

# **PROFESSIONAL AGREEMENT**

**2021/2022**



**ANW Special Education Cooperative**  
**Interlocal #603**

**&**

**ANW Education Association**

**Affiliated with Kansas-NEA**

**and the**

**National Education Association**

ANW Education Cooperative  
\*\*\*Important Dates\*\*\*  
2021-2022

SEPTEMBER 1<sup>ST</sup>

Deadline for submitting official transcripts for salary movement CURRENT SCHOOL YEAR (as indicated the previous April)

OCTOBER 1<sup>ST</sup>

Deadline for completing the virtual mandated content

MARCH 15<sup>TH</sup>

Deadline for submitting request for assignment transfer

APRIL 1<sup>ST</sup>

Deadline for submitting notification for salary movement for the following school year

MAY 1<sup>ST</sup>

Deadline for Option A & B – Compensation for unused sick leave

3<sup>RD</sup> FRIDAY IN MAY

Deadline for notification by Administration for intent to non-renew

14 CALENDAR DAYS FOLLOWING THE 3<sup>RD</sup> FRIDAY IN MAY

Deadline for notification by Staff member to Administration of resignation

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## **ARTICLE 1 DURATION OF AGREEMENT & DEFINITIONS**

### **Duration of Agreement**

This agreement shall become effective July 1, 2021 and shall continue in full force and effect to and including June 30, 2022 and shall not be extended, amended, or modified except by express agreement in writing of both parties.

If a portion of this 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.

This Agreement shall become effective July 1, 2021 provided it is ratified by a majority of the members of the board and a majority of the members of the negotiating unit and shall remain in full force and effect to and including June 30, 2022.

All articles of this Agreement shall continue in full force and effect to and including June 30, 2022 and thereafter for successive contracted periods, unless written notice to amend is given by either party to the other not later than March 31, immediately preceding the expiration date pursuant to K.S.A. 72-2228.

Should either party give written notice to amend any article as provided above, that article will not continue in force except by mutual consent of both parties reduced in writing, email and signed except as provided by law.

### **Definitions**

- A. ADMINISTRATION: All persons employed by the Board in positions requiring an administrative certificate by regulation of the State Department of Education as stated in the current Certificate Handbook. The Board will mean the #603 Board of Directors, or a district served by the Coop.
- B. ASSOCIATION: ANW COOP EA affiliated with Kansas-National Educational and the National Education Association exclusive representative of professional employees for the purpose of professional negotiations as provided by KSA 72-5415.
- C. BOARD: The Board of Directors of Interlocal No. 603, ANW Special Education Cooperative, Kansas are made up of the eight (8) districts:
  - a. Altoona-Midway #387,
  - b. Chanute #413,
  - c. Crest #479,
  - d. Erie #101,
  - e. Iola #257,
  - f. Humboldt #258,
  - g. Marmaton Valley #256 and
  - h. Yates Center #366
- D. DAYS: Except when otherwise indicated, days shall mean working days.
- E. DUTY DAY: shall be the length of the contracted day as determined by the BOE of the district to which the ANW Teacher is assigned.

- F. DISTRICT: Interlocal Cooperative #603, ANW Special Education Cooperative.
- G. EMPLOYEE: The terms "employee" and "teacher" may be used interchangeably, but shall mean the same.
- H. K-NEA: Kansas National Education Association.
- I. SENIORITY: The period of professional service in the district.
- J. DIRECTOR: Director of the programs (or designee as assigned by the Board of Directors) of Inter-local Cooperative #603.
- K. LICENSED PROFESSIONAL STAFF: Any person employed by the Board in a position which requires a license issued by the State Board of Education or employed in a professional educational or instructional capacity by the Board, but shall not include any such person who is an administrative employee, occupational therapist, physical therapist, school nurse, paraprofessional (even if person has been issued a license to teach), teacher assistant or substitute teacher. This agreement shall not cover administrative personnel.

## **ARTICLE 2 LICENSED PROFESSIONAL STAFF LICENSURE AND ASSIGNMENTS**

Except on an emergency basis, Licensed Professional Staff shall be licensed for all classes they are assigned to teach and grade level which they are assigned to teach.

Each employee shall be given written notice of his/her class, subject area, exceptionality, and the room assignments for the forthcoming year not later than August 1st. Licensed Professional Staff shall be given input into their assignments. In the event it becomes necessary for the district to change an employee's assignment, before the change is made the director and immediate supervisor shall provide written notice to include Building principal (name and contact information) and meet with each affected employee at the new assignment/location to discuss the change.

If an employee is notified after August 1st of a change in assignment, the staff member will be compensated two (2) days pay at their average daily rate to facilitate the movement of their materials and supplies to the new location.

Employees shall file a voluntary transfer request with the Coop Director, no later than March 15<sup>th</sup> of the present year, if they are to be considered for a transfer in the upcoming year. The transfer request shall be the responsibility of the employee. If an employee does not have a transfer request on file, they may not be considered for a transfer.

## **ARTICLE 3 EMPLOYEE BENEFIT AND SALARY REDUCTION PLAN**

### **Health Insurance Pool**

All licensed employees employed on a continuing basis prior and up to the beginning of the 2021-2022 school years, upon the first day of employment of the 2021-2022 school years for the

Cooperative shall be eligible to participate in the Insurance pool at the full amount determined to be paid by the Board. Licensed employees hired for the 2021-2022 and for all years thereafter shall be eligible to participate in the insurance pool and have a proportionate amount paid by the Board in direct relation to the (FTE) of their contract. The pool would consist of Nine-hundred-thousand-six hundred-forty-eight dollars and no cents (\$900,648.00) to be set aside yearly for licensed professional employees participating in the ANW's Medical insurance group. This total amount will be equally divided by the number of licensed professional employees (FTE) participating in the group (1.0 FTE for those employed prior to the 2021-2022 school year and those hired for the 2021-2022 school year and for all years thereafter an FTE amount equal to the FTE of their contract). The parties agree that no licensed professional employee will receive more than the Board determined amount for each participating licensed professional employee or cost of the Preferred Provider Option (PPO) health care policy, whichever is lowest. Employees selecting the Board approved Health Savings Account (HSA) policy will have the difference in the cost between the Board determined amount for each participating employee and the HSA policy premium, if any, deposited on a monthly basis in the employees' Health Savings Account. The Board will retain any excess monies not needed to meet the financial obligations of paying for the above described employee health care costs.

The board-provided health insurance benefit for professional employees covers a 12-month period and shall be renewable annually at the coverage level determined by the employee. For those employees who complete their employment contracts for the school year, the district's health insurance program continues for the end of the 12 months cycle or until a former employee becomes eligible for group health insurance under a new employer's plan.

The BOE will pay a total of \$500.36 per month towards the premium of every eligible employee who selects to participate in the ANW SPECIAL EDUCATION COOPERATIVE Insurance plan for the 2021-22 school year.

Should employment be terminated prior to the end of the employee's contract, health insurance coverage will stop at the end of the last month the employee works.

