NEGOTIATED AGREEMENT

FOR THE GUTHRIE ASSOCIATION OF CLASSROOM TEACHERS AND THE GUTHRIE BOARD OF EDUCATION

2022-2023

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PUBLICATIONS

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ARTICLE I: CLASS SIZE

The Guthrie Public School System shall comply with the standards for class size as prescribed by O.S. 70-18-113.1 through O.S. 70-18-113.3.

ARTICLE II: PAYROLL DEDUCTIONS

A. Certified employees shall be offered automatic payroll deductions of professional dues, which would include membership, when applicable, in the Guthrie Association of Classroom Teachers, the Oklahoma Education Association and the National Education Association.

B. Amounts of dues to be deducted shall be made known by the Association to the payroll office at least twenty (20) days prior to the first deduction.

C. Payroll deductions of professional dues shall be prorated until June 30 of each year to equal the full yearly amounts.

D. Other payroll deductions, such as charitable contributions, shall be prorated until June 30 of each year to equal the full yearly amounts.

E. Guthrie Public Schools shall provide for electronic deposit of payroll checks to the financial institution of the employee's choice. Guthrie Public Schools shall schedule an open enrollment period each year which will coincide with existing Section 125 deadlines and will allow one additional change per year, per employee, except in extenuating legal circumstance.

Notice: Except as otherwise provided by law, the business office requires that new insurance companies applying for payroll deduction slots have a minimum of ten (10) policies in force and receive approval from the Superintendent of Schools or his designee.

The deadlines for initiating Section 125 employee payroll deductions are September 1st and January 1st of each fiscal year. The January 1st deadline applies to Oklahoma State and Education Employee Group Insurance Board benefits only. Employees new to Guthrie Public Schools after the applicable deadlines each year are required to designate payroll deductions within thirty (30) days of employment.

ARTICLE III: PERSONNEL POLICY AND PROCEDURES

A. The Board shall provide materials and the Association shall reproduce the Negotiated Agreement and provide a copy to each certified staff member at the beginning of each school year within thirty (30) working days of the ratification of the negotiated agreement. Teachers hired during the school year will be provided a copy when their employment is approved by the Board of Education.

B. Board policies and administrative regulations will be placed in each school's administration office and media center and will be available to teachers. One additional set of Board policies and administrative regulations will be available in the Upper Elementary School and the High School media center.

C. Teachers will be notified of changes in existing policies or procedures or the addition to same. Within twenty (20) days of such change or addition being officially acted upon, such changes will be available in each school's official copies of Board policies and administrative regulations.

ARTICLE IV: TEACHING FACILITIES

A. The Board will strive to provide adequate and safe teaching facilities at each school. Teachers may report perceived unsafe conditions, in writing, to their building principal. Principals shall provide written acknowledgement of any such notice and provide a copy to the Office of the Superintendent.

ARTICLE V: SCHOOL PARKING

Each school building shall have an area designated for staff parking where feasible. Such area shall be convenient to the building, safe-guarded for teacher and personal property protection and adequately surfaced. The parking needs of each school are to be presented by the teachers and administration of each school to the Board of Education. The Board shall consider the recommendations and attempt to meet these needs.

ARTICLE VI: TRANSFERS AND/OR REASSIGNMENTS

A. When a vacancy occurs, the Superintendent or his/her representative shall deliver notices of vacancies for any certified position to be posted in a designated area within one (1) week after official declaration of vacancy.

B. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building in a teaching position for which they are qualified may file a written statement of such desire with the Superintendent or his/her designee. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the schools to which the teacher desires to be transferred, in order of preference.

Teachers may request a transfer to any position for which they feel they are qualified. A teacher requesting a transfer shall (1) be notified within five (5) working days that the request was received; (2) be considered for the position before any applicant from outside the district; and (3) if the teacher is interviewed for the position and not selected, the teacher will be notified within five (5) working days after the position has been filled.

Teachers who have filed a written request for transfer with the Office of the Superintendent on a timely basis may, if they desire, contact the building principal where the vacancy exists and schedule an interview for the position.

A written request shall remain on file for one (1) calendar year. Requests for transfers will be placed on a master list and made available to all principals.

C. In order to notify interested certified personnel of vacancies that occur during the summer recess, faculty members should leave self-addressed, stamped envelopes with the Superintendent or his/her representative.

D. In determination of requests for reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and the best interests of the school system.

E. If it becomes necessary to involuntarily transfer or reassign a teacher, the teacher shall be notified as soon as possible after the decision is made. Attempts will be made to facilitate the transfer with a qualified voluntary transfer first; if said volunteer is not transferred to the position, written notification will be given by the principal or Superintendent.

F. Teachers being reassigned at the end of the school year will be given, at that time, a written notification of the change in teaching assignment for the next term. When changes must be made in the summer, notification of change will be made within three (3) days of School Board approval of change. In case of administrative change of schedule, notification will be made as soon as possible.

ARTICLE VII: PREPARATION AND DUTY-FREE PERIODS

A. Full-time teachers shall be allowed a minimum of one (1) class period per day, or in the case of elementary K-6, an earnest attempt will be made to provide forty (40) minutes, but not less than thirty (30) minutes, daily for the purpose of the uninterrupted preparation for his/her classroom responsibilities. Each teacher shall have not less than two hundred (200) minutes per week.

B. In the event a teacher is requested by the administration to cover a class, he/she shall be compensated at the rate of twenty-five ($25) dollars per class period., not to exceed twenty-five ($25) dollars daily. Elementary teachers shall receive twenty-five ($25) dollars per day for class coverage at the elementary when students are added from another class due to lack of substitute teachers.

C. On days a teacher is not scheduled for lunch duty, teachers shall be provided with a minimum of thirty (30) minutes duty-free lunch time.

D. Each principal shall form a faculty committee for the purpose of input into the scheduling of duties during the regular school day.

ARTICLE VIII: SALARY SCHEDULE

A. Activity sponsorships are voluntary. If there is no volunteer, activity sponsors will be appointed by the principal in a fair and equitable manner. No individual shall be involuntarily assigned any sponsorship for more than one (1) school year. Sponsoring activities is a part of the contract and will be listed as "Extra Duty Assignment."

B. Payday shall be on the 25th day of each month. When that date falls on a weekend or holiday, checks will be issued on the last workday preceding that date. Summer checks will be available on the corresponding day in June.

C. All teachers will be paid in twelve (12) equal warrants per school year with the final three (3) warrants provided no later than the last business day of June of the fiscal year, when requested by the teacher.

D. The Guthrie Board of Education shall calculate deductions from a teacher's salary on the basis of actual employment contract period.

E. Existing Extra Duty Stipends will be retained for the 2022-2023 contract year at 2021-2022 negotiated levels with the additional Extra Duty Stipends listed below.

JH Volleyball Head Coach	$2,000
Baseball Summer Pride	$2,000 xxx
Track/Cross Country	$2,000 xxx
JH Athletics	$2,500 xxx

xxx To be divided between coaches

F. The District agrees to adjust the 2022-2023 Salary Schedule to include step 33 with the increased amount of $395.25.

G. For the 2022-2023 school year, the Board shall purchase for each individual teacher a term life insurance policy of $10,000. This benefit shall be in addition to regular annual compensation provided through the 2022-2023 teachers' salary schedule.

H. Teachers who attain National Board Certification after June 30, 2013, if eligible, will receive no less than the compensation set forth for National Board Certification in the State Minimum Salary Schedule.

I. Summer School pay will be $25 dollars per hour for the 2022-2023 contract year.

GUTHRIE PUBLIC SCHOOLS
2022 - 2023 SALARY SCHEDULE
BACHELOR

YRS. EXP.	BASE SALARY	DISTRICT PAID TEACHER RETIREMENT	TOTAL DISTRICT PAID COMPENSATION AND BENEFITS	STATE RETIREMENT CREDIT CURRENT YEAR ONLY	*STATE FLEXIBLE BENEFIT (OPTION 1) CURRENT YEAR ONLY	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 1)	*STATE FLEXIBLE BENEFIT (OPTION 2) CURRENT YEAR ONLY	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 2)
0	36,531.25	2,749.67	39,280.92	60.15	836.52	40,177.59	7,390.80	46,731.87
1	36,939.00	2,780.36	39,719.36	103.41	836.52	40,659.29	7,390.80	47,213.57
2	37,346.75	2,811.05	40,157.80	145.65	836.52	41,139.97	7,390.80	47,694.25
3	37,756.50	2,841.89	40,598.39	186.15	836.52	41,623.06	7,390.80	48,177.34
4	38,163.25	2,872.51	41,035.76	233.33	836.52	42,105.61	7,390.80	48,659.89
5	38,597.00	2,905.16	41,502.16	278.76	836.52	42,617.44	7,390.80	49,171.72
6	38,999.75	2,935.47	41,935.22	325.26	836.52	43,097.00	7,390.80	49,651.28
7	39,460.00	2,970.11	42,430.11	372.62	836.52	43,639.45	7,390.80	50,193.73
8	39,894.00	3,002.78	42,896.78	421.44	836.52	44,154.74	7,390.80	50,709.02
9	40,329.00	3,035.52	43,364.52	471.12	836.52	44,672.16	7,390.80	51,226.44
10	40,960.00	3,084.52	44,064.52	521.67	836.52	45,422.91	7,390.80	51,977.19
11	41,317.00	3,109.89	44,426.89	573.67	836.52	45,837.08	7,390.80	52,391.36
12	42,203.50	3,176.62	45,380.12	626.54	836.52	46,843.18	7,390.80	53,397.46
13	42,464.75	3,196.28	45,661.03	680.48	836.52	47,178.03	7,390.80	53,732.31
14	42,929.00	3,231.22	46,160.22	735.47	836.52	47,732.21	7,390.80	54,286.49
15	43,430.25	3,268.95	46,699.20	791.53	836.52	48,327.25	7,390.80	54,881.53
16	43,874.46	3,302.39	47,176.87	848.65	836.52	48,862.04	7,390.80	55,416.32
17	44,337.74	3,337.26	47,675.00	906.83	836.52	49,418.35	7,390.80	55,972.63
18	44,800.99	3,372.13	48,173.12	966.07	836.52	49,975.71	7,390.80	56,529.99
19	45,264.24	3,406.99	48,671.23	1,026.38	836.52	50,534.13	7,390.80	57,088.41
20	45,767.49	3,444.87	49,212.36	1,087.75	836.52	51,136.63	7,390.80	57,690.91
21	46,210.74	3,476.24	49,688.98	1,150.18	836.52	51,675.68	7,390.80	58,229.96
22	46,675.99	3,513.26	50,189.25	1,213.68	836.52	52,239.45	7,390.80	58,793.73
23	47,138.26	3,546.05	50,686.31	1,276.23	836.52	52,801.06	7,390.80	59,355.34
24	47,601.50	3,582.92	51,184.42	1,343.85	836.52	53,364.79	7,390.80	59,919.07
25	49,926.75	3,757.94	53,684.69	1,410.53	836.52	55,931.74	7,390.80	62,486.02
26	50,322.00	3,787.69	54,109.69	1,410.53	836.52	56,356.74	7,390.80	62,911.02
27	50,717.25	3,817.44	54,534.69	1,410.53	836.52	56,781.74	7,390.80	63,336.02
28	51,112.50	3,847.19	54,959.69	1,410.53	836.52	57,206.74	7,390.80	63,761.02
29	51,507.75	3,876.94	55,384.69	1,410.53	836.52	57,631.74	7,390.80	64,186.02
30	51,903.00	3,906.69	55,809.69	1,410.53	836.52	58,056.74	7,390.80	64,611.02
31	52,298.25	3,936.44	56,234.69	1,410.53	836.52	58,481.74	7,390.80	65,036.02
32	52,693.50	3,966.19	56,659.69	1,410.53	836.52	58,906.74	7,390.80	65,461.02
33	53,088.75	3,995.94	57,084.69	1,410.53	836.52	59,331.74	7,390.80	65,886.02
off scale	53,484.00	4,025.69	57,509.69	1,410.53	836.52	59,756.74	7,390.80	66,311.02

