes; (4) using primary source documents (receipts, tickets, bills, advertisements, logs, game/sport statistics and rules, etc.) to glean information; (5) writing for communication; and (6) choral/echo reading, (7) researching and reporting.

Note Two: A teacher embeds literacy into the lesson when she/he plans for and implements a literacy strategy for delivering content and expects students to use one or more specific literacy strategies as a means for learning the content and literacy skills. In such cases, literacy is the “bonding agent” or “glue” for the content.

Note Three: Literacy is a stand-alone event when (1) there is no expectation or need for students to use literacy strategies within the lesson to learn the content objectives and demonstrate their understanding of the same, or (2) students’ use of literacy strategies is random, isolated or has no connection to the lesson objectives.

8		Domain: Instructional Effectiveness		Dimension: Current State Standards	
Teacher understands and optimizes the delivery focus of current state standards and the expectations derived from same on student learning and achievement.					
1	2	3	4	5	
Ineffective	Needs Improvement	Effective	Highly Effective	Superior	
Neither understands nor participates (at even the “conversation / awareness” level) in discussions about current state standards.	Neither understands nor participates (at even a minimal implementation level) in discussions about current state standards	Understands the current state standards as evidenced by use of alternate instructional strategies and modified content focus aligned with current state standards.	Has participated in available learning opportunities to assure a strong foundation of understanding the current state standards and regularly and routinely uses alternate instructional strategies and modified content focus aligned with current state standards.	Includes the narrative descriptions in performance category 4, plus serves as a “change agent” and/or grade level, curricular area, building-wide, or departmental presenter / facilitator for the implementation of current state standards. This participation level could be initiated via volunteering or being asked.	

9		Domain: Instructional Effectiveness			Dimension: Involves All Learners				
Teacher uses active learning, questioning techniques and/or guided practices to involve all students.									
1 Ineffective		2 Needs Improvement		3 Effective		4 Highly Effective		5 Superior	
Does not require student participation or the teacher discourages student involvement.		A few students dominate the lesson, or only a few students are engaged in the class. For example, typically calls only on students who raise their hands first or who blurt out answers.		Routinely uses strategies to ensure engagement of all students.		Routinely uses strategies to ensure engagement of all students.		Routinely uses strategies to ensure engagement of all students.	
Students are not mentally engaged in active learning experiences during any significant portion of the class.		Students are engaged in active learning around 50 percent of the class time.		Engages most students in active learning experiences 80 percent of the class time.		Engages an overwhelming majority of students in active learning 80 percent of the class time with students connecting new information to former knowledge; or describing and evaluating their thinking processes.		Engages all students in active learning 80 percent of the class time, and students initiate or develop their own activities to enhance their learning.	
Does not ask any type of questions or use questioning techniques during the lesson to involve all learners.		All or most questions used are recall questions.		Uses questioning techniques throughout the lesson, scaffolding to at least the mid-level of Bloom's taxonomy.		Uses consistently high-quality and varied questioning techniques, scaffolding to the higher levels of Bloom's taxonomy.		Uses consistently high-quality and varied questioning techniques, scaffolding to the higher levels of Bloom's taxonomy and leading students to formulate many of their own questions.	
Provides little or no wait time for student response and engagement.		Provides adequate wait time for student response and engagement.		Provides adequate wait time for student response and engagement.		Skillfully uses wait time as a tool to engage students in active learning.		Skillfully uses wait time as a tool to engage students in active learning.	
Displays no knowledge of students' interests and skills.		Displays little knowledge of students' interests and skills and rarely uses them as a strategy to engage them.		Engages students by incorporating their general skills and interests into the lesson.		Engages students by incorporating their individual skills and interests into the lesson.		Engages students by incorporating and expanding their individual skills and interests.	

Note: Active learning is learning that requires student to attain knowledge by participating or contributing. When students are active in their learning, they are involved in gathering information, questioning, thinking and problem solving. (Adapted from Collins & O'Brien, *The Greenwood Dictionary of Education*, 2011.) Examples of active learning are: cooperative learning activities, advance organizers, researching and reporting out, or other teaching strategies that foster participation and an understanding of the objectives.

10		Domain: Instructional Effectiveness			Dimension: Explains Content	
Teacher teaches the objectives through a variety of methods.						
1 Ineffective		2 Needs Improvement		3 Effective	4 Highly Effective	5 Superior
<p>Students are provided with activities from the textbook, specific to the content, but there is no attempt to use a variety of activities to support instructional outcomes and no attempt to differentiate tasks to address a variety of student needs/learning styles / multiple intelligences.</p> <p>Technology is not used as designed and not used as an instructional tool.</p>		<p>Attempts, but does not successfully use a variety of activities (e.g. modeling, visuals, hands-on activities, demonstrations, gestures, body language and thematic instruction) to support instructional outcomes and meet varied student needs/ learning styles / multiple intelligences.</p> <p>Technology is rarely included in the planning process to support instruction, and technology is not used on a regular basis as an instructional tool.</p>		<p>Uses a variety of activities (e.g. modeling, visuals, hands-on activities, demonstrations, gestures, body language and thematic instruction) to support the instructional outcomes and meet varied student needs/ learning styles / multiple intelligences.</p> <p>Technology is included in the planning process to support instruction, and technology is used on a regular basis as an instructional tool.</p>	<p>Successfully uses a variety of activities (e.g. modeling, visuals, hands-on activities, demonstrations, gestures, body language and thematic instruction) to support the instructional outcomes and meet varied student needs/ learning styles / multiple intelligences. The activities maximize student potential and most require significant cognitive challenge.</p> <p>Technology is woven into / serves as a foundational base in the planning process to support instruction, and technology is used on a common-place basis as an instructional tool.</p>	<p>Uses all of the characteristics of Level 4. In addition, continually seeks out new strategies to support instructional outcomes and cognitively challenge diverse learners. Willingly shares discoveries and successes with colleagues. Students are included in planning for methods of instructional delivery.</p>

11	Domain: Instructional Effectiveness		Dimension: Clear Instruction & Directions	
Teacher provides clear instruction and direction.				
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
<p>Instruction, directions and procedures are not provided or are confusing. When instruction/directions are initially inaccurate or confusing to students, does not offer clarifying instruction or directions.</p> <p>Does not give students directions for transitions and does not plan for transitions.</p> <p>Spoken language is inaudible or written language is illegible. Spoken or written language contains errors of grammar or syntax. Vocabulary may be inappropriate, vague, or used incorrectly causing students to be confused.</p>	<p>When instruction, directions or procedures are inaccurate or initially confusing to students, teacher does not appropriately or successfully correct and clarify.</p> <p>Attempts to give students directions for transitions but does not plan for transitions.</p> <p>Spoken language is audible and written language is legible. Usage of both demonstrates many basic errors (mispronunciation, misspelled words, etc.). Vocabulary is correct, but limited, or is not appropriate to the students' ages or backgrounds.</p>	<p>Provides instruction, directions and procedures in a variety of delivery modes, e.g., verbal, modeling, visual, demonstration, etc., that are accurate, clearly stated / presented and relate to the learning objectives.</p> <p>Gives students directions for transitions and includes transitioning in the planning process to optimize academic learning time.</p> <p>Uses spoken and written language that is clear and correct, conforms to standard English, vocabulary, and is appropriate to students' ages and interests.</p>	<p>Provides instruction, directions and procedures in a variety of delivery modes that are accurate and clear. Teacher anticipates possible student misunderstanding and/or confusion and incorporates relevant clarifications in the initial directions and instructions.</p> <p>Gives clear directions for transitions between lessons and between instructional activities while optimizing academic learning time.</p> <p>Spoken and written language is clear and correct and conforms to standard English. Vocabulary is appropriate to the students' ages and interests. Teacher finds opportunities to extend students' vocabularies.</p>	<p>Uses all of the characteristics of Levels 3 and 4.</p> <p>Facilitates students in constructing their own understanding of how the directions relate to the learning objectives.</p> <p>Plans for smooth, structured transitions between lessons and instructional activities and gives clear, concise directions to accomplish same while optimizing academic learning time.</p> <p>Spoken and written language is correct and conforms to standard English. It is also expressive with well-chosen vocabulary that enriches the lesson and extends students' vocabularies. Teacher seizes opportunities to enhance learning by building vocabulary skills and experiences based on student interests or a spontaneous event.</p>

12	Domain: Instructional Effectiveness				Dimension: Models
Teacher demonstrates / models the desired skill or process.					
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior	
Does not demonstrate or model the desired skill or process.	Demonstration or modeling of the desired skill or process is infrequent and unclear to students.	Provides demonstrations and modeling of the desired skill or process that are clear and precise to students.	Demonstrations are clear and precise to students with anticipation and preemptive action to avoid possible students' misunderstanding.	Demonstrations will match all characteristics of Level 4. Additionally, most students demonstrate the skill or process relating to the lesson's stated objective.	

