

**Unified School District No. 230**  
**Spring Hill, Kansas**

**MASTER AGREEMENT**  
**2024-2026**



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**SPRING HILL UNIFIED SCHOOL DISTRICT #230  
MASTER CONTRACT AGREEMENT**

The following shall constitute terms and conditions of employment of certified employees of the Spring Hill Unified School District #230 for the 2024-2026 contract year.

**ARTICLE I - CERTIFIED EMPLOYEES - TERMS AND CONDITIONS OF EMPLOYMENT**

Sec. 1.1 CERTIFIED EMPLOYEE DEFINED:

Certified employee means any person employed by the Board in a position which requires a certificate issued by the State Board of Education or employed by the board in a professional, educational, or instructional capacity, but shall not mean any such person who is an administrative employee.

Sec. 1.2 CONTRACT DAYS:

The number of contract days for certified employees shall be 187 days.

The district shall provide three (3) half days, included in the 187 days, for certified employees to prepare grade reports and preparation for parent/teacher conferences. Newly hired certified employees would work an additional 40 hours as a condition of their employment, for the first year only. Certified employees would have the time spread throughout the school year and would be used for staff development and other educational activities. ~~Kindergarten teachers who teach two half-day sections shall have an extra half-day to schedule conferences per each conference period.~~ Part-time teachers shall work five (5) days at full contract to cover conferences and in-services (these are not additional days beyond the 187-day contract). Starting with the 25-26 school year, the Personnel Calendar will reflect an additional contract day for returning Special Educators.

Sec. 1.3 DUTY DAY/WORK DAY FOR CERTIFIED EMPLOYEES:

The normal duty day/work day for certified employees shall be eight (8) hours unless otherwise specified in this agreement and shall include a duty-free lunch period. In addition to classroom instruction, certified employees shall perform within the normal duty day/work day those duties considered necessary to the operation of the school and assigned by the principal or administrator in charge.

Sec. 1.4 DUTY FREE LUNCH:

Full-time certified employees shall have a duty-free lunch period each day students are served a lunch. The lunch period shall not exceed thirty (30) minutes in length. **EXCEPTION:** The certified employees serving on lunchroom supervision during the aforementioned period.

The Building Principal or his/her designee shall meet with the certified employees of each district attendance center at the beginning of the school year and ask for volunteers to serve on lunchroom duty. Hopefully, there will be certified employees who volunteer to serve on lunchroom duty. Assignments will be made by the Building Principal or his/her designee for lunchroom duty.

The rate of pay for lunchroom supervision shall be \$12.00 per certified employee for each session served.

Sec. 1.5 PREPARATION TIME:

Full-time certified employees with classroom responsibilities at Spring Hill High School and Spring Hill Middle School will be provided a minimum of one (1) class period for instructional planning. This period shall be included within the framework of the contract day.

Full-time certified employees with classroom responsibilities at Elementary Schools will be provided time daily, within the regular student contact hours, excluding recess, for the purpose of instructional planning, preparation and evaluation of instructional activities. The above-mentioned time shall be included within the framework of the contract day, in at least one (1) fifty (50) minute block daily and a total of not less than two hundred fifty (250) minutes per 5-day week. On a scheduled five (5) day week, one (1) plan period per week may be used by the building administrator for collaborative teams. On days with shortened student contact time, daily teacher plan time may be shortened by ten minutes for each hour (to nearest hour) that the student contact day is shortened. For example, if the student contact time is 60 minutes less on PLC days, then teachers will only be guaranteed a 40-minute block of plan time outside of PLC time.

Because of the unique schedule for the Early Childhood program, Early Childhood teachers will receive 250 minutes of plan time each week. That time may be allocated at any time during the week, with at least a 30-minute block of instructional planning time each student contact day.

If the majority of the full-time certified personnel in a building elect to implement an alternative schedule, they may deviate from the aforementioned plan as approved by the Board of Education.

Sec. 1.6

EVALUATION:

A. First and Second Year Certified Staff

During their first and second year of service, certified staff in the district shall be evaluated at least one time per semester by a designated administrator by not later than the date established by Kansas law on certified staff evaluation (the 60th school day of the semester), except that any employee who is not employed for the entire semester shall not be required to be evaluated.

B. Third and Fourth Year Certified Staff

Certified staff employed under this policy for the third and fourth year of service in the district shall be evaluated at least one time each school year by the date established by Kansas law on certified staff evaluation (February 15). After the fourth year of employment in the district, all certified staff employed shall be evaluated at least once in every three years. Such evaluation shall occur by not later than the date established by Kansas law on certified staff evaluation (February 15).

C. Written and Signed Evaluations

All evaluations shall be in written form and signed by the certified staff being evaluated. Said certified staff shall sign the evaluation form as required by law indicating only that the certified staff has read the evaluation. All written evaluations shall be maintained in the certified staff's file for a period of not less than three (3) years.

D. Certified Staff's Right to Append Response

Certified staff shall have the right to attach a written response to an evaluation, such response to be made within ten (10) working days after signing of the original evaluation of the certified staff.

E. Certified Staff's Right to Examine Documents

Upon request, certified staff shall have the right to examine any evaluation reports placed in their personnel file.

F. Classroom Visits for Evaluation

As a part of the evaluation of first- or second-year certified staff, the evaluator shall spend at least two (2) periods of not less than thirty (30) continuous minutes of classroom observation prior to completing the evaluation. For all other certified staff, the evaluator shall spend at least two (2) periods of not less than thirty (30) continuous minutes of classroom observation prior to completing the evaluation. The first classroom observation period of a probationary certified staff shall be scheduled by the evaluator with the certified staff at least one (1) day in advance. All subsequent observations may or may not be scheduled at the discretion of the evaluator.

G. Visitation Feedback

Certified staff shall be given feedback by the evaluator within five (5) working days of an evaluation observation, except where illness, professional leave, or an emergency situation on the part of either the certified staff or evaluator occurs. In such a situation, the feedback shall be provided within five (5) working days after the person returns to work.

H. Responsibility for Evaluation

The responsibility for evaluating certified staff assigned to a school full time shall be with the building principal or other administrative staff assigned by the Superintendent or his designee. Certified staff assigned to two schools shall be evaluated by the principal where the certified staff has the most classes or other administrative staff assigned by the Superintendent or his designee. If the classes are equal, the principal or other administrative staff of the school, which has the smaller teaching staff or administrative staff assigned by the Superintendent or his designee shall be responsible for the evaluation. Itinerant certified staff shall be evaluated by the Superintendent or his designee.

I. Orientation

Early in each school year, those certified staff being evaluated during the school year will have an orientation concerning the evaluation of certified staff by the building principal or other designated evaluator. Certified staff hired or reassigned after the beginning of the school year shall receive an orientation by the building principal or other designated evaluator on the evaluation of certified staff performance. No required

observation as described in Paragraph F shall take place until the orientation has been completed.

Sec. 1.7 RELEASE FROM CONTRACT:

A certified employee is sometimes offered a position in another school system that may provide professional advancement and may cause him/her to ask to be released from a contract in the local schools. The Board's first obligation is to the students of USD #230. Therefore, the Board of Education may grant a release or they may not grant a release to an employee after the statutory date for Continuing Contract Law. Factors contributing to the Board's decision will be such as other resignations during the term, the securing of a satisfactory replacement, and conditions preceding resignation, etc. The Board of Education will use discretion in granting or not granting a release from contract to an employee.

If a release is granted, the Board may enforce a monetary penalty since the School District will have additional costs due to the resignation after the date established by the Master Agreement. Payment must be made to the Board of Education at the time the release is granted.

Any professional educator who is granted release from the contract, due to take effect on or after July 1, will be subject to the following liquidated damages:

\$800	Starting May 16
\$800 + \$50 per week after May 16	From May 23 to August 14
\$5,000	After August 15

Any waiver must be authorized by the Superintendent and approved by the BOE. Compensation to the district will be paid prior to any release becoming official and if the liquidated damages are not paid prior to the time of payment of the last payroll check, the liquidated damages may be deducted from the professional educator's final check.

The liquidated damages above may not apply in cases where the professional educator is compelled to resign for medical reasons on recommendation of their health care professional and unable to perform his/her duties. A written opinion of the health care professional stating the educator's inability to perform his/her duties will be provided at the time of notification of resignation. Liquidated damages may not apply in the event of a transfer and move of the professional educator's spouse of more than 50 miles. Verification of such reasons may be required.

