2026-2027

NEGOTIATED AGREEMENT

Between the

Putnam City Schools Board of Education of Putnam City Schools Independent School District Number One Oklahoma County, Oklahoma

and the

Putnam City Association of Classroom Teachers

Putnam City Schools

TABLE OF CONTENTS

ARTICLE I: PROFESSIONAL NEGOTIATIONS AGREEMENT 4

SECTION 1: Recognition 4
SECTION 2: Individual Rights 4
SECTION 3: Scope of Bargaining 4
SECTION 4: Negotiations Procedures 5
SECTION 5: Impasse 6
SECTION 6: No Strike Pledge 7
SECTION 7: Severability 8
SECTION 8: Duration of Agreement 8
SECTION 9: Signatures 8

ARTICLE II: GRIEVANCE PROCEDURES 8

SECTION 1: Definitions 8
SECTION 2: Purpose 9
SECTION 3: Structure 9
SECTION 4: Informal Procedure 10
SECTION 5: Formal Procedure 10

ARTICLE III: PERSONNEL PROCEDURES 10

SECTION 1: Personnel Policies 10
SECTION 2: Right to Representation 11
SECTION 3: Adminstrative Appeal Procedure 11
SECTION 4: Complaints Against Teachers 12
SECTION 5: Teacher Personnel Files 13
SECTION 6: Teacher Dismissal or Non-renewal 13
SECTION 7: Teacher Reassignments / Transfers 14
SECTION 8: Reduction in Force 15
SECTION 9: Teacher Evaluation 16
SECTION 10: Teacher Protection 17
SECTION 11: Employment of Substitute Teachers 18
SECTION 12: Teacher Signing In and Out at Schools 18
SECTION 13: Publication of Job Vacancies 18

ARTICLE IV: GENERAL CONDITIONS OF EMPLOYMENT 19

SECTION 1: Work Year / Work Day 19
SECTION 2: Equalization of Duties 19
SECTION 3: Duty-Free Lunch Period 20
SECTION 4: Planning/Conference Time 20
SECTION 5: Student Behavior Procedures 20
SECTION 6: Teacher Instructional Supply Fund 21

SECTION 7:	Required Use of Personal Vehicle	22
SECTION 8:	Staff Relations	22
SECTION 9:	Professional Dress	22
SECTION 10:	Public Complaints About Instructional Materials	22
SECTION 11:	Association / Administration Liaison	24
SECTION 12:	Reports	24
SECTION 13:	Employment of Search Dog	24
SECTION 14:	Election Days	24
SECTION 15:	Breastfeeding	24
ARTICLE V:	**FRINGE BENEFITS**	**24**
SECTION 1:	Teacher Retirement Contribution	24
SECTION 2:	Compensation for Unused Sick Leave	24
SECTION 3:	Life Insurance	25
SECTION 4:	Optional Fringe Benefits	25
ARTICLE VI:	**LEAVES AND ABSENCES**	**26**
SECTION 1:	Sick Leave	26
SECTION 2:	Personal Leave	27
SECTION 3:	Bereavement Leave	28
SECTION 4:	Leave of Absence	29
SECTION 5:	Family Medical Leave Act	29
SECTION 6:	Maternity Leave	30
SECTION 7:	Parental Leave	31
SECTION 8:	Military Leave	31
SECTION 9:	Court Appearances / Jury Duty	31
SECTION 10:	Sick Leave Sharing	31
ARTICLE VII:	**SALARY DEDUCTIONS**	**33**
ARTICLE VIII:	**ASSOCIATION ACTIVITIES**	**33**
SECTION 1	Association Leave	33
SECTION 2	Release Time for Association Officers	33
SECTION 3:	Information Dissemination	34
SECTION 4:	Meetings	34
SECTION 5:	Association Visitation	34
SECTION 6:	Availability of Information	35
SECTION 7:	Negotiated Agreement Printing	35
ARTICLE IX:	**COMPENSATION PLANS**	**35**
SECTION 1:	Extra Pay	35
SECTION 2:	Tuition Reimbursements	35

SECTION 3:	Compensation for the Covering of Classes	35
SECTION 4:	Professional Staff Salary Schedule	36
SECTION 5:	Extra Assignment Compensation	38
	FY 27 Pay Tables	42
	Appendices	

ARTICLE I: PROFESSIONAL NEGOTIATIONS AGREEMENT

PROCEDURAL AGREEMENT FOR BARGAINING
BETWEEN
PUTNAM CITY BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 1
AND
PUTNAM CITY ASSOCIATION OF CLASSROOM TEACHERS
OKLAHOMA EDUCATION ASSOCIATION
NATIONAL EDUCATION ASSOCIATION

SECTION 1: Recognition

A. This Agreement is made and entered into by and between the Putnam City Association of Classroom Teachers, ("Association") and the Board of Education of the Putnam City Public Schools ("Board").

B. The Board hereby recognizes the Association as the exclusive negotiations representative for all employees who are required by the position in which they are employed to be licensed or certified as teachers as these terms are defined in 70 O.S. § 1-116 and who do not hold supervisory authority with respect to other teachers in the district, hereby referred to as "Teachers."

SECTION 2: Individual Rights

A. All regularly employed teachers under regular contract have the right to join, participate in, and assist the Association, and the right to refrain from such activities. The Board and the Association shall not discriminate against any person regardless of membership or non-membership in any teacher organization.

B. Any teacher who desires not to be represented by the Association may so state in writing to the Board. The Board may not grant greater or lesser salary and/or benefits to Teachers who choose not to be represented by the Association.

SECTION 3: Scope of Bargaining

A. The scope of bargaining shall be limited to negotiating in good faith on wages, hours, fringe benefits and other terms and conditions of employment. To negotiate in good faith shall mean both parties must be willing to consider proposals in an effort to find mutually satisfactory basis for agreement and must be willing to discuss their respective contract proposals. If either party objects to the other's contract proposals, the objecting party must support its objections with rationale. There shall be no negotiations on inherent managerial policy, including but not limited to: the functions and programs of the Board, standards of services, the

Board's budget, class size, the organizational structure of the schools, and the selection of personnel. The Board and the Association shall abide by all applicable state and federal statutes, rules and regulations. No agreement shall abrogate the legal rights, obligations and powers of the Board, including its power to make policy.

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

SECTION 4: Negotiations Procedures

A. No more than six (6) designated representatives of the Board will meet with no more than six (6) designated representatives of the Association for the purposes of negotiations. All negotiations shall take place exclusively between the designated representatives of the parties. Only those members who comprise the negotiation teams will be present in the room during negotiations. Either party may bring a consultant to the room if both parties agree. Other parties may be permitted to be present only by mutual agreement of the parties.

B. No later than January 31st of each ensuing year, either the Association or the Board shall submit a written request for negotiations to commence to the other party, if it desires there to be negotiations for that year. If no such request is made during the time period above, negotiations will not take place for the ensuing year.

C. The Board and the Association shall meet in person to find mutually agreeable dates and times for negotiations. If formal negotiations meetings are held during the contract days, the negotiators shall be released from their regular duties without loss of pay.

D. The Board and the Association shall share their initial written language concerns at least one month prior to the scheduled negotiations. Each party shall provide upon request available information regarding negotiations.

E. A quorum shall exist when there are four (4) members of each team present.

F. Negotiations shall be conducted in closed sessions. No recordings or official transcripts shall be made without mutual agreement of the parties.

G. Negotiations will only be conducted between the designated parties and only in regular negotiations sessions at the time, date, and places mutually agreed upon by the parties.

H. Releases to the news media will be by mutual agreement only.

I. When a tentative agreement is reached on any one item, it shall be reduced to writing, signed, and dated by a representative of each party. When a tentative agreement is reached on all items, they shall be submitted first as a package by the Association to the bargaining unit for ratification and then by the Superintendent to the Board for ratification.

SECTION 5: Impasse

A. The impasse procedure shall be in accordance with applicable mandatory state statutes. The following is a statement of the provisions of state statutes applicable to the impasse procedure in effect at the time of this agreement's acceptance by the parties. In the event these statutory provisions are amended or repealed, the resulting mandatory language contained in the statute for resolving impasses shall be substituted. Time limits set forth herein may be extended by mutual agreement of the parties.

B. If negotiations are not successfully concluded by the first day that school shall actually be in session and instruction offered, impasse shall exist. At any earlier time, either party may declare impasse. Upon reaching impasse, the items at impasse shall be referred to mediation. The parties shall request the services of the Federal Mediation and Conciliation Service (FMCS). If the mediation process fails to resolve all issues, the parties may proceed to fact finding. If there are no agreements after ten (10) working days have elapsed following the first mediation session, either party may call for the implementation of fact finding. If fact finding occurs, it shall be referred to a three-member (3) committee. This committee shall consist of:

1. One member who shall be selected by the representative of the Association within five (5) calendar days after the reaching of impasse.
2. One member who shall be selected by the Board within five (5) calendar days after the reaching of impasse; and
3. One member who shall serve as chairperson of the committee shall be selected within fifteen (15) days after receiving a list of five (5) potential fact-finders from the State Superintendent or designee. The Declaration of Impasse shall be in the form of a letter sent by certified mail to the State Superintendent, signed by the local district Superintendent and a representative from the bargaining organization. Mailing addresses for both parties shall be included. The list of five (5) names, selected at random, will be provided within ten (10) days of being notified that a fact-finder is needed.

C. Within five (5) days after the selection of the chairperson, the representatives who have been negotiating for the Board and for the Association shall meet to exchange written language on each item at impasse. The exchanged documents shall also be furnished by each party to the chairperson and other members of the committee.

D. The chairperson shall convene the committee for fact-finding. This committee shall meet with the representatives of both parties. Within twenty (20) days after the chairperson is selected, the committee shall present written recommendations to the Board and to the Association.

E. If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and the Association. The parties shall meet within seven (7) days of the request unless both parties deem it unnecessary. At such meeting, the representatives 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 good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of the written statements, either party may discontinue such effort.

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

G. Each party shall pay its own expense in resolving impasses. The costs for the services of the committee chairperson, including per diem expenses, if any, and actual necessary travel expenses, shall be shared equally by the Board and the Association.

SECTION 6: No Strike Pledge

A. It shall be illegal for the professional organization to strike or threaten to strike as a means of resolving differences with the Board. Any teacher engaging in a strike shall be denied the full amount of his/her wages during the period of such violation.

SECTION 7: Severability

A. If any provision of this Agreement is found to be contrary to law, that provision shall be severed from this Agreement, and all other provisions of the Agreement shall remain in full force and effect. The Board and the Association may, by mutual agreement, decide to commence negotiations within thirty (30) days to replace the severed part. If such negotiations are not commenced, either the Board or the Association may propose a replacement for the severed part at the next annual negotiations, as provided in the Procedural Agreement.

SECTION 8: Duration of Agreement

A. This Agreement shall be in full force and effect upon ratification and signing by authorized representatives of the parties, and shall continue in effect for successive fiscal year periods of July 1 through June 30, unless notice is given, in writing, between January 1 and January 31 of any year by either party, that the party desires to modify, amend or terminate this Agreement. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within fifteen (15) days of such notice.

B. This Agreement shall be null and void if the Association ceases to exist or ceases to be the legally recognized bargaining agent for the employees defined herein. (2025)

SECTION 9: Signatures

President,
Putnam City Board of Education

President,
Putnam City Association of
Classroom Teachers

ARTICLE II: GRIEVANCE PROCEDURES

SECTION 1: Definitions

A. "grievance" shall be defined as an inequitable application, misrepresentation, or other violations of the items within the negotiated agreement. (1983)

B. The term "grievant" or "aggrieved person" shall refer to the person or persons making a claim.

C. A "party in interest" is any person who might be required to take action, or the person or persons against whom action might be taken to resolve the claim.