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

Teacher changes instruction based on the results of monitoring.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
<p>Does not adjust instructional plan to meet the needs of students. Lesson pace is too fast or slow to accommodate for students' questions or interest.</p> <p>Does not assess mastery of the new learning to determine if independent practice or re-teaching is appropriate.</p> <p>There is no evidence that the teacher uses data from various assessments to modify instruction and guide intervention strategies.</p>	<p>Inconsistently monitors student involvement and makes some effort to adjust instructional plans to engage more students.</p> <p>Inconsistently assesses mastery of the new learning to determine if independent practice or re-teaching is appropriate without making adjustments as necessary.</p> <p>There is little evidence that data is used from various assessments to modify instruction and guide intervention strategies.</p>	<p>Consistently monitors student involvement and makes efforts to adjust instructional plans to engage more students.</p> <p>Assesses mastery of the new learning to determine if independent practice or re-teaching is appropriate and makes adjustments to lessons.</p> <p>Reviews data from assessments to modify instruction and guide intervention strategies.</p>	<p>Is aware of student participation and smoothly makes appropriate adjustments to the lesson successfully accommodating student questions or interests.</p> <p>Assesses mastery of the new learning using a variety of methods to determine if independent practice or re-teaching is appropriate and restructures lessons to address various learning needs.</p> <p>Uses data from various assessments to modify instruction and to determine what additional interventions can be implemented to assist students.</p>	<p>Is always aware of student participation and successfully engages all students in the lesson. Is able to successfully make adjustments to the lesson to accommodate student questions or interests.</p> <p>Assesses mastery of the new learning using a variety of methods to determine if independent practice or re-teaching is appropriate. Works with individual students or small groups to reteach. Uses peer tutoring to facilitate mastery of skills.</p> <p>Multiple classroom evaluations, assessments and formal State assessments provide ample and varied opportunity for all students to demonstrate their knowledge and skill set levels. Ongoing assessment is systematically used to modify instruction and guide intervention strategies.</p>

15		Domain: Instructional Effectiveness		Dimension: Establishes Closure	
Teacher summarizes and fits into context what has been taught.					
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior	
<p>The teacher rarely summarizes the main points of the instruction into the lesson. Students disengage at the end of the class with no teacher direction.</p> <p>Does not connect what is learned to prior learning and does not relate how the learning will be needed in the future.</p>	<p>The teacher does not consistently summarize the main points of the instruction into the lesson.</p> <p>Does not connect what is learned to prior learning and does not relate how the learning will be needed in the future.</p>	<p>Uses one or more closure strategies (e.g., summarizing, discussing main ideas or connections) to consolidate and solidify student learning and help students organize the information into a meaningful context.</p> <p>Connects what is learned to prior learning.</p>	<p>Uses one or more closure strategies (e.g., summarizing, discussing main ideas or connections) to consolidate and solidify student learning and help students organize the information into a meaningful context.</p> <p>Students summarize in a variety of ways and reflect on their own learning. Relates instruction to prior and future learning.</p>	<p>Uses one or more closure strategies (e.g., summarizing, discussing main ideas or connections) to consolidate and solidify student learning and help students organize the information into a meaningful context.</p> <p>Students connect the lesson to prior learning and articulate how learned skills can be used in the future. Linkages with real world situations are woven into the lessons.</p>	

16		Domain: Instructional Effectiveness			Dimension: Student Achievement				
Effective development and use of modified assessments and curriculum for special education students and other students experiencing difficulties in learning.									
1 Ineffective		2 Needs Improvement		3 Effective		4 Highly Effective		5 Superior	
<p>Gives up, blames the student, or blames the student's home environment if the student has difficulty learning</p> <p>There is no evidence that the teacher is knowledgeable of the IEP or that the teacher modifies instruction for all students on an IEP regardless of student's learning goals.</p>		<p>When a student has difficulty learning, the teacher makes an ineffectual effort and quickly gives up or blames the student or the student's home environment.</p> <p>There is some evidence that the teacher is aware of the IEP; however, the IEP is not being used to guide instruction for the student.</p>		<p>Accepts responsibility for the success of all students</p> <p>Modifies assessments for special education student populations in alignment with the IEPs and for other students experiencing difficulties in learning as appropriate.</p> <p>Provides required feedback to student, roster teacher and/or parent.</p> <p>Assures that all students have access to current state standards/district curriculum.</p>		<p>When a student has difficulty learning, the teacher perseveres to identify effective approaches to reach the student, drawing on a broad repertoire of strategies.</p> <p>Modifies assessments for special student populations as appropriate and as indicated in any IEP, working with individual students to develop a mutually acceptable plan for "success."</p> <p>Provides frequent / timely feedback to student, teacher or parent.</p> <p>Assures that all students have access and modifications to current state standards /district curriculum.</p>		<p>Perseveres in seeking effective approaches for students who need help using an extensive repertoire of strategies and soliciting additional resources from the school and community. Maintains contact with the student to monitor and support the student's success even after the student has moved on to another class.</p> <p>Modifies assessments and curriculum for special student populations as appropriate and as indicated in any IEP (as relevant), working with individual students to develop a mutually acceptable plan for "success."</p> <p>Provides frequent/timely feedback to student, roster teacher and parent of the results of modifications on student progress and participates as a team member in recommending needed changes in modifications.</p> <p>The teacher consistently advocates for all special needs students to have direct access to current state standards/district curriculum.</p>	

17	Domain: Professional Growth and Continuous Improvement		Dimension: Professional Learning	
Uses Professional Growth as a Continuous Improvement Strategy				
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
<p>Does not participate in professional development that updates their content knowledge and professional practices.</p>	<p>Participates in a portion of the required minimum hours of professional development. The professional development does not update their content knowledge and current professional practices.</p>	<p>Participates in the required minimum hours of professional development updating their content knowledge and current professional practices.</p>	<p>Participates in the required hours of professional development and seeks additional training to update their content knowledge and professional practices beyond what is required.</p>	<p>In addition to participating in the required hours of prof. development and add'l training, the teacher makes a substantial contribution to the profession through activities such as, coaching and mentoring new teachers, training teachers in professional practices, making presentations, conducting action research, working towards Master Teacher Certification and/or writing articles for grade level, department level, internal / school-wide and/or external publication. Writings that could be used as "models" may include classroom newsletters, parent / community communications, etc.</p>

18 Domain: Professional Growth and Continuous Improvement				
Dimension: Professional Accountability				
Exhibits behaviors and efficiencies associated with professionalism.				
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Exhibits documentable patterns of repeated inconsistent reliability-based behavior patterns as delineated in performance category 3 – Effective.	Exhibits inconsistent reliability-based behavior patterns as evidenced by flawed punctuality and dependability; not adhering to prescribed arrival and departure times; not following notification and reporting procedures for absences; not complying with reporting timelines and other time sensitive info./compliance requests.	Exhibits consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive info./compliance requests.	Exhibits highly consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive info./compliance requests.	Serves as a model and mentor exhibiting consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive info./compliance requests.

19 Domain: Interpersonal Skills				
Dimension: Effective Interpersonal Skills				
Effective Interactions and Collaboration with Stakeholders.				
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Provides minimal or no information to families and colleagues and makes no attempt to engage them in the educational program. Does not consult or collaborate with other staff members.	Appears to be inconsistent and inaccurate in providing information to families and colleagues and engaging them in the educational program. Plans and makes decisions assuming the result will be positive for everyone. Consults infrequently with other staff members.	Interacts with families and colleagues in a timely, consistent, positive and professional manner. Complies with school procedures for communicating with families and colleagues and makes an effort to engage them in the educational program. Collaborates appropriately and makes decisions that reflect genuine professional consideration.	Communicates frequently and sensitively with families and colleagues and engages them in the educational program. Maintains an open mind and participates in collaborative planning, reflection and decision making, respecting and considering the thoughts of colleagues.	Communicates consistently and sensitively with families and colleagues and uses diverse methods to engage them in the educational program and supports their participation. Communication is clearly understood by diverse stakeholders. Takes a leadership role in ensuring that all collaborative decisions, planning and reflection activities with colleagues are based on the highest professional standards. Seeks out the expertise and opinion of other professionals before considering collaborative decisions.

20		Domain: Leadership		Dimension: Professional Involvement & Leadership	
Exhibits Positive Leadership through Varied Involvements.					
Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior	
Consistently declines becoming involved in school or district events when asked.	Avoids becoming involved in school or district events.	Agrees to participate in school or district events when asked.	Volunteers or eagerly accepts an invitation to substantially contribute to a school or district event.	Develops or leads important school or district events.	
Impedes colleagues' efforts to share their knowledge or assume professional responsibility.	Makes no effort to assume professional responsibilities or share professional knowledge with colleagues in the school or district.	Finds ways to contribute to the profession and follows through.	Actively participates in assisting other educators in their growth as professionals.	Initiates important activities contributing to the profession, such as mentoring new teachers, writing articles for publication or making presentations.	
Perpetuates biased, negative or disrespectful attitudes or practices in the school that impede the school's ability to serve all students.	Rarely contributes to the modification of school practices that would result in students being better served by the school.	Assumes a proactive role in addressing student needs.	Works within a team of colleagues to ensure that all students have a fair and equal opportunity to learn and succeed in school.	Leads others to challenge and reject biased, negative or disrespectful attitudes or practices in the school that impede the school's ability to serve all students.	

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
August 30, 2021

TOPIC:

MOU between CUTA and CPS Regarding Stipends for Powerlifting Head Coaches

ADMINISTRATIVE RECOMMENDATION:

Please Approve

RATIONALE FOR RECOMMENDATION:

We have had a stipend for Powerlifting Head Coach in the past. This has always been for our male athletes. We now have a number of female athletes competing in Powerlifting. We need to add a stipend to pay their coach.

FISCAL NOTE:

High School Head Coach, Girls \$2,200
Middle School Head Coach, Girls \$1,000

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman
Jerry Don Bray

Implemented: April 2020



**Chickasha Public Schools
Personnel and Student Services Department**

To: Chickasha United Teaching Association
From: Pam Ladyman, Executive Director of Personnel and Student Services- CPS
Re: Memorandum of Understanding
Date: August 25, 2021

This Memorandum of Understanding (MOU) signifies an agreement between Chickasha Public Schools and the Chickasha United Teaching Association (CUTA) for the 2021-2022 school year.