Sec. 1.8 PAYMENT FOR EARLY NOTIFICATION OF RESIGNATION/RETIREMENT:

Certified staff members who have worked in a certified position for five years or longer at the time of retirement/resignation and will not be returning to work in USD 230 for the following school year are eligible for incentive payments as follows:

1. If the teacher notifies the district in writing by January 15th of the intent to retire at the end of the contract year, a payment shall be received in the final paycheck in the amount of \$100 per full year of certified employment in USD 230 or \$600, whichever is greater.
2. If the teacher notifies the district in writing by February 15th of the intent to retire at the end of the contract year, a payment shall be received in the final paycheck in the amount of \$50 per full year of certified employment in USD 230 or \$400, whichever is greater.
3. If the teacher notifies the district in writing by March 15th of the intent to retire or resign at the end of the contract year, a payment shall be received in the final paycheck in the amount of \$25 per full year of certified employment in USD 230 or \$200, whichever is greater.

## **ARTICLE II - LEAVES OF ABSENCE**

Sec. 2.1 GENERAL LEAVE OF ABSENCE

A certified employee may apply for a leave of absence for the following reasons: Health reason, other than maternity; professionally related employment of a temporary nature, and other meritorious experiences which would enhance the employee professionally. Leave of absence shall not be approved for certified employees who have served fewer than two (2) full years with the district. The leave is granted without pay. Reinstatement must be requested by February 1st of the contract year in which the certified employee is on leave.

The certified employee shall be reinstated following a leave of absence and shall be entitled to fill the position he or she vacated, a comparable position within the building level, or a position for which he or she is certified without loss of accrued benefits. The aforementioned accrued benefits are limited to placement on the salary schedule and sick leave. Sick leave allowances shall not accrue during leave, nor will accumulated sick leave be lost. Certified employees on leave of absence may continue to participate in the district's health insurance at the employee's expense.

Increments will not be granted during the leave except when the activities of the individual, while on leave, are comparable to a year's teaching experience. The Superintendent of Schools will make the decision concerning allowance for the increments.

The building level is as follows:

Elementary - Grades, PreK - Fifth

Middle - Grades, Sixth - Eighth

High - Grades, Ninth - Twelfth

## Sec. 2.2 DISCRETIONARY LEAVE :

The Board of Education and the Spring Hill Education Association agree that students of USD#230 are best served when certified staff members are present in the classroom. Therefore, teachers are urged and expected to use professional judgment when using discretionary leave. Each Spring Hill Certified staff member shall be allowed thirteen (13) discretionary leave days per school year. Any unused days shall become sick days and be placed in the employee's accumulated sick leave account number two (2).

## Sec. 2.25 DISCRETIONARY LEAVE USED AS PERSONAL

*In order to better ensure classroom coverage for certified employee absences, discretionary days used for personal leave must be made at least three (3) business days in advance and may not be granted or used on the following days listed below:*

- *The day preceding or the day following a recognized school holiday*
- *On the last week day involving a weekend preceding a recognized school holiday or the day following such school holiday*
- *Days designated for in-service*
- *Days designated for teacher orientation*
- *Days designated for Parent/Teacher conferences*

*In addition, no more than three (3) consecutive discretionary days may be used for personal leave without approval of district administration.*

*Only ten (10) percent of the total number of district certified employees (excludes administrators and nurses) and no more than three (3) certified employees per building will be granted personal leave on a given day. First requested – first granted will be the basis for determining personal leave in case more than ten (10) percent of the district's employees request personal leave on a given day.*

*The three (3) day notice may be waived by the Building Principal and Superintendent in case of an emergency.*

## Sec. 2.3 GENERAL SICK LEAVE:

All full-time certified employees at the beginning of the current school year shall be credited twelve (13) discretionary leave days, which shall be placed in their leave account number one (1).

Certified employees employed with U.S.D. #230, prior to the current school year, shall have all of their accumulated leave days placed in said employee's sick leave account number two (2).

All leave days remaining in account number one (1) of each certified employee at the end of the current school year will be transferred to said employee's sick leave account number two (2). Employees shall not use/draw upon leave from sick leave account number two (2) until all discretionary leave in account number one (1) has been exhausted.

Sick leave is defined as days of absence from duty because of personal illness or serious injury of the certified employee, or illness or serious injury of members in the immediate family when other arrangements cannot be made, for which no deduction is made in regular monthly or annual compensation of the employee. The sick leave available to the certified employee for the illness or serious injury of members in the immediate family, other than the certified employee, shall be at least twelve (13) days per school year to be deducted from said employee's sick leave account(s).

*As used in this section, "immediate family" shall be:*

Certified employee's spouse;  
Certified employee's natural or adopted children and their spouses;  
Certified employee's spouse's natural or adopted children and their spouses;  
Certified employee's foster children and their spouses;  
Certified employee's parents;  
Certified employee's step-parents.  
Certified employee's mother or father-in-law;  
Certified employee's brother or sister-in-law.

The terms of days as used herein are defined as days on which the certified employee drawing sick leave would normally have reported for duty.

A doctor's statement in writing on the fourth day of illness or injury, must be submitted stating that the certified employee is unable to perform her or his regular assigned duties in the school system. All certified employees will be notified of the number of sick leave days for account number one (1) and account number two (2) by the first day of classes for the current school year.

#### Sec. 2.4

##### **PAY FOR UNUSED SICK LEAVE:**

The Board of Education may, each school year, purchase a maximum of five (5) days sick leave from the certified employee's account number one (1) at the rate of pay as listed below in the section. Exception: The certified employee shall be allowed to accumulate up to eighty (80) days unused sick leave in such employee's account number two (2) before the Board shall be entitled to exercise its right to purchase from such employee's account number one (1).

The Board of Education will notify the certified employee on May 25th or the last day of classes for students, whichever occurs first of the current school year, how many sick leave days they are purchasing for said school year.

**Option A:** Certified employees covered by the Master Contract Agreement will be compensated due to the resignation, retirement, or death for accumulated sick leave days in one lump sum payment at the rate listed below:

\$35.00 per full day after five (5) years of service in U.S.D. #230 (Increase to \$45 for 25-26)  
\$40.00 per full day after ten (10) years of service in U.S.D. #230. (Increase to \$50 for 25-26)  
\$45.00 per full day after fifteen (15) years of service in U.S.D. #230.(Increase to \$55 for 25-26)  
\$50.00 per full day after twenty (20) years of service in U.S.D. #230.(Increase to \$60 for 25-26)  
\$55.00 per full day after twenty-five (25) years of service in U.S.D. #230.(Increase to \$65 for 25-26)  
\$60.00 per full day after thirty (30) years of service in U.S.D. #230.(Increase to \$70 for 25-26)

#### Sec. 2.5

##### **PARENTAL LEAVE:**

In order that a suitable replacement can be secured and there can be an orderly continuance of the educational program, parental leave, if desired, must be requested at least thirty (30) days prior to the first day of parental leave.

Any certified employee who becomes pregnant may continue to work as long as health permits and as long as she is satisfactorily performing the duties of the position. The certified employee will be required to submit a statement from the physician verifying the period of pregnancy and health status including incapacitation from performing her duties. Sick leave for maternity will be granted to teachers per the district FMLA procedure. Pregnancy,



childbirth, termination of pregnancy and recovery shall be treated as any other temporary disability for job related purposes including commencement, duration and extensions of leave, reinstatement and any other fringe benefits offered to employees as virtue of employment.

A certified employee, qualifying for FMLA benefits, will be deducted \$25 more than the long-term substitute rate in the event the certified employee has fully exhausted his/her accrued leave, but has been granted up to 12 workweeks of unpaid leave (26 workweeks to care for a covered servicemember with serious injury or illness as outlined by FMLA), under the entitlement and eligibility requirements of FMLA.

Sec. 2.6 ADOPTION LEAVE:

In order that suitable replacement can be secured and there can be an orderly continuance of the educational program, adoption leave, if desired must be requested and may be granted to begin and end at a time agreed upon by the certified employee and the Superintendent of Schools. The adoption leave request must be made within one (1) week of legal notification of adoption. Sick leave may be applied to adoption leave per the district FMLA procedure. If the certified employee teaches at least ninety (90) days during the year that adoption leave is granted, he or she will be eligible for consideration of a step increase. He or she will be considered for a step increase if his or her days taught and sick leave days due to the adoption total ninety (90) days or more. The individual returning from adoption leave shall be entitled to fill the position he or she vacated, a comparable position within the building level, or a position for which he or she is certified.

The building level is as follows:

Elementary - Grades, PreK - Fifth

Middle - Grades, Sixth - Eighth

High - Grades, Ninth - Twelfth

Sec. 2.7 CHILD CARE LEAVE:

A certified employee may request, in writing by May 15<sup>th</sup> to the Superintendent of Schools, child care leave for the following school year. The applicant for a child care leave must have been employed in Unified School District #230 for the preceding two (2) consecutive years. The applicant must not have been granted a child care leave from the district during the two (2) consecutive years of service immediately preceding the current application. The said leave shall start the following school year of the request and will be limited to one (1) full contract year. Reinstatement must be requested by February 1st of the contract year in which the certified employee is on leave. The individual returning from child care leave shall be entitled to his or her former position, a comparable position within the building level, or a position for which he or she is certified. The certified employee will be reinstated at the step the employee would have attained at the start of the year of leave. Accumulated sick leave is retained, but not accrued during the year of leave. The child care leave is unpaid leave.