**Life Insurance**

ANW will provide a \$10,000 paid life insurance benefit for all licensed professional staff.

**Longevity Pay**

The Board will make a one-time payment to professional employees to recognize their longevity as employees of the Cooperative providing the person has not been on a Plan of Improvement in the previous five (5) years. The longevity pay shall be made with the June payroll of the year the employee completes the 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup>, 35<sup>th</sup> or 40<sup>th</sup> year of service. The amount of the payment shall be made pursuant to the following schedule:

Years of service	Amount of Longevity Pay
10	\$250
15	\$500
20	\$750
25	\$1,000

30	\$1,500
35	\$2,000
40	\$2,500

**Salary Reduction Plan**

\*All licensed employees upon the first day of employment in the Cooperative, of each school year, shall be eligible to participate in the Salary Reduction Plan. This cafeteria plan shall consist of the non-taxable benefits of health insurance; dental insurance; vision insurance; cancer/dread disease insurance; heart & stroke insurance; and flexible spending accounts for medical reimbursement and day care expense reimbursement.

Each licensed employee shall declare an amount to be reduced from their salary, not to exceed the maximum necessary to allow said employee to purchase health insurance; disability income insurance; dental insurance; vision insurance; cancer/dread disease insurance; heart & stroke insurance; and flexible spending accounts for medical reimbursement and day care expense reimbursement. This amount shall be applied to the Cooperative Salary Reduction Plan, on or before September 1st of each school year, on a form provided by the Cooperative. The employee will declare the amount per month of their salary to be reduced. After initial enrollment employees will be allowed no changes in selected benefits for that school year.

It is hereby understood that the dollars allocated to the Salary Reduction Plan for non-taxable benefits are exempt from State and Federal Income Tax, Social Security and KPERS.

Any change in companies providing benefits under salary reduction shall be endorsed by the Association and presented to the ANW Board for approval. This action is covered by Section 125-IRS 1954 as amended and the Cooperative 125 benefit plan contained in the Appendix.

\*This action is subject to review as to its legality.

**ARTICLE 4 PAYROLL DEDUCTIONS**

The Board agrees to make payroll deductions from licensed professional staff salaries for the following purpose and subject to the conditions hereinafter set forth:

Health insurance; group term life insurance; dependent life insurance; disability income insurance; extended income protection; dental insurance; vision insurance; cancer/dread disease insurance; heart & stroke insurance; and flexible spending accounts for medical reimbursement and day care expense reimbursement; tax sheltered annuities; legal services; identity theft protection; professionals dues; and other deductions as required by state and federal laws.

In regard to the above items, deductions will be made as authorized in writing by each licensed professional staff desiring such deductions. Said authorization shall be made on forms provided by the Board and shall be filed annually with the finance clerk prior to September 1st.



## **ARTICLE 5 SAME BENEFITS**

The ANW Special Education Cooperative shall provide a duty free lunch and a planning period for each licensed staff comparable to other licensed employees in the building in which they are assigned. It shall be the licensed staff's responsibility to notify the ANW administration should there be discrepancies. If the licensed staff is required by ANW administration to provide direct instructional service or direct supervision during duty free lunch or planning period, not including IEP staffings, the licensed professional staff will be compensated at a rate equal to the compensated hourly rate of their individual contract.

In the event a teacher is required to supervise one or more students during time which has been designated as planning and/or duty free lunch, the following will happen; 1) Notification must be made to the immediate supervisor by the 20<sup>th</sup> of each month. Notification of loss of planning/preparation time and/or duty free lunch will be submitted utilizing the Notification of Lost Preparation Time form (SURVEY); 2) Notification must be made within sixty (60) days of the loss of planning/preparation time and/or duty free lunch; May notice for loss of planning/preparation time and/or duty free lunch must be turned in no later than teacher checkout; 3) Upon receipt of the Notification, the Administrator will have 10 days to respond to and/or rectify the situation. If the teacher is not satisfied with the outcome of the matter as determined by the administration, the teacher has the procedure outlined in Article 16 available to them.

No ANW licensed staff will be compelled to serve on any local district committee without compensation by the local district equal to that district's compensation to its staff.

## **ARTICLE 6 SCHOOL YEAR**

Employees will follow the calendar of the district/building in which they are assigned plus two and 1 half additional days (2.5 days or 20 hours) for ANW in-service and 16 hours to be completed by September 1, 2021 and the remaining 4 hours state mandated training due October 1, 2021. Employees of ANW Day Schools will work the average number of contract days of the cooperative member districts plus two additional days for ANW in-service. The standard formula for figuring daily rate of pay will be the individual's contract salary plus any yearly incentive or supplemental contract amount paid to the individual in the specified contract year divided by 186 (one hundred eighty-six).

Mandatory New Teacher Training for new teachers with no special education experience will have 5 initial days (prior to the beginning of the school year) plus 10 days scheduled throughout the year. A total of 15 days (more days could be added) which is at the discretion of the Director.

Addendum days will be paid at the daily rate of pay for days contracted beyond the employee's contract year.

## **ARTICLE 7 MILEAGE**

When, in the performance of their duty, employees are required by the Coop to travel, mileage will be paid starting from their departure from their established base of operation according to the state rate. In order to be reimbursed, mileage must be turned in by the 20<sup>th</sup> of each month. May mileage

must be turned in no later than teacher checkout. This excludes Pre-service, conferences, and any professional duty not related to direct services to children.

## **ARTICLE 8 PLACEMENT ON STEP**

During the 2021-2022 year, licensed professional staff shall be paid in accordance with the attached salary schedule. As used in said salary schedule, BS shall mean a Bachelor of Science, Bachelor of Arts or equivalent degree; MS shall mean a Master of Science, Master of Arts or Equivalent degree. Hours shall mean semester hours earned by licensed staff subsequent to being awarded BS, BA or equivalent degree: provided further that in order for said hours to be counted for column placement on said salary schedule said hours must meet at least one of the following requirements.

1. Be in the licensed staff's area of certification
2. Be creditable for the next higher degree in the licensed staff's area of certification.
3. Be approved by the Director.

It is recommended that licensed staff who desire credit for additional hours under number 3 above check with the Director before enrolling in any class which does not qualify under paragraphs 1 and 2 above. Hours which have heretofore been approved for column placement shall continue to be counted for column placement notwithstanding any other provisions of this article.

Quarter hours credits in class qualify under no. 1, 2, or 3 above shall be converted to semester hours as follows: each quarter hour shall be the equivalent of two-thirds of a semester hour.

In applying additional semester hours, part of a semester hour equal to at least one-half of an hour shall be counted as a full hour. Example: 11.00 to 11.49 hours would be counted as 11 hours. Example: 11.50 hours to 11.99 hours would be counted as 12 hours.

College hours, (semester hours for determining placement on the salary schedule) must be filed with the Director of Special Education on or before September 1 to be applicable in determining where the licensed staff shall be placed on the salary schedule for the school year. The Director may require such proof as he deems necessary, such as a certified copy of a college transcript, in order to determine where the licensed staff will be placed on the salary schedule for that school year. At the time of employment, each new staff member may be given credit for up to five (5) full years of previous general teaching experience, all years of previous special education teaching or related professional experience (as determined by the Director) in the categorical area for which the person is being initially employed at ANW, and one half (1/2) year experience for each additional accredited year of general education teaching.

