

# Perry Community School District Teacher Handbook

**2023/2024**



Board Approved  
, 2023

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**Acknowledgement of Receipt Form**

Welcome to Perry Community Schools. We are glad that you have chosen this great school for your employment. Our district Mission Statement is ... To develop knowledgeable, skilled, and productive citizens of character.

Our general theme each year is **One Team, One Purpose**. This theme means a Perry Team where individuals share positive energy and a commitment to students, parents, and families to build strong relationships. This attitude will create a synergistic atmosphere and culture that will **produce STUDENT SUCCESS...** that is our **PURPOSE!**

A couple of guiding thoughts we often refer to is The Bluejay Way. You will see various posters and plaques around the buildings with the principles of The Bluejay Way which are:

- Act with Character
- Commit to Excellence in Academics & Activities
- Outwork Our Competitors Striving to Improve Every Day
- Be the Best Version of Ourselves, Serving Other, & Displaying Good Sportsmanship
- Dream Big

Thanks to Tom Lipovac, retired Perry Activities Director, for authoring The Bluejay Way. One other set of principles I have emphasized is I-CARE. These principles are:

- I- Inviting Atmosphere
- C-Continuous Improvement
- A- Appreciation
- R- Relationships
- E- Enthusiasm

Incorporating all of these principles will lead each staff member to **SUCCESS**. Thanks again for your commitment to yourself and to Perry Community Schools.

Go Bluejays! Go Jayettes!

Clark S. Wicks, Superintendent

## **Purpose of Handbook**

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

## **Definitions**

- "The district" means the Perry Community School District.
- "Parent" also means "guardian" unless otherwise stated.
- An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.
- "School grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- "School facilities" includes school district buildings and vehicles.
- "School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.



# Perry Community School District

## Our Mission

To Develop knowledgeable, skilled, and productive citizens of character.

## Core Values

### Integrity

We support moral and ethical actions by all.

### Child Focused

We promote social, emotional, and academic growth in each learner.

### Trust

We depend on each other to jointly educate each learner while increasing the public's confidence.

### Collaboration

We work together effectively with families, staff and community patrons to utilize our various skills.

## District Goals

Demonstrate growth in student learning.  
Secure and manage financial resources responsibly.  
Provide each staff member with targeted staff development.  
Communicate and collaborate effectively with all stakeholders.

# Perry Community Schools 2023-2024 School Calendar

(August 23 – May 29)

Summary of Calendar:  
 Days in classroom:  
 First Semester .....83  
 Second Semester ..... 97  
**TOTAL CALENDAR DAYS 180**

**CALENDAR LEGEND**

- Start
- Quarter
- End
- Holidays
- Vacation Days
- Conferences
- Conf. Comp Day-No School
- Prof. Development-No School
- 1½ hour early dismissal
- 2 hour early dismissal Dec. 21<sup>st</sup> & May 29<sup>th</sup>

**HOLIDAYS:**

- Labor Day (9/4)
- Thanksgiving Day (11/23)
- Christmas Day (12/25)
- New Year's Day (1/1)
- Martin Luther King Day (1/15)
- President's Day (2/19)
- Easter Sunday (3/31)
- Memorial Day (5/27)

**School Hours:**

- Elementary  
 8:20 am – 3:30 pm (walkers)  
 8:20 am – 3:35 pm (bussers)
- Middle & High Schools  
 7:55 am – 3:15 pm

- 1st Quarter Ends Oct. 20<sup>th</sup>
- 2nd Quarter Ends Dec. 21<sup>st</sup>
- 1st Semester Ends Dec. 21<sup>st</sup>
- 3<sup>rd</sup> Quarter Ends Mar. 7<sup>th</sup>
- 4<sup>th</sup> Quarter Ends May 29<sup>th</sup>
- 2<sup>nd</sup> Semester Ends May 29<sup>th</sup>