The building level is as follows:

Elementary - Grades, PreK - Fifth

Middle - Grades, Sixth - Eighth

High - Grades, Ninth - Twelfth

Sec. 2.8 SABBATICAL LEAVE:

The applicant for a sabbatical leave must have been employed in Unified School District #230 for the preceding five (5) consecutive years. The applicant must not have been granted a sabbatical leave from the district during the five (5) consecutive years of service immediately preceding the current application. The applicant must sign a teaching contract conditioned upon an agreement to return to service with U.S.D. #230 immediately upon termination of the sabbatical leave.

A sabbatical leave may be for one (1) semester or it may be for one (1) contract year. The sabbatical leave is without pay and without continuation of employer paid fringe benefits. However, certified employees on sabbatical leave may continue to participate in the district's health insurance, at the employee's expense. The certified employee returning from sabbatical leave shall be entitled to fill the position he or she vacated or a comparable position within the building level or a position for which he or she is certified. He or she shall be placed at the position on the basic salary schedule he or she would have attained had he or she been employed in the district during said period.

The building level is as follows:

Elementary - Grades, PreK - Fifth

Middle - Grades, Sixth - Eighth

High - Grades, Ninth - Twelfth

Sec. 2.9

BEREAVEMENT LEAVE:

The district shall allow five (5) days of bereavement leave for a death in the immediate family, subject to the following stipulations:

Three days will be un-accumulative, the remaining two days will be deducted from discretionary leave/banked sick leave. Bereavement leave shall be granted only when the deceased is related to the certified employee as an immediate family member. Bereavement leave shall not accumulate from one contract year to the next.

As used in this section, "immediate family" shall be:

- Certified employee's spouse;
- Certified employee's natural or adopted children;
- Certified employee's spouse's natural or adopted children;
- Certified employee's foster children;
- Certified employee's son-in-law or daughter-in-law;
- Certified employee's mother-in-law or father-in-law;
- Certified employee's brother-in-law or sister-in-law;
- Certified employee's parents;
- Certified employee's step-parents;
- Certified employee's spouse's parents;
- Certified employee's brothers and sisters;
- Certified employee's half-brothers and half-sisters;
- Certified employee's grandparents;
- Certified employee's grandchildren.

For the death of a person other than the immediate family of the certified employee, said employee may take one-half (1/2) day per death to attend a funeral of that person. Leave will be deducted from accumulated discretionary leave then any banked, accumulated sick leave. Additional time may be approved by the Building Principal if circumstances require additional time.

Sec. 2.10

LEAVE FOR CIVIC DUTIES:

If, in the opinion of the Building Principal, civic duties (jury duty, and other duties determined by the Building Principal that pertain to civic responsibilities, which are non-elective) cannot possibly be performed outside the school work day, permission may be granted for such duties to be performed during school hours or, if the situation arises whereby the certified employee has absolutely no control, he or she may be granted leave. Such civic leave will be granted with pay as follows:

Payment for Jury Duty: A certified employee called and/or assigned jury duty will be paid his/her daily rate of pay (based upon the basic salary of the individual involved), less any money or monies received from the Court for actual contract days missed. Payment must be approved by the Superintendent of Schools and will be made for actual contract days missed. Exception: Money or monies received for transportation or direct expense will not be deducted from the daily rate of pay; notwithstanding the fact that reimbursement for travel or transportation may be for the travel by the certified employee for a distance lesser than or greater to that distance normally traveled by the employee to his or her place of employment with U.S.D. #230. If the daily rate of pay from the Federal Government or State Government exceeds the daily rate of pay for the certified employee, the Board of Education shall deduct a daily rate of pay from the contract of the certified employee according to the number of actual contract days missed by the certified employee.

Payment for Military Duty: Military service will be handled in accordance with USERRA guidelines. A certified employee assigned to military duty will be paid his/her daily rate of pay (based upon the basic salary of the individual involved), less any money or monies received from the Federal Government or the State Government for actual contract days missed. Payment must be approved by the Superintendent of Schools and will be made only for actual contract days missed. Exception: Money or monies received for the transportation or direct expense will not be deducted from the daily rate of pay; notwithstanding the fact that reimbursement for transportation or travel may be for the travel by the certified employee for a distance lesser than or greater to that distance normally traveled by the employee to his or her place of employment within U.S.D. #230. If the daily rate of pay from the Federal Government or the State Government exceeds the daily rate of pay for the certified employee, the Board of Education shall deduct a daily rate of pay from the contract of the certified employee according to the number of

actual contract days missed by the employee.

Sec. 2.11 PROFESSIONAL ASSOCIATION LEAVE:

At the beginning of the current school year, the Spring Hill Education Association shall be granted four (4) days of paid leave to be used by Association members. The scheduling of this leave will be at the discretion and approval of the Spring Hill Education Association Executive Board (President, Vice-President, Secretary, and Treasurer) subject to final approval by the Superintendent of Schools. The Spring Hill Education Association shall reimburse the Spring Hill Unified School District 230 for the salaries of the substitute teachers replacing certified employees who are on professional association leave.

The Spring Hill Education Association shall supply in writing a request for said leave to the Superintendent of Schools and appropriate building principal, not less than five (5) school days in advance of taking such leave. The five (5) school days advance requirement may be waived by the superintendent.

Sec. 2.12 PROFESSIONAL IMPROVEMENT LEAVE:

A maximum of one (1) day of leave may be used for the certified employee's improvement. Professional improvement days may be used for any educational purpose with the approval of the Building Principal. The certified employee planning to use the professional improvement day shall notify his or her Building Principal at least one (1) week in advance of his or her absence. Professional improvement day shall be used for the purpose of: Visitation to view other instructional techniques or programs.

Conferences, workshops, or seminars conducted for instructional/educational improvement.

The one (1) professional day is in addition to discretionary leave.

The professional improvement leave day is non-accumulative.

### **ARTICLE III - GRIEVANCE PROCEDURE**

Sec. 3.1 PURPOSE:

The purpose of this procedure is to secure at the lowest possible level equitable solutions to the problems which may from time to time arise affecting aggrieved person or persons of Spring Hill U.S.D. #230. Both parties recognize that the procedure must be available without fear of discrimination because of its use. Informal settlements at any level shall bind the immediate parties to the settlement, but shall not be precedents in a larger grievance proceeding.

Sec. 3.2 DEFINITIONS:

A "grievant" shall mean a teacher or a group of teachers employed by U.S.D.#230.

A "grievance" shall mean any alleged violation, misinterpretation, or misapplication involving the terms or conditions of certified employee's master contract of employment.

The term "days" shall mean working school days, except as otherwise indicated. If the stipulated time limits are not met, the grievant shall have the right to appeal the grievance to the next level of the procedure.

The "Association" shall mean the recognized bargaining unit, Spring Hill Education Association.

The "P.R. & R Committee" shall mean the Association's Professional Rights and Responsibilities Committee.

Sec. 3.3 PROCEDURE:

A. Level One: The grievant must request an informal conference with his or her Principal or other immediate superior within fifteen (15) calendar days of the date of the event given reason to the grievant or within fifteen (15) calendar days of the time the employee may have reasonably expected to have learned of the event. At this conference, the grievant should seek to resolve the matter informally.

B. Level Two: (a) If the grievant is not satisfied with the disposition of his or her grievance at Level One, or if no decision has been rendered within five (5) days after informal presentation of the grievance, he or she may file the formal grievance in writing simultaneously with the Chairman of the P.R. & R. Committee and the Principal within five (5) days after the decision at Level One or ten (10) days after the grievance was presented informally at Level One, whichever is sooner. (b) Within five (5) days after the receipt of the written formal grievance by the Principal, the Principal will meet with the grievant and his or her representative of the Association in an effort to resolve it. The Principal shall provide the grievant and the Association with a written answer to the Grievance within two (2) days after the meeting. Such answer shall include the reason upon which the decision was based.

C. Level Three: (a) If the grievant is not satisfied with the disposition of his or her grievance at Level Two, or if no

decision has been rendered within seven (7) days after the presentation of the formal grievance, he or she may file the grievance with the Association's P.R. & R. Committee for review and transmittal to the Superintendent of Schools within five (5) days after the decision at Level Two or ten (10) days after the grievance was formally presented at Level Two, whichever is sooner. (b) Within five (5) days after the receipt of the written formal grievance by the Superintendent, the superintendent will meet with the grievant and his or her representative. Upon conclusion of the hearings, the Superintendent will have four (4) days to provide his or her written decision, together with the reason for the decision, to the grievant and the Association.