The Board, upon the recommendation of the Director, may choose to award up to full credit for all experience beyond the limits previously listed.

### **In-service Points**

1. Each professional shall be eligible to use in-service points for horizontal movement on the salary schedule. The equating of in-service points for hours shall be the same as indicated in the ANW Cooperative In-service Plan (20 in-service points = 1 college hour). In-service

- points used for horizontal salary schedule movement by a teacher with a M.S. will be those points earned following the earning and receipt of the M.S. degree.
2. PDP knowledge points earned on duty time cannot be used for movement on the salary schedule.
  3. A maximum of 40 application and impact points, earned on duty time, may be used for movement per column on the salary schedule. Example: Knowledge = 6 points; application = 12 points; impact = 18 points. The professional can count 12 + 18 for a total of 30 points towards the 40 maximum points excluding the original 6 points for knowledge.
  4. All application and impact points to be used for salary schedule movement must be approved by the Director and the Professional Development Committee process as outlined in the ANW Cooperative In-service Plan.
  5. The Director must be notified in writing of the professional's intent to use application and impact points for movement on the salary schedule prior to April 1<sup>st</sup> of the school year preceding salary movement.
  6. Teachers may use up to four college hours of credit per column movement obtained during the paid duty day provided those hours are documented through the PDP process.

### **Movement on Schedule Limit**

Professional employees must provide written notice they intend to move across the salary schedule due to education or in-service points on or before April 1 of the current year (year preceding the year movement will take effect). There is no penalty if the requirements for the movement on the salary schedule are not met. The official transcript or documentation of request for transcript must be filed with the central office no later than September 1. If it falls on a weekend it must be filed prior to the weekend. Failure to provide notification will result in non-column movement until the following school year.

### **ARTICLE 9 PAY PERIODS**

Each employee shall be paid in twelve equal installments on or before the 15<sup>th</sup> of each month. Employees shall receive their payment through the method designated by the licensed professional staff. If the employee wishes to change their method of payment for the upcoming year, the employee must provide an updated form to the payroll clerk by September 1. Exceptions: (1) When a pay date falls during a school holiday, vacation, or weekend, employees shall receive their pay on the last previous working day. (2) Any employee, upon written notice on a standard form furnished by the Board, shall receive their July and August pay on or before June 30. The direct deposit financial institution may not be changed after the annual sign-up except in an emergency as approved by the Director.

Administration will notify staff of changes regarding the method of payment at least 30 days prior to the change.

### **ARTICLE 10 INSERVICE**

- A. The Board recognizes the need for quality in-service for their staff to help improve the quality of education. The Staff Advisory Committee which shall consist of the Director,

Assistant Director; the chair of each of the categorical areas and one seat for the president of the EA or a designee. This Staff Advisory Committee shall determine the in-service needs and make recommendations based on licensed professional staff input.

- B. Licensed professional staff wishing to attend conferences or professional training events may request that the administration complete and pay for the registration in advance. The licensed professional staff will be required to provide a fully completed event registration form along with a completed PDP request to the ANW office at least 30 days in advance of the registration deadline (if a lower registration fee is available for early registration then, that early date will be used to calculate the 30 day requirement). After the 30 day notice the standard PDP procedure will apply unless an exception is approved by Administration. If for any reason the licensed professional staff will not be able to attend the event the employee will be responsible for notifying the Director at least 7 days prior to the conference's cut-off date for refunding the registration fee. If the conference does not allow for a registration fee refund, or if the licensed professional staff does not or is not able to notify the Coop 7 days prior to the fee refund cut-off date, then the licensed professional staff will be personally responsible for refunding the cost of the registration to the Coop. If not paid, it will be a salary deduct at the end of the school year. (The registration process for events held at Greenbush will not change. The licensed professional staff will submit a PDP request and after receiving approval from the Coop, complete the Greenbush online registration).

## **ARTICLE 11 EXCEPTIONALITY MEETINGS**

With the approval of the Director, exceptionality meetings (within each exceptionality) will be scheduled on school days and/or during in-service days, with the following objectives:

1. Identify existing and future problems
2. Arrive at acceptable solutions
3. Relate pertinent information relevant to:
  - a. Rules, procedures, policies, safety, and security of students and instructors
4. The planning and implementation of student instructional programs
5. Personnel problems, unless such problems are confidential
6. Discussion of relevant educational developments

A minimum of one exceptionality meeting will be held each semester. Additional meetings may be approved by the Director. Attendance shall be mandatory and the Director shall be notified in the event that someone is unable to attend. The notice of a meeting will be given throughout administrative channels, including agenda, to the employees involved at least ten working days prior to meetings except in an emergency. Employees shall have an opportunity to suggest items for the agenda. Excused absence from these meetings will be granted by the Director.

The Director shall appoint an administrative designee to attend the meetings and the committee shall elect a categorical chairperson. The chair shall be a three year appointment. Appointments to begin in 2021. The chair shall also serve on the Advisory Committee.

## **ARTICLE 12 ASSOCIATION RIGHTS**

- A. Copies of this agreement titled "Professional Agreement between ANW Special Education Cooperative and ANW Special Education Cooperative Teachers Association Affiliated with K-NEA and NEA" shall be posted on the Coop web site for viewing for all employees of the Board. The Board shall furnish 5 printed copies to the Association.
- B. The Board agrees to furnish to the Association, upon request, information that will assist the Association in developing intelligent, accurate, and informed and constructive programs on behalf of the licensed professional staff and their students together with information which may be necessary for the Association to assist in a grievance or complaint.
- C. The Association shall have the right to use school facilities and equipment when possible.
- D. The Association shall have the right to post notices of activities and matters of the Association. The Association shall have the use of the Coop districts' Email, mail service and teacher mailboxes for communication for teachers. The cost shall not be borne by the districts or the Coop.
- E. At the beginning of every school year, the Association shall be provided with a total of six (6) days of paid leave to be used by licensed professional staff who are officers or agents of the Association. Approval for use of said days shall be at the discretion of the Association Executive Board or the Association President. Such days shall be used for Association business as determined by the Association Executive Board or the Association President. The Association agrees to notify the Director, or his designee, **no** less than ten (10) days in advance of taking such leave, and no more than two (2) shall be used in one calendar month. The Director shall have the authority to waive the notice requirements in the case of an emergency.