The purpose of this MOU is to add an Extra Duty Stipend for Powerlifting Head Coaches both boys and girls teams.

Current:

- Powerlifting, High School Head Coach - \$2,200
- Powerlifting, Middle School Head Coach - \$1,000

Proposed:

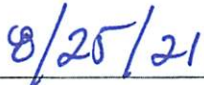
- Powerlifting, High School Head Coach Boys - \$2,200
- Powerlifting, High School Head Coach Girls - \$2,200
- Powerlifting, Middle School Head Coach Boys - \$1,000
- Powerlifting, Middle School Head Coach Girls - \$1,000

The subject of this MOU will be further negotiated during the Negotiations meetings for the 2022-2023 school year. However, CUTA and CPS would like to make this agreement effective immediately.

The below signatures signify agreement of the above MOU.



Donya Charlson
President CUTA



Date



Pam Ladyman
Executive Director of Personnel/Student Service- CPS



Date

DOCUMENTATION INSTRUCTIONS FOR LEASE NUMBER 500-50307043

The instructions listed below should be followed when completing the enclosed documentation. Documentation completed improperly will delay funding. If you have any questions regarding the instructions or the documentation, please call us.

I. STATE AND LOCAL GOVERNMENT LEASE-PURCHASE AGREEMENT

1. Bank Qualification Section

- Read and check box if appropriate

2. Lessee Signature

- Print name, title, sign and date (must be authorized officer)

II. ATTACHMENT 1 — LEASE PAYMENT SCHEDULE

- Print name, title, sign and date

III. ATTACHMENT 2 — EQUIPMENT DESCRIPTION — (WHEN PROVIDED)

- Print name, title, sign and date

IV. STATE SPECIFIC ADDENDA

Required for: AR, AZ, CO, FL, GA, KS, LA, MI, MN, MS, NC, NJ, NY, OH, OK, & TX

- Print name, title, sign, date and attest when required

V. ACCEPTANCE CERTIFICATE – PLEASE RETAIN UNTIL ALL EQUIPMENT HAS BEEN RECEIVED AND IS IN FULL WORKING ORDER

- Print name, title, sign and date

VI. 8038G OR GC — IRS FORM. Post funding: Form will be sent to you via email to sign and return with an *original* signature.

The enclosed form is a **SAMPLE** only. The actual 8038G or GC will be completed and sent to you for your signature after closing, with instructions to return the original to us at your earliest convenience. This is being done in accordance with the Internal Revenue Service regulations and is a requirement of this financing.

VII. ADDITIONAL DOCUMENTATION THAT MUST BE SENT PRIOR TO FUNDING — (WHEN APPLICABLE) :

- Insurance Certificate for Property – List DE LAGE LANDEN PUBLIC FINANCE LLC and/or Its Assigns as “loss payee” to the address listed below. The certificate must also show the physical address where the equipment is located or the phrase “throughout jurisdiction” may be used. Must also list amount being financed.
- Insurance Certificate for Liability – List DE LAGE LANDEN PUBLIC FINANCE LLC and/or Its Assigns as “additional insured.”
- Vendor invoice listing customer as both bill to and ship to party (to be provided by vendor)
- Completed Billing Information form
- Advance payment check made payable to DE LAGE LANDEN PUBLIC FINANCE LLC
- State sales tax exemption certificate
- Escrow Agreement – Return signed Escrow Agreement Incumbency Certificate & Lessee W9
- _____
- _____

ALL DOCUMENTATION SHOULD BE RETURNED VIA FAX OR EMAIL AS FOLLOWS:

Attention: JOY WILLIAMS

Email: JWILLIAMS@LEASEDIRECT.COM

Lease Processing Center
1111 Old Eagle School Road
Wayne, PA 19087
JOY WILLIAMS

De Lage Landen Public Finance LLC

1111 Old Eagle School Road
Wayne, PA 19087

State and Local Government Lease-Purchase Agreement

PHONE: (800) 736-0220
FACSIMILE: (800) 700-4643

LESSEE	Full Legal Name Chickasha School District 1				Phone Number	
	DBA Name (if any)				Purchase Order Requisition Number	
	Billing Address 900 W CHOCTAW AVE		City CHICKASHA	State OK	Zip 73018	Send Invoice to Attention of:

EQUIPMENT INFORMATION	Equipment Make	Model No.	Serial Number	Description (Attach Separate Schedule If Necessary)
				HP E82540 LASERJET
Equipment Location (if not same as above)		City	State	Zip

PAYMENT INFORMATION	Number of Lease Payments 46	Lease Payments: See Lease Payment Schedule Attached as Attachment 1
	Full Lease Term (in Months) 46	Payment Frequency <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semiannually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
	End of Lease Option: \$1	

BANK QUALIFICATION

By checking the box below, YOU hereby designate this Lease as a "qualified tax-exempt obligation" as defined in Section 265(b)(3)(B) of the Internal Revenue Code and represent that the aggregate face amount of all tax-exempt obligations (excluding private activity bonds other than qualified 501 (c)(3) bonds) issued or to be issued by YOU and YOUR subordinate entities during the calendar year in which WE fund this Lease is not reasonably expected to exceed \$10,000,000.

Bank Qualification Elected

TERMS & CONDITIONS

Please read YOUR copy of this State and Local Government Lease-Purchase Agreement ("Lease") carefully and feel free to ask US any questions YOU may have about it. Words "YOU" and "YOUR" refer to the "Lessee" and the words "WE," "US" and "OUR" refer to De Lage Landen Public Finance LLC, its successors and assigns, as the "Lessor" of the Equipment.

1. LEASE. WE agree to lease to YOU and YOU agree to lease from US, the equipment listed above (and on any attached schedule) including all replacement parts, repairs, additions and accessories ("Equipment") on the terms and conditions of this Lease and on any attached schedule.

2. TERM. This Lease is effective on the date when the term of this Lease and YOUR obligation to pay rent commence, which date shall be the date that funds are advanced by US to YOU, the vendor of the Equipment or an escrow agent for the purpose of paying or reimbursing all or a portion of the cost of the Equipment (the "Commencement Date") and continues thereafter for an original term ("Original Term") ending at the end of YOUR budget year in effect on the Commencement Date and may be continued by YOU for additional one-year renewal terms ("Renewal Terms") coinciding with YOUR budget year up to the total number of months indicated above as the Full Lease Term; provided, however, that at the end of the Original Term and at the end of each Renewal Term until the Full Lease Term has been completed, YOU shall be deemed to have continued this Lease for the next Renewal Term unless YOU shall have terminated this Lease pursuant to Section 5 or Section 17. Lease Payments will be due as set forth on Attachment 1 until the balance of the Lease Payments and any additional Lease Payments or expenses chargeable to YOU under this Lease are paid in full. As set forth in the Lease Payment Schedule, a portion of each Lease Payment is paid as, and represents payment of, interest. YOUR obligation to pay the Lease Payments and YOUR other Lease obligations are absolute and unconditional and are not subject to cancellation, reduction, setoff or counterclaim except as provided in Section 5. THIS LEASE IS NON-CANCELABLE EXCEPT AS PROVIDED IN SECTION 5.

3. LATE CHARGES. If a Lease Payment is not made on the date when due, YOU will pay US a late charge at the rate of 18% per annum or the maximum amount permitted by law, whichever is less, from such date.

4. CONTINUATION OF LEASE TERM. YOU currently intend, subject to Section 5, to continue this Lease through the Full Lease Term and to pay the Lease Payments hereunder. YOU reasonably believe that legally available funds in an amount sufficient to make all Lease Payments during the Full Lease Term can be obtained. YOUR responsible financial officer shall do all things lawfully within his or her power to obtain and maintain funds from which the Lease Payments may be made, including making provision for the Lease Payments to the extent necessary in each proposed annual budget submitted for approval in accordance with YOUR applicable procedures and to exhaust all available reviews and appeals if that portion of the budget is not approved. Notwithstanding the foregoing, the decision whether to budget or appropriate funds and to extend this Lease for any Renewal Term is solely within the discretion of YOUR governing body.

5. NONAPPROPRIATION. YOU are obligated only to pay such Lease Payments under this Lease as may lawfully be made from funds budgeted and appropriated for that purpose during YOUR then current budget year. If YOU fail to appropriate or otherwise make available funds to pay the Lease Payments required to be paid in the next occurring Renewal Term, this Lease shall be deemed terminated at the end of the then current Original Term or Renewal Term. YOU agree to deliver written notice to US of such termination at least 90 days prior to the end of the then current Original Term or Renewal Term, but failure to give such notice shall not extend the term of this Lease beyond the then current Original Term or Renewal Term. If this Lease is terminated in accordance with this Section, YOU agree, at YOUR cost and expense, to peacefully deliver the Equipment to US at the location or locations specified by US.

6. WARRANTIES. WE are leasing the Equipment to YOU "AS-IS" and WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. WE transfer to YOU, without recourse, for the term of this Lease all warranties, if any, made by the manufacturer. YOU ALSO ACKNOWLEDGE THAT NO ONE IS AUTHORIZED TO WAIVE OR CHANGE ANY TERM, PROVISION OR CONDITION OF THIS LEASE AND, EXCEPT FOR THE MANUFACTURER WARRANTIES, MAKE ANY REPRESENTATION OR WARRANTY ABOUT THIS LEASE OR THE EQUIPMENT. WE SHALL NOT BE LIABLE FOR SPECIAL, RESULTING OR CONSEQUENTIAL DAMAGES OR LOSS OF PROFIT OCCASIONED BY ANY BREACH OF WARRANTY OR REPRESENTATION OR RESULTING FROM THE USE OR PERFORMANCE OF THE EQUIPMENT. YOUR OBLIGATION TO PAY IN FULL ANY AMOUNT DUE UNDER THE LEASE WILL NOT BE AFFECTED BY ANY DISPUTE, CLAIM, COUNTERCLAIM, DEFENSE OR OTHER RIGHT WHICH YOU MAY HAVE OR ASSERT AGAINST THE SUPPLIER OR THE EQUIPMENT MANUFACTURER.