- D. Level Four: (a) If the grievant is not satisfied with the disposition of his or her grievance at level Three, or if no decision has been rendered within nine (9) days after the presentation of the formal grievance to the Superintendent, he or she may within five (5) days after a decision by the Superintendent, or ten (10) days after the presentation of the grievance to the Superintendent, whichever is sooner, request in writing that the Chairman of the P.R. & R. Committee review and file the grievance with the Board of Education. (b) The Superintendent will accept the grievance on behalf of the Board of Education. Delivering the grievance to the office of the Superintendent during the normal working hours of the school day shall constitute the filing the grievance. (c) The Superintendent will arrange a meeting with the Board of Education and the grievant within ten (10) days after receiving the grievance on behalf of the Board of Education, if it is twenty-five (25) days or more until the next regular Board meeting; or at the next regularly scheduled board meeting. The Board of Education will meet with the grievant and his or her representative from the association in an effort to resolve the grievance. Upon the conclusion of the hearing, the Board President will have five (5) days to provide the written decision of the Board together with the reason for the decision, to the grievant and the association. The Board of Education shall have final authority in all grievances.

#### **ARTICLE IV - DISCIPLINARY PROCEDURES**

##### **Sec. 4.1 DISCIPLINARY PROCEDURES**

1. Professional Employees are expected to comply with the rules, regulations and directions adopted by the Board or its representatives which are not inconsistent with the provisions of the Agreement.
2. The disciplinary process will not take place in a public setting.
3. Disciplinary actions will be commensurate with the infraction. Evaluation will not be used as a disciplinary tool. However, if disciplinary action is relevant to the evaluation process, it may be referenced in evaluation documents.
4. Disciplinary action may include:
  - a. An informal reprimand;
  - b. A formal reprimand;
  - c. Paid suspension;
  - d. Suspension without pay;
  - e. Non-renewal or termination.
5. Informal reprimands will be housed with the Professional Employee's supervisor for a minimum of three (3) years.
6. Disciplinary action letters b through e (listed above) will be a permanent part of the Professional Employee's district personnel file. The Professional Employee has 10 days from the date of the meeting to file a written response that will be attached to letters b through e.
7. Termination for disciplinary reasons is not a non-renewal.

#### **ARTICLE V - REDUCTION IN FORCE AND RECALL**

##### **Sec. 5.1 REDUCTION IN FORCE**

The Board of Education has the right and authority to determine the composition of professional staff necessary to carry out the educational program of Unified School District #230. From time to time, as a result of decreasing enrollment, limited financial resources, or changes in the educational program, it may become necessary to reduce the number of certified employees.

Reduction in the number of professional employees shall, whenever possible, be handled through normal attrition by retirement, resignation, leaves of absence, and other similar conditions. However, when normal attrition is not adequate to meet the requirements of the Board of Education, involuntary lay-off of personnel shall be employed in accordance with the procedure specified in this policy.

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

The educational goals and needs of the district, individual certifications, qualifications, training, skills, evaluations, interests and **years of Spring Hill School District teaching experience** shall be considered. If two or more teachers have similar certifications, qualifications, training, skills, evaluations, and interests in a teaching area, those teachers who have tenure will be retained over those who are non-tenured. If all of the teachers have similar certifications, qualifications, training, skills, evaluations, and interests and all are tenured, the teacher(s) who best meets the needs of the district, considering the factors outlined above and any other relevant factors, will be retained.

#### Sec. 5.2 RECALL

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

A teacher recalled to duty will be placed on the salary schedule at the appropriate step based on the last full year of service in USD #230. No step increase will be granted for the period of the lay-off. The level placement will be appropriate to the teacher's current preparation when re-employed. Upon such re-employment, a certified employee shall be entitled to all accumulated leave accrued during such certified employee's period of employment with the district prior to non-renewal for staff reduction.

### ARTICLE VI - MANAGEMENT RIGHTS

The Board of Education hereby retains and reserves unto itself, except as limited by the specified and express terms of the Master Contract Agreement, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Kansas and of the United States, including, but without limiting and generality of the foregoing, the right:

- A. To the executive management and administrative control of the school system and its properties and facilities.
- B. To hire all certified employees, and subject to the provisions of the law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees.
- C. To establish grades and courses of instruction including special programs, and to provide for all athletic, recreational and social events for students, all as deemed necessary or advisable by the Board of Education.
- D. To delegate authority through recognized administrative channels for the development and organization of the means and methods of the instruction according to current teaching material; and the utilization of teaching aides of all kinds.
- E. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of certified employees and other employees with respect thereto, and with respect to administrative and non-teaching activities within the school system, and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Master Contract Agreement and Kansas statutes; and then only to the extent such specific and express terms hereof are in conformance with the constitution and laws of the State of Kansas and the rules and regulations promulgated by the Kansas State Board of Education and the constitution and laws of the United States.

## **ARTICLE VII - ASSOCIATION RIGHTS**

### **A. Dues for membership in Spring Hill Education Association**

#### **1. Authorization of deduction**

Upon written authorization by the individual certified employee executed on proper form, membership dues in the Spring Hill Education Association (hereinafter "Association") will be deducted from the employee's salary and remitted to the Association by the 20th of each said month at the rate of 1/20 of the total annual dues amount per month, beginning in September 25 and ending in July 10.

For any certified employee electing to take a lump sum salary payment upon completion of all contractual obligations in accordance with K.S.A. 74-4940, the Board shall make the appropriate Association dues deduction from the lump sum salary payments and remit the amount so deducted to the Association at the time of the lump sum deductions are made.

#### **2. Initiation of deduction**

Such authorization forms for dues deduction shall be filed by September 10th of said school year. The payroll deductions shall start with the November 10th pay period and end with the May 10th pay period. Enrollment in Spring Hill Education Association will be continuous, unless intent to terminate membership in the Association is submitted in writing by the certified employee.

#### **3. Filing and notification requirements**

The Association shall be responsible for filing all authorizations with the Board in a timely manner as set forth in Section A., Paragraph 2. The Association is further responsible for notifying the Board of an employee's desire to terminate membership in the Spring Hill Education Association and to no longer have dues deducted from his/her salary for the following year by May 15th.

#### **4. Responsibility for remittance for dues**

If a payroll warrant is not issued to a member during any one or more of the months covered in the period indicated, the Board assumes no responsibility for payments unmade to the Association.

#### **5. Release and indemnification**

The Association shall indemnify and hold the Board harmless of any liability resulting from any and all claims, suits, or any action arising from compliance with the provisions of this agreement, or in reliance of any list, notice, certification or authorization furnished under this agreement between the parties for deduction.

### **B. Use of School Facilities and Equipment**

1. The Association may be authorized to use various schools and meeting rooms therein provided that authorization for such use has been secured at least twenty-four (24) hours in advance from the principal or administrator in charge of the building provided further that no such meeting shall start before the duty day/work day ends. No such meeting shall interfere with activities of the school.

2. The Association shall have the right to request reasonable use of School District equipment (not including supplies) such as typewriters, photocopy machines, and overhead projectors when not otherwise in use. When the request includes use of school district supplies, the Association shall reimburse the School District for its costs of such supplies as determined by the Administration. The administration shall have the right to place reasonable limitations on the use of school district equipment and to schedule the time of usage. Such equipment shall not be removed from the School District building where it is located. Decisions rendered by the Administration under this paragraph shall not be subject to the grievance procedure.

### **C. Use of bulletin boards and mailboxes**

Duly authorized representatives of the Association shall be allowed to place Association notices, circulars, or other material (exclusive of local, state, and national political campaign material) dealing with activities or concerns of the Association in building mail boxes and on bulletin boards located in faculty lounges. A copy of any such notices, circulars, or other materials shall be provided to the building principal before being placed in mailboxes or on bulletin boards.

### **D. Use of the School Mail System**

1. All communications, magazines, and other materials bearing the name of any certified employee and sent through the United States mails will be delivered to such employee through the inner-school delivery service.

2. To the extent permitted by law, the inner-school delivery service may be used by the Association to distribute Association material to the schools.

## **ARTICLE VIII – COMPENSATION**

### **Sec. 8.1 BASIC SALARY**

Each certified employee shall be entitled to receive salary based upon and determined by 2023-2024 salary schedules attached hereto and labeled as Exhibits Two (2) and Three (3).