## **ARTICLE 13 REDUCTION IN FORCE AND RECALL PROCESS**

If the ANW Board determines that a reduction of staff is necessary, the program area(s) will be identified and licensed professional staff shall be selected for non-renewal in each program area according to the following order:

- A. Attrition
- B. Non-tenured teachers
- C. Full licensure vs. provisional licensure in assigned teaching field
- D. Administrative evaluation
- E. Length of service with ANW Special Education Cooperative

Licensed professional staff whose employment is terminated due to reduction in force shall be afforded the opportunity for consideration for future employment in the event vacancies occur in areas for which they are licensed and have an interest. For those who wish to be considered, the following procedures will be followed:

- A. Upon termination due to RIF, the licensed professional staff will complete a form indicating his/her desire to be considered for re-employment with ANW, the positions for which he/she would like to be given consideration and a way to contact him/her if such vacancy occurs. It shall be the responsibility of the licensed professional staff to maintain a current address or method of contact during the time of recall.
- B. The completed form shall be kept on file at the ANW office for two (2) years unless notification is received from the licensed professional staff to withdraw their interest in being re-employed.
- C. As vacancies occur, the administration will review the file to determine if any RIF (Reduction in Force) teachers have expressed an interest in the positions.
- D. Interviews will be scheduled and interested RIF licensed professional staff shall be notified of the vacancy and their appointment to meet with ANW administration.
- E. Licensed professional staff that are notified will have ten (10) calendar days to respond to the notice to confirm their interest. Failure to respond will be considered an indication of lack of interest in the position.
- F. The licensed professional staff will be interviewed and consideration will be given to determine whether the licensed professional staff should be offered the position. The administration will determine the best candidate for the position.
- G. If the licensed professional staff is re-employed, the staff member shall regain all employment benefits to which he/she was entitled at the time of termination and any benefits to which he/she is entitled at time of re-employment.
- H. Recall privileges shall be terminated after two (2) years.

## **ARTICLE 14 LEAVE**

### **Sick Leave**

**Licensed professional staff shall be granted 12 discretionary leave days for 2021-2022 school year. All unused discretionary leave 2020-2021 will be rolled over into sick leave for the 2021-2022 school year along with all unused sick leave from the 2020-2021 school year. Leave will be applied to either discretionary or sick leave. All licensed staff shall indicate through the META time/attendance keeping system whether the day is discretionary leave or sick leave. All leave will be entered into META within 30 days of its use.**

If the licensed professional staff is gone more than three (3) consecutive days they will provide a doctor's note to the ANW Director. If licensed staff is gone more than 10 cumulative days, the Director MAY request a Doctor's note. Licensed professional staff will be allowed to carry over up to 100 days of unused sick leave. Said accumulated leave is to be used for sick leave only. The yearly entitlement will become effective upon completion of one (1) day of contracted service.

A licensed professional staff may use all or any portion of his/her leave granted during the current school year, and accumulated sick leave to recover from his/her personal disability or the disability or illness of a spouse or child. Personal disability is defined as an illness or accident which prevents the licensed professional staff from satisfactorily performing his/her teaching and other duties required in the contract of employment. The Special Education Director, at his discretion, may require a licensed professional staff to furnish said Director with a certificate from a licensed

physician whenever licensed professional staff is absent for more than five consecutive days because of a personal illness or disability or the illness or disability of a spouse or child. When a licensed professional staff member is absent for more than 15 school days in the school year because of illness or disability, the Director may request a certificate from a licensed physician. A licensed professional staff may use any portion of the leave granted for the school year for illness or death or serious injury to a member of the licensed professional staff's immediate family.

The term "immediate family" as used in this agreement shall mean the professional staff's spouse, child, mother, father, mother-in-law, father-in-law, sister or brother, stepbrother or stepsister, grandparent or grandchild or other person which the licensed professional staff is legally responsible to support. A licensed professional staff may use personal leave for the death of a close friend, or appeal to the Director for the use of sick leave days. To the extent possible, a licensed professional staff shall notify the Director or immediate supervisor at least 24 hours prior to the commencement of any such leave.

In addition to the above granted sick leave, the Board may also grant to each licensed professional staff up to an additional ten (10) days of sick leave during the school year for any disability which extends beyond the number of sick leave days which the licensed professional staff has accumulated. Days of sick leave shall be treated as follows: The licensed professional staff receiving such sick leave shall be paid at the licensed professional staff's regular daily rate less \$100.00 per day while such licensed professional staff is on said extended leave.

### **Maternity/Adoptive Leave**

A licensed professional staff may use up to six weeks of paid sick leave for maternity, 5 days paid sick leave for paternity or 10 days paid sick leave for adoptive leave provided that the employee has the number of sick leave days available.

Employees have the right to access Family Medical Leave as set forth by federal statute. To do so they will need to complete the application forms that will be supplied, upon their request, by the ANW office in the event a staff member utilizes FMLA. All eligible accumulated sick leave days, as defined by this article, will be counted as a part of the total days allowed by FMLA. Any days over the number of eligible accumulated sick leave days will become salary deduct as defined by this article.

### **Sick Leave Pool:**

ANW Coop #603 shall establish a Tier Two sick leave pool. Licensed staff may voluntarily donate any days past their 100 day cap to this sick leave pool. The Tier Two sick leave pool may be used by licensed staff for events that do not qualify for the catastrophic tier three sick leave pool. For a licensed staff to access the Tier Two sick leave pool, the licensed staff must have used all of their discretionary leave days and all of the days in their personal sick leave bank. Licensed staff using this sick leave pool will be paid their regular daily rate of pay less \$100.00 per day for the cost of the substitute teacher. Days may be used for immediate family as defined under sick leave. The cap per person per year on Tier Two will be a maximum of 10 days. The yearly entitlement will become effective upon completion of one (1) day of contracted service. Professional sick leave balance will be determined in May and be included as a part of Teacher Check out.

A Memorandum of Agreement (ANW BOE and EA) was created allowing for the donation of leave beyond the 90 day cap on any individual at the end of the 19-20 year. This will establish the Tier Two sick leave pool for the 2020-21 year.

ANW Coop #603 shall establish a Tier Three Catastrophic sick leave pool. Every licensed staff is eligible to participate in the sick leave pool as per criteria set forth in the negotiated agreement. The sick leave pool shall be administered by a sick leave pool committee consisting of two (2) EA members and two (2) Administrators. The pool will meet the Thursday prior to the second Wednesday of each month providing a request for days has been made. All new licensed staff shall donate 2 days in years 1 and 2 of employment. If the sick leave pool drops below 100 days all staff shall have the option to donate additional days. These additional days can be accepted at any time. The ANW Administration will provide a report on the balance of sick leave pool days at the May ANW Board of Directors meeting.

The sick leave pool committee can grant from 1 to 20 days to an eligible employee. The individual cap will be up to 20 days per person per year. Staff members who have reached the 20 day cap still have the right to appeal to the ANW Board of Directors for emergency leave per BOE policy.

To be eligible for sick leave pool days, the licensed staff must, because of a life threatening condition to the staff member or immediate family member or legitimate incapacitation due to illness for the staff member or immediate family member, be prevented from performing his/her regular employment and based on the above circumstance be required to be absent in excess of 10 school days and then only if the participant has exhausted all sick and discretionary leave days. In the case of an immediate family member, the need for constant care due to accident or illness will need to be demonstrated.

The sick leave pool days will be retroactive to the 5 school days prior to receiving sick leave days. Sick leave pool days allocated to eligible staff members will be at the daily rate for the member less the cost of a substitute at the ANW Board approved substitute rate.