D. The term "days" shall mean school days scheduled within the regular school calendar. When a grievance is submitted less than ten (10) days before the close of the school year, "days" shall consist of weekdays in order to resolve matters as soon as possible. (1993)

E. A "year of service" with the District shall be defined as employment under a regular or temporary teaching contract for one complete school year. (2000)

SECTION 2: Purpose

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to a claim of the aggrieved person. Both parties agree that these proceedings shall be discussed only with the persons authorized to participate in the formal grievance procedure. No step may be bypassed without mutual agreement by both parties. (2000)

SECTION 3: Structure

A. The Association and the Board shall not recognize any grievance unless it is presented at the appropriate level within thirty (30) days after the aggrieved person knew or should have known of the act or condition on which the grievance is based. (1985)

B. Each grievant shall have the right to consult with the Association before the grievance is submitted to the grievance procedure. The Association shall be a party of interest and may serve as a representative at informal and formal levels of the grievance process. (2001)

C. Formal grievances shall be submitted in writing on a standard form jointly developed by the Association and the Superintendent or his/her designee. (Appendix VIII: Formal Grievance Presentation)

D. All documents, communications, or records dealing with a grievance shall be filed separately from the personnel files of the participants.

E. No reprisals of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation.

F. The grievance procedure shall not be conducted during regular working periods of the grievant concerned, unless by mutual agreement.

SECTION 4: Informal Procedure

Before a formal grievance is filed, a grievant shall meet with the building principal or other administrator in charge and attempt to resolve the problem. Compulsory consideration of grievances at the lowest possible level expedites the possibility of an immediate and satisfactory resolution. No written record of a grievance shall be kept if it does not go beyond the informal process. (1993)

SECTION 5: Formal Procedure

A. Step One – If the grievance is not resolved in the informal process, the grievant must present the grievance in writing within five (5) days to the administrator who will arrange a meeting within five (5) days. The grievant, the administrator, and a representative for each party shall be present for the meeting. The administrator shall communicate his/her decision in writing, together with the supporting reasons, within five (5) days of the completion of the meeting. If the grievant fails to act or respond, the grievance will be dropped. If the administrator fails to act or respond, the grievant may proceed to the next level. (2003)

B. Step Two – If the grievance is not satisfactorily resolved in Step One, the Association and/or the grievant shall submit, in writing, within five (5) days, to the Superintendent, a request to schedule a meeting within ten (10) days. The Superintendent or designee, and the building principal or other administrator in charge, shall be present for the meeting. Each party shall have the right to include in its representation appropriate witnesses to develop facts pertinent to the grievance. The Superintendent or designee must provide the grievant with a written answer on the grievance within five (5) days. (2003, 2008 ,2009)

C. Step Three – If the grievance is not satisfactorily resolved in Step Two, the Association and/or the grievant may appeal to the Board in writing, within five (5) days. The grievant may request a hearing or a paper review. If a paper review is requested, the grievant, or the Association, and the Superintendent, or designee, shall have the opportunity to provide additional documentation to the Board for review. The Board shall communicate its decision in writing with supporting reasons within thirty (30) days of receipt of the appeal. (2002)

ARTICLE III: PERSONNEL PROCEDURES

SECTION 1: Personnel Policies

A. If a conflict in personnel policies should arise, Oklahoma State Law takes precedence over the negotiated agreement and the negotiated agreement takes precedence over Board Policy. (1996)

B. The Association President shall be emailed copies of any proposed policies and/or regulations at the same time they are distributed to Board members. (1984, 2025)

C. Changes or additions to policies shall be emailed to all staff following board approval within ten (10) days. (2001, 2021)

SECTION 2: Right to Representation

A. Teachers, upon their request, shall have the right to be accompanied by a member of the Association or by a member of the administration at conferences with administrators and/or the Board which may lead to subsequent recorded disciplinary action.

B. Prior to any conference, which may lead to subsequent recorded disciplinary action, the administrator shall notify the teacher via a paper document: (2001)

1. Give, at least twenty-four (24) hours notice of the scheduled disciplinary conference(s) except in those instances where, in the judgment of the administrator, the seriousness of the situation requires immediate attention.

2. Inform the teacher of the nature of the subject to be discussed.

3. Inform the teacher of his/her right to representation.

C. The teacher has the right to stop any conference and request representation if (1) the administrator and/or the Board cannot assure the teacher that recorded disciplinary action will not result from the conference: or (2) the teacher was not notified in writing of his/her right to representation as stated in paragraph B above. (1998, 2026)

SECTION 3: Administrative Appeal Procedure

1. An "Administrative Appeal" shall be defined as any concern that is not a grievance under the terms of the negotiated agreement. This shall serve as an appeal of an administrative decision that affects one's contract of employment. (2023)

2. Teachers are advised of their right to appeal administrative decisions which affect their contract of employment. As per the contract of employment, assignments, duties, and responsibilities are not appealable. An informal attempt shall be made to resolve the concern. If the concern is not resolved, a written appeal shall

be made through the chain of command as follows: (1) Principal; (2) Chief Elementary or Secondary Officer; (3) Chief Officer of Human Capital; (4) Superintendent.

Each administrator shall schedule a meeting within five (5) working days of receipt of an appeal. A written decision shall be rendered within five (5) working days after a meeting. An appeal to the next higher authority may be made within five (5) days after the administrator renders a decision. (Appendix II) (2006, 2009, 2011, 2016, 2023)

3. An employee exercising his/her right to appeal shall not be subjected to any reprisal action. (2003, 2011)

SECTION 4: Complaints Against Teachers

A. When an administrator receives or has a complaint about a teacher which the administrator deems to be valid the following procedures will be followed except in those instances where the seriousness of the situation requires immediate attention.

1. Inform/confer with the affected teacher within three (3) working days. (2025)

2. Investigate the complaint, allowing the affected teacher the opportunity to provide information regarding the complaint. (2009)

3. Notify the affected teacher of the findings. If the administrator believes that the findings may lead to disciplinary action, then the Right to Representation Section shall be followed.

B. Complaints received or made during the last five (5) days of the year shall be brought to the attention of the teacher prior to the teacher's departure for summer vacation.

C. Complaints received after the teacher's departure for summer vacations shall be brought to the attention of the teacher within fourteen (14) calendar days of making contact with the teacher, but no later than the first day of student instruction of the following school year.

D. Any complaint not brought to the teacher's attention within the established timeline may not be used in subsequent recorded disciplinary action or on a teacher's evaluation. (2004, 2018)

SECTION 5: Teacher Personnel Files

A. Except for pre-employment references, all contents of the teacher's personnel file in the central office shall be open upon appointment for review by the teacher. The teacher may be accompanied by a person of his/her choice. (2002)

B. Except for pre-employment references, all materials placed in the teacher's file must be signed and dated by the writer. A true copy of such material shall be presented to the teacher who shall acknowledge receipt by his/her signature on the file copy or by electronic signature. Within two (2) weeks of receipt the teacher may respond, and said response shall be made part of the record. (2012)

When any of the material mentioned above, with the exception of materials relating to alleged sexual misconduct, is five (5) years old, upon request of said teacher the material shall be removed and destroyed in his/her presence. Teacher evaluations must be kept for five (5) years. (2005, 2011, 2015, 2023)

C. Any letter of reprimand, admonishment with plan of improvement resulting from Section 3: Complaints against Teachers shall be filed in the teacher's personnel file in accordance with paragraph B in this section. (2001, 2021)

D. The personnel records of the district are maintained as confidential files. All records will be kept digitally. (1993, 2021)

SECTION 6: Teacher Dismissal or Non-renewal

A. The Board shall provide a copy of the Standards of Conduct and Performance for Teachers to each teacher annually. The standards shall include the statutory grounds of dismissal and non-renewal for career teachers. Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause. (2003, 2008)

B. Teachers will be notified by the first Monday in June if they are not being rehired for the following school year. Teachers who do not desire to be reemployed by the district for the ensuing school year will notify administration/the district by the fifteenth day after the first Monday in June. (2023)

SECTION 7: Teacher Reassignments / Transfers

A. Teacher Initiated Reassignments / Transfers

A teacher seeking a reassignment / transfer to a position in a different subject area, grade level, student performance level, or building shall file a written application. (2002)

1. A Teacher may make a written request to the site administrator for a reassignment within the building. (2002, 2012)

2. All positions held by teachers on a temporary contract shall be declared vacant for the following school year. A list of vacancies shall be maintained on the district website. (2014)

3. A teacher may request a transfer to another building by completing an online internal application through the District website. (2012, 2017)

All teachers requesting a transfer may contact the site(s) administrator(s) to request a teacher/administrator meeting. District teachers shall be considered prior to outside candidates for appropriate vacancies. Teachers interviewed and not granted transfers shall be notified when the position is filled. (2005, 2006, 2009, 2012)

B. Administrative Directed Transfer/Assignment

1. The Administration may assign a teacher to any position for which he/she is certified and/or highly qualified. When a reassignment occurs an explanation/rationale shall be provided. (2002, 2007, 2009)

2. Should it become necessary to transfer a teacher from one school to another due to a decrease or increase in enrollment, a voluntary transfer will be solicited before resorting to an involuntary transfer. If there is not a volunteer, the teacher with the least number of years as a teacher at that school will be the one transferred subject to teacher's certification and/or needs of the district. The Chief Officer of Human Capital shall notify a person being administratively transferred. Any teacher affected by a transfer shall be given ten (10) working days notice whenever possible. (2000, 2009, 2016, 2021, 2026)

3. Should it become necessary to transfer a teacher from one school to another due to budgetary considerations, a voluntary transfer will be solicited before resorting to involuntary transfer. The teacher being reassigned will have the opportunity to select an

assignment from positions available in the district for which the teacher is certified and/or highly qualified. (2002, 2009)

SECTION 8: Reduction in Force

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 multi-dimensional needs of students. The board shall follow the procedure listed below:

A. Normal attrition throughout the District. In the event that a teacher's position has been shown to be in excess, said teacher shall be transferred to a vacant position within the school system for which he/she is certified. Normal attrition shall include retirements, resignations, and those on temporary contracts. (2026)

B. If normal attrition does not sufficiently reduce the certified staff, the average of the last three (3) TLE scores shall be the primary consideration in the reduction process. If the TLE scores are the same, the following items shall be considered in the reduction process in the order they are listed:

1. Probationary teachers shall be released before career teachers who are legally qualified to hold positions currently held by probationary teachers.

2. Seniority in the District; as a certified teacher established from the first reporting date to work, with continuous service from that date. (2026)

3. Total number of years teaching experience; and

4. Academic and professional preparation beyond minimum certification requirements.

C. Any Teacher affected by a proposed layoff shall have the right to a hearing before the Board prior to a reduction in force. (1994)

D. When a program is cut due to budgetary constraints and the program is then reinstated within one year, the affected teacher(s) shall have right of first refusal. (2004)

E. Recall shall be in the inverse order of reduction in force. A teacher who is released shall remain on the recall list for one (1) year after the effective

date of release unless the teacher waives the recall right in writing, resigns, or fails to accept recall to a position for which he/she is qualified. (1986, 2021)

F. Teachers who are released under the provisions of Layoff and Recall shall:

a. If probationary – have previously accrued sick leave restored if recalled within the year.

b. If career – have the option of being paid for accrued sick leave, if eligible, under the provisions of Article V, Section 2 when released or having accrued sick leave restored if recalled within the year. (1990)

G. Communication will be frequent and ongoing between the Superintendent, or designee, and the Association during the layoff process.