Certified employees who have attained a position of Masters Degree or higher on the salary schedule may use professional development points for movement on the salary schedule, provided the following criteria is met:

- A. A maximum of 120 Professional Development Points may be submitted each year for the purpose of movement on the salary schedule. (1 clock hour = 1 PD point. 20 PD points = 1 graduate credit)
- B. Hours/points must be submitted within the school year in which they were earned. Points earned from August 1 – July 31st must be submitted to the Professional Development Committee for approval and recording by the following August 10th for September placement on the salary schedule.
- C. Professional Development Points allowed for licensure but not NOT allowed for movement on the salary schedule include:
  1. District provided professional development occurring during contract hours
  2. Out of district professional development opportunities funded by the district (professional leave, substitute, registration, stipend, travel expenses, etc. )
  3. Professional development obtained while on formal extended leave.
  4. Professional development points not approved by the Professional Development Committee
- D. Professional Development Points earned while employed by other districts may not be used for placement or movement on the salary schedule.

Teachers who plan to move horizontally on the salary schedule must notify the Board of Education Office of the potential movement no later than May 1 of each school year. If the Board of Education Office does not receive notification of anticipated graduate hours by May 1, movement will not be granted for the following school year.

Any certified employee qualifying for horizontal movement across the salary schedule must submit copies of official transcripts verifying the completion of the additional work by September 10 for an October adjustment. It shall be the responsibility of the individual certified employee to notify the superintendent's office in writing when the certified employee qualifies for a new salary schedule column. See exhibit one (1), Salary Movement Schedule.

Part-time teachers shall be paid five (5) days at full contract to cover conferences and in-services (these are not additional days beyond the 187-day contract).

### **Sec. 8.2 METHOD OF PAY**

For each contract year, except as otherwise provided by this agreement or law, the Board shall pay the basic contract amount in not less than twelve (12) installments.

Ten (10) month employees shall receive their first paycheck August 10th.

### **Sec. 8.3 SUPPLEMENTAL SALARY**

Certified employees assigned supplemental duties shall be entitled to receive salary based upon and determined by supplemental salary schedule for the current school year attached hereto and labeled as Exhibit Four (4).

Each certified employee assigned a supplemental position shall be paid in substantially equal installments, (with the regular payroll) on the specified pay date.

USD 230 will grant an ongoing, \$250 stipend for the successful completion of LETRS or ASPIRE training by certified employees. A certification of completion must be submitted or verification from the District must be provided. The stipend will be paid on the September 10 payroll, of the school year following completion beginning September 2024. This stipend will sunset on July 1, 2027 when this Structured Literacy Knowledge will be mandatory for licensure.

**EXCEPTION:** Upon written authorization from any certified employee to whom the supplemental salary applies, the employer shall pay the lump sum of said person's contractual compensation for the school year in one payment upon completion of all supplemental contractual obligations of the individual. The payment will be made with the next payroll after the completion of the supplemental contractual obligation, as long as it is completed by the twenty-fifth of said month. Otherwise it will be included in the following pay period. The authorization for lump sum payment shall be filed with the employer not later than the second contract day for certified employees of the school year in and for which the balance payment is first authorized.

The superintendent of schools or the board of education may appoint a new head coach/sponsor position or an additional assistant, not listed on the supplemental salary schedule for certified personnel, for the remainder of the term of the bargaining agreement. A new head coach/sponsor position will be paid at the same rate as a comparable head coach/sponsor position on the current schedule and an assistant position will be paid at 2/3's of the rate of the head coach/sponsor. Such appointment shall expire at the end of the term of the bargaining agreement unless negotiated for the next contract period. Any assistant position appointed under this paragraph will be automatically negotiated during the following negotiation period whether or not such appointment occurred before February 1st. The Spring Hill Education Association president will be notified in writing when this provision is required.

Sec. 8.4 EXTRACURRICULAR COMPENSATION

- A. The following specific duties to be assigned by the superintendent and/or designee and not considered a part of regular teaching assignment under the primary contract nor a supplemental duty under the supplemental salary schedule shall be compensated on an hourly rate of \$25.00. A time sheet (to be provided by the Board of Education office) is to be completed and signed by the certified employee upon completion of said activity.

Full-time Professional employees in one or more buildings may be required to attend up to two (2) night meetings throughout the school year not including Parent-Teacher Conferences. Night meetings may include, but are not limited to, Meet the Teacher Night, Back-to-School Night, Open House, graduation, and other activities that the principal determines necessary. PTO Meetings, Booster Club Meetings, Book Fairs, or other PTO/Parent sponsored activities are voluntary.

1. Teaching off contract hours in an approved program, including summer school and after-school. (\$30.00 per hour)
2. Special curricular planning (under the district-wide adopted cycle) performed outside of the regular school day. (\$35.00 per hour)
3. Textbook selection committee - such committee to perform outside of the regular school day but at school facilities. (\$35.00 per hour)
4. Special teaching services, including preparation time for presentation to study groups and in-service training sessions. (\$30.00 per hour)
5. Superintendent's Advisory Council (SAC). (\$25.00 per hour)
6. Site-Based Council (\$25.00 per hour)
7. Professional Development Council (PDC) (\$25.00 per hour)
8. District Ongoing Curriculum Council (\$25.00 per hour)
9. Building Leadership Team- The Superintendent of Schools would set a stipend amount for members serving on this committee. The amount of the stipend will be One Hundred Five Dollars (\$105.00 total).
10. Guiding Coalition-Focused on furthering PLC and MTSS. The amount of the stipend will be One Hundred Five Dollars (\$105.00 total).
11. Student supervision at elementary musical concerts (\$25.00 per hour)
12. Driver's Education- \$30 per hour

B. Supervising Student Teachers

The Board of Education shall reimburse the cooperating teacher any stipend provided by the college or university placing student teachers in U.S.D. #230. For purposes of this agreement, cooperating teacher shall mean a certified teacher employed by U.S.D. #230 who is responsible for supervising a student teacher. Student teacher shall mean a student who has not completed an approved student teacher program but who is certified by a teacher education institution to be capable of assuming teaching responsibilities under the supervision of a cooperating teacher.



Sec. 8.5 TEN (10) MONTH EMPLOYEES

Spring Hill Unified School District #230 may provide ten (10) month contracts for selected individuals employed by the district. The number of contract days for ten (10) month employees shall be 207 days. The 207<sup>th</sup> contract day will be a flex day. Ten (10) month employees shall work in their assigned location on the 187<sup>th</sup> contract day.

In addition to the basic salary provided in paragraph Four (4), each certified employee whose employment is for ten (10) months shall be entitled to receive one-ninth (1/9) of the basic salary as determined by the vertical and horizontal positions of the attached Exhibit One (1).

In addition to the basic salary provided in paragraph Four (4), each certified employee whose employment is for ten (10) months shall be entitled to receive one-ninth (1/9) of the basic salary as determined by the vertical and horizontal positions of the attached Exhibit One (1).

Sec. 8.6 MILEAGE REIMBURSEMENT

The district shall reimburse each certified employee at the rate established by the Secretary of Administration for the State of Kansas for use of personal vehicles in carrying out school district business and contract agreement with the district. All personal use of a vehicle for reimbursement must be approved by a district administrator prior to said use.

Sec. 8.7 FRINGE BENEFIT

The Board of Education will pay the cost for single health and single dental insurance premiums for all eligible certified personnel.

Full-Time Employees:

For all full-time certified employees who elect to choose health insurance coverage through the school district, the Board of Education will pay the premium for the district's single medical insurance policy base plan from a carrier selected by the Board. The base plan is defined as the medical insurance plan that is the next higher priced plan above the Qualified High Deductible Health Plan. All full-time personnel who elect not to participate in the school district's health insurance plan will receive \$20 per month in lieu of the benefit. The full-time employee must certify that they are covered by another plan that meets the Affordable Care Act (ACA) guidelines to decline coverage.

Part-Time Employees:

For all part-time certified employees who elect to choose health insurance coverage through the school district, the Board of Education will pay a prorated portion of the monetary value of the base plan each month towards the purchase of a single medical insurance policy from a carrier selected by the Board. Part-time employees must work at least 30 hours per week to be eligible for the insurance benefit. All part-time personnel who qualify for the insurance benefit but elect not to participate in the school district's health insurance plan will receive \$20 per month in lieu of the benefit. The part-time employee must certify that they are covered by another plan that meets the Affordable Care Act (ACA) guidelines to decline coverage.

The Board of Education will pay for the cost for the single dental base plan for each full-time certified employee desiring the dental plan. The board shall provide the dental plan amount in not less than twelve (12) installments for each full-time certified employee desiring the dental plan. Part-time employees must work at least 30 hours per week to be eligible for the dental insurance benefit. The monetary amount can be applied only for the basic dental plan, as this is a "take it or leave it" program.