7. DELIVERY AND ACCEPTANCE. YOU ARE RESPONSIBLE, AT YOUR OWN COST, TO ARRANGE FOR THE DELIVERY AND INSTALLATION OF THE EQUIPMENT (UNLESS THOSE COSTS ARE INCLUDED IN THE COSTS OF THE EQUIPMENT TO US). IF REQUESTED, YOU WILL SIGN A SEPARATE EQUIPMENT DELIVERY AND ACCEPTANCE CERTIFICATE. WE MAY AT OUR DISCRETION

(Terms and Conditions continued on the reverse side of this Lease.)

LESSEE SIGNATURE	YOU agree to all of the Terms and Conditions contained in both sides of this Lease, and in any attachments to same (all of which are included by reference) and become part of this Lease. YOU acknowledge to have read and agreed to all the Terms and Conditions.	
	The Equipment is:	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED
	Signature	Date
	Title	
	Print Name	
	Legal Name of Corporation Chickasha School District 1	(LEASE MUST BE SIGNED BY AUTHORIZED OFFICIAL OF LESSEE)

LESSOR	Lessor Signature	Date
	Print Name	
	Title	
	For	DE LAGE LANDEN PUBLIC FINANCE LLC
	Lease Number	500-50307043
	Lease Date	AUGUST 18, 2021
	Vendor I.D. Number	117029-0001

CONFIRM BY TELEPHONE THAT YOU HAVE ACCEPTED THE EQUIPMENT AND THAT TELEPHONE VERIFICATION OF YOUR ACCEPTANCE OF THE EQUIPMENT SHALL HAVE THE SAME EFFECT AS A SIGNED DELIVERY AND ACCEPTANCE CERTIFICATE.

8. TITLE, PERSONAL PROPERTY, LOCATION, INSPECTION, NO MODIFICATIONS OR ALTERATIONS. YOU have title to the Equipment; provided that title to the Equipment will immediately and without any action by YOU vest in US, and YOU shall immediately surrender possession of the Equipment to US (a) upon any termination of this Lease other than termination pursuant to Section 17 or (b) if YOU are in default of this Lease. It is the intent of the parties hereto that any transfer of title to US pursuant to this Section shall occur automatically without the necessity of any bill of sale, certificate of title or other instrument of conveyance. YOU shall, nevertheless, execute and deliver any such instruments as WE may request to evidence such transfer. As security for YOUR obligations hereunder, WE retain a security interest in the Equipment and all proceeds thereof. YOU have the right to use the Equipment during the term of this Lease, except as otherwise expressly set forth in this Lease. Although the Equipment may become attached to real estate, it remains personal property. YOU agree not to alter or modify the Equipment or permit a lien to be placed upon the Equipment or to remove the Equipment without OUR prior written consent. If WE feel it is necessary, YOU agree to provide US with waivers of interest or liens from anyone claiming any interest in the real estate on which any items of Equipment is located. WE also have the right, at reasonable times, to inspect the Equipment.

9. MAINTENANCE. YOU are required, at YOUR own cost and expense, to keep the Equipment in good repair, condition and working order, except for ordinary wear and tear, and YOU will supply all parts and servicing required. All replacement parts used or installed and repairs made to the Equipment will become OUR property. YOU ACKNOWLEDGE THAT WE ARE NOT RESPONSIBLE FOR PROVIDING ANY REQUIRED MAINTENANCE AND/OR SERVICE FOR THE EQUIPMENT. YOU WILL MAKE ALL CLAIMS FOR SERVICE AND/OR MAINTENANCE SOLELY TO THE SUPPLIER AND/OR MANUFACTURER AND SUCH CLAIMS WILL NOT AFFECT YOUR OBLIGATION TO MAKE ALL REQUIRED LEASE PAYMENTS.

10. ASSIGNMENT. YOU AGREE NOT TO TRANSFER, SELL, SUBLEASE, ASSIGN, PLEDGE OR ENCUMBER EITHER THE EQUIPMENT OR ANY RIGHTS UNDER THIS LEASE WITHOUT OUR PRIOR WRITTEN CONSENT. YOU agree that WE may sell, assign or transfer this Lease and, if WE do, the new owner will have the same rights and benefits that WE now have and will not have to perform any of OUR obligations and the rights of the new owner will not be subject to any claims, counterclaims, defenses or set-offs that YOU may have against US. YOU hereby appoint Municipal Registrar Services (the "Registrar") as YOUR agent for the purpose of maintaining a written record of each assignment in form necessary to comply with Section 149(a) of the Internal Revenue Code of 1986, as amended. No such assignment shall be binding on YOU until the Registrar has received written notice from the assignor of the name and address of the assignee.

11. LOSS OR DAMAGE. YOU are responsible for the risk of loss or destruction of, or damage to the Equipment. No such loss or damage relieves YOU from any obligation under this Lease. If any of the Equipment is damaged by fire or other casualty or title to, or the temporary use of, any of the Equipment is taken under the exercise of the power of eminent domain, the net proceeds ("Net Proceeds") of any insurance claim or condemnation award will be applied to the prompt replacement, repair, restoration, modification or improvement of that Equipment, unless YOU have exercised YOUR option to purchase the Equipment pursuant to Section 17. Any balance of the Net Proceeds remaining after such work has been completed shall be paid to YOU.

12. LESSEE'S NEGLIGENCE. To the extent permitted by law, and without waiver of any of YOUR sovereign immunity rights, YOU assume all risks and liabilities, whether or not covered by insurance, for loss or damage to the Equipment and for injury to or death of any person or damage to any property, whether such injury or death be with respect to YOUR agents or employees or of third parties, and whether such property damage be to YOUR property or the property of others, which is proximately caused by the negligent conduct of YOU, YOUR officers, employees and agents.

13. TAXES. YOU agree to pay all applicable license and registration fees, sale and use taxes, personal property taxes and all other taxes and charges, relating to the ownership, leasing, rental, sale, purchase, possession or use of the Equipment (except those based on OUR net income). YOU agree that if WE pay any taxes or charges, YOU will reimburse US for all such payments and will pay US interest and a late charge (as calculated in Section 3) on such payments with the next Lease Payment, plus a fee for OUR collecting and administering any taxes, assessments or fees and remitting them to the appropriate authorities.

14. INSURANCE. During the term of this Lease, YOU will keep the Equipment insured against all risks of loss or damage in an amount not less than the replacement cost of the Equipment, without deductible and without co-insurance. YOU will also obtain and maintain for the term of this Lease, comprehensive public liability insurance covering both personal injury and property damage of at least \$100,000 per person and \$300,000 per occurrence or bodily injury and \$50,000 for property damage. WE will be the sole named loss payee on the property insurance and named as an additional insured on the public liability insurance. YOU will pay all premiums for such insurance and must deliver proof of insurance coverage satisfactory to US. If YOU do not provide such insurance, YOU agree that WE have the right, but not the obligation, to obtain such insurance and add an insurance fee to the amount due from you, on which we make a profit.

15. DEFAULT. Subject to Section 5, YOU are in default of this Lease if any of the following occurs: (a) YOU fail to pay any Lease Payment or other sum when due; (b) YOU breach any warranty or other obligation under this Lease, or any other agreement with US; (c) YOU become insolvent or unable to pay YOUR debts when due, YOU make an assignment for the benefit of creditors or YOU undergo a substantial deterioration in YOUR financial condition, or (d) YOU file or have filed against YOU a petition for liquidation, reorganization, adjustment of debt or similar relief under the Federal Bankruptcy Code or any other present or future federal or state bankruptcy or insolvency law, or a trustee, receiver or liquidator is appointed for YOU or a substantial part of YOUR assets.

16. REMEDIES. WE have the following remedies if YOU are in default of this Lease: WE may declare the entire balance of the unpaid Lease Payments for the then current Original Term or Renewal Term immediately due and payable; sue for and receive all Lease Payments and any other payments then accrued or accelerated under this Lease; charge YOU interest on all monies due US at the rate of eighteen percent (18%) per year from the date of default until paid, but in no event more than the maximum rate permitted by law; charge YOU a return-check or non-sufficient funds charge ("NSF Charge") of \$25.00 for a check that is returned for any reason; and require that YOU return the Equipment to US and, if YOU fail to return the Equipment, enter upon the premises peacefully with or without legal process where the Equipment is located and repossess the Equipment. Such return or repossession of the Equipment will not constitute a termination of this Lease unless WE expressly notify YOU in writing. If the Equipment is returned or repossessed by US and unless WE have terminated this Lease, WE will sell or re-rent the Equipment to any persons with any terms WE determine, at one or more public or private sales, with or without notice to YOU, and apply the net proceeds after deducting the costs and expenses of such sale or re-rent, to YOUR obligations with YOU remaining liable for any deficiency and with any excess over the amounts described in this Section plus the then applicable Purchase Price to be paid to YOU. YOU are also required to pay (i) all expenses incurred by US in connection with the enforcement of any remedies, including all expenses of repossessing, storing, shipping, repairing and selling the Equipment, and (ii) reasonable attorneys' fees.