SECTION 9: Teacher Evaluation

A. The Board policy on evaluation of teachers and all amendments thereto shall be promptly made available to all teachers. (1985)

B. The Board and Association recognize the importance and value of developing a procedure for assisting and evaluating the progress and success of teachers. Therefore, to this end the following procedures shall be adhered to:

1. The principal, or other administrator designated by the Superintendent in charge of teacher supervision, shall be responsible for administration of the procedure for evaluating the teacher's performance.

2. All teachers shall be evaluated by certified administrative personnel designated by the Board and trained on the OK TLE. (1985, 2009, 2012, 2021)

3. The designated administrator shall acquaint all teachers under his/her supervision with the evaluation procedures during the first six weeks of employment and advise the teachers as to whom shall observe and evaluate their teaching performance. (1985)

4. All evaluations will be maintained and available electronically. Evaluation responses, electronically or handwritten, shall be submitted to the Human Resource office and maintained in the teacher's personnel file. (1985, 2012, 2014, 2015)

5. The Putnam City observation process will follow State law and the district OK TLE Handbook developed collaboratively with the Association and district administration. (2012, 2021)

6. Career teachers receiving a district evaluation of "superior" or "highly effective" under the OK TLE may be evaluated once every three (3) years. Principals have the option of completing a formal evaluation if there is evidence of concern from prior year observation or during informal or walkthrough observations. (2021)

C. A Professional Learning Focus (PL Focus) is required every year regardless of exemption status. (2021)

SECTION 10: Teacher Protection

A. The Board and Administration shall be vigilant to protect teachers from assault, threats of physical harm, and/or violent or threatening situations for reasons connected with their assignment. When an administrator becomes aware that a teacher has been threatened with harm, he/she will notify that teacher, take reasonable measures as deemed appropriate to protect the teacher and, if necessary, invoke the provisions of law. (1993, 2022, 2026)

B. After a teacher has been threatened with harm or assaulted, administration will have a debriefing with the teacher within two (2) school days, and the teacher will be notified if and when the person who committed the threat or assault returns to the building. A student who has been suspended for a violent offense which is directed towards a classroom teacher will not be allowed to return to that teacher's classroom without the approval of that teacher. (2001, 2012, 2022, 2025)

C. After a violent or threatening situation, as defined in the site Code of Conduct, excluding threats and assaults to teachers, an administrator will make reasonable efforts to have a two-way communcication check in with the teacher. (2026)

D. When a teacher is absent because of injuries sustained in the performance of duty from an assault or from stopping/attempting to stop a fight, the teacher shall be paid in full for such time lost. Such absences shall not be charged to sick leave benefits and will count as active days for experience purposes. He/she will be reinstated during the current school year when medically able to return. If the teacher is not able to return during the current contract year, he/she may return at the beginning of the next ensuing school year if medically able. (1996, 2008, 2022, 2023)

E. Teachers should not be subjected to continued threats or harassment from parents/guardians. When a teacher feels that harassment has occurred, they shall report it to Administration. Upon investigation, if the claims have been substantiated, the Administration/District shall take steps to block communication via District sanctioned platforms from the parent/guardian directly to the teacher. (2024)

SECTION 11: Employment of Substitute Teachers

When teachers, nurses, and librarians are absent, where payment of substitute is authorized, substitutes will be employed when qualified replacements are available. Absences of convenience or to facilitate school-sponsored programs are internal problems to be solved by the principal and staff. (1988, 2010)

SECTION 12: Teacher Signing In and Out at Schools

A. Teachers will check in and check out with a check mark. Teachers deviating from the work schedule shall check out with the administrative office in accordance with procedures established by the principal.

B. Teachers may leave the school campus during their lunch period provided that they inform the Administrative office when they leave and return. (2025)

C. Building principals have discretionary authority to grant teachers permission to leave the building during their planning/preparation period when conditions warrant. (1987)

SECTION 13: Publication of Job Vacancies

A. A list of vacancies including type of contract, grade level/subject, and site shall be posted on the District website.(2004, 2009)

1. Each vacancy posted shall include original date of posting. (1999)

2. Each newly created position shall include the following: job title; starting date; minimum qualifications required; and salary range.

B. Vacant positions resulting from expiring duration of need contracts shall be posted in the same manner as described in paragraph A. Requests for transfers shall be considered before filling permanent positions. (1991)

ARTICLE IV: GENERAL CONDITIONS OF EMPLOYMENT

SECTION 1: Work Year / Work Day

A. A teacher's contractual year shall be for 182 days unless extended by mutual agreement. (2002) A list of positions and contracted workdays which exceed 182 days shall be given to the Association annually upon request. (2026)

B. A teacher work day shall consist of seven and three fourths (7 ¾) hours including lunch and planning time. Teachers shall be available for duty as assigned. The normal work schedule for all teachers to be in their assigned buildings shall be:

- Elementary - thirty (30) minutes before and fifteen (15) minutes after classes. (2005, 2011, 2022)
- Middle School - thirty (30) minutes before and fifteen (15) minutes after classes (2011, 2016, 2024)
- High School - thirty (30) minutes before and fifteen (15) minutes after classes (2005, 2006, 2011, 2024)
- Flexible schedules for providing educational services for students may be applicable when agreed upon between the teacher and the administrator (2011, 2012, 2016)

C. Teachers may be required to attend site faculty meetings for a maximum of ten (10) hours per school year, excluding meetings called by the superintendent or designee. (2023)

SECTION 2: Equalization of Duties

A. Duties shall not be assigned outside the contract day unless agreed upon by the teacher and administration. (2025)

B. Duties assigned shall be equalized among teachers at each building site, taking into account the teaching assignments. When teachers are assigned to more than one school, the principals of the schools involved shall coordinate their scheduling to preclude the assignment of such teachers to more duties than would normally be scheduled for teachers with like teaching loads. (1985, 2025)

C. Teachers who are assigned to weapons detection systems duty shall not be required to physically search a students' person. Teachers will only be required to do a visual search of belongings. (2024)

SECTION 3: Duty-Free Lunch Period

A. The Board shall provide each teacher with not less than a thirty (30) minute duty-free lunch period daily. (1996, 2016)

SECTION 4: Planning/Conference Time

Teachers shall be scheduled daily planning/conference time within the student day. However, up to fifteen (15) minutes of planning time for extended curriculum teachers may be scheduled beyond the student day. This time shall not be concurrent with the teacher's lunch period and shall be free of other regularly assigned duties. Administrative effort shall be taken to equalize planning/conference time for teachers within the individual school sites. School improvement activities and faculty meetings may be scheduled during planning/conference time. Administration and instructional coaches will make reasonable efforts to limit collaboration/planning meetings to ensure that there is a balance between purposeful collaboration and classroom preparation. (1997, 2024, 2026)

A. Elementary teachers shall be provided not less than three hundred (300) minutes weekly for planning/conference/team collaboration time of which a minimum of 50 minutes shall be used weekly for collaboration. Teachers shall be provided a minimum of thirty (30) consecutive minutes daily for planning/conference time. Extended curriculum teachers shall be scheduled not less than two hundred and seventy-five (275) minutes weekly for planning/conference time. (2005, 2009, 2011, 2026)

B. Middle school core teachers shall be scheduled a team planning/conference time. Individual teacher planning/conference time shall consist of a minimum of forty-five (45) consecutive minutes daily. Elective teachers shall be scheduled not less than two hundred and twenty-five (225) minutes weekly for planning/conference time. (1996).

C. High school planning/conference time shall consist of one full period daily. (1997, 2011)

SECTION 5: Student Behavior Procedures

A. Each school shall maintain a committee which is responsible for developing and refining their Code of Conduct. The committee comprised of teachers and administrator(s) shall reach a consensus on rules of conduct, within the provisions of Board policy, to govern student behavior at the local school level. The Code of Conduct must address extreme behaviors. They shall develop procedures to follow for student behavior in order to assure consistency in the treatment of students. (2001, 2008, 2010, 2019, 2023, 2024)

B. Principals shall meet with their respective school staffs at the beginning of each school year to review and discuss the Code of Conduct and Board policies relating to student conduct and behavior. (2001, 2010, 2019, 2024)

C. Students and teachers shall receive annually, at the opening of school, a handbook listing the rules and regulations to which the students are subject. (1994)

D. When it is necessary to refer a student to the principal's office, the following procedure shall be adhered to:

1. The teacher shall state the allegations on district form EG-R1-F1 provided by the school. The teacher may appear, or be asked to appear, to support the allegations. The principal or his/her designee shall respond in writing within five working days as to the status and/or disposition of the case. (1994, 2006, 2020)

2. If the teacher is dissatisfied with the disposition of the case, he/she may request and will be given a conference with the principal or his/her designee.

SECTION 6: Teacher Instructional Supply Fund

A. The Board agrees to allot to each teacher employed on October 1st for each school year the amount of $170.00 for the purchase of teaching supplies. (2000, 2010, 2017, 2025, 2026)

B. Each teacher will receive a supply stipend in the amount of $150 on or before October 20th of each school year. An additional $20/teacher shall go into a fund from which common school supplies will be purchased. (2025, 2026)

C. Entry level teachers on Step 0 shall receive an additional $50. Teachers will follow the District's requisition supply practice for these funds. These funds must be submitted to financial secretaries by the last workday of January (2015, 2025)

D. Teachers of the Year

Site Teachers of the Year will be awarded additional room money in August of the year following their selection as Site Teacher of the Year. The award recipient(s) will follow the District's requisition supply practice for the amount of money awarded to the teacher. These funds must be submitted to financial secretaries by the last workday of January. If the teacher transfers to another building within the district, the

additional room money will follow the teacher. The amounts of additional room money shall be as follows: (2019, 2022, 2025)

- $500 for the District Teacher of the Year
- $300 for the 4 District Teachers of the Year finalists
- $200 for each site Teacher of the Year, excludes the top 5 finalists

SECTION 7: Required Use of Personal Vehicle

When such travel has been authorized by the district for the performance of official teaching duties and a teacher uses his/her own vehicle in the performance of those duties, the district shall pay mileage at the prevailing per-mile rate approved by the Internal Revenue Service. (1999)

SECTION 8: Staff Relations

A. The Board and the Association expect that the worth, dignity, and rights of the individual shall be paramount in all professional relations. (2005)

It is recognized that professional and ethical behavior is expected of all school employees. Therefore, administration will not discipline or reprimand a teacher in the presence of students, parents, or fellow teachers. Additionally, teachers will interact with administration, staff, and parents in a positive and professional manner. (2021)

B. Teachers who voice questions or concerns shall not be subjected to any reprisal action. (2023)

SECTION 9: Professional Dress

To provide a professional educational environment, a professional standard of dress is important. If an administrator determines that a teacher's attire is inappropriate, the administrator may direct the teacher to change. (2001, 2008)

SECTION 10: Public Complaints About Instructional Materials

The Board will make an effort to provide stimulating, effective teaching materials that will be appropriate to this community's values and the student's ability and maturity level. When questions or challenges from parents or other individuals or groups in the community regarding books or other instructional materials occur, the following procedures have been developed to deal with the concern.

There are two types of requests concerning material alleged to be objectionable: requests that an individual student be excused from reading certain specified material; and requests that specified material be removed from the curriculum.

When a parent or guardian of an individual student desires that the student be excused from reading specified material, the teacher or principal shall be contacted. The teacher will assign the student a book or materials of approximately equal merit and appropriate to the same or related objectives.