The Spring Hill Education Association shall have the right to designate the three (3) teacher representatives to serve on the Board's Fringe Benefits Advisory Committee established by Board Policy, CLA.

Sec. 8.8 TAX SHELTERED ANNUITIES:

An insurance company desiring to have its voluntary tax shelter annuity program added to the present number for payroll deduction must have five (5) certified and/or classified personnel signed up for payroll deduction. The list of five (5) individuals must be presented to the Board of Education Clerk as a group.

Vendors providing tax shelter annuities must have a qualified plan and hold harmless agreement on file with the

Board of Education Clerk prior to any payroll deductions being withheld. Vendor would also be responsible for providing the payroll department with a completed maximum exclusion form and salary reduction form for each employee in their plan. Employees will be limited to two (2) changes to their annuities during the school year.

All qualified 403-B tax shelter annuity vendors will be advertised to Spring Hill Education Association and they will communicate to their members about the different options. The Board of Education staff will assist in the process.

The Board of Education will receive input from Spring Hill Education Association, following current health insurance committee procedures, if new IRS regulations are adopted requiring changes in the district's annuity plan. The Board of Education will have final approval of the plan after review by the district's attorney.

Sec. 8.9 CERTIFIED EMPLOYEES SERVING AS SUBSTITUTE TEACHERS:

The principal, supervisor, or staff member in charge may assign to a certified employee an instructional or supervisory duty during his or her scheduled preparation and/or conference time when the administrator or staff member in charge deems it necessary for the efficient operation of the school due to substitute availability or unforeseen circumstances.

Secondary level certified employees assigned to short-term periods of instruction of students (in excess of thirty [30] minutes), in addition to their regularly assigned duties within the contract day, shall be compensated at \$25.00 per hour. When a short-term assignment is thirty (30) minutes or less and is uncompensated, the certified employee may be given equal release time by the principal or staff member in charge after students are dismissed at the regular dismissal time. The certified employee will remain on duty to meet a professional responsibility, i.e. including, but not limited to, a faculty meeting, parent conference, student supervision, in-service, special education staffing, or emergency situation. For the High School Advisory Period, which is 20 minutes in length, the Certified Employee, who covers this period of instruction, in addition to their regularly assigned duties, shall be compensated at a rate of \$25 per hour per assignment.

Elementary level certified employees who are required to take additional students when classroom sections must be combined due to lack of coverage shall be compensated by dividing the daily substitute rate of pay among the employees covering. (Example: If a classroom is split between two teachers, each teacher would be compensated at .5 of the daily substitute rate.) This monetary arrangement shall be for full and half day situations only.

Building specialists pulled from their regular assignments to cover a classroom section for a half day or more shall be compensated at .5 of the daily substitute rate.

**ARTICLE IX- SAVINGS CLAUSE:** If a portion of the Master Contract Agreement is found to be contrary to law, then only that portion shall be invalid. All other provisions shall remain in full force and effect.

**ARTICLE X-Agreement (2024-2026)**

**TWO YEAR AGREEMENT**

This Agreement is made and entered into on the 10th day of June, 2024, by and between the Board of Education of Unified School District No. 230, Spring Hill, Johnson County, Kansas, and the Spring Hill Education Association.

This Agreement is a result of good faith collective negotiations, which have been conducted under the requirements of and directives of the Professional Negotiations Act (K.S.A. 72-2215 et seq.).

The provisions of this Agreement may be changed only through the mutual agreements of the **BOARD** and the **ASSOCIATION**. Each party has had the right and opportunity to make demands and proposals with respect to statutorily negotiable subjects and therefore each agrees that the other will not be obligated to negotiate during the life of this Agreement on any item for the school year 2024-2026 whether contained herein or not.

This two-year Agreement shall be effective as of July 1, 2024 and shall continue in effect until June 30, 2026.

This Agreement shall not be extended orally and it is understood that it shall expire on the date indicated.

**REOPENING CLAUSE:**

If either party to this Agreement desires to discuss any of the provisions herein, that party may notify the other party, in writing, of their desire to open the Agreement for that limited purpose. The referenced notice must specifically identify the language of the Agreement which is sought to be discussed and the rationale for the request. The party receiving the written request shall respond, in writing, as to whether it agrees or disagrees to open negotiations concerning the identified subject. If both parties do not agree, then this Agreement shall remain unaltered during its term.

It is agreed by the Spring Hill Education Association and the Board of Education of Spring Hill Unified School District #230 that the paragraphs stated within this document are true and correct as agreed to by both parties.

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Elizabeth Moore, President  
Spring Hill Education Association

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Sharon Mitchell, President  
Spring Hill USD 230 Board of Education

**SPRING HILL SCHOOL DISTRICT  
SALARY MOVEMENT SCHEDULE  
2024-2025**

BA	BA + 12	BA + 24	MA*	MA + 15**	MA + 30***	MA +45****	MA +60*****
Teacher holding a baccalaureate degree	Teacher holding a baccalaureate degree and having at least 12 semester hours of college graduate credit	Teacher holding a baccalaureate degree and having at least 24 semester hours of college graduate credit	Teacher holding a master's degree •	Teacher holding a master's degree and 15 semester hours of graduate credit in excess of the master's degree † •	Teacher holding a master's degree and 30 semester hours of graduate credit in excess of the master's degree † •	Teacher holding a master's degree and 45 semester hours of graduate credit in excess of the master's degree † •	Teacher holding a master's degree and 60 semester hours of graduate credit in excess of the master's degree † •

\*Professional employees who do not meet the qualifications for this column but had accumulated at least 170 academic (college credit) hours but less than 190 hours under the 1991-92 salary schedule are placed in this column and will remain in such column for succeeding years of professional service unless qualifications for horizontal movement are satisfied.

\*\*Professional employees who do not meet the qualifications for this column but had accumulated at least 190 academic (college credit) hours but less than 200 hours under the 1991-92 salary schedule are placed in this column and will remain in such column for succeeding years of professional service unless qualifications for horizontal movement are satisfied.

\*\*\*Professional employees who do not meet the qualifications for this column but had accumulated at least 200 academic (college credit) hours but less than 210 hours under the 1991-92 salary schedule are placed in this column and will remain in such column for succeeding years of professional service unless qualifications for horizontal movement are satisfied.

\*\*\*\*Professional employees who do not meet the qualifications for this column but had accumulated at least 210 academic (college credit) hours but less than 220 hours under the 1991-92 salary schedule are placed in this column and will remain in such column for succeeding years of professional service unless qualifications for horizontal movement are satisfied.

\*\*\*\*\*Professional employees who do not meet the qualifications for this column but had accumulated at least 220 academic (college credit) hours under the 1991-92 salary schedule are placed in this column and will remain in such column for succeeding years of professional service.

†Hours in excess of the master's degree are determined by subtracting the number of hours in the master program from the total graduate hours.