The Director or his/her designee may require a statement from the staff member's physician certifying that he/she is incapable of performing their duties as a result of the accident or illness. The physician may be asked to certify in writing the number of days absence the given illness or disability requires. Such requirements may also be required in regards to the eligible family member situations. A written request should be sent to the ANW Education Association President to include the following items; 1) qualifying event 2) qualifying person 3) number of days requested.

Subject to foregoing requirements, the sick leave pool committee will determine eligibility for the use of the pool and the amount of leave to be granted. The following general criteria shall be considered by the committee in administering the pool and in determining the amount of leave:

- Medical evidence of serious illness.
- Prior utilization of sick leave.
- Length of service in the system.

The decision of the sick leave pool committee with respect to eligibility entitlement will be final and binding and not subject to appeal, to grievance or to arbitration.

ANW district office personnel shall maintain the sick leave pool records.



## **Compensation for Unused Sick Leave upon Voluntary Separation of Employment**

Compensation for unused sick leave may be collected by either Option A or Option B, but not both.

### **Option A**

Each licensed professional staff who has completed 15 years of service with ANW Cooperative, is voluntarily separating employment with the Cooperative and is not eligible for Kansas Public Employees Retirement full benefit, shall be eligible for reimbursement of unused sick leave, not to exceed one hundred (100) total days, at the rate of 20% of the daily rate of pay.

The daily rate of pay shall be determined by the total current annual salary divided by 186 (same as Article 6 for computing payroll deductions) for standard contracts, or the total salary divided by the number of contract days for extended contracts. In order to be eligible for this benefit the Director must be notified by that staff member of their intent to leave by May 1<sup>st</sup> of the current contract year.

### **Option B**

Each licensed professional staff who has completed 15 years of service with ANW Cooperative (or a minimum of 10 years with ANW and service with a member district to total at least 15 years and is voluntarily separating employment with the Cooperative and is eligible for full benefit (85 points) from the Kansas Public Employees Retirement system shall be eligible for the following compensation for unused sick leave. In order to be eligible for this benefit the Director must be notified by that staff member of their intent to leave by May 1<sup>st</sup> of the current contract year. The employee shall provide written documentation of KPERS eligibility to ANW administration by May 15 of the year they plan to retire.

<b>Years of KPERS eligibility</b>	<b>Percent of unused sick leave (maximum of 100 days) eligible for compensation</b>	<b>Rate of compensation</b>
1	20%	\$125
2	20%	\$125
3	30%	\$125
4	40%	\$125
5	50%	\$125
6	60%	\$125
7	70%	\$125
8	80%	\$125
9	90%	\$125
10	100%	\$125

Payment for unused sick leave shall be issued in one payment no later than January the following year of the date of retirement.

**Early notification by January 1 of the current school year staff member will be paid \$1,000 made in 1 payment no later than January the following year.**

## **Professional Leave**

Professional leave may be granted by the Director to a licensed employee upon request. This leave will not be included in the days of leave granted each year. All licensed professional staff are required to account for all professional leave through the META time/attendance keeping system prior to the last Friday of each month. Professional leave is defined as in-service or other activity that occurs outside of the classroom.

To request paid professional leave from ANW to perform contractual duties for a district the teacher must submit a copy of the contract to ANW office and a schedule of times that they will be working for the district prior to the initiation of the duties.

## **Jury Duty**

Jury duty leave will not be taken from regular leave granted yearly or accumulated leave. Employees will be paid their regular salary while on jury duty leave. The licensed professional staff will reimburse the Coop. for the amount of jury duty compensation received less documented court related expenses.

## **Leave for Court Appearance**

A licensed professional staff member will be granted leave to appear in court to answer a jury summons, or for a court-ordered appearance outside their control. The licensed professional staff will reimburse the Coop. for the amount of any compensation received for such court appearance less documented court related expenses.

## **Extended Leave**

Any licensed professional staff may make an application to the Board for a leave of any type not covered by other leave provisions of this agreement. The Board may grant such extended leave upon such conditions as the Board may at that time prescribe. Licensed professional staff shall be granted extended leaves subject to the approval of the Board or their designee.

## **ARTICLE 15 RESIGNATION**

The Board may approve release from contract after 14 days following the 3<sup>rd</sup> Friday in May deadline; upon finding a suitable replacement for the licensed professional staff seeking release from his/her contract obligations. The Board agrees to make appropriate and reasonable efforts to obtain a suitable replacement including; advertising through KEEB, notifying the placement offices in area and state colleges and universities, placement of the opening on the ANW website and advertising in area newspapers. In the event ANW is not able to find a suitable replacement the staff member will still be employed and will remain under continuing contract for the school year.

## **ARTICLE 16 GRIEVANCE PROCEDURES**

### **A. Purpose and Definition**

The purpose of this procedure is to secure at the lowest possible level equitable solutions to the grievances which licensed professional staff subject to this grievance procedure may from time to time file. The term grievance shall be defined as any alleged violation, misapplication or misinterpretation of this agreement or the licensed professional staff's individual contract of employment. Any subject for whom the law mandates another procedure will not be subject to this article. Both parties agree that these proceedings should be kept as informal and confidential as may be at any level of the procedure period.

### **B. Procedure**

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

The aggrieved party shall notify the Director within 10 school days after the licensed professional staff become aware of the grievance. The aggrieved party should request an informal conference be held with the Director within 10 days after filing said grievance. At this conference, the aggrieved party shall seek to resolve the matter informally. The Director shall provide the aggrieved party with an answer to the grievance within 5 school days after the meeting.

#### **2. Level Two**

If the aggrieved party is not satisfied with the disposition of his/her grievance at Level one, or if no decision has been rendered within 5 school days after presentation of the grievance, the party may file the grievance in writing with the Director, or his designated representative within 10 school days after the informal conference with the Director. Within 5 days after receipt of the written grievance by the Director, the Director or his designated representative will schedule a second meeting in an effort to resolve it.

#### **3. Level Three**

If the aggrieved party is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within 5 school days after the party has first met with the Director or his designated representative at level two, whichever is sooner, request in writing that aggrieved party meet with the Board. The board will consider the grievance at the next regularly scheduled board meeting. The decision of the Board will be delivered in writing not later than the next regularly scheduled meeting of the Board following the meeting at which the Board considered the grievance.

### **C. Rights of Licensed Professional Staff to Representation**

Any party to the grievance may be represented at stages 2 and 3 of the grievance procedure by a representative selected by the party and may be accompanied by a fellow employee at Level 1.