All challenges to remove specified material from use must be presented in writing on the appropriate form. This can be done by contacting the building principal. If the person asking for the review wishes to remain anonymous at the local level, contact the Chief Academic Officer. When a request for review of instructional materials is received, action shall be taken as follows:

1. A building level review committee composed of the principal, Library Media Specialist and three other faculty members, shall be appointed by the principal.

2. If a concern is settled at the building level, the complaint will be considered resolved.

3. If the complaint cannot be resolved on the building level, a district review committee will be formed. The district review committee shall be appointed by the Superintendent or his designee and shall be composed of the Director of Elementary or Secondary Education as appropriate, a curriculum coordinator, two principals, the chairperson of the particular department or grade level involved, three teachers competent in the field under question, and two patrons of the District.

4. The committee shall consider the attitudes of other teachers toward the materials, the opinions of other competent authorities, reviews of the materials by the American Library Association and other reputable reviewers, and the teacher's written rationale for using the materials.

5. Prior to any determination of findings, the complainant shall be invited to appear before the building review committee and the district review committee, if one is required, to provide further rationale for his/her objection to the materials.

6. The report from the building and or district level committee shall be submitted to the superintendent and the superintendent will communicate that report to the board.

7. A written response shall be forwarded to the objecting party after the decision is made. (2022)

SECTION 11: Association / Administration Liaison

A. In order to provide the Association with an authoritative response to concerns expressed in regard to district management, a district central office Administrator shall be designated to act as liaison between the Association and the Administration. Times and number of meetings shall be arranged by the Administrator and the Association. (1985)

B. Association / Administration liaison is not to be construed as the exclusive means of communication among the administrators and Association, nor is it intended to inhibit or diminish the negotiations or grievance procedure. (1985)

SECTION 12: Reports

The Association shall receive, upon request, any public information and/or reports generated by the administration. (1993)

SECTION 13: Employment of Search Dog

A dog shall not be used to randomly search the persons or private property of teachers. All of the safeguards provided by law shall be observed in the conduct of all searches. (1987)

SECTION 14: Election Days

The Association and the School Board believe in the importance of the teachers' voice in elections. Therefore, to support elections, there should be no planned before or after school meetings on state primary, run-off, and general election days. If a teacher wishes to vote in an election not listed, the teacher can make special arrangements with the principal. (2018, 2020)

SECTION 15: Breastfeeding

A. The District will provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth. Employees are entitled to a private place to pump at work – a functional space that is shielded from view, free from intrusion, and not a bathroom. The District will not deny an eligible employee a needed break to pump. The teacher may request a meeting with administration in order to create a plan for breaks. (2021, 2024)

B. During required district events, lasting longer than 3 hours, the District will provide a private, secure, and sanitary location for any teacher who is lactating to express her milk or breastfeed her child. (2024)

ARTICLE V: FRINGE BENEFITS

SECTION 1: Teacher Retirement Contribution

The Board will pay the maximum contribution to the Oklahoma Teacher Retirement System for each teacher.

SECTION 2: Compensation for Unused Sick Leave

A. Teachers who voluntarily leave district employment shall receive pay for up to 120 days of accrued sick leave earned within the district as follows: (2003, 2004)

20 or more years of district service:	25% of daily rate of (base) Pay
Less than 20 years of district service:	10% of daily rate of (base) pay per day the first year plus ½% for each additional year of service

B. Teachers hired before January 1, 2005 who voluntarily leave district employment shall receive 20% of daily rate of (base) pay for accrued sick leave earned within the district in **excess** of 120 days. Teachers hired after January 1, 2005 who voluntarily leave district employment shall receive 10% of daily rate of (base) pay for accrued sick leave earned within the district in **excess** of 120 days. (1998, 2004, 2010, 2014)

C. The estate of a teacher who dies while under contract or on leave with the district will be paid for all district earned unused sick leave at the rate of 25% of daily rate of (base) pay. (1993, 2004)

SECTION 3: Life Insurance

The Board agrees to provide teachers a $30,000 group life insurance policy. (2005)

SECTION 4: Optional Fringe Benefits

The Board shall make available to each employee covered by this agreement a cafeteria plan of fringe benefits (IRS Section 125):

A. An employee, at his/her option may enter into a salary reduction agreement with the Board up to a maximum amount allowed by the IRS, to be used to purchase options available on the cafeteria plan. (1992)

B. The Putnam City Section 125 Cafeteria Plan shall consist of the following options: District approved 1) health insurance; 2) salary protection; 3); accident only insurance; 4) cancer insurance; 5) dental insurance; 6) childcare expense; and 7) unreimbursed medical expense. (1992, 2017)

C. Each employee shall be provided the opportunity to select one or a combination of the benefit plans offered through the cafeteria plan. The selected benefits shall commence from the first day of employment with the Putnam City School District. The employee shall be provided an opportunity to keep or change his/her selected benefits every 12 months.

If the monthly premiums of the benefit or benefits selected by an individual employee exceed the monthly sum allowed, the individual shall have such amount in excess deducted from his/her monthly paycheck.

D. The Companies retained in the Cafeteria Plan shall include those companies that are District approved.

E. Members shall have access to representatives of District approved companies in their buildings during the teacher's school day when not assigned to students.

ARTICLE VI: LEAVES AND ABSENCES

SECTION 1: Sick Leave

A. A teacher who is absent from duty because of personal illness, injury, pregnancy, or a serious illness in the immediate family shall be allowed sick leave. Family includes the teacher's spouse, parents of teacher or spouse, children, siblings, grandparents, grandchildren or a household member. Sick leave may be used for the adoption or placement of a foster child. (2001, 2008)

B. Teachers employed on a "full time" basis shall have ten (10) days of sick leave each year unless employed on an eleven-month contract, in which case the teacher will receive eleven (11) days of sick leave. If a teacher is employed on a twelve (12) month contract, the teacher will receive twelve (12) days of sick leave. Sick days will be prorated for teachers who are contracted less than full-time. Such leave shall be vested at the beginning of each year and shall be cumulative. There shall be no limitation on the number of days of sick leave that may be accumulated. (2000)

C. If abuse of sick leave is suspected, the district/principal will schedule a meeting with the employee to discuss their concerns about the use of leave. If after the initial meeting, the district/principal continues to suspect abuse of sick leave, the district/principal may require the employee to

submit appropriate evidence concerning the cause of the employee's absences. Appropriate evidence may include the following:

- Physician's statement endorsed by the employee.
- Employee statement endorsed by the principal or immediate supervisor.
- Copies of claims submitted for insurance benefits.
- Other information as may be indicated by the circumstances. (2017, 2024)

D. The current number of sick days accumulated by the teacher shall be available on the District's Red Rover or other employee tracking software utilized by the district. (1993, 2012, 2025)

E. Teachers may take sick leave in whole-day or half-day increments. (1993, 2022)

F. After a teacher's sick leave accumulation is exhausted and 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 actually paid to a certified substitute teacher if one is hired or if one is not hired. The receiving teacher must provide Human Capital with a medical/mental health certificate from a licensed physician or health care provider. (2023, 2025)

SECTION 2: Personal Leave

A. Teachers shall have three (3) days of personal leave each year which may be taken in whole day or half-day increments. (2001)

B. Personal leave may not be used to extend a scheduled school break without prior approval of the building principal. Lack of a prearranged substitute cannot be a reason for denial. (2009, 2010, 2016, 2020, 2024)

C. Any personal leave that is not used by the end of the school year shall be added to the teacher's accumulated sick leave.

D. Teachers may exchange sick leave for personal leave at a 2:1 ratio, to accumulate up to 2 additional days of personal leave in one school year. No more than 3 days of personal leave may be used consecutively without the approval of the Chief Officer of Human Capital. All exchanges must be approved prior to the use of the requested leave. (2010, 2015, 2016)

E. Notification for personal leave shall be made to supervisor prior to leave. Notification shall be made by 2:00 pm on the day before the leave date, except in the case of an emergency. Supervisors may, at their discretion, accept less notice. (2002, 2014)

F. If during a school year a teacher suffers unplanned, unforeseen events (ie., loss of residence due to fire, flood, or tornado) the teacher may request to exchange sick leave for additional days of personal leave. This request shall be made to the Chief Officer of Human Capital showing proof of need. The request will be reviewed for consideration by a committee consisting of administration and Association. (2015, 2016)

G. If extended personal leave is not approved, the employee will be fully docked at the daily rate of pay. This may also impact the teacher's retirement credit. (2015)

SECTION 3: Bereavement Leave

A. A teacher shall be allowed a leave up to five (5) working days each year with pay for bereavement in the immediate family. Teachers shall notate the relation of the deceased family member, or indicate pregnancy loss or failed fertility treatment in the district's approved attendance system or with a Human Capital leave specialist when submitting leave. Additional information may be requested if required by the State Department of Education for reimbursement. (1993, 2026)

B. Immediate family shall be defined for bereavement as the following of either the teacher, spouse, and/or domestic partner: spouse, domestic partner, mother, father, step-mother, step-father, legal guardian, children, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, niece, nephew, daughter-in-law, son-in-law, aunt, uncle, or household member. (1985, 2012, 2023)

C. A teacher, as an expectant parent, spouse, and/or domestic partner who suffers a pregnancy loss shall receive for bereavement leave. (2022, 2023)

D. A teacher, as an expectant parent, spouse, and/or domestic partner who suffers a failed fertility treatment (including, but not limited to, intrauterine insemination (IUI), in vitro fertilization (IVF), surrogacy loss) shall receive bereavement leave. (2023)

E. If during the same school year a teacher, spouse, and/or domestic partner suffers an additional death of a parent, spouse, domestic partner, child, or pregnancy loss the teacher may request additional days of bereavement (up to five) if the five bereavement days have been exhausted. This request shall be made to the Chief Officer of Human Capital. (1989, 2009, 2016, 2017, 2023, 2025)

F. Bereavement leave is non-cumulative. (1984)

SECTION 4: Leave of Absence

A. Teachers who have completed two (2) consecutive years in the district may be granted an unpaid leave of absence for a period which shall not exceed one school year in duration, but not less than the remainder of the current quarter, except for leaves as provided in section 6. (2021)

1. Requests for such leave must be made in writing to the Chief Officer of Human Capital. (2016)

2. The request must contain sufficient detail as to the reasons for the leave so that a decision may be made based on the merits.

3. As a condition of approval, the teacher must state that the reason for the leave is not for the purpose of accepting other employment.

4. Final approval of leave without pay is contingent on the needs of the District.

5. The Leave of Absence does not constitute a breach in continuous service. (2002)

6. The teacher shall notify the Chief Officer of Human Capital in writing of his/her intention to return to work no later than March 15 for a beginning of school year return. Failure to notify the District in writing of intent by deadline will be considered a voluntary resignation. (2026)

7. A teacher granted a leave of absence shall be assigned, if possible, to his/her previous site and position. (2026)

B. When a teacher is removed from the payroll for an authorized leave of absence, he/she may deposit with the business office postdated checks to cover such absence in order to maintain professional membership and optional fringe benefit coverage. (1985)

SECTION 5: Family Medical Leave Act

A. In accordance with Federal and State law, a teacher shall be allowed up to twelve (12) weeks of leave as provided in the Family Medical Leave Act (FMLA). Such leave will be unpaid unless the reason for such leave qualifies for sick and/or personal leave as provided in the Negotiated Agreement. FMLA is available to employees who have: (2008, 2026)
1. Worked full time for the district or entity for a least one year and

2. Worked at least 1,250 hours during the 12 months prior to the leave request.
   - Hours that do not apply towards the 1,250 hour FMLA requirement are: sick leave, personal leave, extended sick leave, bereavement leave, and full dock days.
   - Hours that do apply towards the 1,250 hour FMLA requirement are: actual contract hours worked, professional development leave, and school activity leave. (2026)

B. An extended leave of absence beyond Family Medical Leave shall be granted without pay to any teacher, male or female, following the birth or adoption of a child. This extended leave may be granted for up to the remainder of the current school year. (2002)

C. If a teacher is absent for five (5) or more consecutive days, an FMLA Determination Form DI-R2-F1 shall be sent to the teacher.