* Eligible staff must select either Flexible Benefit Option 1 or Flexible Benefit Option 2.
Option 1 - Full-time certified staff who choose not to participate in the school sponsored major medical plan shall receive $836.52 per year ($69.71 monthly) as taxable income in lieu of the Flexible Benefit Allowance.
Option 2 - Full-time certified staff who choose to participate in the school sponsored major medical plan shall receive $7,390.80 per year ($615.90 monthly) in Flexible Benefit Allowance toward their monthly health insurance premium.

NOTE - In addition to compensation included in the schedule above, the district will provide a $10,000.00 life insurance policy for each employee.

GUTHRIE PUBLIC SCHOOLS
2022 - 2023 SALARY SCHEDULE
BACHELOR + NBCT**

YRS. EXP.	BASE SALARY	DISTRICT PAID TEACHER RETIREMENT	TOTAL DISTRICT PAID COMPENSATION AND BENEFITS	STATE RETIREMENT CREDIT CURRENT YEAR ONLY	*STATE FLEXIBLE BENEFIT (OPTION 1) CURRENT YEAR ONLY	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 1)	*STATE FLEXIBLE BENEFIT (OPTION 2) CURRENT YEAR ONLY	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 2)
0	37,104.75	2,792.84	39,897.59	60.15	836.52	40,794.26	7,390.60	47,348.54
1	37,512.50	2,823.53	40,336.03	103.41	836.52	41,275.96	7,390.60	47,830.24
2	37,922.25	2,854.37	40,776.62	145.65	836.52	41,758.79	7,390.60	48,313.07
3	38,329.00	2,884.99	41,213.99	188.15	836.52	42,238.66	7,390.60	48,792.94
4	38,736.75	2,915.68	41,652.43	233.33	836.52	42,722.28	7,390.60	49,276.56
5	39,217.00	2,951.82	42,168.82	276.76	836.52	43,284.10	7,390.60	49,838.38
6	39,645.00	2,984.04	42,629.04	325.26	836.52	43,790.82	7,390.60	50,345.10
7	40,079.00	3,016.71	43,095.71	372.82	836.52	44,305.05	7,390.60	50,859.33
8	40,514.00	3,049.45	43,563.45	421.44	836.52	44,821.41	7,390.60	51,375.69
9	40,951.00	3,082.34	44,033.34	471.12	836.52	45,340.98	7,390.60	51,895.26
10	42,440.00	3,194.42	45,634.42	521.87	836.52	46,992.81	7,390.60	53,547.09
11	42,615.12	3,207.60	45,822.72	573.67	836.52	47,232.91	7,390.60	53,787.19
12	42,866.25	3,226.50	46,092.75	626.54	836.52	47,555.81	7,390.60	54,110.09
13	43,329.60	3,261.37	46,590.97	680.48	836.52	48,107.97	7,390.60	54,662.15
14	43,792.75	3,296.24	47,088.99	735.47	836.52	48,660.98	7,390.60	55,215.26
15	44,294.00	3,333.97	47,627.97	791.53	836.52	49,256.02	7,390.60	55,810.30
16	44,738.25	3,367.40	48,105.65	848.65	836.52	49,790.82	7,390.60	56,345.10
17	45,201.50	3,402.27	48,603.77	906.83	836.52	50,347.12	7,390.60	56,901.40
18	45,664.75	3,437.14	49,101.89	966.07	836.52	50,904.48	7,390.60	57,458.76
19	46,128.00	3,472.01	49,600.01	1,026.38	836.52	51,462.91	7,390.60	58,017.19
20	46,633.25	3,510.04	50,143.29	1,087.75	836.52	52,067.56	7,390.60	58,621.84
21	47,075.50	3,543.33	50,618.83	1,150.18	836.52	52,605.53	7,390.60	59,159.81
22	47,538.75	3,578.19	51,116.94	1,213.68	836.52	53,167.14	7,390.60	59,721.42
23	48,002.00	3,613.06	51,615.06	1,278.23	836.52	53,729.81	7,390.60	60,284.09
24	48,465.25	3,647.93	52,113.18	1,343.85	836.52	54,293.55	7,390.60	60,847.83
25	50,836.50	3,826.41	54,662.91	1,410.53	836.52	56,909.96	7,390.60	63,464.24
26	51,036.49	3,841.47	54,877.96	1,410.53	836.52	57,125.01	7,390.60	63,679.29
27	51,431.74	3,871.22	55,302.96	1,410.53	836.52	57,550.01	7,390.60	64,104.29
28	51,826.99	3,900.97	55,727.96	1,410.53	836.52	57,975.01	7,390.60	64,529.29
29	52,222.24	3,930.72	56,152.96	1,410.53	836.52	58,400.01	7,390.60	64,954.29
30	52,617.49	3,960.47	56,577.96	1,410.53	836.52	58,825.01	7,390.60	65,379.29
31	53,012.74	3,990.22	57,002.96	1,410.53	836.52	59,250.01	7,390.60	65,804.29
32	53,407.99	4,019.97	57,427.96	1,410.53	836.52	59,675.01	7,390.60	66,229.29
33	53,803.24	4,049.72	57,852.96	1,410.53	836.52	60,100.01	7,390.60	66,654.29
off scale	54,198.49	4,079.47	58,277.96	1,410.53	836.52	60,525.01	7,390.60	67,079.29

* Eligible staff must select either Flexible Benefit Option 1 or Flexible Benefit Option 2.

Option 1 - Full-time certified staff who choose not to participate in the school sponsored major medical plan shall receive $836.52 per year ($69.71 monthly) as taxable income in lieu of the Flexible Benefit Allowance.

Option 2 - Full-time certified staff who choose to participate in the school sponsored major medical plan shall receive $7,390.60 per year ($615.90 monthly) in Flexible Benefit Allowance toward their monthly health insurance premium.

** This salary schedule applies only to those teachers that receive National Board Certification after June 30, 2013.

NOTE - In addition to compensation included in the schedule above, the district will provide a $10,000.00 life insurance policy for each employee.

GUTHRIE PUBLIC SCHOOLS
2022- 2023 SALARY SCHEDULE
MASTER

YRS. EXP.	BASE SALARY	DISTRICT PAID TEACHER RETIREMENT	TOTAL DISTRICT PAID COMPENSATION AND BENEFITS	STATE RETIREMENT CREDIT CURRENT YEAR ONLY	*STATE FLEXIBLE BENEFIT (OPTION 1) CURRENT YEAR ONLY	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 1)	*STATE FLEXIBLE BENEFIT (OPTION 2) CURRENT YEAR ONLY	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 2)
0	37,937.25	2,947.97	**40,685.22**	60.15	836.52	41,581.89	7,390.80	48,136.17
1	38,246.00	2,978.66	**41,123.66**	103.41	836.52	42,063.59	7,390.80	48,617.87
2	38,652.75	2,909.35	**41,562.10**	145.65	836.52	42,544.27	7,390.80	49,098.55
3	39,062.50	2,940.20	**42,002.70**	198.15	836.52	43,027.37	7,390.80	49,581.65
4	39,469.25	2,970.81	**42,440.06**	233.33	836.52	43,509.91	7,390.80	50,064.19
5	39,903.00	3,003.46	**42,906.46**	276.76	836.52	44,021.74	7,390.80	50,576.02
6	40,306.75	3,033.77	**43,339.52**	325.26	836.52	44,501.30	7,390.80	51,055.58
7	40,766.00	3,068.42	**43,834.42**	372.92	836.52	45,043.76	7,390.80	51,598.04
8	41,200.00	3,101.08	**44,301.08**	421.44	836.52	45,559.04	7,390.80	52,113.32
9	41,637.00	3,133.98	**44,770.98**	471.12	836.52	46,078.62	7,390.80	52,632.90
10	43,114.50	3,245.19	**46,359.69**	521.97	836.52	47,718.08	7,390.80	54,272.36
11	43,431.75	3,269.06	**46,700.81**	573.67	836.52	48,111.00	7,390.80	54,665.28
12	43,809.50	3,297.50	**47,107.00**	626.54	836.52	48,570.06	7,390.80	55,124.34
13	44,141.73	3,322.50	**47,464.23**	680.46	836.52	48,981.23	7,390.80	55,535.51
14	44,602.99	3,357.22	**47,960.21**	735.47	836.52	49,532.20	7,390.80	56,086.48
15	45,107.24	3,395.18	**48,502.42**	791.53	836.52	50,130.47	7,390.80	56,684.75
16	45,550.49	3,428.54	**48,979.03**	848.65	836.52	50,664.20	7,390.80	57,218.48
17	46,013.74	3,463.41	**49,477.15**	906.93	836.52	51,220.60	7,390.80	57,774.78
18	46,476.99	3,498.28	**49,975.27**	966.07	836.52	51,777.86	7,390.80	58,332.14
19	46,940.26	3,533.15	**50,473.41**	1,026.38	836.52	52,336.31	7,390.80	58,890.59
20	47,445.50	3,571.18	**51,016.68**	1,087.75	836.52	52,940.95	7,390.80	59,495.23
21	47,867.75	3,604.46	**51,492.21**	1,150.16	836.52	53,478.91	7,390.80	60,033.19
22	48,351.00	3,639.33	**51,990.33**	1,213.68	836.52	54,040.53	7,390.80	60,594.81
23	48,816.25	3,674.35	**52,490.60**	1,278.23	836.52	54,605.35	7,390.80	61,159.63
24	49,278.50	3,709.14	**52,987.64**	1,343.86	836.52	55,168.01	7,390.80	61,722.29
25	51,675.75	3,889.58	**55,565.33**	1,410.53	836.52	57,812.38	7,390.80	64,366.66
26	52,070.99	3,919.33	**55,990.32**	1,410.53	836.52	58,237.37	7,390.80	64,791.65
27	52,466.24	3,949.08	**56,415.32**	1,410.53	836.52	58,662.37	7,390.80	65,216.65
28	52,861.49	3,978.83	**56,840.32**	1,410.53	836.52	59,087.37	7,390.80	65,641.65
29	53,256.74	4,008.58	**57,265.32**	1,410.53	836.52	59,512.37	7,390.80	66,066.65
30	53,651.99	4,038.33	**57,690.32**	1,410.53	836.52	59,937.37	7,390.80	66,491.65
31	54,047.24	4,068.08	**58,115.32**	1,410.53	836.52	60,362.37	7,390.80	66,916.65
32	54,442.49	4,097.83	**58,540.32**	1,410.53	836.52	60,787.37	7,390.80	67,341.65
33	54,837.74	4,127.58	**58,965.32**	1,410.53	836.52	61,212.37	7,390.80	67,766.65
off scale	55,232.99	4,157.33	**59,390.32**	1,410.53	836.52	61,637.37	7,390.80	68,191.65