## **D. Miscellaneous**

1. Decisions rendered at all levels of the grievance procedure will be in writing, setting forth the decision and the reasons therefore, and will be transmitted promptly to all interested parties.
2. All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and filed in the office of the Clerk of the Board, and will not be kept in the personnel file of any of the participants.
3. Forms for filing grievances, serving notice, taking appeals, making reports and recommendations, and other necessary documents will be prepared by the Director and the Association. The forms will be provided to the licensed professional staff upon request so as to facilitate operation of the grievance procedure.
4. Should the investigation or processing of any grievance require that the grievance or a school district employee who is a witness or a representative of the grievant or the Board, be absent from his/her regular assignment, such person shall be excused from such assignment for the purpose of appearing at said grievance hearing without loss of pay or benefits.
5. Notification of a grievance hearing shall be made in writing to the grievance by the person before whom the hearing shall be held (or by the Clerk of the Board where the Board is considering the grievance), at least 48 hours prior to the hearing.
6. No reprisals of any kind will be taken by the Board or any representative of the Board against an aggrieved person, any party in interest, any grievance representative, or any other participant in the grievance procedure by reason of such participation.
7. In the event that a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the days shall be those days in which the district office is open for business.
8. The Association shall not have the right to file a grievance.
9. The staff will adhere to the anti-bullying plan per the ANW Board policy GAAE.

## **ARTICLE 17 TEACHER DISCIPLINE**

1. It is agreed informal disciplinary actions are the first steps taken in constructive discipline and are to be taken by administrators in situations of a minor nature involving the teacher's conduct or job performance. Disciplinary actions will be administered in a fair and equitable manner, and, where practical, in a private manner with an appropriate substantive investigation of the key individuals involved.
2. The information regarding proposed and implemented discipline of teachers shall be considered confidential, privileged information, only to be released to administrators who work with the teacher, the Director, and, if appropriate, to the ANW Board of Education. The teacher may release information regarding the discipline to any appropriate party.

3. Discipline of a teacher will be progressive and/or sequential, and appropriate to the severity of the infraction, except in those situations that constitute a breach of board policy that could impair the effective operation of the school, or a potential criminal violation. The sequence of discipline shall be as follows:
- a. Counseling shall be the first step to a minor infraction. Documentation may occur for record, but no written record will be placed in the professional employee's personnel file.
  - b. Oral reprimand transmitted directly to the teacher, acknowledged by the teacher, and recorded in the building personnel file only as the existence of the reprimand, without extensive detail.
  - c. Once the administrator determines that a written reprimand is necessary, the teacher will be notified and a face to face meeting with the teacher shall occur within 3 business days unless there are extenuating circumstances. It shall contain sufficient details of the incident to allow understanding by the teacher who shall submit a written response to the allegations within 10 business days unless there are extenuating circumstances. The response shall be attached to the reprimand, and both will remain in the teacher's personnel file. There shall be no further appeal of the reprimand. A series of oral reprimands can be grouped together under unprofessional behavior.
  - d. In the event of the failure of a teacher to correct the behavior identified in the written reprimand, the teacher may be placed on a written plan of improvement and a timeline for meeting those expectations. The written behavior plan shall provide an opportunity for the teacher to object in writing to elements of the plan within 10 business days unless there are extenuating circumstances. Any objections shall be resolved by the Director within 5 business days unless there are extenuating circumstances.
  - e. If the teacher does not satisfactorily meet the goals of the plan of improvement, or if the teacher's behavior becomes insubordinate, the immediate supervisor shall notify the Director. The Director shall have the authority to suspend the teacher with pay, pending further review. With permission of the teacher, notification will be sent to the ANW-EA President.
  - f. Any reprimand or written plan of improvement that is resolved may not be referenced after 13 calendar months and shall be purged at the end of that school year.
  - g. If the teacher does not correct the issues identified as the basis for the suspension with pay, or if the behavior is serious enough to warrant termination of employment, the Director will notify the teacher of the intent to recommend suspension without pay to the Board of Education.
  - h. The teacher is entitled to be represented in any disciplinary proceeding under this provision.
  - i. The Director will create the parameters of a plan of improvement to ensure that it does not circumvent due process.

#### **ARTICLE 18 LICENSED PROFESSIONAL STAFF DISMISSAL**

1. The Board and Association agree to the mutual benefit of a Fair Dismissal procedure for the experienced teachers. This provision balances the relative security earned through an extended and successful probationary period with employer expectations of continued quality professional performance.

2. If a teacher is terminated, he/she shall be afforded the rights to this procedure to appeal that decision.
3. For the first three (3) years of professional employment with the district teachers are considered probationary and may be nonrenewed prior to the statutory deadline for any reason except as protected by Constitutional or other nondiscrimination protections.
4. Starting in year four (4) of teaching with the district teachers shall have earned non-probationary status. At its discretion, the Board may formally grant non-probationary status to any teacher earlier.
5. Nonprobationary teachers may be nonrenewed for just cause including ineffective performance, provided the procedural process is closely observed. While timelines are expected to be followed, extenuating circumstances may be considered for minor procedural error. If the proposed nonrenewal is to be based on ineffective performance the district evaluation procedure shall be followed. The non-probationary teacher will be informed his/her performance is substandard and the full evaluation process will be utilized including a measurable plan of improvement.
6. If the nonrenewal is based on reduction in force, those separate procedures as outlined in the Agreement shall be followed prior to the termination or nonrenewal.
7. If the non-probationary teacher is non-renewed, he/she shall be notified by certified and regular mail prior to the statutory continuing contract date. The notification shall include the reasons for the nonrenewal.
8. When a teacher is given written notice of a board's intention to not renew the teacher's contract, the teacher may request a meeting with the board by filing a written request with the clerk of the board within 10 days from the date of receipt of the written statement of nonrenewal of a contract. The notice shall include the reasons for the nonrenewal.
9. The board shall hold such a meeting within 10 days after the filing of the teacher's request. The meeting provided for under this section shall be held in executive session and, at such meeting, the board shall specify the reason or reasons for the board's intention to not renew the teacher's contract. The teacher shall be afforded an opportunity to respond to the board. Neither party/both parties shall have the right to have counsel present. If the teacher intends to have counsel present, he/she will notify the board at the time the request for the meeting is made.
10. Within 10 days after the meeting, the board shall reconsider its reason or reasons for nonrenewal and shall make a final decision as to the matter.

## **ARTICLE 19 PROFESSIONAL EMPLOYEE APPRAISAL PROCEDURE**

### **GENERAL ADMINISTRATION PROCEDURES**

1. This evaluation document shall be presented to all licensed employees scheduled for a formal evaluation, no later than the last day of teacher orientation of each school year.

Licensed employees new to the district shall receive a detailed explanation of the process during New Teacher Training.

2. All administrators will be trained in the application and consistent use of ANW Coop's evaluation process. No employee will be evaluated by an administrator who has not received this training.