17. PURCHASE OPTION. Provided YOU are not in default, YOU shall have the option to purchase all but not less than all of the Equipment (a) on the date the last Lease Payment is due (assuming this Lease is renewed at the end of the Original Term and each Renewal Term), if this Lease is still in effect on that day, upon payment in full of Lease Payments and all other amounts then due and the payment of One Dollar to US; (b) on the last day of the Original Term or any Renewal Term then in effect, upon at least 60 days' prior written notice to US and payment in full to US of the Lease Payments and all other amounts then due plus the then applicable Purchase Price set forth on the Lease Payment Schedule; or (c) if substantial damage to or destruction or condemnation of substantially all of the Equipment has occurred, on the day specified in YOUR written notice to US of YOUR exercise of the purchase option upon at least 60 days' prior notice to US and payment in full to US of the Lease Payments and all other amounts then due plus the then applicable Purchase Price set forth on the Lease Payment Schedule.

18. REPRESENTATIONS AND WARRANTIES. YOU warrant and represent as follows: (a) YOU are a public body corporate and politic duly organized and existing under the constitution and laws of YOUR State with full power and authority to enter into this Lease and the transactions contemplated hereby and to perform all of YOUR obligations hereunder; (b) YOU have duly authorized the execution and delivery of this Lease by proper action by YOUR governing body at a meeting duly called, regularly convened and attended throughout by the requisite majority of the members thereof or by other appropriate official approval, and all requirements have been met and procedures have occurred in order to ensure the validity and enforceability of this Lease; (c) YOU have complied with such public bidding requirements as may be applicable to this Lease and the acquisition by YOU of the Equipment; (d) all authorizations, consents and approvals of governmental bodies or agencies required in connection with the execution and delivery by YOU of this Lease or in connection with the carrying out by YOU of YOUR obligations hereunder have been obtained; (e) this Lease constitutes the legal, valid and binding obligation of YOU enforceable in accordance with its terms, except to the extent limited by applicable bankruptcy, insolvency, reorganization or other laws affecting creditors' rights generally; (f) YOU have, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current budget year to make the Lease Payments scheduled to come due during the current budget year and to meet YOUR other obligations under this Lease for the current budget year, and those funds have not been expended for other purposes; (g) the Equipment is essential to YOUR functions or to the services YOU provide to YOUR citizens, YOU have an immediate need for the Equipment and expect to make immediate use of the Equipment, YOUR need for the Equipment is not temporary and YOU do not expect the need for any item of the Equipment to diminish in the foreseeable future, including the Full Lease Term, and the Equipment will be used by YOU only for the purpose of performing one or more of YOUR governmental or proprietary functions consistent with the permissible scope of YOUR authority and will not be used in the trade or business of any other entity or person; and (h) YOU have never failed to appropriate or otherwise make available funds sufficient to pay rental or other payments coming due under any lease purchase, installment sale or other similar agreement.

19. UCC FILINGS AND FINANCIAL STATEMENTS. YOU authorize US to file a financing statement with respect to the Equipment. If WE feel it is necessary, YOU agree to submit financial statements (audited if available) on a quarterly basis.

20. "INTENTIONALLY OMITTED"

21. TAX EXEMPTION. YOU will comply with all applicable provisions of the Internal Revenue Code of 1986, as amended (the "Code"), including without limitation Sections 103, 141, 148 and 149 thereof, and the applicable regulations thereunder to maintain the exclusion of the interest portion of the Lease Payments from gross income for purposes of federal income taxation. YOU acknowledge that these provisions of the Code provide restrictions on the use of the Equipment and the expenditure and investment of money related to this Lease. YOU agree to insure the timely and accurate filing of IRS Form 8038-G or Form 8038-GC, as applicable, as required by the Code, and will fully cooperate with US to insure such timely and accurate filing.

22. BANK QUALIFICATION. If YOU checked the "Bank Qualification Elected" box on the front page of this Lease YOU and all YOUR subordinate entities will not issue in excess of \$10,000,000 of qualified tax-exempt obligations (including this Lease but excluding private activity bonds other than qualified 501(c)(3) bonds) during the calendar year in which WE fund this Lease without first obtaining an opinion of nationally recognized counsel in the area of tax-exempt municipal obligations acceptable to US that the designation of this Lease as a "qualified tax-exempt obligation" will not be adversely affected.

23. CHOICE OF LAW; JURY TRIAL WAIVER. This Lease shall be governed and construed in accordance with the laws of the state where YOU are located. To the extent permitted by law, YOU agree to waive YOUR rights to a trial by jury.

24. ENTIRE AGREEMENT; SEVERABILITY; WAIVERS. This Lease contains the entire agreement and understanding. No agreements or understandings are binding on the parties unless set forth in writing and signed by the parties. Any provision of this Lease which for any reason may be held unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective without invalidating the remaining provisions of this Lease. THIS LEASE IS NOT INTENDED FOR TRANSACTIONS WITH AN EQUIPMENT COST OF LESS THAN \$1,000.

25. ROLE OF LESSOR. WE have not acted and will not act as a fiduciary for YOU or as YOUR agent or municipal advisor. WE have not and will not provide financial, legal, tax, accounting or other advice to YOU or to any financial advisor or placement agent engaged by YOU with respect to this Lease. YOU, YOUR financial advisor, placement agent or municipal advisor, if any, shall each seek and obtain its own financial, legal, tax, accounting and other advice with respect to this Lease from its own advisors (including as it relates to structure, timing, terms and similar matters).

26. ELECTRONIC TRANSACTIONS. WE, in our sole discretion, may permit YOU to electronically copy and/or deliver by telecopier or other electronic means of transmission an executed counterpart of this Lease, and any document, schedule, amendment, addendum, supplement or agreement related hereto or executed in connection herewith, with the exception of IRS Form 8038-GC or IRS Form 8038-G, as applicable, which YOU must execute using an original, manual signature (not e-Signature). By so copying and/or delivering any such document, YOU hereby represent and agree (a) that such transmission constitutes due delivery of such executed document, (b) that the counterpart of such executed document as printed by the recipient, including YOUR signature thereon, shall be deemed to constitute an original and shall be admissible in any court or other legal proceeding as an original, and (c) to deliver to US, promptly on request, such document bearing YOUR original "wet ink" signature; provided that neither delivery nor failure to deliver the document bearing YOUR original "wet ink" signature shall limit or modify the representations and agreements set forth in clauses (a) and (b). This Lease, including any document, schedule, amendment, addendum, supplement or agreement related hereto or executed in connection herewith, with the exception of IRS Form 8038-GC or IRS Form 8038-G, as applicable, may be executed in counterparts and any facsimile, photographic or other electronic transmission and/or electronic signing of the Lease by YOU when manually countersigned by US or attached to OUR original signature counterpart and/or in OUR possession shall constitute the sole original chattel paper as defined in the UCC for all purposes and will be admissible as legal evidence thereof. At OUR option, WE may require a manual signature.

OKLAHOMA ADDENDUM TO STATE AND LOCAL GOVERNMENT LEASE-PURCHASE AGREEMENT

LESSOR: **DE LAGE LANDEN PUBLIC FINANCE LLC**

LESSEE: Chickasha School District 1

LEASE NUMBER: 500-50307043

LEASE DATE: AUGUST 18, 2021

This Addendum is hereby incorporated in and is hereby made a part of the above-referenced State and Local Government Lease-Purchase Agreement (together with all Exhibits and Attachments and this Addendum, the "Lease"). Words "YOU" and "YOUR" refer to the "Lessee" and the words "WE," "US" and "OUR" refer to De Lage Landen Public Finance LLC, its successors and assigns, as the "Lessor" of the Equipment. Lessor and Lessee hereby agree that capitalized terms used herein and not otherwise defined herein shall have the terms assigned to such terms in the Lease and that the following changes and additions shall be made to the Lease:

1. **Section 2** of the Lease is hereby deleted and the following **Section 2** is hereby inserted in lieu thereof:
 2. **TERM.** This Lease is effective on the date that it is accepted and signed by US (the "Commencement Date") and continues thereafter for an original term ("Original Term") ending at the end of YOUR budget year in effect on the Commencement Date and may be continued by mutual ratification of YOU and US for additional one-year renewal terms ("Renewal Terms") coinciding with YOUR budget year up to the total number of months indicated above as the Full Lease Term. This Lease shall terminate at the end of the then current Original Term or any Renewal Term unless this Lease is renewed by mutual ratification of YOU and US in accordance with the provisions of 62 O.S. Section 430.1 and, if YOU are a school district, 70 O.S. Section 5-117(B). YOU shall deliver written notice to US of YOUR ratification of or failure to ratify this Lease at least 90 days prior to the end of each Renewal Term. WE hereby ratify the continuation of this Lease through the Full Lease Term. Lease payments will be due as set forth on Attachment 1 until the balance of the Lease Payments and any additional Lease Payments or expenses chargeable to YOU under this Lease are paid in full. As set forth in the Lease Payment Schedule, a portion of each Lease Payment is paid as, and represents payment of, interest. YOUR obligation to pay the Lease Payments and YOUR other Lease obligations are absolute and unconditional and are not subject to cancellation, reduction, setoff or counterclaim except as provided in **Section 5**. **THIS LEASE IS NON-CANCELABLE EXCEPT AS PROVIDED IN SECTION 5.**
2. **Section 4** of the Lease is hereby deleted and the following Section 4 is hereby inserted in lieu thereof:
 4. **CONTINUATION OF LEASE TERM.** YOU currently intend, subject to **Section 5**, to continue this Lease through the Full Lease Term and to pay Lease Payments hereunder. YOU reasonably believe that legally available funds in an amount sufficient to make all Lease Payments during the Full Lease Term can be obtained. Notwithstanding the foregoing, the decision whether to budget or appropriate funds and to ratify this Lease for any Renewal Term is solely within the discretion of YOUR governing body.
3. **Section 5** of the Lease is hereby deleted and the following **Section 5** is hereby inserted in lieu thereof:
 5. **NONRATIFICATION.** YOU are obligated only to pay such Lease Payments under this Lease as may lawfully be made from funds budgeted and appropriated for that purpose during YOUR then current budget year. If YOU fail to ratify this Lease for the Renewal Term following the then current Original Term or Renewal Term, this Lease shall be deemed terminated at the end of the then current Original Term or Renewal Term. YOU agree to deliver notice to US of YOUR ratification or termination of this Lease at least 90 days prior to the end of the then current Original Term or Renewal Term. Failure to give notice of such termination will not extend the Lease Term beyond such Original Term or Renewal Term. If this Lease is terminated in accordance with this Section, YOU agree, at YOUR cost and expense, to peaceably deliver the Equipment to US at the location or locations specified by US.
4. **Section 8** of the Lease is hereby deleted and the following **Section 8** is hereby inserted in lieu thereof:
 8. **TITLE, PERSONAL PROPERTY, LOCATION, INSPECTION, NO MODIFICATIONS OR ALTERATIONS.** During the term of this Lease, title to the Equipment shall be retained by US, except for those modifications that YOU add to the Equipment that can be removed without damaging the Equipment. YOU shall not have any right, title or interest in the Equipment except as expressly set forth in this Lease. Upon the occurrence of an Event of Default or nonratification as set forth in **Section 5**, with respect to any Lease, YOU will surrender possession of the Equipment to US. Upon YOUR exercise of the purchase option pursuant to **Section 17** or payment in full of all Lease Payments under this Lease, title to the Equipment shall immediately and without further action by US vest in YOU, AS IS, WHERE IS, without warranty, express or implied, free and clear of any claim by or through US. It is the intent of the parties hereto that any transfer of title to Lessee pursuant to this Section will occur automatically without the necessity of any certificate of title or other instrument of conveyance. WE will, nevertheless, execute and deliver a bill of sale or other evidence of such transfer as YOU may request. YOU will, nevertheless, execute and deliver any such instruments as WE may request to evidence such transfer. YOU have the right to use the Equipment during the term of this Lease, except as otherwise expressly set forth in this Lease. Although the Equipment may become attached to real estate, it remains personal property. YOU agree not to alter or modify the Equipment or permit a lien to be placed upon the Equipment or to remove the Equipment without OUR prior written consent. If WE feel it is necessary, YOU agree to provide US with waivers of interest or liens from anyone claiming any interest in the real estate on which any items of Equipment is located. WE also have the right, at reasonable times, to inspect the Equipment.
5. **Section 13** of the Lease is hereby amended by adding the following sentence to the end of such Section:

WE agree that WE will not file any report or rendition including the Equipment as taxable personal property of OURS for purposes of ad valorem taxation.
6. **Section 17** of the Lease is hereby amended by adding the following sentences to the end of such Section:

The initial Purchase Price of the Equipment is \$ 6,047.62. Upon the exercise of the option to purchase set forth above, title to the Equipment shall vest in YOU, free and clear of any claim by or through US, as evidenced by OUR delivery to YOU of a bill of sale or other appropriate instrument conveying title to the Equipment to YOU.

Except as specifically set forth in this Addendum, all terms and conditions contained in the Lease will remain in full force and effect and are hereby ratified and confirmed.

LESSEE SIGNATURE	Legal Name of Lessee <u>Chickasha School District 1</u>
	Signature _____ Date _____
	Print Name _____
	Title _____
(LEASE MUST BE SIGNED BY AUTHORIZED OFFICIAL OF LESSEE)	

LESSOR SIGNATURE	Name of Lessor DE LAGE LANDEN PUBLIC FINANCE LLC
	Lessor Signature _____ Date _____
	Print Name _____
	Title _____
Lease Number <u>500-50307043</u>	

10PFD0C162V2

ATTACHMENT 1

STATE AND LOCAL GOVERNMENT LEASE-PURCHASE AGREEMENT

Lease Payment Schedule

LESSOR: **DE LAGE LANDEN PUBLIC FINANCE LLC**

LESSEE: Chickasha School District 1

LEASE NUMBER: 500-50307043

LEASE DATE: AUGUST 18, 2021

Payment Number	Payment Date	Rental Payment	Interest Portion	Principal Portion	Balance	Purchase Price
Loan	08/18/2021	0	0	0	6,047.62	-
1	09/27/2021	150.54	45.78	104.76	5,942.86	6,121.15
2	10/27/2021	150.54	34.67	115.87	5,826.99	6,001.80
3	11/27/2021	150.54	33.99	116.55	5,710.44	5,881.75
4	12/27/2021	150.54	33.31	117.23	5,593.21	5,761.01
5	01/27/2022	150.54	32.63	117.91	5,475.30	5,639.56
6	02/27/2022	150.54	31.94	118.60	5,356.70	5,517.40
7	03/27/2022	150.54	31.25	119.29	5,237.41	5,394.53
8	04/27/2022	150.54	30.55	119.99	5,117.42	5,270.94
9	05/27/2022	150.54	29.85	120.69	4,996.73	5,146.63
10	06/27/2022	150.54	29.15	121.39	4,875.34	5,021.60
11	07/27/2022	150.54	28.44	122.10	4,753.24	4,895.84
12	08/27/2022	150.54	27.73	122.81	4,630.43	4,769.34
13	09/27/2022	150.54	27.01	123.53	4,506.90	4,642.11
14	10/27/2022	150.54	26.29	124.25	4,382.65	4,514.13
15	11/27/2022	150.54	25.57	124.97	4,257.68	4,385.41
16	12/27/2022	150.54	24.84	125.70	4,131.98	4,255.94
17	01/27/2023	150.54	24.10	126.44	4,005.54	4,125.71
18	02/27/2023	150.54	23.37	127.17	3,878.37	3,994.72
19	03/27/2023	150.54	22.62	127.92	3,750.45	3,862.96
20	04/27/2023	150.54	21.88	128.66	3,621.79	3,730.44
21	05/27/2023	150.54	21.13	129.41	3,492.38	3,597.15
22	06/27/2023	150.54	20.37	130.17	3,362.21	3,463.08
23	07/27/2023	150.54	19.61	130.93	3,231.28	3,328.22
24	08/27/2023	150.54	18.85	131.69	3,099.59	3,192.58
25	09/27/2023	150.54	18.08	132.46	2,967.13	3,056.14
26	10/27/2023	150.54	17.31	133.23	2,833.90	2,918.92
27	11/27/2023	150.54	16.53	134.01	2,699.89	2,780.89
28	12/27/2023	150.54	15.75	134.79	2,565.10	2,642.05
29	01/27/2024	150.54	14.96	135.58	2,429.52	2,502.41
30	02/27/2024	150.54	14.17	136.37	2,293.15	2,361.94
31	03/27/2024	150.54	13.38	137.16	2,155.99	2,220.67
32	04/27/2024	150.54	12.58	137.96	2,018.03	2,078.57
33	05/27/2024	150.54	11.77	138.77	1,879.26	1,935.64
34	06/27/2024	150.54	10.96	139.58	1,739.68	1,791.87
35	07/27/2024	150.54	10.15	140.39	1,599.29	1,647.27
36	08/27/2024	150.54	9.33	141.21	1,458.08	1,501.82

Sales tax of \$0.00 is included in the financed amount shown above.

Lessee Signature: _____ Date: _____

Print Name: _____ Title: _____

ATTACHMENT 1

STATE AND LOCAL GOVERNMENT LEASE-PURCHASE AGREEMENT

Lease Payment Schedule

LESSOR: **DE LAGE LANDEN PUBLIC FINANCE LLC**

LESSEE: Chickasha School District 1

LEASE NUMBER: 500-50307043

LEASE DATE: AUGUST 18, 2021

Payment Number	Payment Date	Rental Payment	Interest Portion	Principal Portion	Balance	Purchase Price
37	09/27/2024	150.54	8.51	142.03	1,316.05	1,355.53
38	10/27/2024	150.54	7.68	142.86	1,173.19	1,208.39
39	11/27/2024	150.54	6.84	143.70	1,029.49	1,060.37
40	12/27/2024	150.54	6.01	144.53	884.96	911.51
41	01/27/2025	150.54	5.16	145.38	739.58	761.77
42	02/27/2025	150.54	4.31	146.23	593.35	611.15
43	03/27/2025	150.54	3.46	147.08	446.27	459.66
44	04/27/2025	150.54	2.60	147.94	298.33	307.28
45	05/27/2025	150.54	1.74	148.80	149.53	154.02
46	06/27/2025	150.54	1.01	149.53	0.00	-
Grand Totals		6,924.84	877.22	6,047.62		

Lessee Signature: _____ Date: _____
Print Name: _____ Title: _____

07PFDOC042v6

BILLING INFORMATION

PLEASE COMPLETE THIS FORM AND RETURN WITH DOCUMENTS

In order for DE LAGE LANDEN PUBLIC FINANCE LLC to properly bill and credit your account, it is necessary that you complete this form and return it with the signed documents.

Billing Name: _____

If you would like your invoices emailed to you in place of regular mail, please provide an email address(es) below:

***YOUR INVOICES WILL BE EMAILED FROM INVOICEDELIVERY@PAYEREXPRESS.COM**
Subject line will read: Your Lease Direct Invoice is ready to view online!