* Eligible staff must select either Flexible Benefit Option 1 or Flexible Benefit Option 2.

Option 1 - Full-time certified staff who choose not to participate in the school sponsored major medical plan shall receive $836.52 per year ($69.71 monthly) as taxable income in lieu of the Flexible Benefit Allowance.

Option 2 - Full-time certified staff who choose to participate in the school sponsored major medical plan shall receive $7,390.80 per year ($615.90 monthly) in Flexible Benefit Allowance toward their monthly health insurance premium.

NOTE - In addition to compensation included in the schedule above, the district will provide a $10,000.00 life insurance policy for each employee.

GUTHRIE PUBLIC SCHOOLS
2022 - 2023 SALARY SCHEDULE
MASTERS + NBCT**

YRS. EXP.	BASE SALARY	DISTRICT PAID TEACHER RETIREMENT	TOTAL DISTRICT PAID COMPENSATION AND BENEFITS	STATE RETIREMENT CREDIT CURRENT YEAR ONLY	*STATE FLEXIBLE BENEFIT (OPTION 1) CURRENT YEAR ONLY	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 1)	*STATE FLEXIBLE BENEFIT (OPTION 2) CURRENT YEAR ONLY	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 2)
0	38,410.75	2,891.14	41,301.89	60.15	836.52	42,198.56	7,390.80	48,752.84
1	38,816.50	2,921.83	41,740.33	103.41	836.52	42,680.26	7,390.80	49,234.54
2	39,228.25	2,952.67	42,180.92	145.65	836.52	43,163.09	7,390.80	49,717.37
3	39,635.00	2,983.29	42,618.29	188.15	836.52	43,642.96	7,390.80	50,197.24
4	40,042.75	3,013.98	43,056.73	233.33	836.52	44,126.58	7,390.80	50,680.86
5	40,523.00	3,050.13	43,573.13	278.76	836.52	44,688.41	7,390.80	51,242.69
6	40,951.00	3,082.34	44,033.34	325.26	836.52	45,195.12	7,390.80	51,749.40
7	41,385.00	3,115.01	44,500.01	372.82	836.52	45,709.35	7,390.80	52,263.63
8	41,822.00	3,147.90	44,969.90	421.44	836.52	46,227.86	7,390.80	52,782.14
9	42,256.00	3,180.57	45,436.57	471.12	836.52	46,744.21	7,390.80	53,298.49
10	44,674.50	3,362.60	48,037.10	521.87	836.52	49,395.49	7,390.80	55,949.77
11	44,816.25	3,373.27	48,189.52	573.67	836.52	49,599.71	7,390.80	56,153.99
12	44,958.00	3,383.94	48,341.94	626.54	836.52	49,805.00	7,390.80	56,359.28
13	45,099.75	3,394.61	48,494.36	680.48	836.52	50,011.36	7,390.80	56,565.64
14	45,563.00	3,429.48	48,992.48	735.47	836.52	50,564.47	7,390.80	57,118.75
15	46,066.25	3,467.36	49,533.61	791.53	836.52	51,161.66	7,390.80	57,715.94
16	46,509.50	3,500.72	50,010.22	848.65	836.52	51,695.39	7,390.80	58,249.67
17	46,972.75	3,535.59	50,508.34	906.83	836.52	52,251.69	7,390.80	58,805.97
18	47,436.00	3,570.46	51,006.46	966.07	836.52	52,809.05	7,390.80	59,363.33
19	47,899.25	3,605.33	51,504.58	1,026.38	836.52	53,367.48	7,390.80	59,921.76
20	48,404.50	3,643.36	52,047.86	1,087.75	836.52	53,972.13	7,390.80	60,526.41
21	48,848.75	3,676.80	52,525.55	1,150.18	836.52	54,512.25	7,390.80	61,066.53
22	49,311.00	3,711.59	53,022.59	1,213.68	836.52	55,072.79	7,390.80	61,627.07
23	49,774.25	3,746.46	53,520.71	1,278.23	836.52	55,635.46	7,390.80	62,189.74
24	50,237.50	3,781.33	54,018.83	1,343.85	836.52	56,199.20	7,390.80	62,753.48
25	52,678.75	3,965.08	56,643.83	1,410.53	836.52	58,890.88	7,390.80	65,445.16
26	52,878.74	3,980.13	56,858.87	1,410.53	836.52	59,105.92	7,390.80	65,660.20
27	53,273.99	4,009.88	57,283.87	1,410.53	836.52	59,530.92	7,390.80	66,085.20
28	53,669.24	4,039.63	57,708.87	1,410.53	836.52	59,955.92	7,390.80	66,510.20
29	54,064.49	4,069.38	58,133.87	1,410.53	836.52	60,380.92	7,390.80	66,935.20
30	54,459.74	4,099.13	58,558.87	1,410.53	836.52	60,805.92	7,390.80	67,360.20
31	54,854.99	4,128.88	58,983.87	1,410.53	836.52	61,230.92	7,390.80	67,785.20
32	55,250.24	4,158.63	59,408.87	1,410.53	836.52	61,655.92	7,390.80	68,210.20
33	55,645.49	4,188.38	59,833.87	1,410.53	836.52	62,080.92	7,390.80	68,635.20
off scale	56,040.74	4,218.13	60,258.87	1,410.53	836.52	62,505.92	7,390.80	69,060.20

* Eligible staff must select either Flexible Benefit Option 1 or Flexible Benefit Option 2.

Option 1 - Full-time certified staff who choose not to participate in the school sponsored major medical plan shall receive $836.52 per year ($69.71 monthly) as taxable income in lieu of the Flexible Benefit Allowance.

Option 2 - Full-time certified staff who choose to participate in the school sponsored major medical plan shall receive $7,390.80 per year ($615.90 monthly) in Flexible Benefit Allowance toward their monthly health insurance premium.

** This salary schedule applies only to those teachers that receive National Board Certification after June 30, 2013.

NOTE - In addition to compensation included in the schedule above, the district will provide a $10,000.00 life insurance policy for each employee.

GUTHRIE PUBLIC SCHOOLS
2022 - 2023 SALARY SCHEDULE
DOCTOR

YRS. EXP.	BASE SALARY	DISTRICT PAID TEACHER RETIREMENT	TOTAL DISTRICT PAID COMPENSATION AND BENEFITS	STATE RETIREMENT CREDIT CURRENT YEAR ONLY	*STATE FLEXIBLE BENEFIT (OPTION 1) CURRENT YEAR ONLY	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 1)	*STATE FLEXIBLE BENEFIT (OPTION 2) CURRENT YEAR ONLY	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 2)
0	39,143.25	2,946.27	42,089.52	60.15	836.52	42,986.19	7,390.80	49,540.47
1	39,551.00	2,976.96	42,527.96	103.41	836.52	43,467.89	7,390.80	50,022.17
2	39,958.75	3,007.66	42,966.41	146.65	836.52	43,948.58	7,390.80	50,502.86
3	40,368.50	3,038.50	43,407.00	188.15	836.52	44,431.67	7,390.80	50,986.95
4	40,776.25	3,069.11	43,844.36	233.33	836.52	44,914.21	7,390.80	51,468.49
5	41,209.00	3,101.76	44,310.76	278.76	836.52	45,426.04	7,390.80	51,980.32
6	41,613.75	3,132.23	44,745.98	325.26	836.52	45,907.76	7,390.80	52,462.04
7	42,071.00	3,166.64	45,237.64	372.82	836.52	46,446.98	7,390.80	53,001.26
8	42,506.00	3,199.38	45,705.38	421.44	836.52	46,963.34	7,390.80	53,517.62
9	42,942.88	3,232.28	46,175.26	471.12	836.52	47,482.90	7,390.80	54,037.18
10	46,275.51	3,483.11	49,758.62	521.87	836.52	51,117.01	7,390.80	57,671.29
11	46,383.01	3,491.20	49,874.21	573.67	836.52	51,284.40	7,390.80	57,839.68
12	46,490.51	3,499.29	49,989.80	626.54	836.52	51,452.86	7,390.80	58,007.14
13	46,598.01	3,507.39	50,105.40	680.48	836.52	51,622.40	7,390.80	58,176.68
14	46,705.50	3,515.48	50,220.98	735.47	836.52	51,792.97	7,390.80	58,347.25
15	48,811.76	3,658.96	52,270.72	791.53	836.52	53,898.77	7,390.80	60,463.05
16	49,075.01	3,693.83	52,768.84	848.65	836.52	54,454.01	7,390.80	61,008.29
17	49,538.26	3,728.70	53,266.96	906.83	836.52	55,010.31	7,390.80	61,564.59
18	50,001.51	3,763.56	53,765.07	966.07	836.52	55,567.66	7,390.80	62,121.94
19	50,464.76	3,798.43	54,263.19	1,026.38	836.52	56,126.09	7,390.80	62,680.37
20	49,551.00	3,729.65	53,280.65	1,087.75	836.52	55,204.92	7,390.80	61,759.20
21	49,992.25	3,762.87	53,755.12	1,150.18	836.52	55,741.82	7,390.80	62,296.10
22	50,455.50	3,797.74	54,253.24	1,213.68	836.52	56,303.44	7,390.80	62,857.72
23	50,920.75	3,832.75	54,753.50	1,278.23	836.52	56,868.25	7,390.80	63,422.53
24	51,383.00	3,867.55	55,250.55	1,343.85	836.52	57,430.92	7,390.80	63,985.20
25	53,870.25	4,054.76	57,925.01	1,410.53	836.52	60,172.06	7,390.80	66,726.34
26	54,170.24	4,077.34	58,247.58	1,410.53	836.52	60,494.63	7,390.80	67,048.91
27	54,565.49	4,107.09	58,672.58	1,410.53	836.52	60,919.63	7,390.80	67,473.91
28	54,960.74	4,136.84	59,097.58	1,410.53	836.52	61,344.63	7,390.80	67,898.91
29	55,355.99	4,166.59	59,522.58	1,410.53	836.52	61,769.63	7,390.80	68,323.91
30	55,751.24	4,196.34	59,947.58	1,410.53	836.52	62,194.63	7,390.80	68,748.91
31	56,146.49	4,226.09	60,372.58	1,410.53	836.52	62,619.63	7,390.80	69,173.91
32	56,541.74	4,255.84	60,797.58	1,410.53	836.52	63,044.63	7,390.80	69,598.91
33	56,936.99	4,285.59	61,222.58	1,410.53	836.52	63,469.63	7,390.80	70,023.91
off scale	57,332.24	4,315.34	61,647.58	1,410.53	836.52	63,894.63	7,390.80	70,448.91