D. Work expectations may not be placed upon the teacher while utilizing this leave. (2022)

E. Application for extended family leave will be made to the Chief Officer of Human Capital thirty (30) days prior to the desired beginning date of leave. The Chief Officer of Human Capital may accept less notice. (1996, 2009, 2016)

SECTION 6: Maternity Leave

A. Oklahoma State law grants six (6) weeks paid leave for female common education employees who qualify for FMLA leave. (2026)

B. The maternity leave must be taken immediately and run consecutively without interruption after the birth of the child or adoption of a child under the age of four (4). The maternity leave will run concurrently with federal Family Medical Leave Act (FMLA) and will follow FMLA guidelines. (2026)

C. Following the birth of the employee's child or adoption of a child under the age of four (4), a full-time employee who has been employed with District for at least one (1) year and has worked at least 1250 hours during the preceding 12-month period, shall have the right to use accrued sick leave to extend the duration of the employee's maternity leave beyond the six (6) weeks provided in accordance with state law. If a teacher does not have enough accrued leave, they may apply for sick leave sharing. (2025, 2026)

D. Work expectations may not be placed upon the teacher while utilizing this leave. (2026)

SECTION 7: Parental Leave

A teacher, as spouse or domestic partner, shall be allowed to use up to 10 consecutive days of accrued sick leave following the birth of a child/children or the placement of a child/children in connection with adoption or long-term foster care. If a teacher does not have enough accrued leave, they may apply for sick leave sharing. (2020)

SECTION 8: Military Leave

A. Teachers are entitled to leave of absence for National Guard Duty and Federal Armed Services active duty in accordance with State law. Teachers shall be able to take the leave without loss of status. Section 144 and 734 Oklahoma State Law (2004)

B. Work expectations may not be placed upon the teacher while utilizing this leave. (2022)

SECTION 9: Court Appearances / Jury Duty

The Board shall provide a substitute teacher and pay the regular salary of any teacher who is summoned for jury duty service or subpoenaed for court appearance. (1989, 2010)

SECTION 10: Sick Leave Sharing

The District shall allow employees to donate accrued, unused sick leave to other employees who have exhausted all fully paid sick leave and who meet the specified criteria.

The program shall permit employees to donate sick leave to a fellow district employee who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

A. Definitions:

1. Relative means a spouse, domestic partner, child, parent, grandparent, or grandchild of the employee.

2. Household member means persons who reside in the same home, who have reciprocal duties to and provide financial support for one another.

3. Severe or extraordinary means a serious, extreme, or life threatening and includes temporary disability resulting from pregnancy, miscarriage, childbirth, or recovery therefrom.

4. "Employee" means any person who is employed to serve as a counselor, librarian, school nurse or classroom teacher or any other individual covered under this Negotiated Agreement."

B. Criteria for Donation of Leave:

An employee may donate accrued, unused sick leave to another employee when:

1. The receiving employee has exhausted or will exhaust all fully paid sick leave as a result of the employee's pregnancy or recovery from childbirth or as a result of the employee's, a relative's, or a household member's severe or extraordinary illness, injury, impairment, or physical or mental condition;

2. The receiving employee is or is likely to have to go on leave without pay or terminate employment;

3. The receiving employee has submitted a statement of need to the Chief Officer of Human Capital;

4. The receiving employee has submitted a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature of the illness, injury, impairment, or condition.

5. The receiving employee has abided by all District policies and regulations regarding the use of sick leave.

C. Donation of Leave:

An employee who has accrued, unused sick leave, may donate sick leave to eligible employees. Donated days cannot reduce the employee's sick leave balance to less than fifteen (15) days. An employee desiring to donate sick leave shall complete a Sick Leave Donation Form which specifies the number of days to be donated and the name of the employee or employees to whom the days are to be donated. (2024)

All donations of sick leave shall be voluntary, and no employee shall coerce, intimidate, threaten, or financially induce another employee into donating sick leave. Any donated sick leave which is not used by the recipient during the occurrence for which it was donated shall be returned to the donor or donors on a prorated basis based on the days of sick leave donated to the recipient by all

employees, and any returned donated sick leave shall be reinstated to the sick leave balance of each donor.

D. Receipt of Leave:

An employee who desires to receive donated leave may apply for donated leave of up to twenty (20) days by submitting the appropriate forms to the Chief Officer of Human Capital. If twenty (20) days is insufficient, the employee may reapply for an additional twenty (20) days of donated leave for a total of donated leave not to exceed eighty (80) days per fiscal year. Donated leave may only be used by the recipient for the purposes set forth in this program. (2024)

E. Other School Districts:

Donated sick leave may not be shared between school districts and may not be transferred to another school district if the employee terminates employment. (2022, 2023)

ARTICLE VII: SALARY DEDUCTIONS

A. With the written approval of the teacher, payroll deductions shall be made for professional dues and/or political action contributions. (1985)

B. Salary deductions for the payment of the professional organizations' dues shall be made in twelve (12) equal monthly portions of the total dues. Within ten (10) days following the actual salary deductions, the total amount of monies deducted shall be forwarded to the Association. (1984)

ARTICLE VIII: ASSOCIATION ACTIVITIES

SECTION 1: Association Leave

A. The Board agrees to provide the Association with a total of fifty (50) days of leave to be used for purposes which benefit public education. The district will employ a substitute as required. (1985, 2018, 2023)

B. After the fifty (50) days district-paid Association absences have been used, additional days may be granted for Association activities which benefit public education when approved by the Superintendent. (1985, 2018, 2023)

SECTION 2: Release Time for Association Officers

A. The Board shall grant to the President or other designee of the Association a leave of absence without pay or district-paid benefits to coincide with the term of incumbency. (1992, 2022, 2023)

B. Upon request, the full-time released President or other designee of the Association shall return to the same position held prior to leave whenever possible. (1984)

C. Any member of the local Association elected to serve as Vice-President or President of the state association, or Secretary-Treasurer, Vice-President, or President of the national association shall be entitled to a one-year leave of absence without pay or district-paid benefits for his or her term of incumbency. During such period, all accrued benefits will be held intact. Upon returning from the one-year leave of absence, the member shall return to the same position whenever possible. (1991)

SECTION 3: Information Dissemination

A. The Association shall have the right to place ACT-related notices, circulars, and other Association material on designated school bulletin boards and in teachers' mailboxes. 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 Office of Human Capital office. (2012)

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

C. The Association shall be accorded use of the inter-school mail service. A mailbox located in the Administration Building mailroom shall be assigned to the Association to facilitate such use. (1982)

SECTION 4: Meetings

During the first week teachers are to report for duty, one-half (1/2) day shall be granted to the Association for meetings. The exact half (1/2) day will be decided by the Administration to coordinate with the opening activities of school. (2003)

SECTION 5: Association Visitation

The Association President and/or other Association representatives shall be allowed to visit the schools provided that they make their presence known to the building principal or his/her designee upon entering a school building. Such visits shall not be permitted to disrupt school routine. (1982)

SECTION 6: Availability of Information

Copies of the following items will be distributed electronically or placed in the Association's mailbox in the Administration Building on the same day such copies are delivered to the Board: (2004)

1. Board Agenda
2. Copy of Minutes
3. Personnel List
4. Investment report
5. Purchases
6. Other public information item

SECTION 7: Negotiated Agreement Printing

The cost of printing the Negotiated Agreement shall be borne equally by the District and the Asssociation up to 100 copies. (2026)

ARTICLE IX: COMPENSATION PLANS

SECTION 1: Extra Pay

Teachers working outside the school day, on activities subject to pay, shall be paid according to the District's Compensation Rates located in the Human Capital Office. Professional Development funds may be used to pay certified staff for professional development events when funds are available. (2004)

SECTION 2: Tuition Reimbursements

The Board shall designate teaching fields wherein a shortage of certified teachers is deemed to exist. Teachers with an interest in one of those designated fields who wish to undertake study in order to gain certification may make application to the Superintendent, and if accepted, shall be reimbursed for all tuition and all approved related expenses. (1985)

SECTION 3: Compensation for the Covering of Classes

A. ELEMENTARY
An administrator (or designated person) will decide when a class needs to be covered or divided among other teachers' classrooms.

B. MIDDLE SCHOOL/HIGH SCHOOL:

Teachers will be assigned on a rotating basis in consistent order during their planning period. The order of rotation will be distributed to teachers at the start of the school year.

An administrator (or designated person) will be responsible for informing the teacher in a timely manner of the need to cover a class. If, for some reason, the teacher cannot cover a class, it is the responsibility of that teacher to inform the administrator (or designated person). It is the responsibility of the administrator (or designated person) to reassign the cover. The teacher will be expected to cover the next time a class needs to be covered. An administrator (or designated person) will be responsible for tracking the number of times each certified staff member covers a class so that it is done in an equitable manner. The tracking form will be available for teachers to view upon request. (2024)

C. Teachers who are required by the administration to cover a class to accommodate absences shall be paid based on the district's current rate of pay for certified substitutes. (APPENDIX III) (2004, 2006, 2010, 2011, 2019, 2023)

SECTION 4: Professional Staff Salary Schedule

Salary Adjustments

A. Additional salaries paid on per diem or percentages will be computed on t he base salary. Per diem is paid on contract days beyond 182 days

1. School psychologists shall receive an additional 6% of base plus $7500. (2005, 2018, 2023)

2. Special Education teachers shall receive an additional 6% of base (2023).

3. Speech Language Pathologists shall receive an additional 6% of the base plus $5000. (2024)

4. Alternative Education teachers shall receive an additional 5% of base.

5. Full-time program coordinators and curriculum specialists shall receive per diem and an additional $3300 and half-time coordinators shall receive $1650. (2018)

6. Only career technology teachers identified by the Oklahoma Department of Career and Technology Education may receive an additional $2,200. (2025)

7. Teachers assigned classes in addition to the regular school day shall receive additional compensation.

8. Counselors shall receive and additional $620. (2025)

9. Ten-month counselors shall receive per diem. (2006)

10. College Counselors may receive a per diem for reported time up to 10 days for the fiscal year (July 1 – June 30). Reported time must be submitted by June 15th. (2026)

B. Mentor teachers will be paid a stipend in the amount of $200.00. (2003, 2010)
District trained mentors will receive $300.00 when assigned to a resident teacher. (2007, 2010)

C. Teachers will be paid for district wide Digital Content Development approved by the Chief Academic Officer at the following rates: (2018)

Full year course	$3250
Semester course	$1625
Quarter course	$800
Teacher Resource Development	$800
Content Refresh	$20/hr

SECTION 5: Extra Assignment Compensation

Any Extra-Duty assignment may be modified or terminated by the Superintendent or at any time and with or without any cause. Upon termination of the extra-duty; the Superintendent or designee shall provide the teacher with written notice of termination of the Extra-Duty Assignment (2023).