Billing Address: _____

Attention: _____

Telephone Number: _____

FEDERAL TAX ID#: _____

Lease/Contract Signer Name: _____ Date of Birth _____ (only provide if requested)

SPECIAL INSTRUCTIONS

Do you require a Purchase Order Number on the invoice? If yes, please provide PO# _____ YES NO

Is a new purchase order required for each new fiscal period? YES NO

If yes, provide month/year PO expires _____

Are you sales tax exempt? If yes, please attach a copy of exempt certificate or direct pay permit. YES NO

Do you require any special information to establish a vendor number for _____? YES NO

If yes, please advise: _____

Additional Comments: _____

CONTACT INFORMATION AND QUESTIONNAIRE FOR FORM 8038-G FILINGS (required for all State and Local Government transactions)

Contact Name: _____

Title: _____

Contact Address: _____

Contact Telephone Number: _____

Email Address: _____

If you have further questions, please consult your regular bond or legal counsel.

When To File

To file a separate return for a single issue, file Form 8038-GC on or before the 15th day of the second calendar month after the close of the calendar quarter in which the issue is issued.

To file a consolidated return for multiple issues, file Form 8038-GC on or before February 15th of the calendar year following the year in which the issue is issued.

Late filing. An issuer may be granted an extension of time to file Form 8038-GC under section 3 of Rev. Proc. 2002-48, 2002-37 I.R.B. 531, if it is determined that the failure to file on time is not due to willful neglect. Type or print at the top of the form, "Request for Relief under section 3 of Rev. Proc. 2002-48." Attach to the Form 8038-GC a letter briefly stating why the form was not submitted to the IRS on time. Also indicate whether the obligation in question is under examination by the IRS. Do not submit copies of any bond documents, leases, or installment sale documents. See *Where To File* next.

Where To File

File Form 8038-GC, and any attachments, with the Department of the Treasury, Internal Revenue Service Center, Ogden, UT 84201.

Private delivery services. You can use certain private delivery services designated by the IRS to meet the "timely mailing as timely filing/paying" rule for tax returns and payments. These private delivery services include only the following:

- DHL Express (DHL): DHL Same Day Service.
- Federal Express (FedEx): FedEx Priority Overnight, FedEx Standard Overnight, FedEx 2Day, FedEx International Priority, and FedEx International First.
- United Parcel Service (UPS): UPS Next Day Air, UPS Next Day Air Saver, UPS 2nd Day Air, UPS 2nd Day Air A.M., UPS Worldwide Express Plus, and UPS Worldwide Express.

The private delivery service can tell you how to get written proof of the mailing date.

Other Forms That May Be Required

For rebating arbitrage (or paying a penalty in lieu of arbitrage rebate) to the Federal Government, use Form 8038-T, Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate. For private activity bonds, use Form 8038, Information Return for Tax-Exempt Private Activity Bond Issues.

For a tax-exempt governmental obligation with an issue price of \$100,000 or more, use Form 8038-G.

Rounding to Whole Dollars

You may show the money items on this return as whole-dollar amounts. To do so, drop any amount less than 50 cents and increase any amount from 50 to 99 cents to the next higher dollar.

Definitions

Obligations. This refers to a single tax-exempt governmental obligation if Form 8038-GC is used for separate reporting or to

multiple tax-exempt governmental obligations if the form is used for consolidated reporting.

Tax-exempt obligation. This is any obligation including a bond, installment purchase agreement, or financial lease, on which the interest is excluded from income under section 103.

Tax-exempt governmental obligation. A tax-exempt obligation that is not a private activity bond (see below) is a tax-exempt governmental obligation. This includes a bond issued by a qualified volunteer fire department under section 150(e).

Private activity bond. This includes an obligation issued as part of an issue in which:

- More than 10% of the proceeds are to be used for any private activity business use, and
- More than 10% of the payment of principal or interest of the issue is either (a) secured by an interest in property to be used for a private business use (or payments for such property) or (b) to be derived from payments for property (or borrowed money) used for a private business use.

It also includes a bond, the proceeds of which (a) are to be used to make or finance loans (other than loans described in section 141(c)(2)) to persons other than governmental units and (b) exceeds the lesser of 5% of the proceeds or \$5 million.

Issue. Generally, obligations are treated as part of the same issue only if they are issued by the same issuer, on the same date, and as part of a single transaction, or a series of related transactions. However, obligations issued during the same calendar year (a) under a loan agreement under which amounts are to be advanced periodically (a "draw-down loan") or (b) with a term not exceeding 270 days, may be treated as part of the same issue if the obligations are equally and ratably secured under a single indenture or loan agreement and are issued under a common financing arrangement (for example, under the same official statement periodically updated to reflect changing factual circumstances). Also, for obligations issued under a draw-down loan that meets the requirements of the preceding sentence, obligations issued during different calendar years may be treated as part of the same issue if all of the amounts to be advanced under the draw-down loan are reasonably expected to be advanced within 3 years of the date of issue of the first obligation. Likewise, obligations (other than private activity bonds) issued under a single agreement that is in the form of a lease or installment sale may be treated as part of the same issue if all of the property covered by that agreement is reasonably expected to be delivered within 3 years of the date of issue of the first obligation.

Arbitrage rebate. Generally, interest on a state or local bond is not tax-exempt unless the issuer of the bond rebates to the United States arbitrage profits earned from investing proceeds of the bond in higher yielding nonpurpose investments. See section 148(f).

Construction issue. This is an issue of tax-exempt bonds that meets both of the following conditions:

1. At least 75% of the available construction proceeds of the issue are to be used for construction expenditures with respect to property to be owned by a governmental unit or a 501(c)(3) organization, and

2. All of the bonds that are part of the issue are qualified 501(c)(3) bonds, bonds that are not private activity bonds, or private activity bonds issued to finance property to be owned by a governmental unit or a 501(c)(3) organization.

In lieu of rebating any arbitrage that may be owed to the United States, the issuer of a construction issue may make an irrevocable election to pay a penalty. The penalty is equal to 1-1/2% of the amount of construction proceeds that do not meet certain spending requirements. See section 148(f)(4)(C) and the Instructions for Form 8038-T.

Specific Instructions

In general, a Form 8038-GC must be completed on the basis of available information and reasonable expectations as of the date of issue. However, forms that are filed on a consolidated basis may be completed on the basis of information readily available to the issuer at the close of the calendar year to which the form relates, supplemented by estimates made in good faith.

Part I—Reporting Authority

Amended return. An issuer may file an amended return to change or add to the information reported on a previously filed return for the same date of issue. If you are filing to correct errors or change a previously filed return, check the "Amended Return" box in the heading of the form.

The amended return must provide all the information reported on the original return, in addition to the new corrected information. Attach an explanation of the reason for the amended return and write across the top "Amended Return Explanation."

Line 1. The issuer's name is the name of the entity issuing the obligations, not the name of the entity receiving the benefit of the financing. In the case of a lease or installment sale, the issuer is the lessee or purchaser.

Line 2. An issuer that does not have an employer identification number (EIN) should apply for one on Form SS-4, Application for Employer Identification Number. You can get this form on the IRS website at IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676). You may receive an EIN by telephone by following the instructions for Form SS-4.

Lines 3 and 4. Enter the issuer's address or the address of the designated contact person listed on line 6. If the issuer wishes to use its own address and the issuer receives its mail in care of a third party authorized representative (such as an accountant or attorney), enter on the street address line "C/O" followed by the third party's name and street address or P.O. box. Include the suite, room, or other unit number after the street address. If the post office does not deliver mail to the street address and the issuer has a P.O. box, show the box number instead of the

street address. If a change in address occurs after the return is filed, use Form 8822, Change of Address, to notify the IRS of the new address.

Note. The address entered on lines 3 and 4 is the address the IRS will use for all written communications regarding the processing of this return, including any notices. By authorizing a person other than an authorized officer or other employee of the issuer to communicate with the IRS and whom the IRS authorizes the IRS to communicate directly with the individual listed on line 6, whose address is entered on lines 3 and 4 and consents to disclose the issuer's return information to that individual, as necessary, to process this return.

Line 5. This line is for IRS use only. Do not make any entries in this box.

Part II—Description of Obligations

Check the appropriate box designating this as a return on a single issue basis or a consolidated return basis.

Line 8a. The issue price of obligations is generally determined under Regulations section 1.148-1(b). Thus, when issued for cash, the issue price is the price at which a substantial amount of the obligations are sold to the public. To determine the issue price of an obligation issued for property, see sections 1273 and 1274 and the related regulations.

Line 8b. For a single issue, enter the date of issue (for example, 03/15/2010 for a single issue issued on March 15, 2010), generally the date on which the issuer physically exchanges the bonds that are part of the issue for the underwriter's (or other purchaser's) funds; for a lease or installment sale, enter the date interest starts to accrue. For issues reported on a consolidated basis, enter the first day of the calendar year during which the obligations were issued (for example, for calendar year 2010, enter 01/01/2010).

Lines 9a through 9h. Complete this section if property other than cash is exchanged for the obligation, for example, acquiring a police car, a fire truck, or telephone equipment through a series of monthly payments. (This type of obligation is sometimes referred to as a "municipal lease.") Also complete this section if real property is directly acquired in exchange for an obligation to make periodic payments of interest and principal.

Do not complete lines 9a through 9d if the proceeds of an obligation are received in the form of cash even if the term "lease" is used in the title of the issue. For lines 9a through 9d, enter the amount on the appropriate line that represents a lease or installment purchase. For line 9d, enter the type of item that is leased. For lines 9e through 9h, enter the amount on the appropriate line that represents a bank loan. For line 9h, enter the type of bank loan.