* Eligible staff must select either Flexible Benefit Option 1 or Flexible Benefit Option 2.

Option 1 - Full-time certified staff who choose not to participate in the school sponsored major medical plan shall receive $836.52 per year ($69.71 monthly) as taxable income in lieu of the Flexible Benefit Allowance.

Option 2 - Full-time certified staff who choose to participate in the school sponsored major medical plan shall receive $7,390.80 per year ($615.90 monthly) in Flexible Benefit Allowance toward their monthly health insurance premium.

NOTE - In addition to compensation included in the schedule above, the district will provide a $10,000.00 life insurance policy for each employee.

EXTRA DUTY AND CO-CURRICULAR COMPENSATION

SITE	ASSIGNMENT	RANGE
High School	A P Coordinator	$850 - $1150
High School	AG Education Supervision	$3500-$2500
High School	Dept Chair - Language Arts	$500 - $1000
High School	Dept Chair - Business	$500 - $1000
High School	Dept Chair - Social Studies	$500 - $1000
High School	Dept Chair - Science	$500 - $1000
High School	Dept Chair- Math	$500 - $1000
High School	Dept Chair - Fine Arts	$500 - $1000
High School	Dept Chair - Vocational	$500 - $1000
High School	Dept Chair - P.E.	$500 - $1000
High School	Dept Chair - JROTC	$500 - $1000
High School	Dept Chair - Driver Ed.	$500 - $1000
High School	Dept Chair - Special Ed.	$500 - $1000
High School	Student Council	$1100 - $1600
High School	Senior Class	$625 - $875
High School	Senior Class	$625 - $875
High School	Junior Class	$625 - $875
High School	Sophomore Class	$150 - $250
High School	Freshman Class	$150 - $250
High School	Journalism	$2100 - $2900
High School	Heritage Club	$250 - $350
High School	Heritage Club	$250 - $350
High School	Competitive Drama	$2000 - $2700
High School	Drama	$400 - $600
High School	Art	$1700 - $2300
High School	Vocal Music	$3500 - $5000
High School	Summer Band Pride	$4250 - $5750
High School	Band	$5600 - $7600
High School	Band Marching Asst.	$1950 - $2650
High School	Academic Coach	$1500 - $2000
High School	BPA	$1000 - $1400
High School	Honor Society	$600 - $1000
High School	Foreign Lang Club	$250 - $350
High School	Foreign Lang Club	$250 - $350
High School	Science Club	$400 - $600
High School	Science Club	$400 - $600
High School	Special Olympics	$250 - $350
High School	Detention Hall (pm)	$375 - $525
High School	Detention Hall (am)	$375 - $525
High School	Key Club	$1000 - $1400
High School	Mu Alpha Thea	$400 - $600
High School	Cheerleading (Varsity) Football	$550 - $750
High School	Cheerleading (Varsity) Basketball	$550 - $750
High School	Cheerleading (Varsity) Wrestling	$550 - $750
High School	Cheerleading (Freshman) Football	$325 - $475
High School	Cheerleading (Freshman) Basketball	$325 - $475
High School	Cheerleading (Freshman) Wrestling	$325 - $475
High School	Football Summer Athletic Pride	$5000 - $7000
High School	Football Head Coach (Grades 9-12)	$7100 - $10,000
High School	FB Offensive Coordinator (Grades 9-12)	$4300 - $5900
High School	FB Defensive Coordinator (Grades 9-12)	$4300 - $5900
High School	FB Special Teams Coordinator (Grades 9-12)	$4300 - $5900
High School	Football Asst. Coach (Grades 9-12)	$3100 - $4100
High School	Football Asst. Coach (Grades 9-12)	$3100 - $4100
High School	Football Asst. Coach (Grades 9-12)	$3100 - $4100
High School	Football Asst. Coach (Grades 9-12)	$3100 - $4100
High School	Basketball Head Coach (Boys)	$5400 - $7400
High School	Basketball Asst. Coach (Boys)	$2400 - $3400

High School	Basketball Asst. Coach (Boys)	$2400 - $3400
High School	Basketball Asst. Coach (Boys)	$2400 - $3400
High School	Basketball Head Coach (Girls)	$5400 - $7400
High School	Basketball Asst. Coach (Girls)	$2400 - $3400
High School	Basketball Asst. Coach (Girls)	$2400 - $3400
High School	Basketball Summer Pride	$1500 - $2500
High School	Wrestling Head Coach	$5000 - $7000
High School	Wrestling Asst. Coach	$2100 - $3000
High School	Wrestling Summer Pride	$1500 - $2500
High School	Cross Country Head Coach (Boys)	$2300 - $3300
High School	Cross Country Head Coach (Girls)	$2300 - $3300
High School	Cross Country Asst. Coach	$900 - $1300
High School	Cross Country Asst. Coach	$900 - $1300
High School	Tennis Head Coach (Boys)	$2500 - $3500
High School	Tennis Head Coach (Girls)	$2500 - $3500
High School	Softball Head Coach	$4100 - $5600
High School	Softball Asst. Coach	$2000 - $2800
High School	Slow Pitch Softball Head Coach	$3500 - $2500
High School	Slow Pitch Softball Assistant Coach	$2100 - $1500
High School	Softball Summer Pride	$1500 - $2500
High School	Track Head Coach (Boys)	$3100 - $4300
High School	Track Asst. Coach (Boys)	$1500 - $2100
High School	Track Head Coach (Girls)	$3100 - $4300
High School	Track Asst. Coach (Girls)	$1500 - $2100
High School	Track/Cross Country Summer Pride	$1750 - $2250
High School	Soccer Head Coach (Boys)	$3300 - $4300
High School	Soccer Asst. Coach (Boys)	$1500 - $2000
High School	Soccer Head Coach (Girls)	$3300 - $4300
High School	Soccer Asst. Coach (Girls)	$1500 - $2000
High School	Golf Head Coach (Boys)	$2300 - $3300
High School	Golf Head Coach (Girls)	$2300 - $3300
High School	JV Golf (Girls & Boys)	$900 - $1300
High School	Baseball Head Coach	$4300 - $6000
High School	Baseball Asst. Coach	$2000 - $2700
High School	Baseball Summer Pride	$1750 - $2250
High School	Baseball Head Coach (9th grade)	$1700 - $2300
High School	Basketball Head Coach (9th grade boys)	$1475 - $1975
High School	Basketball Head Coach (9th grade girls	$1475 - $1975
High School	Track Head Coach (9th grade boys)	$850 - $1150
High School	Track Head Coach (9th grade girls)	$850 - $1150
High School	Weightlifting Head Coach	$850 - $1150
High School	Web page coordinator	$1250 - $1750
High School	Youth in Government	$250 - $350
High School	Bus Loading Supervision	$400 - $600
Junior High	Art Stars	$250 - $350
Junior High	Drama	$500 - $700
Junior High	Cheerleading Football	$275 - $375
Junior High	Cheerleading Basketball	$275 - $375
Junior High	Cheerleading Wrestling	$275 - $375
Junior High	Pep Club	$150 - $250
Junior High	Newspaper	$250 - $350
Junior High	Newspaper	$250 - $350
Junior High	Detention Duty (Lunch)	$375 - $525
Junior High	Detention Duty (Lunch)	$375 - $525
Junior High	Detention Duty (pm)	$375 - $525
Junior High	Math Counts	$250 - $350
Junior High	Math Counts	$250 - $350
Junior High	Builders Club	$750 - $850
Junior High	Pro Team Club	$250 - $350
Junior High	Academic Team	$625 - $875
Junior High	Student Council	$550 - $750
Junior High	Student Council	$550 - $750