### **EVALUATION TIMELINE**

1. The evaluation process will be conducted at least once per semester for all certified employees in years 1 and 2 of their contract with ANW COOP. The first semester evaluation shall be completed by no later than the 60th day of the first semester. The second evaluation shall be completed by no later than February 15th. A mentor will be assigned to all first year teachers, with the administrative option of assigning a mentor to a second year teacher, if needed.
2. The evaluation process will be conducted at least one time per school year by no later than February 15 for all licensed employees in year 3 and 4 of their contract with ANW COOP.
3. The evaluation process will be conducted at least once every 3 years by no later than February 15th for all licensed employees in years 5 and beyond of their contract with ANW COOP.
4. All licensed employees shall be evaluated by their Coordinator or another appropriately licensed Special Education Administrator. Only those persons holding an appropriate license for a Special Education Administrator may serve as evaluators. The Special Education Administrator/Coordinator must complete at least one of the formal observations for each teacher and must present the Summative Document at the Post Evaluation Conference. The teacher may invite a third-party representative to attend any evaluation conferences.
5. Each evaluated employee will sign and date the summative document after the post evaluation conference to indicate that they have seen the evaluation and reviewed its contents with their Special Education Administrator/Coordinator. Signing of the evaluation form by the licensed employee does not necessarily indicate approval or agreement with the evaluation.
6. At any time, not later than two (2) weeks after the post evaluation conference, the employee may respond thereto in writing to the Special Education Administrator/Coordinator. The Special Education Administrator/Coordinator shall sign the response and forward it to the Director within two (2) weeks to be placed in the personnel file.
7. The evaluation forms shall be kept for a minimum of five (5) years. Beyond the five year period they shall be retained unless the licensed employee requests in writing that the evaluations be removed.
8. Those persons who shall have access to the Special Education Administrator/Coordinator's evaluation of a licensed employee are:
  - a. The State Board of Education
  - b. The ANW COOP Board of Education when meeting in Executive Session
  - c. The Board of Education's attorney upon the Board's request
  - d. The Coordinators(s) who is/are responsible for the evaluation as specified in ANW COOP policy
  - e. The licensed employee
  - f. Any person the licensed employee designates in writing to the Board
  - g. ANW COOP Director
9. Any amendments or changes to this evaluation procedure may be proposed by either the Board of Education or the ANWCOOP-EA. These proposals shall be reviewed by a committee composed of an equal number appointed by the Board and the Association.

Recommendations of this committee shall be given to both the Board and Association negotiating teams for consideration.

### **EVALUATION IMPLEMENTATION**

1. An evaluation may be conducted during any year in which a licensed employee changes level of instruction (elementary to middle to high school) or program (LD to ED). This does not include a teacher who teaches part of their assignment at two different levels in the same year. For example, a teacher's load consists of a half day or school year in both middle school and high school.
2. The summative document must be completed by the calendar indicated in the next section below, and forwarded to the Director's office.
3. An evaluation can be initiated by the licensed evaluator for employees on a Plan of Improvement.
4. The licensed employee shall be allowed to see and sign the evaluation. In addition, the employee has two (2) weeks from the date of the evaluation conference, to respond in writing. This response shall be given to the evaluator for the signature who shall in turn forward it to the Director within two (2) weeks to be placed in the personnel file.

### **SCHEDULE FOR EVALUATION**

1. Goal-Setting Conference: Prior to September 15 of each school year, each licensed employee scheduled for an evaluation shall meet with their Special Education Administrator/Coordinator to set, review, and/or revise goals for that school year. The form in KEEP2 shall be used. Both the teacher and Special Education Administrator/Coordinator will sign the completed document, which is to be kept on file for one year.
2. Teacher Self-Assessment: Using the KEEP2 program, the teacher shall rate their own professional performance at the beginning of the year and reflect on their performance throughout the year.
3. Pre-observation Conference: The evaluator's final summative document shall be based on both ongoing informal observations and formal observations of full instructional segments. The evaluator will hold a pre-observation conference with the licensed employee prior to each formal observation. Walk-throughs without notifying the licensed employee cannot be part of the evaluation.
4. Classroom Observation: The Special Education Administrator/Coordinator shall make at least two (2) scheduled classroom observations of thirty (30) minutes or longer prior to completion of the evaluation report. The observation shall not interrupt normal classroom procedure. The teacher shall be provided a copy of the class observation notes made by the Special Education Administrator/Coordinator. Classroom observations will be scheduled with the licensed employee in advance.
5. Monitoring or Observations: All monitoring or observation of the professional performance of an employee shall be conducted openly and with full knowledge of the employee.
6. Post-observation Conference: Each formal observation will be followed by a post-observation conference held within ten school days following the observation. All post evaluation conferences must be held no later than February 15 of the year being evaluated.

### **PLAN OF IMPROVEMENT**

1. As soon as possible, but no later than two (2) weeks after the licensed employee has received a "Not Met" rating, the teacher and evaluator shall meet in conference to review those indicators marked as "Not Met" during the evaluation. If the teacher believes that an evaluation of those indicators was made with insufficient information, the teacher shall be



given the opportunity to present evidence that those indicators are being fulfilled. During this conference, the evaluator may a) amend the original document to show that the evaluation of the indicators is changed or b) proceed with the development of a Plan of Improvement as indicated below.

2. After the teacher/evaluator conference has been held, any teacher continuing to receive a rating of "Not Met" on an indicator shall be required to develop, in cooperation with the evaluator, a Plan of Improvement. The teacher may elect to utilize voluntary peer assistance as part of their growth plan. The plan shall include professional goals that are specific, measurable, and specifically address those indicators marked in the summative document with a "Not Met" rating. The plan may include, but not be limited to, visitations to classrooms of other teachers, in-service, observations, assistance and/or materials provided by the evaluator.
3. Within 30 school days of the planning conference a follow-up conference will be held. If sufficient progress has been made on the designated indicators, the evaluator will document such improvement and attach an amendment to the original evaluation noting that the teacher has been moved from the "Not Met" rating.
4. If sufficient progress is not noted, the teacher will continue to work toward improvement on the indicators still designated as "Not Met". A Plan of Improvement may be implemented and/or revised as often as necessary.
5. Any employee placed on a Plan of Improvement will be placed in the evaluation cycle for the following year.
6. Based on K.A.S. 72-9004(f), the contract of any person subject to evaluation shall not be non-renewed on the basis of incompetence unless an evaluation of such person has been made prior to notice of non-renewal of the contract and unless the evaluation is in substantial compliance with the board's policy of evaluation procedure.

## **ARTICLE 20 PROGRAM VISITATION AS INSERVICE**

When a participating unified school district holds in-service for instructional staff, ANW Cooperative licensed staff in that district may, in lieu of this activity, make arrangements to visit special programs in other areas.

ANW licensed staff who desire to visit a program in lieu of local district in-service shall complete and submit a designated form, (see appendix 1), to the ANW administration requesting approval of the desired program visitation. Upon approval from cooperative administration, the visitation shall be authorized.