Lines 9i and 9j. For line 9i, enter the amount of the proceeds that will be used to pay principal, interest, or call premium on any other issue of bonds, including proceeds that will be used to fund an escrow account for this purpose. Several lines may apply to a particular obligation. For example, report on lines 9i and 9j obligations used to refund prior issues which represent loans from the proceeds of another tax-exempt obligation.

Line 9k. Enter on line 9k the amount on line 8a that does not represent an obligation described on lines 9a through 9j.

Line 10. Check this box if the issuer has designated any issue as a "small issuer exception" under section 265(b)(3)(B)(i)(II).

Line 11. Check this box if the issue is a construction issue and an irrevocable election to pay a penalty in lieu of arbitrage rebate has been made on or before the date the bonds were issued. The penalty is payable with a Form 8038-T for each 6-month period after the date the bonds are issued. Do not make any payment of penalty in lieu of rebate with Form 8038-GC. See Rev. Proc. 92-22, 1992-1 C.B. 736, for rules regarding the "election document."

Line 12. Enter the name of the vendor or bank who is a party to the installment purchase agreement, loan, or financial lease. If there are multiple vendors or banks, the issuer should attach a schedule.

Line 13. Enter the employer identification number of the vendor or bank who is a party to the installment purchase agreement, loan, or financial lease. If there are multiple vendors or banks, the issuer should attach a schedule.

Signature and Consent

An authorized representative of the issuer must sign Form 8038-GC and any applicable certification. Also print the name and title of the person signing Form 8038-GC. The authorized representative of the issuer signing this form must have the authority to consent to the disclosure of the issuer's return information, as necessary to process this return, to the person(s) that has been designated in this form.

Note. If the issuer authorizes in line 6 the IRS to communicate with a person other than an officer or other employee of the issuer, (such authorization shall include contact both in writing regardless of the address entered in lines 3 and 4, and by telephone) by signing this form, the issuer's authorized representative consents to the disclosure of the issuer's return information, as necessary to process this return, to such person.

Paid Preparer

If an authorized representative of the issuer filled in its return, the paid preparer's space should remain blank. Anyone who prepares the return but does not charge the organization should not sign the return. Certain others who prepare the return should not sign. For example, a regular, full-time employee of the issuer, such as a clerk, secretary, etc., should not sign.

Generally, anyone who is paid to prepare a return must sign it and fill in the other blanks in the *Paid Preparer Use Only* area of the return. A paid preparer cannot use a social security number in the *Paid Preparer Use Only* box. The paid preparer must use a preparer tax identification number (PTIN). If the paid preparer is self-employed, the preparer should enter his or her address in the box.

The paid preparer must:

- Sign the return in the space provided for the preparer's signature, and
- Give a copy of the return to the issuer.

Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

- Learning about the law or the form** 4 hr., 46 min.
- Preparing the form** 2 hr., 22 min.
- Copying, assembling, and sending the form to the IRS** 2 hr., 34 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:M:S, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see *Where To File*.

De Lage Landen Public Finance LLC

1111 Old Eagle School Road
Wayne, PA 19087

ACCEPTANCE CERTIFICATE

Ladies and Gentlemen:

Re: State and Local Government Lease Purchase Agreement dated as of AUGUST 18 _____, 2021, between **De Lage Landen Public Finance LLC**, as Lessor, and Chickasha School District 1 _____, as Lessee.

In accordance with the State and Local Government Lease Purchase Agreement (the "Agreement"), the undersigned Lessee hereby certifies and represents to, and agrees with Lessor as follows:

1. All of the Equipment (as such term is defined in the Agreement) has been delivered, installed and accepted on the date hereof.
2. Lessee has conducted such inspection and/or testing of the Equipment as it deems necessary and appropriate and hereby acknowledges that it accepts the Equipment for all purposes.
3. Lessee is currently maintaining the insurance coverage required by **Section 14** of the Agreement.
4. No event or condition that constitutes, or with notice or lapse of time, or both, would constitute, an Event of Default (as defined in the Agreement) exists at the date hereof.

(SEAL)

LESSEE SIGNATURE	Lessee Chickasha School District 1
	Signature _____ Date _____
	Print Name _____
	Title _____

07PFDOC055v1



MASTER AGREEMENT NO.

APPLICATION NO.

CONTRACT/SUPPLEMENT NO.

Supplement

Standley Systems LLC | 528 Iowa Avenue | PO Box 460 | Chickasha, OK 73023 | Phone: 405-224-0819

The words "you" and "your" refer to the client. The words "Owner," "we," "us," and "our" refer to Standley Systems LLC.

CLIENT INFORMATION

FULL LEGAL NAME: Chickasha Public Schools	BILLING ADDRESS: 900 W CHOCTAW AVE CHICKASHA, OK 73018-2200
FEDERAL TAX I.D. #:	EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE): 628 W Kansas Ave Chickasha, OK 73018-3398

MASTER AGREEMENT

REFERS TO THE AGREEMENT BETWEEN YOU AND US IDENTIFIED IN OUR RECORDS BY THE MASTER AGREEMENT NO. ABOVE

DESCRIPTION OF EQUIPMENT ADDED

SEE ATTACHED SCHEDULE

AMENDED	QUANTITY	MAKE, MODEL, SERIAL NUMBER	NOT FINANCED UNDER THIS AGREEMENT	MONTHLY MONO ALLOWANCE	MONTHLY COLOR ALLOWANCE	EXCESS PER IMAGE MONO CHARGE (PLUS TAX)	EXCESS PER IMAGE COLOR CHARGE (PLUS TAX)
<input type="checkbox"/>	1.00000	X3A79A: HP E82540-50-60DN LASERJET MFP	<input checked="" type="checkbox"/>				
<input type="checkbox"/> TOTAL CONSOLIDATED MONTHLY IMAGE ALLOWANCE AND EXCESS PER IMAGE CHARGES (IF CONSOLIDATED)				0		0.007800	

CONSOLIDATED ALLOWANCES AND EXCESS PER IMAGE AMOUNTS SHOWN ABOVE (CHECK ONE):

- APPLY TO THE EQUIPMENT LISTED UNDER THIS SUPPLEMENT ONLY
 - APPLY TO THE EQUIPMENT LISTED UNDER THIS SUPPLEMENT TOGETHER WITH EQUIPMENT LISTED ON THE MASTER AGREEMENT AND ANY APPLICABLE SUPPLEMENT(S)
 - ARE NOT LISTED BECAUSE IMAGES ON THE LISTED EQUIPMENT WILL COUNT TOWARDS THE EXISTING CONSOLIDATED ALLOWANCE AND EXCESS UNDER THE MASTER AGREEMENT OR APPLICABLE SUPPLEMENTS
- IF THE AMENDED BOX IS CHECKED NEXT TO: A) INDIVIDUAL ITEM(S) OF EQUIPMENT ABOVE AND/OR B) THE TOTAL CONSOLIDATED AMOUNTS, THE ALLOWANCE AND EXCESS PER IMAGE CHARGES ARE MODIFIED ONLY TO THE EXTENT NOTED ABOVE.

DESCRIPTION OF EQUIPMENT REMOVED

QUANTITY	EQUIPMENT DESCRIPTION	SERIAL NUMBER

PAYMENT (CHECK ONE PAYMENT OPTION)

- MONTHLY BASE PAYMENT AMOUNT: **\$0.00** (PLUS TAX) (INCLUDES AMOUNTS DUE UNDER THIS SUPPLEMENT ONLY)
- TOTAL CONSOLIDATED MONTHLY BASE PAYMENT AMOUNT: _____ (PLUS TAX) (INCLUDES AMOUNTS DUE UNDER THIS SUPPLEMENT, THE MASTER AGREEMENT AND ANY APPLICABLE SUPPLEMENT(S) DURING THE TERM THEREOF)

TERM (CHECK ONE TERM OPTION)

- TERM: THE END OF THE TERM OF THIS SUPPLEMENT IS THE END OF TERM OF THE MASTER AGREEMENT (COTERMINUS)
- TERM IN MONTHS 46 (APPLIES TO THIS SUPPLEMENT ONLY)

AGREEMENT

If this Supplement relates to Equipment not subject to the Master Agreement (i.e., additional Equipment), this Supplement, together with the preprinted terms of the Master Agreement (as amended), constitutes an agreement between you and us with respect to the Equipment referenced herein, separate and distinct from the Master Agreement. You agree to be bound by the terms of this Supplement, which includes the preprinted terms of the Master Agreement (as amended) and agree this Supplement shall commence on the date of our acceptance. The parties agree that the original hereof for enforcement and perfection purposes, and the sole "record" constituting "chattel paper" under the UCC, is the paper copy hereof bearing (i) the original or a copy of either your manual signature or an electronically applied indication of your intent to enter into this Supplement, and (ii) our original manual signature. If any provision in this Supplement conflicts with a provision in the Master Agreement, the provision in this Supplement shall control.

If this Supplement relates to Equipment subject to the Master Agreement (i.e., replaced or removed Equipment and/or payment modifications), the Master Agreement shall be modified or supplemented as set forth above as of the date we accept this Supplement. Except as specifically modified by this Supplement, all other terms and conditions of the Master Agreement (as amended) remain in full force and effect.

CLIENT'S AUTHORIZED SIGNATURE

ONCE YOU SIGN THIS SUPPLEMENT AND WE ACCEPT IT, THIS SUPPLEMENT WILL BE NON-CANCELABLE FOR THE FULL TERM.

(As Stated Above)	X		
CLIENT	SIGNATURE	PRINT NAME & TITLE	DATE

OWNER ACCEPTANCE

Standley Systems LLC	X		
OWNER	SIGNATURE	PRINT NAME & TITLE	DATE