Junior High	Honor Society	$250 - $350
Junior High	Honor Society	$250 - $350
Junior High	Journalism	$850 - $1150
Junior High	Yearbook Photographer	$150 - $250
Junior High	Band Music Assistant	$1850 - $2550
Junior High	Band (8th gr) & HS Asst.	$3825 - $5175
Junior High	Vocal Music	$1475 - $2025
Junior High	JH Athletic Summer Pride	$2250 - $2750
Junior High	Football Head Coach (8th gr)	$2550 - $3450
Junior High	Football Asst. Coach (8th gr)	$1350 - $1850
Junior High	Football Asst. Coach (8th gr)	$1350 - $1850
Junior High	Football Head Coach (7th gr)	$2550 - $3450
Junior High	Football Asst. Coach (7th gr)	$1350 - $1850
Junior High	Football Asst. Coach (7th gr)	$1350 - $1850
Junior High	Basketball Head Coach (8th gr boys)	$1425 - $1975
Junior High	Basketball Head Coach (7th gr boys)	$1425 - $1975
Junior High	Basketball Head Coach (8th gr girls)	$1425 - $1975
Junior High	Basketball Head Coach (7th gr girls)	$1425 - $1975
Junior High	Soccer Head Coach	$1850 - $1350
Junior High	Softball Head Coach	$1350 - $1850
Junior High	Softball Asst. Coach	$900 - $1300
Junior High	Track Head Coach (7th & 8th gr boys)	$1350 - $1850
Junior High	Track Head Coach (7th & 8th gr girls)	$1350 - $1850
Junior High	Tennis Head Coach (7th & 8th gr boys)	$1000 - $1400
Junior High	Tennis Head Coach (7th & 8th gr girls)	$1000 - $1400
Junior High	Golf Head Coach (7th-8th-9th boys)	$1000 - $1400
Junior High	Golf Head Coach (7th-8th-9th girls)	$1000 - $1400
Junior High	Wrestling Head Coach (7th-8th-9th)	$1425 - $1975
Junior High	Wrestling Asst. Coach (7th-8th-9th)	$1000 - $1400
Junior High	Cross Country Head Coach (7th-8th-9th	$900 - $1300
Junior High	Cross Country Head Coach (7th-8th-9th	$900 - $1300
Junior High	Baseball Head Coach (8th gr)	$1350 - $1850
Junior High	Baseball Asst. Coach (8th gr)	$900 - $1300
Junior High	Baseball Head Coach (7th gr)	$1350 - $1850
Junior High	Baseball Asst. Coach (7th gr)	$900 - $1300
Junior High	Head Volleyball Coach	$1750 - $2250
Junior High	Web page coordinator	$400 - $600
Junior High	Bus Loading Supervision	$400 - $600
Junior High	"Five" Team Leaders	$400 - $600
GUES	Academic Team Coach	$250 - $350
GUES	Honor Choir	$500 - $700
GUES	Academic Team Coach	$250 - $350
GUES	Web page coordinator	$250 - $350
GUES	Bus Loading Supervision	$400 - $600
Fogarty	Web page coordinator	$250 - $350
Fogarty/Cotteral	Honor Choir	$500 - $700
Fogarty	Bus Loading Supervision	$400 - $600
Central	Web page coordinator	$250 - $350
Central	Bus Loading Supervision	$400 - $600
Central/C.O.	Honor Choir	$500 - $700
Cotteral	Web page coordinator	$250 - $350
Cotteral	Bus Loading Supervision	$400 - $600

Bus Driving

Except for "down time", certified personnel required by the District to drive a school vehicle requiring a CDL (Certified Driver's License) to extra-curricular activities, where they are acting in their official capacity as coach or

supervisor shall be compensated at the same rate as support personnel drivers while transporting students and will be paid out of the coaches or supervisors activity account. Coaches or supervisors shall keep an individual timesheet and have all travel for driving pre-approved by the Director of Athletics. All approved timesheets must be signed and turned into the Board of Education for pay no later than two weeks after the end of that coach or supervisors season.

Note: The term "down time" refers to the time a support employee driver remains at the activity while the event is being conducted.

ARTICLE IX: FLOATING AND PART-TIME TEACHERS' DUTIES

Duties assigned to floating and part-time teachers shall be based proportionately upon the amount of time spent in each building.

ARTICLE X: AFTER SCHOOL DUTIES – REMUNERATION

Teachers supervising, keeping gate, running the clock, scorekeeping, performing an assigned function at admission charging event such as vocal music, band, drama or athletics, which occur after the regular classroom day, shall be voluntary. If volunteers are available, they will be reimbursed at forty ($40) dollars per event. If volunteers are not available, then the principal shall appoint teachers to such duties on a rotating basis at forty ($40) dollars per event.

ARTICLE XI: LEAVES

A. Professional Leave

Professional leave may be provided upon request and approval of appropriate administration. Such leaves shall be used for attendance at professional conferences, meetings, workshops, observations of other schools' programs or other meetings. The cost of the substitute for professional days will be paid by the district.

B. Jury Leave

Teachers shall be granted leave to serve on a jury or as a subpoenaed witness. A teacher serving as a juror or subpoenaed witness shall be paid the full contract salary less any compensation received for such service, exclusive of parking or mileage reimbursement.

C. Maternity Leave

A teacher who is pregnant may continue her teaching duties until, in the opinion of the teacher's physician and the teacher, she is no longer able to perform her professional duties. The teacher shall give notice in writing at least fourteen (14) days prior to the time she intends to cease her teaching duties, except in case of an emergency.

This notice shall also state whether or not she intends to return to the district after the child is born and when she intends to return. A teacher who gives notice she desires to return to the district must reaffirm that intent by giving written notice to the Board within sixty (60) days of the child's birth. At the time of her return, the teacher shall be assigned to the same position which she had at the time her leave commenced, or if that position no longer exists, to a substantially equivalent position for which she is qualified, provided she returns within the same contract year. Up to thirty (30) days of sick leave with pay can be used for maternity leave. Any requested days beyond thirty (30) must be documented by a physician. Any substitute or teacher hired to replace a teacher on maternity leave shall be hired on a duration of need contract which will specify the dates of his/her employment.

If a teacher on sick leave for maternity reasons applies for and is granted extended use of sick leave pursuant to Section 142-School Laws of Oklahoma 1994, the teacher shall receive her salary less the amount normally paid a certified substitute teacher, if a certified teacher is hired; or normally paid a certified substitute teacher, if a certified substitute teacher is not hired.

D. Personal Leave

Each teacher shall have three (3) days to be used as personal or emergency leave with the following restrictions:

1. Such leave shall be granted upon request of the teacher to the building administrator at least forty-eight (48) hours in advance of the requested leave. The time limit shall be waived in case of emergency

2. Cost of the substitute for three (3) personal days will be paid by the school system

3. These days are not cumulative

4. Any days taken over the allowed three (3) days will result in loss of a full day's pay for each day

5. The day immediately preceding and following a school holiday will not be allowed for personal leave, except as approved by the building principal

6. Personal leave cannot be used the first (5) and last (5) days of instruction.

7. Unused personal leave days shall accumulate as sick leave for the following year; however, those teachers who have one hundred ten (110) unused sick leave days accumulated at the close of the school year may make a written request to receive fifty ($50) dollars per day for each unused personal leave day, maximum of three (3) days. Eligible staff must request payment in writing to the office of the Superintendent by June 1 each year to receive reimbursement. Reimbursement for unused personal leave days is not cumulative.

E. Unpaid Leave of Absence

1. Career teachers with at least three (3) years of service to the district may apply to the Board for a one (1) year of unpaid leave of absence for the purpose of extended illness, advanced study, child rearing, travel or other reasons of value to the school system

2. Applications for unpaid leave of absence for the ensuing year must be filed prior to March 15. In the case of a request for extended illness, the application must be accompanied by a doctor's statement. In the case of a request for advanced study, the application must be accompanied by a statement from the teacher promising to enroll in and pursue at least sixteen (16) college credits

3. If, during the current school year, a catastrophic event occurs, a teacher may request an unpaid leave of absence for the period of time required to remedy the situation. The application must be accompanied by appropriate documentation. Upon return, if during the current school year, the teacher will be assigned to the same position held previous to the leave

4. Applications for reinstatement for the ensuing year following a leave of absence must be filed by March 15. If the teacher fails to apply for reinstatement by March 15, he/she will be deemed to have resigned from the district. Medical reinstatement applications must be accompanied by a physician's statement that the teacher is able to return to work and perform the essential functions of the job

5. Upon returning from an unpaid leave of absence, the teacher will be assigned to the school and/or department he/she was in prior to the leave if a vacancy exists, or to another position for which the teacher is qualified

6. Upon returning from an unpaid leave of absence, the teacher will be placed on the same salary step he/she was on prior to the leave. All accumulated leave benefits will be reinstated upon return from an unpaid leave of absence

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

8. Teachers shall receive Family and Medical Leave as required by Federal Law and covered by Board Policy

F. Bereavement Leave

Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to a teacher in the event of a death in the immediate family. The immediate family shall include spouse, parent, stepparent, child, stepchild, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, parent-in-law, aunt or uncle, and aunt or uncle-in-law. (Bereavement leave need not be taken on consecutive days but must be initiated within fifteen (15) days and completed within thirty (30) days of the qualifying event.)

G. Family Activity Leave

Teachers may request up to three (3) days of Family Activity Leave per school year to attend activities in which their children/spouse are participating with the following restrictions:

1. Such leave must be requested by the teacher to the building administrator at least forty-eight (48) hours in advance

of the requested leave, except in special circumstances, which will be considered on a case-by-case basis.

2. The teacher must have used all three (3) district provided Personal Days in advance of the request to use Family Activity Leave.

3. Family Activity Leave cannot be used during the first five (5) or the last five (5) days of instruction.

4. The workday immediately preceding and following a school holiday will not be allowed for Family Activity Leave, except as approved by the building principal.

5. The cost of a substitute teacher will be deducted from the teacher's salary for each day used. Family Activity Leave Days do not accumulate for the following year and do not roll into sick leave days.

ARTICLE XII: SICK LEAVE

A. Ten (10) days of sick leave shall be granted annually for personal illness, accidental injury, pregnancy or temporary disability to the teacher or accidental injury or illness in the immediate family. (Immediate family shall include: spouse, parent, stepparent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild or parent-in-law.)

B. If, after exhausting all sick leave, a teacher is absent from his or her duties due to personal accidental injury, illness or pregnancy, the teacher shall receive for a period of not to exceed twenty (20) days his or her full contract salary less the amount normally paid a certified substitute teacher if a certified substitute teacher is hired; or normally paid a certified substitute teacher if a certified substitute teacher is not hired.

C. Career teachers who legally retire shall be paid for accrued sick leave upon written request at the rate of fifty ($50) dollars per day. Those teachers who have resigned and have taught in the Guthrie Public School System for a minimum of ten (10) years shall also be paid for accrued sick leave at the rate of fifty ($50) dollars per day. Written request by the teacher prior to the effective date of resignation (but not later than June 15th) shall be required. This can only be done once and the District shall pay on a maximum of one hundred twenty (120) days.

All sick leave days paid upon separation of employment through retirement must have been accrued in the service of Guthrie Public Schools. Sick leave days transferred from other employment will not be considered for reimbursement.

Requests for accumulated sick leave reimbursement received after the close of the fiscal year on June 30th will not be paid.