School Year 2026-2027
PROFESSIONAL STAFF EXTRA DUTY PAY

HIGH SCHOOL	**AMOUNT**
Academic Coach	$1,945.00
Activities Director	2,260.00
Art	675.00
Auditorium Manager	3,145.00
Band Director	9,000.00
Band Director Assistant	5,500.00
Debate	3,460.00
Department Head 4-7	1,100.00
Department Head 8+	1,280.00
Drama	3,690.00
eSports	2,680.00
Flag Sponsor	4,000.00
Head Class Sponsor (Freshman/Sophomore)	1,100.00
Head Class Sponsor (Junior/Senior)	1,500.00
Head Counselor	1,100.00
High Schools That Work	1,125.00
Honor Society	1,100.00
JROTC	500.00
Newspaper	2,375.00
Orchestra	6,000.00
Orchestra Assistant	1,500.00
Pom Sponsor	4,250.00
Pom Assistant	1,895.00
Silver Strings	3,165.00
Silver Strings Asst.	860.00
Step Team Sponsor	4,000.00
Step Team Assistant	1,895.00
Student Council	2,350.00
Testing Coordinator	765.00
Textbooks	975.00
Video Streaming Coordinator	1,200.00
Vocal Music	4,500.00
Theater Dance	900.00
Vocal Music Assistant	1,460.00
Winterguard	2,810.00
Yearbook	2,310.00

MIDDLE SCHOOL

Academic Coach	1,765.00
Art	640.00
Band	4,055.00
Band Assistant	2,635.00
Drama	2,000.00
eSports	1,500.00
Honor Society	1,110.00
Math Counts	640.00
Orchestra	2,200.00
Orchestra Assistant	1,500.00
Student Leadership	890.00
Technology Coordinator	500.00
Team Leader	770.00
Testing Coordinator	765.00
Textbook	955.00
Vertical Team Leader	770.00
Vocal Music	2,500.00
Yearbook	1,860.00

ELEMENTARY

After School Activities	650.00
Art	445.00
Music	875.00
Site Leader	770.00
Technology Coordinator.	500.00
Testing Coordinator	885.00
Textbook Coordinator	350.00
Yearbook	500.00

HIGH SCHOOL ATHLETICS

Athletic Director	3,665.00
Athletic Trainer	7,315.00
Baseball, Head Coach	7,000.00
Baseball, Asst.	3,000.00
Basketball, Head	9,000.00
Basketball, Asst.	3,500.00
Cheer Head	5,000.00
Cheer Asst.	1,895.00
Cross Country	3,500.00
Cross Country Asst	1,990.00
Football Head	12,100.00
Football Head Asst.	5,030.00
Football Asst.	4,500.00
Golf	3,500.00

Golf Asst.	1,780.00
Soccer Head	5,000.00
Soccer Asst.	2,500.00
Softball Head Fast Pitch Head	7,000.00
Softball Fast Pitch Asst.	3,000.00
Softball Slow-pitch Head	3,000.00
Softball Slow-pitch Asst.	1,000.00
Stadium Manager	1,900.00
Swimming	4,200.00
Tennis	3,250.00
Track	5,000.00
Track Asst.	2,200.00
Volleyball Head	4,500.00
Volleyball Asst.	2,000.00
Weight Training	1,530.00
Wrestling Head	8,000.00
Wrestling Asst.	3,400.00

MIDDLE SCHOOL ATHLETICS

Athletic Director	3,590.00
Basketball Head	2,865.00
Basketball Asst	1,970.00
Cheer Head	2,520.00
Cheer Assistant	1,895.00
Cross Country	1,575.00
Football Head	3,275.00
Football Asst.	2,310.00
Golf	2,000.00
Soccer	1,920.00
Soccer Asst.	1,520.00
Softball Head	2,400.00
Softball Asst.	1,820.00
Track	2,380.00
Track Asst.	1,800.00
Volleyball Head	2,155.00
Volleyball Asst.	1,630.00
Wrestling Head	3,015.00
Wrestling Asst	2,215.00

DISTRICT PROGRAM CHAIRS

Vocal Music	1,685.00
Physical Education	1,685.00
Orchestra	1,685.00
Band	1,685.00
Visual Arts	1,685.00
Performing Arts	1,685.00

Foreign Language	1,685.00
Gifted and Talented	1,685.00
STEM	1,685.00

FY27 Pay Table - Teachers, Bachelors

(A)	(B)	(C)	(D)	(E)	(G)	(H)		(I)
		Additional	*Dist.*	*Dist.*	*Total*	*Cash*		*FBA for*
	Base	*Salary*	*Paid*	*Paid*	*Dist.*	*In Lieu of*	*OR*	*Major Med.*
STEP	*Salary*	*(TRS Credit)*	*Life*	*Ret.*	*Comp.*	*FBA*		*thru 12-31-26*
						MONTHLY BENEFITS		
0	$48,050.00	$60.15	$46.80	$3,560.05	$51,717.00	$69.71		$707.00
1	$48,315.00	$103.41	$46.80	$3,536.73	$52,001.94	$69.71		$707.00
2	$48,680.00	$145.65	$46.80	$3,521.97	$52,394.42	$69.71		$707.00
3	$49,045.00	$188.15	$46.80	$3,506.94	$52,786.89	$69.71		$707.00
4	$49,410.00	$233.33	$46.80	$3,489.23	$53,179.36	$69.71		$707.00
5	$50,950.00	$278.76	$46.80	$3,559.72	$54,835.28	$69.71		$707.00
6	$51,490.00	$325.26	$46.80	$3,553.86	$55,415.92	$69.71		$707.00
7	$52,030.00	$372.82	$46.80	$3,546.95	$55,996.57	$69.71		$707.00
8	$52,570.00	$421.44	$46.80	$3,538.97	$56,577.21	$69.71		$707.00
9	$53,110.00	$471.12	$46.80	$3,529.94	$57,157.86	$69.71		$707.00
10	$54,725.00	$521.87	$46.80	$3,600.75	$58,894.42	$69.71		$707.00
11	$55,340.00	$573.67	$46.80	$3,595.24	$59,555.71	$69.71		$707.00
12	$55,955.00	$626.54	$46.80	$3,588.66	$60,217.00	$69.71		$707.00
13	$56,570.00	$680.48	$46.80	$3,581.01	$60,878.29	$69.71		$707.00
14	$57,185.00	$735.47	$46.80	$3,572.31	$61,539.58	$69.71		$707.00
15	$58,800.00	$791.53	$46.80	$3,637.81	$63,276.14	$69.71		$707.00
16	$59,415.00	$848.65	$46.80	$3,626.98	$63,937.43	$69.71		$707.00
17	$60,030.00	$906.83	$46.80	$3,615.09	$64,598.72	$69.71		$707.00
18	$60,645.00	$966.07	$46.80	$3,602.14	$65,260.01	$69.71		$707.00
19	$61,260.00	$1,026.38	$46.80	$3,588.12	$65,921.30	$69.71		$707.00
20	$61,875.00	$1,087.75	$46.80	$3,573.04	$66,582.59	$69.71		$707.00
21	$62,490.00	$1,150.18	$46.80	$3,556.90	$67,243.88	$69.71		$707.00
22	$63,105.00	$1,213.68	$46.80	$3,539.69	$67,905.17	$69.71		$707.00
23	$63,720.00	$1,278.23	$46.80	$3,521.43	$68,566.46	$69.71		$707.00
24	$64,335.00	$1,343.85	$46.80	$3,502.10	$69,227.75	$69.71		$707.00
25	$65,450.00	$1,410.53	$46.80	$3,519.35	$70,426.68	$69.71		$707.00
26	$66,065.00	$1,410.53	$46.80	$3,565.64	$71,087.97	$69.71		$707.00
27	$66,680.00	$1,410.53	$46.80	$3,611.93	$71,749.26	$69.71		$707.00
28	$67,295.00	$1,410.53	$46.80	$3,658.22	$72,410.55	$69.71		$707.00
29	$67,910.00	$1,410.53	$46.80	$3,704.51	$73,071.84	$69.71		$707.00
30	$68,525.00	$1,410.53	$46.80	$3,750.80	$73,733.13	$69.71		$707.00
31	$69,140.00	$1,410.53	$46.80	$3,797.09	$74,394.42	$69.71		$707.00
32	$69,755.00	$1,410.53	$46.80	$3,843.38	$75,055.71	$69.71		$707.00
33	$70,370.00	$1,410.53	$46.80	$3,889.67	$75,717.00	$69.71		$707.00
34	$70,985.00	$1,410.53	$46.80	$3,935.96	$76,378.29	$69.71		$707.00
35	$71,600.00	$1,410.53	$46.80	$3,982.25	$77,039.58	$69.71		$707.00
36	$72,215.00	$1,410.53	$46.80	$4,028.54	$77,700.87	$69.71		$707.00
37	$72,830.00	$1,410.53	$46.80	$4,074.83	$78,362.16	$69.71		$707.00
38	$73,445.00	$1,410.53	$46.80	$4,121.12	$79,023.45	$69.71		$707.00
39	$74,060.00	$1,410.53	$46.80	$4,167.41	$79,684.74	$69.71		$707.00
40	$74,675.00	$1,410.53	$46.80	$4,213.71	$80,346.04	$69.71		$707.00
41	$75,290.00	$1,410.53	$46.80	$4,260.00	$81,007.33	$69.71		$707.00
42	$75,905.00	$1,410.53	$46.80	$4,306.29	$81,668.62	$69.71		$707.00
43	$76,520.00	$1,410.53	$46.80	$4,352.58	$82,329.91	$69.71		$707.00
44	$77,135.00	$1,410.53	$46.80	$4,398.87	$82,991.20	$69.71		$707.00
45	$77,750.00	$1,410.53	$46.80	$4,445.16	$83,652.49	$69.71		$707.00

(A) Step - Based on total experience.

(B) Base Salary - Negotiated base salary.

(C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional compensation. Not Shown On This Schedule - State Paid Teachers' Retirement Credit which is the statutory amount paid to Teachers' Retirement on behalf of certified staff to offset the TRS Credit taken as additional salary.

(D) District Paid Life - $30,000 of life insurance for $3.90 (per month) X 12 (months) = $46.80.

(E) Dist. Paid Ret. - Seven percent of Total Dist. Comp. (Col. F) less the TRS Credit (Col. C).

(F) Total Dist. Comp. - Total of columns B through E.

(G) Cash in Lieu of Flexible Benefit Allowance - Teachers not enrolled in the District's Health Insurance Plan shall receive from the state a payment in lieu of health insurance in the amount of $69.71 per month.

(H) Flexible Benefit Allowance for Major Medical - Teachers enrolled in District's Health Insurance Plan shall receive from the state a Flexible Benefit Allowance (FBA) an amount equal to the HealthChoice High premium for a single employee. The premium for the remainder of calendar year 2026 is $707.00. Any excess FBA over the cost of the major medical coverage may be used to purchase additional benefits or may be taken as taxable compensation. No employee shall receive a payment less than provided for by state law.