**APPENDIX 1**  
**PROGRAM VISITATION REQUEST**

ANW SPECIAL EDUCATION COOPERATIVE  
PROGRAM VISITATION REQUEST  
(IN LIEU OF LOCAL INSERVICE)

NAME \_\_\_\_\_

DATE \_\_\_\_\_

A. Outline of activity/program requested for visitation:

Name of Teacher to be visited:

Date of visit:

Type and Level of Program:

Location of Program/Classroom:

Specific Activities to be observed:

Have you contacted this program?      Yes      No      Do they approve of your visit?      Yes      No

B. How will this visitation improve your assignment?

C. What will your paraprofessional do on this day?

D. What expenses will the Cooperative have for this visitation, if any?

E. What local in-service activity are you requesting to be released from?

F. Principal is informed?      Yes      No

Principal's Comments:

Principal Signature: \_\_\_\_\_

~~~~~  
[To be completed by the Director or Assistant Director]

DATE RECEIVED: \_\_\_\_\_

The requested visitation is:

Approved  
Disapproved

Provide additional information:

\_\_\_\_\_  
DIRECTOR/ASSISTANT DIRECTOR

Date: \_\_\_\_\_

**APPENDIX 2**

**ANW Performance Improvement Plan (PIP)**

During the period of the PIP the employee will be monitored to assess if appropriate improvement is being made. If the expected outcomes are not achieved/improvements attained more formal action may be initiated.

|                                 |  |
|---------------------------------|--|
| Name of employee                |  |
| Job title                       |  |
| School                          |  |
| Date of Initial Meeting         |  |
| Name(s) of ANW staff at meeting |  |

|   | <b>Duties &amp; Improvement Required:</b> | <b>Expected Outcome/Measurement</b> | <b>Support &amp; Dependencies</b> |
|---|-------------------------------------------|-------------------------------------|-----------------------------------|
| 1 |                                           |                                     |                                   |
| 2 |                                           |                                     |                                   |
| 3 |                                           |                                     |                                   |

|   | <b>Review Date:</b> | <b>Met/Not Met/ Partially Met</b> | <b>Review Date:</b> | <b>Met/Not Met/ Partially Met</b> | <b>Review Date:</b> | <b>Met/Not Met/ Partially Met</b> |
|---|---------------------|-----------------------------------|---------------------|-----------------------------------|---------------------|-----------------------------------|
| 1 | <i>Outcome:</i>     |                                   | <i>Outcome:</i>     |                                   | <i>Outcome:</i>     |                                   |
| 2 |                     |                                   |                     |                                   |                     |                                   |
| 3 |                     |                                   |                     |                                   |                     |                                   |

## ANW 2021-2022 Salary Schedule

|          | <b>A</b>        | <b>1</b>  | <b>2</b>     | <b>3</b>  | <b>4</b>     | <b>5</b>     | <b>6</b>     | <b>7</b>     | <b>8</b>   |
|----------|-----------------|-----------|--------------|-----------|--------------|--------------|--------------|--------------|------------|
|          | <b>Alt. Lic</b> | <b>BS</b> | <b>BS+15</b> | <b>MS</b> | <b>MS+15</b> | <b>MS+30</b> | <b>MS+45</b> | <b>MS+60</b> | <b>EDS</b> |
| <b>A</b> | \$31,000        | \$40,582  | \$41,982     | \$44,712  | \$46,612     | \$47,812     | \$49,012     | \$50,212     | \$51,412   |
| <b>B</b> | \$31,450        | \$41,032  | \$42,432     | \$45,162  | \$47,062     | \$48,262     | \$49,462     | \$50,662     | \$51,862   |
| <b>C</b> | \$31,900        | \$41,482  | \$42,882     | \$45,612  | \$47,512     | \$48,712     | \$49,912     | \$51,112     | \$52,312   |
| <b>D</b> | \$32,350        | \$41,932  | \$43,332     | \$46,062  | \$47,962     | \$49,162     | \$50,362     | \$51,562     | \$52,762   |
| <b>E</b> |                 | \$42,382  | \$43,782     | \$46,512  | \$48,412     | \$49,612     | \$50,812     | \$52,012     | \$53,212   |
| <b>F</b> |                 |           | \$44,232     | \$46,962  | \$48,862     | \$50,062     | \$51,262     | \$52,462     | \$53,662   |
| <b>G</b> |                 |           |              | \$47,412  | \$49,312     | \$50,512     | \$51,712     | \$52,912     | \$54,112   |
| <b>H</b> |                 |           |              | \$47,862  | \$49,762     | \$50,962     | \$52,162     | \$53,362     | \$54,562   |
| <b>I</b> |                 |           |              | \$48,312  | \$50,212     | \$51,412     | \$52,612     | \$53,812     | \$55,012   |
| <b>J</b> |                 |           |              | \$48,762  | \$50,662     | \$51,862     | \$53,062     | \$54,262     | \$55,462   |
| <b>K</b> |                 |           |              | \$49,212  | \$51,112     | \$52,312     | \$53,512     | \$54,712     | \$55,912   |
| <b>L</b> |                 |           |              | \$49,662  | \$51,562     | \$52,762     | \$53,962     | \$55,162     | \$56,362   |
| <b>M</b> |                 |           |              | \$50,112  | \$52,012     | \$53,212     | \$54,412     | \$55,612     | \$56,812   |
| <b>N</b> |                 |           |              | \$50,562  | \$52,462     | \$53,662     | \$54,862     | \$56,062     | \$57,262   |
| <b>O</b> |                 |           |              |           |              | \$54,112     | \$55,312     | \$56,512     | \$57,712   |
| <b>P</b> |                 |           |              |           |              | \$54,562     | \$55,762     | \$56,962     | \$58,162   |
| <b>Q</b> |                 |           |              |           |              | \$55,012     | \$56,212     | \$57,412     | \$58,612   |
| <b>R</b> |                 |           |              |           |              |              | \$56,662     | \$57,862     | \$59,062   |
| <b>S</b> |                 |           |              |           |              |              | \$57,112     | \$58,312     | \$59,512   |
| <b>T</b> |                 |           |              |           |              |              |              | \$58,762     | \$59,962   |
| <b>U</b> |                 |           |              |           |              |              |              | \$59,212     | \$60,412   |
| <b>V</b> |                 |           |              |           |              |              |              | \$59,662     | \$60,862   |

# Notification of Lost Lunch/Plan Time

This survey constitutes official notification to ANW Administration that I am currently working during my plan time and/or duty free lunch in conflict with the language in the negotiated agreement.

The respondent's email (**null**) was recorded on submission of this form.

**\* Required**

1. Email \*

---

2. Your Name (First/Last) \*

---

3. DATE LUNCH OR PLAN WAS MISSED. PLEASE COMPLETE A SURVEY FOR EACH OCCURANCE \*

---

*Example: January 7, 2019*

4. MISSED LUNCH or PLAN \*

*Mark only one oval.*

LUNCH

PLAN

5. WHO DETERMINED YOU WERE REQUIRED TO WORK LUNCH/PLAN \*

*Mark only one oval.*

- IT WAS MY DECISION
- BUILDING PRINCIPAL
- ANW SP ED COORDINATOR
- ANW DIRECTOR
- DISTRICT SUPERINTENDENT

6. WHY WERE YOU UNABLE TO GET A DUTY FREE LUNCH/PLAN \*

*Mark only one oval.*

- I chose to work with a student over lunch
- Discipline issue
- There were no other staff available to supervise students
- A student required specialized support or instruction that could not be delivered by anyone else
- Other: \_\_\_\_\_

7. If you selected OTHER please explain

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