D. The Personnel Clerk shall provide each certified employee the following information:

1. Number of sick leave days accumulated
2. Number of sick leave days used during the year
3. Number of sick leave days in reserve

At the beginning of each school year, a list showing each teacher's accumulated sick leave will be given to each principal.

E. Unused sick leave days shall accumulate to a maximum of one hundred twenty (120) days per teacher. Official records of all days accumulated above one hundred twenty (120) shall be maintained by the school district for the purpose of teacher retirement.

Teachers who have accumulated one hundred twenty (120) days sick leave prior to the commencement of the school year earn an additional ten (10) days when the new school year begins which will be credited to their individual retirement reserve accounts.

Board policy D13 – A defines the terms and conditions for shared sick leave.

ARTICLE XIII: TEACHER EVALUATION

A. Notification—Within two (2) weeks after the beginning of each school year, the building principal or immediate supervisor shall acquaint all teachers under his/her supervision with the teacher district evaluation procedures,

standards and instruments. Each teacher will be advised, in writing, as to who will observe and evaluate his/her performance. No evaluation, formal or informal, shall take place until such orientation has been completed. Teachers assigned to more than one school site may be observed and evaluated by each supervising principal, assistant principal or immediate supervisor.

A teacher newly employed or a teacher reassigned after the beginning of the school term shall be notified by his/her building principal or immediate supervisor of the evaluation procedures in effect. Such notification shall be within two (2) weeks of the first day in the new assignment.

B. Formal Observations—All formal observations of a teacher shall be conducted with the full knowledge of the teacher.

C. Informal Observations—Any informal observations which are to be used to evaluate the teacher shall be reduced to writing and within five (5) teacher work days following the informal observation shall be discussed with the teacher. A copy of the written compilation and an opportunity for written response to be attached to the original and the copy shall be given to the teacher.

D. Evaluations — Teachers:

a. Every probationary teacher shall receive formative feedback from the evaluation process once per school year. Probationary teachers will have a minimum of one observation per nine weeks and one cumulative formative evaluation the 4th nine weeks.

b. Every teacher will be evaluated once every year, except for career teachers receiving a "superior" or "highly effective" who may be evaluated once every three years.

The parties acknowledge that the Marzano Teacher Evaluation System (TLE) will be utilized by the school district as the exclusive (TLE). The procedures outlined in the Marzano (TLE) shall take precedent or any negotiated teacher evaluation procedure if there is a conflict.

E. Formal Evaluation: The building principal or immediate supervisor shall evaluate each teacher formally in writing using the following procedure:

1. Each formal written evaluation shall be preceded by at least two (2) classroom observations consisting of one informal and one formal.
2. A copy of each formal written evaluation shall be given to the teacher and a conference shall be held between the teacher and the building principal or immediate supervisor within ten (10) school days following the classroom observation. A copy signed by both parties shall be given to the teacher.

3. If the teacher feels his /her formal written evaluation is incomplete, inaccurate or unjust, the teacher may, within two (2) weeks after the evaluation, put any objections in writing and have them attached to the evaluation report and placed in his/her personnel file.

4. If a plan for improvement is recommended by the evaluator, such plan shall be developed with input from the teacher as soon as possible after the evaluation conference, if it is not developed at the time of the conference. The teacher will be allowed a reasonable time to make such improvements, not to exceed two (2) months.

F. Remediation: The building principal or immediate supervisor shall provide the teacher with definite, positive assistance to improve the quality of teaching and to eliminate difficulties noted in the evaluation.

G. Recommendations for Renewal of Contract: When recommendations for renewal or non-renewal of teacher's contracts are approved by the Board of Education, teachers shall receive notifications, in writing, of that recommendation. The report shall not contain information which has not previously been known to and discussed with the teacher.

H. Employment Procedures: The District will follow current statutes regarding employment, discipline and dismissal procedures.

A conference will be held between the teacher and the appropriate administrator prior to any disciplinary action.

I. Evaluation Instrument. The Board of Education has adopted the Marzano (TLE) Model for the 2021~~2~~ - 2022~~3~~ school year.

J. The standards of performance and conduct adopted by the State Board of Education shall be the same for the Guthrie Public Schools and will be made a part of this contract.

ARTICLE XIV: PERSONNEL FILES

A. Official files shall be maintained in the offices of the Superintendent and the principal. Unofficial working files may be maintained in the office of each principal.

B. Material that adversely affects the teacher's employment status may not be placed in the teacher's official files until the teacher has had the opportunity to read the material and to sign and date the actual copies to be filed. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher may, within ten (10) working days, affix a written response to said material.

C. A teacher or, upon written authorization the teacher's designee, may review the non-confidential contents of the teacher's official files during normal business hours, but not during the duty time of the teacher or designee.

D. Any allegation, anonymous charge or complaint which is unproven through a thorough documented investigation shall not be placed in a teacher's official file.

E. The personnel records of the district are maintained as confidential files. All official records will be kept in a limited access area. Access to a teacher's official file will be limited to: the teacher or the teacher's designee, district employees who have a need to review the files in order to complete a job responsibility, members of the Board of Education and as otherwise required by law.

F. Material in the teacher's personnel file may be removed after five (5) years upon mutual agreement of the teacher and the Superintendent with Board approval.

ARTICLE XV: REPRESENTATION AT DISCIPLINARY CONFERENCE

Teachers shall have the option of having a representative present as a witness whenever the teacher is receiving a written reprimand which will be placed in the teacher's permanent personnel file. If possible, the administrator conducting the meeting shall give reasonable notice so that the affected teacher may secure a witness, if desired.

When a scheduled conference becomes disciplinary in nature and the teacher will receive a written reprimand which will be placed in the teacher's permanent personnel file, the teacher may request that the meeting be delayed to allow the teacher the opportunity to secure a witness. However, in no case will the meeting be delayed beyond the end of the current work day.

Nothing in this section shall prohibit the administrator from having a witness when deemed necessary.

The above provisions do not apply to or restrict the district's statutory authority to suspend a teacher under O.S. 70-6-101.29 whenever the Superintendent of the district has reason to believe that cause exists for the dismissal of the teacher and is of the opinion that the immediate suspension of the teacher would be in the best interest of the children of the district.

ARTICLE XVI: GRIEVANCE PROCEDURE

A. Definitions

1. A "grievant" shall mean a teacher, a group of teachers, their G.A.C.T. representative or the G.A.C.T. filing a grievance.

2. A grievance shall mean an alleged violation, misinterpretation or misapplication of this Agreement, federal law, state law, Board policy or administrative policy.

3. A "party in interest" is anyone making a claim, participating in actions or having actions taken against them.

4. "Days" shall mean teacher employment days unless otherwise indicated. If time limits are not met, the grievant may take his/her grievance to the next level. If the grievant does not meet the time limits, his/her grievance is dropped.

B. Rights to Representation

1. The Association reserves the right to have a representative present for any meetings related to a grievance which has been formally presented.

2. If, in the judgment of the Association, a grievance affects the Association, a grievance may be submitted in writing to the Superintendent directly and the processing of the grievance will begin at Level II.

C. Individual Rights

1. This agreement does not limit the rights of an individual teacher to discuss a grievance with proper administrators and have the problem solved without the intervention of the Association (if such action does not conflict with the terms of this agreement).
2. A grievant may represent himself/herself or be represented by an Association member or a person of the grievant's choosing.

3. Any grievance shall be submitted no later than ten (10) school days after the incident has occurred or no later than ten (10) days after such time as the incident becomes known to the individual.

D. Procedure:

The Association feels it is most desirable for an employee and his/her immediate supervisor to resolve the problems, if possible. When requested by an employee, the building representative may join in the discussions to help solve the problem. If this process does not satisfy the teacher, then the grievance shall be processed as follows:

Level I—The employee or Association presents a grievance, in writing, to the principal who arranges for a meeting to take place within five (5) days after receiving the grievance. Within five (5) days after this meeting, the principal must provide the teacher a written decision on the grievance. The answer shall include the reason upon which the decision was based.

Level II—If the teacher is not satisfied with the Level 1 decision or if no decision is given within five (5) days after the hearing, the teacher may forward the grievance to the Superintendent. The Superintendent shall arrange for a meeting with the grievant and/or Association to take place within five (5) days after he received the appeal. Witnesses and counselors may be present at the hearing if they have information concerning the grievance. The Superintendent will have five (5) days to give his/her written decision, together with the reasons for the decision, to the grievant.

If the alleged grievance has not been solved by the conclusion of the Level II hearing, an Alternative Solution Panel consisting of two members appointed by the GACT shall meet with the grievant(s) and the administrator within ten (10) days in an attempt to find a solution to the grievance prior to the Level III hearing before the Board of Education.

Level III—If the teacher or the Association is not satisfied with the decision at Level II or, if no decision is given within five (5) days, then the grievance may be referred to the Board of Education. The Board will arrange for a meeting with the grievant and/or Association to take place at the next Board Meeting or within thirty (30) days of the receipt of the appeal. Within five (5) days after the hearing, the Board shall give a written decision on the grievance.

E. Exception to Time Limits

When a grievance is submitted at any level on or after May 1, the time limits shall consist of all week days so that the matter may be resolved before the end of the school term or as soon as possible thereafter.

F. No Reprisals

No reprisals will be taken against any teacher because of his/her participation in this grievance procedure.

G. The Board and Administration will cooperate with the Association in its investigation of any grievance and further, will furnish the Association with such information as is required for the processing of any grievance.

H. If the processing of any grievance requires a teacher or an Association representative to be released from his/her regular assignment, he/she shall be released without loss of pay or benefits. Payment of a substitute shall be made by the Board or the Association determined by which party asks for release time.

I. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of a participant.

ARTICLE XVII: REDUCTION IN FORCE

I. Prompting Oklahoma Legislation

Oklahoma Statutes at Section 6-101.31 of Title 70, provide as follows: "The primary basis used in determining the retention or reassignment of affected teachers and administrators when a school district implements a reduction-in-force plan shall be the ratings of the teachers and administrators as measured pursuant to the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6 of this act."

II. General

1. Reasons for a Reduction in Force. Any teacher in the District may be non-reemployed for the following fiscal year when the board decides that due to (a) a financial necessity or (b) a program change or (c) a decline in enrollment or (d) other business inevitability as determined by the board, a reduction in the teaching staff for the following fiscal year is necessary.

2. Definitions. For the purpose of this section, the following terms have the stated meanings:

   "Financial necessity" means a reduction in the District's financial resources that in the sole judgment of the board of education will result in a reduction in the District's current or future operating budget.