## Exhibit Two

## 2024-2025 SALARY SCHEDULE FOR CERTIFIED PERSONNEL

## SPRING HILL SCHOOL DISTRICT #230

## HEALTH INSURANCE (SINGLE POLICY) DENTAL INSURANCE (SINGLE POLICY)

Steps	BA+0	BA+12	BA+24	MA+0	MA+15	MA+30	MA+45	MA+60
1	\$ 49,450	\$ 50,100	\$ 50,800	\$ 54,000	\$ 54,800	\$ 55,700	\$ 56,900	\$ 60,400
2	\$ 49,650	\$ 50,300	\$ 51,000	\$ 54,300	\$ 55,100	\$ 56,000	\$ 57,300	\$ 60,900
3	\$ 49,850	\$ 50,500	\$ 51,200	\$ 54,600	\$ 55,400	\$ 56,300	\$ 57,700	\$ 61,400
4	\$ 50,050	\$ 50,700	\$ 51,400	\$ 54,900	\$ 55,700	\$ 56,600	\$ 58,100	\$ 62,000
5	\$ 50,350	\$ 51,000	\$ 51,700	\$ 55,200	\$ 56,100	\$ 57,000	\$ 58,600	\$ 62,600
6	\$ 50,650	\$ 51,300	\$ 52,000	\$ 55,600	\$ 56,500	\$ 57,400	\$ 59,100	\$ 63,200
7	\$ 50,950	\$ 51,600	\$ 52,300	\$ 56,000	\$ 56,900	\$ 57,900	\$ 59,600	\$ 63,900
8	\$ 51,350	\$ 52,000	\$ 52,700	\$ 56,500	\$ 57,400	\$ 58,400	\$ 60,200	\$ 64,600
9	\$ 51,750	\$ 52,400	\$ 53,100	\$ 57,000	\$ 57,900	\$ 59,000	\$ 60,800	\$ 65,300
10	\$ 52,150	\$ 52,800	\$ 53,500	\$ 57,600	\$ 58,500	\$ 59,600	\$ 61,500	\$ 66,000
11	\$ 52,650	\$ 53,300	\$ 54,000	\$ 58,200	\$ 59,100	\$ 60,200	\$ 62,200	\$ 66,800
12	\$ 53,150	\$ 53,800	\$ 54,500	\$ 58,800	\$ 59,800	\$ 60,900	\$ 63,000	\$ 67,600
13	\$ 53,650	\$ 54,300	\$ 55,000	\$ 59,400	\$ 60,500	\$ 61,600	\$ 63,800	\$ 68,400
14	\$ 53,650	\$ 54,300	\$ 55,600	\$ 60,000	\$ 61,200	\$ 62,300	\$ 64,800	\$ 69,200
15	\$ 53,650	\$ 54,300	\$ 56,200	\$ 60,600	\$ 62,000	\$ 63,100	\$ 65,800	\$ 70,000
16	\$ 53,650	\$ 54,300	\$ 56,800	\$ 61,200	\$ 62,800	\$ 63,900	\$ 66,800	\$ 70,900
17	\$ 53,650	\$ 54,300	\$ 57,400	\$ 61,800	\$ 63,600	\$ 64,800	\$ 67,800	\$ 71,800
18	\$ 53,650	\$ 54,300	\$ 58,000	\$ 62,400	\$ 64,400	\$ 65,800	\$ 68,800	\$ 72,800
19	\$ 53,650	\$ 54,300	\$ 58,000	\$ 63,000	\$ 65,300	\$ 66,800	\$ 69,800	\$ 73,800
20	\$ 53,650	\$ 54,300	\$ 58,000	\$ 63,600	\$ 66,200	\$ 67,800	\$ 70,800	\$ 74,900
21	\$ 53,650	\$ 54,300	\$ 58,000	\$ 64,200	\$ 67,100	\$ 68,800	\$ 71,800	\$ 76,000
22	\$ 53,650	\$ 54,300	\$ 58,000	\$ 64,800	\$ 68,100	\$ 69,800	\$ 72,800	\$ 77,100
23	\$ 53,650	\$ 54,300	\$ 58,000	\$ 65,400	\$ 69,100	\$ 70,800	\$ 73,800	\$ 78,200
24	\$ 53,650	\$ 54,300	\$ 58,000	\$ 66,000	\$ 70,100	\$ 71,800	\$ 74,800	\$ 79,300
25	\$ 53,650	\$ 54,300	\$ 58,000	\$ 66,600	\$ 71,100	\$ 72,800	\$ 75,800	\$ 80,500
26	\$ 53,650	\$ 54,300	\$ 58,000	\$ 67,200	\$ 72,100	\$ 73,800	\$ 76,800	\$ 81,700
27	\$ 53,650	\$ 54,300	\$ 58,000	\$ 67,800	\$ 73,100	\$ 74,800	\$ 77,800	\$ 82,900
28	\$ 53,650	\$ 54,300	\$ 58,000	\$ 68,400	\$ 74,100	\$ 75,800	\$ 78,800	\$ 84,200
29	\$ 53,650	\$ 54,300	\$ 58,000	\$ 69,000	\$ 75,100	\$ 76,800	\$ 79,800	\$ 85,500
30	\$ 53,650	\$ 54,300	\$ 58,000	\$ 69,600	\$ 76,100	\$ 77,800	\$ 80,800	\$ 86,800
31	\$ 53,650	\$ 54,300	\$ 58,000	\$ 69,600	\$ 76,100	\$ 78,800	\$ 81,800	\$ 88,100
32	\$ 53,650	\$ 54,300	\$ 58,000	\$ 69,600	\$ 76,100	\$ 79,800	\$ 82,800	\$ 89,300
33	\$ 53,650	\$ 54,300	\$ 58,000	\$ 69,600	\$ 76,100	\$ 80,800	\$ 83,800	\$ 90,500
34	\$ 53,650	\$ 54,300	\$ 58,000	\$ 69,600	\$ 76,100	\$ 81,800	\$ 84,800	\$ 91,600
35	\$ 53,650	\$ 54,300	\$ 58,000	\$ 69,600	\$ 76,100	\$ 81,800	\$ 84,800	\$ 92,700
36	\$ 53,650	\$ 54,300	\$ 58,000	\$ 69,600	\$ 76,100	\$ 81,800	\$ 84,800	\$ 93,700
37	\$ 53,650	\$ 54,300	\$ 58,000	\$ 69,600	\$ 76,100	\$ 81,800	\$ 84,800	\$ 94,700
38	\$ 53,650	\$ 54,300	\$ 58,000	\$ 69,600	\$ 76,100	\$ 81,800	\$ 84,800	\$ 95,700
39	\$ 53,650	\$ 54,300	\$ 58,000	\$ 69,600	\$ 76,100	\$ 81,800	\$ 84,800	\$ 96,700
40	\$ 53,650	\$ 54,300	\$ 58,000	\$ 69,600	\$ 76,100	\$ 81,800	\$ 84,800	\$ 97,700

\* Doctorate or National Board Certified + \$2,500 Stipend

Exhibit Three

## 2025-2026 SALARY SCHEDULE FOR CERTIFIED PERSONNEL

SPRING HILL SCHOOL DISTRICT #230

HEALTH INSURANCE (SINGLE POLICY)	DENTAL INSURANCE (SINGLE POLICY)
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Steps	BA+0	BA+12	BA+24	MA+0	MA+15	MA+30	MA+45	MA+60
1	\$ 51,000	\$ 51,800	\$ 52,700	\$ 56,600	\$ 57,700	\$ 58,900	\$ 60,300	\$ 64,000
2	\$ 51,200	\$ 52,000	\$ 52,900	\$ 56,900	\$ 58,000	\$ 59,200	\$ 60,700	\$ 64,500
3	\$ 51,400	\$ 52,200	\$ 53,100	\$ 57,200	\$ 58,300	\$ 59,500	\$ 61,100	\$ 65,000
4	\$ 51,600	\$ 52,400	\$ 53,300	\$ 57,500	\$ 58,600	\$ 59,800	\$ 61,500	\$ 65,600
5	\$ 51,900	\$ 52,700	\$ 53,600	\$ 57,800	\$ 59,000	\$ 60,200	\$ 62,000	\$ 66,200
6	\$ 52,200	\$ 53,000	\$ 53,900	\$ 58,200	\$ 59,400	\$ 60,600	\$ 62,500	\$ 66,800
7	\$ 52,500	\$ 53,300	\$ 54,200	\$ 58,600	\$ 59,800	\$ 61,100	\$ 63,000	\$ 67,500
8	\$ 52,900	\$ 53,700	\$ 54,600	\$ 59,100	\$ 60,300	\$ 61,600	\$ 63,600	\$ 68,200
9	\$ 53,300	\$ 54,100	\$ 55,000	\$ 59,600	\$ 60,800	\$ 62,200	\$ 64,200	\$ 68,900
10	\$ 53,700	\$ 54,500	\$ 55,400	\$ 60,200	\$ 61,400	\$ 62,800	\$ 64,900	\$ 69,600
11	\$ 54,200	\$ 55,000	\$ 55,900	\$ 60,800	\$ 62,000	\$ 63,400	\$ 65,600	\$ 70,400
12	\$ 54,700	\$ 55,500	\$ 56,400	\$ 61,400	\$ 62,700	\$ 64,100	\$ 66,400	\$ 71,200
13	\$ 55,200	\$ 56,000	\$ 56,900	\$ 62,000	\$ 63,400	\$ 64,800	\$ 67,200	\$ 72,000
14	\$ 55,200	\$ 56,000	\$ 57,500	\$ 62,600	\$ 64,100	\$ 65,500	\$ 68,200	\$ 72,800
15	\$ 55,200	\$ 56,000	\$ 58,100	\$ 63,200	\$ 64,900	\$ 66,300	\$ 69,200	\$ 73,600
16	\$ 55,200	\$ 56,000	\$ 58,700	\$ 63,800	\$ 65,700	\$ 67,100	\$ 70,200	\$ 74,500
17	\$ 55,200	\$ 56,000	\$ 59,300	\$ 64,400	\$ 66,500	\$ 68,000	\$ 71,200	\$ 75,400
18	\$ 55,200	\$ 56,000	\$ 59,900	\$ 65,000	\$ 67,300	\$ 69,000	\$ 72,200	\$ 76,400
19	\$ 55,200	\$ 56,000	\$ 59,900	\$ 65,600	\$ 68,200	\$ 70,000	\$ 73,200	\$ 77,400
20	\$ 55,200	\$ 56,000	\$ 59,900	\$ 66,200	\$ 69,100	\$ 71,000	\$ 74,200	\$ 78,500
21	\$ 55,200	\$ 56,000	\$ 59,900	\$ 66,800	\$ 70,000	\$ 72,000	\$ 75,200	\$ 79,600
22	\$ 55,200	\$ 56,000	\$ 59,900	\$ 67,400	\$ 71,000	\$ 73,000	\$ 76,200	\$ 80,700
23	\$ 55,200	\$ 56,000	\$ 59,900	\$ 68,000	\$ 72,000	\$ 74,000	\$ 77,200	\$ 81,800
24	\$ 55,200	\$ 56,000	\$ 59,900	\$ 68,600	\$ 73,000	\$ 75,000	\$ 78,200	\$ 82,900
25	\$ 55,200	\$ 56,000	\$ 59,900	\$ 69,200	\$ 74,000	\$ 76,000	\$ 79,200	\$ 84,100
26	\$ 55,200	\$ 56,000	\$ 59,900	\$ 69,800	\$ 75,000	\$ 77,000	\$ 80,200	\$ 85,300
27	\$ 55,200	\$ 56,000	\$ 59,900	\$ 70,400	\$ 76,000	\$ 78,000	\$ 81,200	\$ 86,500
28	\$ 55,200	\$ 56,000	\$ 59,900	\$ 71,000	\$ 77,000	\$ 79,000	\$ 82,200	\$ 87,800
29	\$ 55,200	\$ 56,000	\$ 59,900	\$ 71,600	\$ 78,000	\$ 80,000	\$ 83,200	\$ 89,100
30	\$ 55,200	\$ 56,000	\$ 59,900	\$ 72,200	\$ 79,000	\$ 81,000	\$ 84,200	\$ 90,400
31	\$ 55,200	\$ 56,000	\$ 59,900	\$ 72,200	\$ 79,000	\$ 82,000	\$ 85,200	\$ 91,700
32	\$ 55,200	\$ 56,000	\$ 59,900	\$ 72,200	\$ 79,000	\$ 83,000	\$ 86,200	\$ 92,900
33	\$ 55,200	\$ 56,000	\$ 59,900	\$ 72,200	\$ 79,000	\$ 84,000	\$ 87,200	\$ 94,100
34	\$ 55,200	\$ 56,000	\$ 59,900	\$ 72,200	\$ 79,000	\$ 85,000	\$ 88,200	\$ 95,200
35	\$ 55,200	\$ 56,000	\$ 59,900	\$ 72,200	\$ 79,000	\$ 85,000	\$ 88,200	\$ 96,300
36	\$ 55,200	\$ 56,000	\$ 59,900	\$ 72,200	\$ 79,000	\$ 85,000	\$ 88,200	\$ 97,300
37	\$ 55,200	\$ 56,000	\$ 59,900	\$ 72,200	\$ 79,000	\$ 85,000	\$ 88,200	\$ 98,300
38	\$ 55,200	\$ 56,000	\$ 59,900	\$ 72,200	\$ 79,000	\$ 85,000	\$ 88,200	\$ 99,300
39	\$ 55,200	\$ 56,000	\$ 59,900	\$ 72,200	\$ 79,000	\$ 85,000	\$ 88,200	\$ 100,300
40	\$ 55,200	\$ 56,000	\$ 59,900	\$ 72,200	\$ 79,000	\$ 85,000	\$ 88,200	\$ 101,300