FY27 Pay Table - Teachers, Masters

(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H)
		Additional	*Dist.*	*Dist.*	*Total*	*Cash*		*FBA for*
	Base	*Salary*	*Paid*	*Paid*	*Dist.*	*In Lieu of*	*OR*	*Major Med.*
STEP	*Salary*	*(TRS Credit)*	*Life*	*Ret.*	*Comp.*	*FBA*		*thru 12-31-26*
						MONTHLY BENEFITS		
0	$49,550.00	$60.15	$46.80	$3,672.95	$53,329.90	$69.71		$707.00
1	$49,815.00	$103.41	$46.80	$3,649.64	$53,614.85	$69.71		$707.00
2	$50,180.00	$145.65	$46.80	$3,634.87	$54,007.32	$69.71		$707.00
3	$50,545.00	$188.15	$46.80	$3,619.84	$54,399.79	$69.71		$707.00
4	$50,910.00	$233.33	$46.80	$3,602.14	$54,792.27	$69.71		$707.00
5	$52,450.00	$278.76	$46.80	$3,672.62	$56,448.18	$69.71		$707.00
6	$52,990.00	$325.26	$46.80	$3,666.77	$57,028.83	$69.71		$707.00
7	$53,530.00	$372.82	$46.80	$3,659.85	$57,609.47	$69.71		$707.00
8	$54,070.00	$421.44	$46.80	$3,651.88	$58,190.12	$69.71		$707.00
9	$54,610.00	$471.12	$46.80	$3,642.84	$58,770.76	$69.71		$707.00
10	$56,225.00	$521.87	$46.80	$3,713.65	$60,507.32	$69.71		$707.00
11	$56,840.00	$573.67	$46.80	$3,708.14	$61,168.61	$69.71		$707.00
12	$57,455.00	$626.54	$46.80	$3,701.56	$61,829.90	$69.71		$707.00
13	$58,070.00	$680.48	$46.80	$3,693.91	$62,491.19	$69.71		$707.00
14	$58,685.00	$735.47	$46.80	$3,685.21	$63,152.48	$69.71		$707.00
15	$60,300.00	$791.53	$46.80	$3,750.71	$64,889.04	$69.71		$707.00
16	$60,915.00	$848.65	$46.80	$3,739.88	$65,550.33	$69.71		$707.00
17	$61,530.00	$906.83	$46.80	$3,727.99	$66,211.62	$69.71		$707.00
18	$62,145.00	$966.07	$46.80	$3,715.04	$66,872.91	$69.71		$707.00
19	$62,760.00	$1,026.38	$46.80	$3,701.03	$67,534.21	$69.71		$707.00
20	$63,375.00	$1,087.75	$46.80	$3,685.95	$68,195.50	$69.71		$707.00
21	$63,990.00	$1,150.18	$46.80	$3,669.81	$68,856.79	$69.71		$707.00
22	$64,605.00	$1,213.68	$46.80	$3,652.60	$69,518.08	$69.71		$707.00
23	$65,220.00	$1,278.23	$46.80	$3,634.34	$70,179.37	$69.71		$707.00
24	$65,835.00	$1,343.85	$46.80	$3,615.01	$70,840.66	$69.71		$707.00
25	$66,950.00	$1,410.53	$46.80	$3,632.25	$72,039.58	$69.71		$707.00
26	$67,565.00	$1,410.53	$46.80	$3,678.54	$72,700.87	$69.71		$707.00
27	$68,180.00	$1,410.53	$46.80	$3,724.83	$73,362.16	$69.71		$707.00
28	$68,795.00	$1,410.53	$46.80	$3,771.12	$74,023.45	$69.71		$707.00
29	$69,410.00	$1,410.53	$46.80	$3,817.41	$74,684.74	$69.71		$707.00
30	$70,025.00	$1,410.53	$46.80	$3,863.70	$75,346.03	$69.71		$707.00
31	$70,640.00	$1,410.53	$46.80	$3,909.99	$76,007.32	$69.71		$707.00
32	$71,255.00	$1,410.53	$46.80	$3,956.29	$76,668.62	$69.71		$707.00
33	$71,870.00	$1,410.53	$46.80	$4,002.58	$77,329.91	$69.71		$707.00
34	$72,485.00	$1,410.53	$46.80	$4,048.87	$77,991.20	$69.71		$707.00
35	$73,100.00	$1,410.53	$46.80	$4,095.16	$78,652.49	$69.71		$707.00
36	$73,715.00	$1,410.53	$46.80	$4,141.45	$79,313.78	$69.71		$707.00
37	$74,330.00	$1,410.53	$46.80	$4,187.74	$79,975.07	$69.71		$707.00
38	$74,945.00	$1,410.53	$46.80	$4,234.03	$80,636.36	$69.71		$707.00
39	$75,560.00	$1,410.53	$46.80	$4,280.32	$81,297.65	$69.71		$707.00
40	$76,175.00	$1,410.53	$46.80	$4,326.61	$81,958.94	$69.71		$707.00
41	$76,790.00	$1,410.53	$46.80	$4,372.90	$82,620.23	$69.71		$707.00
42	$77,405.00	$1,410.53	$46.80	$4,419.19	$83,281.52	$69.71		$707.00
43	$78,020.00	$1,410.53	$46.80	$4,465.48	$83,942.81	$69.71		$707.00
44	$78,635.00	$1,410.53	$46.80	$4,511.77	$84,604.10	$69.71		$707.00
45	$79,250.00	$1,410.53	$46.80	$4,558.06	$85,265.39	$69.71		$707.00

(A) Step - Based on total experience.

(B) Base Salary - Negotiated base salary.

(C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional compensation. Not Shown On This Schedule - State Paid Teachers' Retirement Credit which is the statutory amount paid to Teachers' Retirement on behalf of certified staff to offset the TRS Credit taken as additional salary.

(D) District Paid Life - $30,000 of life insurance for $3.90 (per month) X 12 (months) = $46.80.

(E) Dist. Paid Ret. - Seven percent of Total Dist. Comp. (Col. F) less the TRS Credit (Col. C).

(F) Total Dist. Comp. - Total of columns B through E.

(G) Cash in Lieu of Flexible Benefit Allowance - Teachers not enrolled in the District's Health Insurance Plan shall receive from the state a payment in lieu of health insurance in the amount of $69.71 per month.

(H) Flexible Benefit Allowance for Major Medical - Teachers enrolled in District's Health Insurance Plan shall receive from the state a Flexible Benefit Allowance (FBA) an amount equal to the HealthChoice High premium for a single employee. The premium for the remainder of calendar year 2026 is $707.00. Any excess FBA over the cost of the major medical coverage may be used to purchase additional benefits or may be taken as taxable compensation. No employee shall receive a payment less than provided for by state law.

FY27 Pay Table - Teachers, Doctorate

(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H)
		Additional	*Dist.*	*Dist.*	*Total*	*Cash*		*FBA for*
	Base	*Salary*	*Paid*	*Paid*	*Dist.*	*In Lieu of*	*OR*	*Major Med.*
STEP	*Salary*	*(TRS Credit)*	*Life*	*Ret.*	*Comp.*	*FBA*		*thru 12-31-26*
						MONTHLY BENEFITS		
0	$53,050.00	$60.15	$46.80	$3,936.39	$57,093.34	$69.71		$707.00
1	$53,315.00	$103.41	$46.80	$3,913.08	$57,378.29	$69.71		$707.00
2	$53,680.00	$145.65	$46.80	$3,898.31	$57,770.76	$69.71		$707.00
3	$54,045.00	$188.15	$46.80	$3,883.29	$58,163.24	$69.71		$707.00
4	$54,410.00	$233.33	$46.80	$3,865.58	$58,555.71	$69.71		$707.00
5	$55,950.00	$278.76	$46.80	$3,936.06	$60,211.62	$69.71		$707.00
6	$56,490.00	$325.26	$46.80	$3,930.21	$60,792.27	$69.71		$707.00
7	$57,030.00	$372.82	$46.80	$3,923.29	$61,372.91	$69.71		$707.00
8	$57,570.00	$421.44	$46.80	$3,915.32	$61,953.56	$69.71		$707.00
9	$58,110.00	$471.12	$46.80	$3,906.28	$62,534.20	$69.71		$707.00
10	$59,725.00	$521.87	$46.80	$3,977.09	$64,270.76	$69.71		$707.00
11	$60,340.00	$573.67	$46.80	$3,971.58	$64,932.05	$69.71		$707.00
12	$60,955.00	$626.54	$46.80	$3,965.00	$65,593.34	$69.71		$707.00
13	$61,570.00	$680.48	$46.80	$3,957.35	$66,254.63	$69.71		$707.00
14	$62,185.00	$735.47	$46.80	$3,948.66	$66,915.93	$69.71		$707.00
15	$63,800.00	$791.53	$46.80	$4,014.15	$68,652.48	$69.71		$707.00
16	$64,415.00	$848.65	$46.80	$4,003.33	$69,313.78	$69.71		$707.00
17	$65,030.00	$906.83	$46.80	$3,991.44	$69,975.07	$69.71		$707.00
18	$65,645.00	$966.07	$46.80	$3,978.49	$70,636.36	$69.71		$707.00
19	$66,260.00	$1,026.38	$46.80	$3,964.47	$71,297.65	$69.71		$707.00
20	$66,875.00	$1,087.75	$46.80	$3,949.39	$71,958.94	$69.71		$707.00
21	$67,490.00	$1,150.18	$46.80	$3,933.25	$72,620.23	$69.71		$707.00
22	$68,105.00	$1,213.68	$46.80	$3,916.04	$73,281.52	$69.71		$707.00
23	$68,720.00	$1,278.23	$46.80	$3,897.78	$73,942.81	$69.71		$707.00
24	$69,335.00	$1,343.85	$46.80	$3,878.45	$74,604.10	$69.71		$707.00
25	$70,450.00	$1,410.53	$46.80	$3,895.69	$75,803.02	$69.71		$707.00
26	$71,065.00	$1,410.53	$46.80	$3,941.98	$76,464.31	$69.71		$707.00
27	$71,680.00	$1,410.53	$46.80	$3,988.27	$77,125.60	$69.71		$707.00
28	$72,295.00	$1,410.53	$46.80	$4,034.56	$77,786.89	$69.71		$707.00
29	$72,910.00	$1,410.53	$46.80	$4,080.86	$78,448.19	$69.71		$707.00
30	$73,525.00	$1,410.53	$46.80	$4,127.15	$79,109.48	$69.71		$707.00
31	$74,140.00	$1,410.53	$46.80	$4,173.44	$79,770.77	$69.71		$707.00
32	$74,755.00	$1,410.53	$46.80	$4,219.73	$80,432.06	$69.71		$707.00
33	$75,370.00	$1,410.53	$46.80	$4,266.02	$81,093.35	$69.71		$707.00
34	$75,985.00	$1,410.53	$46.80	$4,312.31	$81,754.64	$69.71		$707.00
35	$76,600.00	$1,410.53	$46.80	$4,358.60	$82,415.93	$69.71		$707.00
36	$77,215.00	$1,410.53	$46.80	$4,404.89	$83,077.22	$69.71		$707.00
37	$77,830.00	$1,410.53	$46.80	$4,451.18	$83,738.51	$69.71		$707.00
38	$78,445.00	$1,410.53	$46.80	$4,497.47	$84,399.80	$69.71		$707.00
39	$79,060.00	$1,410.53	$46.80	$4,543.76	$85,061.09	$69.71		$707.00
40	$79,675.00	$1,410.53	$46.80	$4,590.05	$85,722.38	$69.71		$707.00
41	$80,290.00	$1,410.53	$46.80	$4,636.34	$86,383.67	$69.71		$707.00
42	$80,905.00	$1,410.53	$46.80	$4,682.63	$87,044.96	$69.71		$707.00
43	$81,520.00	$1,410.53	$46.80	$4,728.92	$87,706.25	$69.71		$707.00
44	$82,135.00	$1,410.53	$46.80	$4,775.21	$88,367.54	$69.71		$707.00
45	$82,750.00	$1,410.53	$46.80	$4,821.50	$89,028.83	$69.71		$707.00

(A) Step - Based on total experience.

(B) Base Salary - Negotiated base salary.

(C) Additional Salary (TRS Credit) - Statutory required payment to certified staff as additional compensation. Not Shown On This Schedule - State Paid Teachers' Retirement Credit which is the statutory amount paid to Teachers' Retirement on behalf of certified staff to offset the TRS Credit taken as additional salary.

(D) District Paid Life - $30,000 of life insurance for $3.90 (per month) X 12 (months) = $46.80.