   "Program change" means any elimination, curtailment or reorganization of a curricular / instructional offering, program or school operation or a reorganization or closing of a school or a consolidation of two or more individual schools or school districts.

   "Declining enrollment" means a decrease in the District's total enrollment or enrollment in a particular program or curricular / instructional offering which in the sole judgment of the board of education may adversely affect the District's current or future funding and/or the necessity of maintaining certain current or future class sections or curricular / instructional offerings.

3. Criteria for Eliminating Positions. The primary standard in implementing any reduction in force shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the District. In deciding which positions to eliminate, the superintendent and the board will consider the curriculum, instructional focus and the unique / multi-dimensional needs of students. Natural attrition will always be used as the first means of reducing the force.

III. Criteria for Non-reemployment of Teachers in Affected Positions.

1. Once a determination has been made as to which positions should be eliminated then the primary basis that will be used in determining which teachers to retain in the affected position(s) will be the composite evaluation rating of the teachers holding such positions as measured (to the nearest hundredth of a decimal point) by the District's Teacher and Leader Effectiveness Evaluation System (TLE) for each year in which the TLE has been in effect. If the composite ratings of the teachers in the affected positions are identical then the following, **in this order**, shall control:

   a) Seniority in the District.
   b) The number of certifications held.
   c) Total years of teaching experience.
   d) A lot drawing made by the Superintendent of Schools in the presence of an authorized representative of the GACT.

IV. "Bumping" Rights

Only those teachers who have an average three year ranking that falls at the effective rating of 2.80 or above will be given bumping rights. If three years of rankings are not available, the district will use an average of available years. In order to bump, a teacher must be certified in the position they seek to move into and must meet all state and federal requirements necessary to hold that position.

In the event a teacher eliminated through RIF is certified to hold a position other than the one being eliminated, said teacher may bump another teacher in that position, as long as the teacher has seniority over that person and has an

average composite ranking score that is greater than the other teacher as measured to the nearest hundredth of a decimal point.

If the composite ratings of the teachers in the affected positions are identical then the following, **in this order**, shall control bumping:

a. Seniority in the District (as stated above).
b. The number of certifications held.
c. Total years of teaching experience.
d. A lot drawing made by the Superintendent of Schools in the presence of an authorized representative of the GACT.

V. Procedures For Reduction in Force

1. Action by Superintendent. The superintendent, upon receipt of the board's preliminary determination of the necessity for a reduction in force, or upon the superintendent's own decision, shall submit to the board the superintendent's written recommendations for eliminating particular teaching positions. In making recommendations, the superintendent (a) shall not be limited to considering only positions in the areas or programs designated by the board and (b) shall consult with the deputy superintendent, if any, and each relevant principal and administrator in whose school or unit a position elimination is proposed and (c) shall take into consideration the criteria set out herein.

2. Action by Board. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation, the board may initiate action without such recommendation provided that it adheres to the other provisions of this Reduction in Force Agreement.

3. Notice and Hearing Procedures. Prior to taking any action to non-reemploy a teacher due to a reduction in force, whether acting on a recommendation of the superintendent or on its own decision, the board shall provide written notice and an opportunity for hearing to the affected teacher; provided however, because the law does not provide nonrenewal hearings for teachers on temporary contracts, no hearing opportunity shall be afforded any teacher on a temporary contract with notice of the expiration of the temporary teacher's contract at the end of the school year being provided to the temporary teacher. The notice and board hearing procedures for teachers other than temporary teachers shall be the same as those provided by Oklahoma law regarding non-reemployment of teachers. Notice of a recommendation of non-reemployment shall be given to the teacher prior to the applicable deadline set by law.

4. Board Hearing. At the board hearing, evidence may be presented by the administration and the teacher, as to (a) whether a reduction in force is reasonably necessary and is being made in good faith and for the best interests of the District and (b) whether the recommendation to not renew the specific teacher is being made in good faith under this Reduction in Force Agreement.

5. Effect of Board Decision. The decision of the board based on the evidence presented at the hearing shall be final and non-appealable.

VI. Re-employment or Other Employment After Reduction in Force

1. Recall. For one school year after the effective date of non-reemployment due to a reduction in force, the board of education shall not fill positions eliminated through reduction in force without first offering such positions to the non-reemployed and eligible teachers. In order to be an "eligible teacher" for recall, the teacher, at the time of the reduction in force, must have had an overall composite evaluation rating, for the time period used, of at least 2.80 on a scale of 5.00 and be certified and qualified to teach in the open position. Recall shall be in the reverse order of the reduction in force. In the event one or more teachers eligible for recall are equal in all criteria used in the reduction procedure, the superintendent / superintendent designee shall have authority to select the teacher believed to best fit the needs of the district.

2. Recall Procedures. The offer of reemployment shall be made personally and by certified mail, return receipt requested, and the teacher shall be notified in such notice that if the teacher wishes to accept, the teacher must do so in writing within five (5) calendar days of his receipt of notice. It is the responsibility of the teacher to keep full, accurate and current mailing addresses / phone numbers up-to-date with the Personnel Office of the District. Failure to

receive acceptance within five (5) calendar days or rejection of the offer of reemployment eliminates all reemployment rights of the teacher.

3. Status After Recall. A career teacher who has been non-reemployed and who is then reemployed within one school year shall be reinstated as a career teacher. A probationary teacher who is non-reemployed but is then reemployed within one school year shall be given credit for the time already served as a probationary teacher for the purpose of determining eligibility for career teacher status.

ARTICLE XVIII: CLASSROOM SUPPLIES

A. For the 2022-2023 school year, the Board will designate one hundred & fifty ($150) dollars per teacher to be spent on classroom supplies.

B. The classroom supplies' allocation shall be available until January 31st through the building site principal.

C. Expenditures must comply with purchasing guidelines as defined by the State Department of Education requiring proper requisitions and purchase orders prior to purchase of supplies for the classrooms.

D. Purchase guidelines adopted by the Board will be made available to each building staff.

ARTICLE XIX: WORKING CONDITIONS

The Board shall provide typing service at no cost to teachers for the typing of purchase requests and check requests that are required by the Administration to be submitted in type written format.

ARTICLE XX: ASSOCIATION RIGHTS

A. The administration shall make available to the GACT president or designee copies of Board meeting agenda and proposed minutes. These items may be obtained at the receptionist's desk at Central Office on the day of the Board meeting.

B. The Board shall provide the Association with a total of ten (10) paid days per year for leave to conduct official Association business. Written request for the use of Association leave shall be made to the Superintendent or designee through the President of the Association twenty-four (24) hours in advance of the anticipated absence.

C. The Association shall have the right to place GACT-related notices, circulars and other Association material on designated school bulletin boards and in teachers' mail boxes. A copy of each item so displayed, distributed or otherwise provided to teachers by the Association shall be provided to the building principal and the Superintendent's office.

D. Any item posted or displayed shall bear the signature of an Association officer, building representative or the individual posting it, or carry the Association letterhead.

E. Association representatives may visit teachers for the purpose of transacting official business of the Association. Teachers may not be interrupted or hindered in the performance of assigned duties.

F. The Association will be permitted to use school facilities for Association meetings and/or business upon arrangement with the site administrator.

ARTICLE XXI: WORK DAY/WORK YEAR

A. The teacher work year for ten (10) month employees shall correspond with Guthrie Public Schools Board approved calendar. Each teacher shall be compensated daily rate of pay of his/her annual salary for each day he/she is required to work above Board approved calendar.

B. One conference day without student attendance shall be scheduled for each semester.

C. Providing that assigned duties and professional responsibilities related to the proper functioning of the school does not require otherwise, teachers shall report for work twenty (20) minutes before the student day begins and shall remain at work twenty (20) minutes after the student day ends. Teachers shall be in the building to which they are assigned no

later than the beginning of the workday and at their duty station or classroom no later than ten (10) minutes prior to commencement of classes. Teachers assigned to perform duties prior to or after the workday are to report at the time directed by the building principal. Teachers may be required to remain after the workday to attend activities related to the proper functioning of the school. Such activities include, but are not limited to, staff meetings, parent conferences, open house and graduation exercises. Teachers shall attend promptly all meetings called by the principal or Superintendent. Except in the case of emergencies, teachers shall be notified of meetings and/or conferences in advance.

ARTICLE XXII: CONTRACTS

Individual contracts shall be delivered to all teaching personnel within thirty (30) working days of the ratification of the negotiated agreement, or no later than twenty (20) working days after the first payroll reflecting changes in the negotiated agreement.

ARTICLE XXIII: ASSAULT ON SCHOOL DISTRICT TEACHERS

In case of an assault, battery, or assault and battery upon a teacher as defined by Oklahoma Statutes, the District shall render assistance to the teacher in reporting the incident and communicating with law enforcement officials.

ARTICLE XXIV: SAVINGS CLAUSE

A. If anything in this and/or subsequent agreements are found to be contrary to law, it will not jeopardize any other articles (as per Procedural Agreement).

B. A meeting between the two negotiations teams will be held after any such findings to work out a tentative agreement (subject to ratification by both GACT and the School Board) over said articles found to be illegal.

ARTICLE XXV: DURATION OF AGREEMENT

This Agreement represents the full and complete agreement between the Board and the Association and shall remain in effect until replaced by a subsequent Agreement negotiated in accordance with the provisions of the Procedural Agreement (APPENDIX A).

THIS DOCUMENT REPRESENTS THE FULL AND COMPLETE AGREEMENT ENTERED INTO BY THE ASSOCIATION AND THE BOARD.

Michelle Redus 8-15-22
G.A.C.T. PRESIDENT DATE

GUTHIE BOARD PRESIDENT 8-16-22
DATE

Vanessa Sodders 8/15/22
G.A.C.T. SPOKESMAN DATE

GUTHRIE SUPERINTENDENT 8-16-2022
DATE

APPENDIX A

PROCEDURAL AGREEMENT
BETWEEN
THE GUTHRIE ASSOCIATION OF CLASSROOM TEACHERS
AND
THE GUTHRIE BOARD OF EDUCATION

I. PURPOSE

A. The Guthrie Association of Classroom Teachers and the Guthrie Board of Education do hereby agree that the welfare and educational opportunities of Guthrie students is the paramount goal surrounding all activities comprising operations of the Independent School District Number I-1, Logan County, State of Oklahoma

B. The Guthrie Association of Classroom Teachers and the Board of Education of the Guthrie Public Schools recognize the need for an orderly process of communication for administering employer/employee relations which conform with Oklahoma Statutes, Title 70, Section 509.1 et seq., as amended.