\* Doctorate or National Board Certified + \$2,500 Stipend

Exhibit Four

**2024-2025 SUPPLEMENTAL SALARY SCHEDULE**

Position		HIGH SCHOOL		MIDDLE SCHOOL		ELEMENTARY
ART ACTIVITIES SPONSOR		\$1,312.40				
BASEBALL COACH - HEAD		\$6,233.33				
BASEBALL COACH - ASST		\$4,176.33				
BASKETBALL COACH - HEAD		\$7,056.82		\$4,595.77		
BASKETBALL COACH - ASST		\$4,728.07		\$3,079.16		
CHEERLEADING COACH	(C)	\$6,233.33	(C)	\$4,267.08		
CHEERLEADER ASST COACH	(C)	\$4,176.33		\$2,858.94		
COLORGUARD COACH		\$2,134.72				
COLORGUARD COACH - ASST		\$1,408.91				
COMMUNICATIONS LIAISON		\$657.38		\$657.38		\$657.38
CROSS COUNTRY COACH - HEAD		\$5,578.30		\$2,788.56		
CROSS COUNTRY COACH - ASST		\$3,737.46		\$1,868.34		
DANCE/DRILL TEAM COACH	(C)	\$6,233.33		\$1,430.21		
DANCE/DRILL TEAM-ASST		\$4,176.33				
DEBATE COACH - HEAD	(A)	\$3,118.43				
DEBATE COACH - ASSISTANT	(A)	\$2,089.35				
FFA ADVISOR		\$3,445.94				
FFA ADVISOR - ASST		\$1,809.12				
FOOTBALL COACH - HEAD		\$7,056.82		\$4,595.77		
FOOTBALL COACH - ASST		\$4,728.07		\$3,079.16		
FORENSICS COACH - HEAD	(A)	\$3,118.43				
FORENSICS COACH - ASST	(A)	\$2,089.35				
GOLF - HEAD		\$4,595.77				
GOLF - ASST		\$3,079.16				
HYPE SQUAD (1) SPONSOR		\$3,118.43				
JUNIOR CLASS HEAD SPONSOR		\$984.89				
JUNIOR CLASS ASST SPONSOR		\$703.50				
MUSIC - INSTRUMENTAL - BAND		\$5,578.30		\$657.38		\$366.39
MUSIC - INSTRUMENTAL - BAND - ASST		\$2,789.15				
MUSIC - INSTRUMENTAL - ORCHESTRA		\$4,105.68		\$657.38		\$366.39
MUSIC-INSTRUMENTAL-ORCHEST.-ASST		\$1,559.22				
MUSIC - VOCAL		\$4,105.68		\$657.38		\$366.39
MUSICAL - ACCOMPANIST		\$1,386.00				
MUSICAL - CHOREOGRAPHER		\$1,386.00				
MUSICAL - DIRECTOR		\$4,134.72				
MUSICAL - PIT BAND DIRECTOR		\$1,155.00				
MUSICAL - TECH DIRECTOR		\$1,386.00				
MUSICAL - VOCAL DIRECTOR		\$2,134.72				
NATL HONOR SOCIETY SPONSOR		\$657.38				
NEWSPAPER SPONSOR	(A)	\$2,134.72		\$1,312.40		
PLAY DIRECTOR	(A)	\$1,969.78	(A)	\$1,969.78		

PLAY ASST DIRECTOR		\$1,319.75		\$1,319.75		
ROBOTICS SPONSOR		\$2,134.72		\$1,312.41		\$657.38
ROBOTICS SPONSOR - ASST		\$1,430.26		\$879.31		\$433.87
SADD SPONSOR		\$637.35				
SCHOLAR BOWL SPONSOR		\$2,134.72		\$1,312.41		
SCHOLAR BOWL SPONSOR - ASST		\$1,430.26		\$879.31		
SCIENCE OLYMPIAD		\$2,134.72		\$1,312.41		
SCIENCE OLYMPIAD - ASST		\$1,430.26		\$879.31		
SOCCER - HEAD		\$6,233.33				
SOCCER - ASST		\$4,176.33				
SOFTBALL COACH - HEAD		\$6,233.33				
SOFTBALL COACH - ASST		\$4,176.33				
STUDENT COUNCIL ADVISOR		\$3,118.43		\$1,312.40		\$366.39
TENNIS COACH		\$5,089.39				
TENNIS COACH - ASST		\$3,409.89				
THEATER SPONSOR		\$2,134.44				
TRACK COACH - HEAD		\$5,578.30		\$4,105.68		
TRACK COACH - ASSISTANT		\$3,737.46		\$2,839.14		
VOLLEYBALL COACH - HEAD		\$6,233.33		\$4,105.68		
VOLLEYBALL COACH - ASST		\$4,176.33		\$2,839.14		
VOLUNTEER CLUB SPONSORS (2)		\$1,559.22				
WEIGHT LIFTING COACH	(D)	\$4,595.77				
WRESTLING COACH - HEAD		\$6,645.66		\$2,134.72		
WRESTLING COACH - ASST		\$4,452.59		\$1,430.26		
YEARBOOK SPONSOR	(A)	\$2,134.72		\$1,312.40		\$657.38
YEARBOOK SPONSOR - ASST	(A)	\$1,430.26		\$879.31	(B)	433.87
A - IN ADDITION TO REGULAR CLASS WORK						
B - IF STUDENT POPULATION >250						
C - INCLUDES SUMMER CAMP						
D - ONE POSITION ONLY - \$\$ MAY BE SHARED AMONG COACHES						