(E) Dist. Paid Ret. - Seven percent of Total Dist. Comp. (Col. F) less the TRS Credit (Col. C).

(F) Total Dist. Comp. - Total of columns B through E.

(G) Cash in Lieu of Flexible Benefit Allowance - Teachers not enrolled in the District's Health Insurance Plan shall receive from the state a payment in lieu of health insurance in the amount of $69.71 per month.

(H) Flexible Benefit Allowance for Major Medical - Teachers enrolled in District's Health Insurance Plan shall receive from the state a Flexible Benefit Allowance (FBA) an amount equal to the HealthChoice High premium for a single employee. The premium for the remainder of calendar year 2026 is $707.00. Any excess FBA over the cost of the major medical coverage may be used to purchase additional benefits or may be taken as taxable compensation. No employee shall receive a payment less than provided for by state law.

FY27 Table - Instructional Coach

	Bachelor	Master	Doctorate
	185 Day	185 Day	185 Day
Step	Salary	Salary	Salary
0	$ 48,842	$ 50,367	$ 53,924
1	$ 49,111	$ 50,636	$ 54,194
2	$ 49,482	$ 51,007	$ 54,565
3	$ 49,853	$ 51,378	$ 54,936
4	$ 50,224	$ 51,749	$ 55,307
5	$ 51,790	$ 53,315	$ 56,872
6	$ 52,339	$ 53,863	$ 57,421
7	$ 52,888	$ 54,412	$ 57,970
8	$ 53,437	$ 54,961	$ 58,519
9	$ 53,985	$ 55,510	$ 59,068
10	$ 55,627	$ 57,152	$ 60,709
11	$ 56,252	$ 57,777	$ 61,335
12	$ 56,877	$ 58,402	$ 61,960
13	$ 57,502	$ 59,027	$ 62,585
14	$ 58,128	$ 59,652	$ 63,210
15	$ 59,769	$ 61,294	$ 64,852
16	$ 60,394	$ 61,919	$ 65,477
17	$ 61,020	$ 62,544	$ 66,102
18	$ 61,645	$ 63,169	$ 66,727
19	$ 62,270	$ 63,795	$ 67,352
20	$ 62,895	$ 64,420	$ 67,977
21	$ 63,520	$ 65,045	$ 68,602
22	$ 64,145	$ 65,670	$ 69,228
23	$ 64,770	$ 66,295	$ 69,853
24	$ 65,395	$ 66,920	$ 70,478
25	$ 66,529	$ 68,054	$ 71,611
26	$ 67,154	$ 68,679	$ 72,236
27	$ 67,779	$ 69,304	$ 72,862
28	$ 68,404	$ 69,929	$ 73,487
29	$ 69,029	$ 70,554	$ 74,112
30	$ 69,655	$ 71,179	$ 74,737
31	$ 70,280	$ 71,804	$ 75,362
32	$ 70,905	$ 72,430	$ 75,987
33	$ 71,530	$ 73,055	$ 76,612
34	$ 72,155	$ 73,680	$ 77,238
35	$ 72,780	$ 74,305	$ 77,863
36	$ 73,405	$ 74,930	$ 78,488
37	$ 74,030	$ 75,555	$ 79,113
38	$ 74,656	$ 76,180	$ 79,738
39	$ 75,281	$ 76,805	$ 80,363
40	$ 75,906	$ 77,431	$ 80,988
41	$ 76,531	$ 78,056	$ 81,613
42	$ 77,156	$ 78,681	$ 82,239
43	$ 77,781	$ 79,306	$ 82,864
44	$ 78,406	$ 79,931	$ 83,489
45	$ 79,032	$ 80,556	$ 84,114
46	$ 79,657	$ 81,181	$ 84,739
47	$ 80,282	$ 81,807	$ 85,364
48	$ 80,907	$ 82,432	$ 85,989
49	$ 81,532	$ 83,057	$ 86,615
50	$ 82,157	$ 83,682	$ 87,240

Salary shown reflects the per diem for the additional contract days in Article IX, Section 4, Paragraph A

FY27 Table - Coordinator

Step	Bachelor 236 Day Salary	Master 236 Day Salary	Doctorate 236 Day Salary
0	$ 65,607	$ 67,552	$ 72,090
1	$ 65,950	$ 67,895	$ 72,434
2	$ 66,424	$ 68,369	$ 72,907
3	$ 66,897	$ 68,842	$ 73,380
4	$ 67,370	$ 69,315	$ 73,854
5	$ 69,367	$ 71,312	$ 75,851
6	$ 70,067	$ 72,012	$ 76,551
7	$ 70,767	$ 72,713	$ 77,251
8	$ 71,468	$ 73,413	$ 77,951
9	$ 72,168	$ 74,113	$ 78,651
10	$ 74,262	$ 76,207	$ 80,746
11	$ 75,060	$ 77,005	$ 81,543
12	$ 75,857	$ 77,802	$ 82,341
13	$ 76,655	$ 78,600	$ 83,138
14	$ 77,452	$ 79,397	$ 83,935
15	$ 79,546	$ 81,491	$ 86,030
16	$ 80,344	$ 82,289	$ 86,827
17	$ 81,141	$ 83,086	$ 87,625
18	$ 81,939	$ 83,884	$ 88,422
19	$ 82,736	$ 84,681	$ 89,220
20	$ 83,534	$ 85,479	$ 90,017
21	$ 84,331	$ 86,276	$ 90,815
22	$ 85,128	$ 87,074	$ 91,612
23	$ 85,926	$ 87,871	$ 92,409
24	$ 86,723	$ 88,668	$ 93,207
25	$ 88,169	$ 90,114	$ 94,653
26	$ 88,967	$ 90,912	$ 95,450
27	$ 89,764	$ 91,709	$ 96,248
28	$ 90,562	$ 92,507	$ 97,045
29	$ 91,359	$ 93,304	$ 97,843
30	$ 92,157	$ 94,102	$ 98,640
31	$ 92,954	$ 94,899	$ 99,438
32	$ 93,752	$ 95,697	$ 100,235
33	$ 94,549	$ 96,494	$ 101,033
34	$ 95,346	$ 97,292	$ 101,830
35	$ 96,144	$ 98,089	$ 102,627

Salary shown reflects the per diem for the additional contract days in Article IX, Section 4, Paragraph A and the salary adjustment idenitifed in Paragraph A, Subparagraph 5.

Type or Print
In Duplicate

APPENDIX I

GBM-E1

PUTNAM CITY SCHOOLS

FORMAL GRIEVANCE PRESENTATION
(Refer to Article II – Section 5 of the Negotiation Agreement)

Step I II III

(Circle Applicable Step)

NAME _____ TEACHING ASSIGNMENT_____

SCHOOL _____ PRINCIPAL _____

DATE _____

DATE OF PREVIOUS DISPOSITION_____

I FEEL THAT THE NEGOTIATIED AGREEMENT BETWEEN THE PUTNAM CITY BOARD OF EDUCATION AND THE A.C.T. HAS BEEN VIOLATED FOR THIS REASON:_____

_____

_____

_____

_____

ACTION REQUESTED: _____

_____

_____

_____

_____
(Signature of Aggrieved)

_____
(Assoc. Com. Member's Signature)

(1996)

Distribution:
(Copies will be furnished to appropriate parties)

APPENDIX II

Article III: Personnel Procedures

Section 14: ADMINISTRATIVE APPEAL

RIGHT TO APPEAL ADMINISTRATIVE DECISIONS
ADMINISTRATIVE APPEAL PROCEDURE FORM

Teacher(s):_____

(Circle appropriate level according to Negotiated Agreement)

Principal Chief Elementary or Secondary Officer

Chief Officer of Human Capital Superintendent

Date of Appeal: _____

Statement of Concern: _____
_____
_____
_____
_____

Action requested: _____
_____
_____
_____
_____

Signature_____

Response to Appeal: _____
_____
_____
_____

Signature_____

Memorandum of Agreement

This agreement is entered into between the Superintendent of Putnam City Public Schools and the Putnam City Association of Classroom Teachers (PCACT). Both agree to:

Form a joint task force during the 2026–2027 school year to review workforce development. The task force will be composed of representatives appointed by both the District and PCACT and will meet throughout the school year to analyze and make recommendations.

Dr. Kenny Rodrequez, Superintendent

7.20.26
Date

Vicki Vaughan
Vicki Vaughan, PCACT President

7-16-2026
Date

Memorandum of Agreement

This agreement is entered into between the Superintendent of Putnam City Public Schools and the Putnam City Association of Classroom Teachers (PCACT). Both agree to:

All newly hired certified teaching personnel shall be placed on semester contracts for the 2026-2027 school year.

Dr. Kenny Rodrequez, Superintendent

7.20.26
Date

Vicki Vaughan
Vicki Vaughan, PCACT President

6-16-2026
Date

Memorandum of Agreement

This agreement is entered into between the Superintendent of Putnam City Public Schools and the Putnam City Association of Classroom Teachers (PCACT) to address the McKinney-Vento Site Liaisons.

The District has been awarded a federally funded 3-year grant that provides funding to the District to pay a stipend to all designated Site Homeless Liaisons.The 2026-2027 school year is the second year of this grant. Per the McKinney-Vento grant guidelines, designated Site Homeless Liaison will be required to meet all trainings and additional work requirements of the grant.

Designated Site Homeless Liaisons at elementary sites will be paid a stipend of fifteen dollars ($15) per homeless student at their site. Designated Site Homeless Liaisons at secondary sites will be paid a stipend of twenty dollars ($20) per homeless student at their site. Benefit costs will be covered by the grant. The stipend will be based on the identified homeless numbers from January 2027, and only paid 1 time per school year. The total District paid from the grant shall not exceed $13,000.

This MOU expires June 30, 2027.

Dr. Kenny Rodrequez, Superintendent

7.20.26
Date

Vicki Vaughan
Vicki Vaughan, PCACT President

7-16-2026
Date

DURATION

This Agreement represents in full and complete agreement between the Board and the Association. It shall be effective September 15, 2026, and shall remain in effect until replaced by a subsequent Agreement negotiated in accordance with the provisions of Article 1.

CERTIFICATION OF RATIFICATION

Ratification of this Agreement between the parties is attested to by the representatives whose signatures appear below on this 14th day of September 2026:

Board of Education Spokesperson
Nancy Ingle

Putnam City ACT Spokesperson
Jordann Hardin

Board of Education President
Jay Sherrill

Putnam City ACT President
Vicki Vaughan

REPRESENTATIVES

Board of Education Bargaining Team
Nancy Ingle, Spokesperson
Barbara Crump, Member
Dr. Jason Memoli, Member
Dr. Matthew Flinton, Member
Ryan Spilman, Member

Putnam City ACT Bargaining Team
Jordann Hardin, Spokesperson
Austin Bushong, Member
Cristy Gosset, Member
Julia Tiller, Member
Samantha VanOsdol, Member
Bradley Reents, Alt. Member
Vicki Vaughan, Ad Hoc

Board of Education
Jay Sherrill, President
Judy Mullen Hopper, Vice President
Charity Avery, Member
Steve Burger, Member
Collette Shepard-McIntire, Member

Putnam City ACT Executive Committee
Vicki Vaughan, President
Jordann Hardin, Vice President
Jan Sands, Treasurer
Julia Tiller, Recording Secretary
Samantha VanOsdol, Civic Advocacy Liaison
Sylvia Carrington, Member at Large
Dawn Dilley, Member at Large
Keshia Frost, Member at Large
Cristy Gosset, Member at Large
Michelle Hopper, Member at Large
Madeline Jacobson, Member at Large
Bradley Reents, Member at Large