II. RECOGNITION

A. The Agreement is made and entered into by and between the Guthrie Association of Classroom Teachers, hereinafter termed the "Association", and the Board of Education of the Guthrie Public Schools, hereinafter termed the "Board".

B. The Board hereby recognizes the Association as the exclusive representative for the bargaining unit consisting of all certified employees of the Guthrie Public Schools, excluding those employees who are required to hold an administrative certificate issued by the Oklahoma State Department of Education for their position. No individual member of the bargaining unit shall negotiate with the Board except through the duly recognized bargaining representatives and no member of the Board's team or the administration shall attempt to negotiate with members of the bargaining unit except through the duly recognized bargaining representatives.

C. All members of the bargaining unit shall have the right to join, participate in and assist the Association and the right to refrain from such activities. The Board and/or the Association shall not discriminate against persons for the exercise or nonexercise of rights under Oklahoma Statutes, Title 70, Section 509.1 et seq., as amended.

D. The Board retains and reserves unto itself all powers, rights and authority conferred upon and vested in it by state and federal law, including the right to make policy, rules and regulations that are consistent with any law or the negotiated agreement.

ARTICLE III: SCOPE OF BARGAINING

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

ARTICLE IV: NEGOTIATING PROCEDURES

A. Negotiation Teams

1. The Association and the Board shall each designate persons, who shall serve as their respective representatives for negotiations pursuant to the provisions of this agreement. Each party shall also designate the person on its team who will serve as spokesperson.

B. Initiating Negotiations

1. No later than April 15 of each year, either the Association or the Board shall submit a written request for negotiations pursuant to the provisions of this agreement. Each party shall also designate the person on its

team who will serve as spokesperson. By mutual agreement, the Association and the Board may adopt an informal format for Bargaining. If tentative agreement cannot be achieved on all proposals with this format, unresolved items will be addressed according to the formal negotiations process as outlined in this agreement.

2. Upon receipt of the request for negotiations to commence, the spokespersons for the respective bargaining teams will select a date and place acceptable to both parties for the initial meeting. This initial meeting shall be held within thirty (30) days of the date of the receipt of the request for bargaining, provided that negotiations have been completed for the previous year. In such case, the initial meeting shall be held within fifteen (15) days of the ratification of the previous contract.

3. Requests for information shall be made through the respective spokespersons. In order to insure good faith bargaining, the Board will provide information according to the Open Records Act. The Association may provide information which will facilitate the bargaining process. Information shall be provided within ten (10) working days of the initial request. In the event information cannot be released, a written rationale will be given within the same time frame.

4. Both parties shall submit items for negotiations at the first session. Both teams shall attempt to present proposals in complete Language except in proposals dealing with finances. In these proposals, the desired categories will be identified when items are initially submitted and specific language will be presented after the Legislature has adjourned. Subsequent proposals may only be submitted upon mutual agreement of both parties.

C. Negotiations Sessions

1. Only members of the respective negotiation teams, including legal or OEA counsel, may be present during negotiation sessions. Other parties may be permitted to be present by mutual agreement of the parties.

2. No recording or official transcripts shall be made without the mutual agreement of the parties.

3. Negotiations will be conducted at times, dates and places mutually agreed to by the parties through their respective spokespersons. The time, date and place of subsequent sessions may be set by mutual agreement of the parties prior to the close of each negotiating session.

4. Every attempt shall be made to schedule negotiations meetings at times which will not interfere with the school work day and the educational programs of the district.

5. A majority of each negotiations team must be present at negotiations meetings. Without a majority of each team, the spokespersons will reschedule a meeting to be held within three (3) calendar days. Each team member shall be notified by the respective spokesperson as to the time and place of the meeting.

D. Tentative Agreement

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

2. When tentative agreement is reached on any item, it shall be reduced to writing and signed and dated by the spokespersons of each team. When tentative agreement is reached on all items, they shall be submitted first to the membership of the Association for ratification and then to the Board for ratification no later than the regularly scheduled Board meeting.

ARTICLE V: IMPASSE

A. If negotiations are not successfully concluded by the first day of school, impasse shall exist. At an earlier time following initial negotiations, either party may declare impasse. By mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.

B. Within five (5) working days of the declaration of impasse, the parties may, by mutual agreement, request the services of the Federal Mediation and Conciliation Service.

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

1. A fact finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Board, within five (5) days. The third member shall be selected by the first two (2) members within fifteen (15) days as follows:

   The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of potential fact finders from the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one (1) name remains. The person whose name remains on the list will serve as the chairperson of the fact finding committee.

2. The committee shall meet with the Board or its duly designated representatives and with the Association representatives for the purpose of fact finding.

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

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

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

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

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

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

9. The Board shall file a copy of the fact finding report with the office of the State Superintendent of Public Instruction within fourteen (14) calendar days of its own receipt of such report and shall provide the Association with written proof of receipt by that office. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification and, upon ratification, such agreement shall also be forwarded to the State Superintendent. If the effort to resolve differences is unsuccessful, the Board shall forward to the State Superintendent, in writing, it's final disposition of the negotiations impasse process within thirty (30) days of the effective date of implementation and shall provide the Association with a true copy of said report.

ARTICLE VI: PRIOR AGREEMENTS

A. The parties mutually agree that this Procedural Agreement supersedes procedural agreements that may have been in effect between the Association and the Board.

ARTICLE VII: SAVINGS CLAUSE

A. If any provision of this Agreement or application of the Agreement to any employee covered hereby shall be found contrary to law, then all other provisions or application of the Agreement shall continue in full force and effect.

ARTICLE VIII:

A. This Agreement shall continue in effect unless notice is given, in writing, by January 10 of any year by either party that the party desires to amend or terminate this agreement. If either party elects to terminate, this agreement shall be terminated upon ratification of a new agreement to be completed with sixty (60) days of notification. If negotiations are in progress, the existing agreement will remain in effect until the contract is ratified.

Adopted: December 12, 1994

Michelle Rhodus	8-15-22		8-16-22
G.A.C.T PRESIDENT	DATE	GUTHRIE BOARD PRESIDENT	DATE
Sarah Soddard	8/15/22		8-16-2022
G.A.C.T. SPOKESPERSON	DATE	GUTHRIE SUPERINTENDENT	DATE

Standards of Performance and Conduct for Teachers

The following standards of conduct for teachers are adopted pursuant to HB 1017, 70 O.S.

Supp. 1990 6-101, 21 & 22.

Teachers are charged with the education of the youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

PRINCIPLE I

COMMITMENT TO THE STUDENTS

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning

2. Shall not unreasonably deny the student access to varying points of view

3. Shall not deliberately suppress or distort subject matter relevant to the student's progress

4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety

5. Shall not intentionally expose the student to embarrassment or disparagement

6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
    a. Exclude any student from participation in any program
    b. Deny benefits to any students
    c. Grant any advantage to any student

7. Shall not use professional relationships with students for private advantage

8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law

PRINCIPLE II

COMMITMENT TO THE PROFESSION

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to secure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not, in an application for a professional position, deliberately make a false statement or fail to disclose a material fact related to competency and qualifications

2. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education or other relevant attribute

3. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position

4. Shall not assist an unqualified person in the unauthorized practice of the profession

5. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

6. Shall not knowingly make false or malicious statements about a colleague

7. Shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions

Oklahoma Minimum Criteria for Effective Teaching Performance

H.B. 1466, 1985, Title 70 O.S. Supp. 1985, 6-102.3

I. PRACTICE

A. Teacher Management Indicators

1. The teacher plans for delivery of the lesson relative to short-term and long-term objectives.

2. Routine
The teacher uses minimum class time for noninstructional routines thus maximizing time on task.

3. Discipline
The teacher clearly defines expected behavior (encourages positive behavior and controls negative behavior).

4. Learning Environment
The teacher establishes rapport with students and provides a pleasant, safe and orderly climate conducive to learning.

B. Teacher Instructional Indicators

1. Establishes Objectives
The teacher communicates the instructional objectives to students.

2. Stress Sequence
The teacher shows how the present topic is related to those topics that have been taught or that will be taught.

3. Relates Objectives
The teacher relates subject topics to existing student experiences.

4. Involves All Learners
The teacher uses signaled responses, questioning techniques and/or guided practices to involve all students.

5. Explains Content
The teacher teaches the objectives through a variety of methods.

6. Explains Directions
The teacher gives directions that are clearly stated and related to the learning objectives.

7. Models
The teacher demonstrates the desired skills.

8. Monitors
The teacher checks to determine if students are progressing toward stated objectives.

9. Adjusts Based on Monitoring
The teacher changes instruction based on the results of monitoring.

10. Guides Practice
The teacher requires all students to practice newly learned skills while under the direct supervision of the teacher.

11. Provides For Independent Practice
The teacher requires students to practice newly learned skills without the direct supervision of the teacher.

12. Establishes Closure
The teacher summarizes and fits into context what has been taught.

II. Products

A. Teacher Product Indicators

1. Lesson Plans
The teacher writes daily lesson plans designed to achieve the identified objectives.

2. Student Files
The teacher maintains a written record of student progress.

3. Grading Patterns
The teacher utilizes grading patterns that are fairly administered and based on identified criteria.

B. Student Achievement Indicators

1. Students demonstrate mastery of the stated objectives through projects, daily assignments, performance and test scores.

Attorney General Opinion No. 86-146, January 9, 1987: It is therefore, the official opinion of the Attorney General that all evaluation policies adopted by Oklahoma school districts be based upon minimum criteria developed by the State Board of Education; that in these school districts with previously existing professional negotiation agreements, the negotiated provisions must comply with the State Board of Education minimum criteria: that the provisions of the evaluation procedure are mandatory topics of professional negotiations; and that the criteria negotiated and adopted may exceed the minimum criteria promulgated by the State Board of Education pursuant to 70 O.S. Supp. 1936, 16-103.3(1).

GRIEVANCE FORM

Level (Check one): **One**____, **Two**____ or **Three**____

Name of Grievant_____Assignment_____

Date or Occurrence giving rise to the Grievance_____

Citation of Article(s) and/or Section(s) alleged to have been violated_____

_____

Statement of Grievance_____

_____

_____

_____

Relief Sought_____

_____

_____

_____ _____

Signature of Grievant Date

Date Received_____

Decision and Supporting Reason(s) _____

_____

_____

_____

_____ _____

Signature and Title Date

(If additional space is needed to complete any segment(s) of this form, attach and properly identify additional pages)