Graduation 5/26/2024  
 Homecoming 11/2023



180 Day Calendar							Date	Events
August						Sun Days	Hours	
M	T	W	Th	F				
	01	02	03	04				
07	08	09	10	11			Aug. 8-10 Professional Development-New Teachers	
14	15	16	17	18			Aug. 17-22 Professional Development	
21	22	23	24	25	3	18.75	Aug. 23 First Day of School 1 <sup>st</sup> -12 <sup>th</sup>	
28	29	30	31		7	44.25	Aug. 28 Pre-School First Day	
September								
				01	8	51.00		
04	05	06	07	08	12	76.50	Sept. 4 Labor Day (No School)	
11	12	13	14	15	17	108.75		
18	19	20	21	22	22	141.00		
25	26	27	28	29	27	173.25		
October								
02	03	04	05	06	32	205.50	Oct. 20 End of First Qtr. (42 days)	
09	10	11	12	13	37	237.75	Oct. 23 Elem. Conferences	
16	17	18	19	20	42	270.00	Oct. 24 MS/HS Conferences	
23	24	25	26	27	47	304.00	Oct. 25 Elem. Conferences	
30	31				49	317.50	Oct. 26 MS/HS Conferences	
							Oct. 27 Conf. Comp Day	
November								
		01	02	03	52	335.25		
06	07	08	09	10	57	368.50		
13	14	15	16	17	62	400.75		
20	21	22	23	24	64	414.25		
27	28	29	30		68	439.75	Nov. 22-24 Thanksgiving Holiday (No School)	
December								
				01	69	446.50	Dec. 21 2 Hour Early Dismissal	
04	05	06	07	08	74	478.75	Dec. 21 End of 2 <sup>nd</sup> Qtr. (41 days)	
11	12	13	14	15	79	511.00	Dec. 21 End of 1 <sup>st</sup> Semester (83 days)	
18	19	20	21	22	83	534.50	Dec. 22-Jan. 2 Winter Break (No School)	
25	26	27	28	29			Dec. 25 Christmas	
January								
01	02	03	04	05	85	548.00	Jan. 1 New Year's Day	
08	09	10	11	12	90	580.25	Jan. 3 Professional Development	
15	16	17	18	19	95	612.50	Jan. 4 Begin 2 <sup>nd</sup> Semester	
22	23	24	25	26	100	644.75		
29	30	31			103	663.50		
February								
				01	105	677.00	Feb. 16 Professional Development	
05	06	07	08	09	110	709.25	Feb. 29 MS/HS Conferences	
12	13	14	15	16	114	734.75	Mar. 4 Elem. Conferences	
19	20	21	22	23	119	767.00	Mar. 5 MS/HS Conferences	
26	27	28	29		123	792.50	Mar. 6 Elem. Conferences	
March								
				01	124	799.25	Mar. 7 End 3 <sup>rd</sup> Qtr. (45 days)	
04	05	06	07	8	129	833.25	Mar. 8 Conference Comp Day	
11	12	13	14	15			Mar. 11-15 Spring Break – No School	
18	19	20	21	22	134	865.50	April 19 Professional Development	
25	26	27	28	29	139	897.75		
April								
01	02	03	04	05	144	930.00	May 27 Memorial Day	
08	09	10	11	12	149	962.25	May 29 End 4 <sup>th</sup> Qtr. (52 days)	
15	16	17	18	19	153	987.75	May 29 End 2 <sup>nd</sup> Semester (97 days)	
22	23	24	25	26	158	1020.00	May 29 2 Hour Early Dismissal	
29	30				160	1033.50	May 30 Professional Development	
May								
		01	02	03	163	1062.25	Snow Day	
06	07	08	09	10	168	1084.50	#1 – May 30 <sup>th</sup>	
13	14	15	16	17	173	1116.75	#2 – May 31 <sup>st</sup>	
20	21	22	23	24	178	1149.00	#3 – June 3 <sup>rd</sup>	
27	28	29	30	31	180	1160.50	#4 – June 4 <sup>th</sup>	
							#5 – June 5 <sup>th</sup>	
June								
							Seniors' Last Day – May 22	
03	04	05	06	07			Board Approved Date – 1/9/2023	

## **Board Policies**

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available on the Perry website. Employees are expected to know existing board policies and know to refer to the policies when necessary.

If you have questions about board policies, please contact Joyce Scott.

## **Handbook Subject to Change**

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

## **Dress and Grooming**

All employees are required to dress in a professional and appropriate manner. Clothing deemed inappropriate will be discussed with the employee. Tank tops, tube tops, sleeveless shirts, short shorts, sweatpants and halter tops are not considered professional attire. Questions about appropriate attire should be addressed to the Principal. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

Employee furnished work uniforms are expected to be kept clean and in good repair. The uniforms must be returned to the district when they become unwearable or upon termination of employment.

Fridays are designated Bluejay Days. Wearing jeans with Bluejay apparel is encouraged.

## **Relationships with Co-Workers**

School district employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.



## **Emergency Closings, Inclement Weather and Other Interruptions**

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/television station to broadcast a school closing announcement. The information will also go out on School Messenger.

## **Threats of Violence**

All threats of violence - whether oral, written or symbolic - against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted.

## **Employee Use of Cellphones**

School district and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are only for official school business.

## **Use of Time**

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

Actions such as the following are strictly prohibited by employees: loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty.

**ARTICLE 1**  
**EVALUATION PROCEDURES**

**1.1 Staff Evaluation**

Each school year, the administrators shall present the employees with the evaluation procedures and instruments. No evaluation shall take place until such orientation has been completed.

The provisions of the Perry Professional Growth System will be utilized for the on-going performance reviews of teachers for their continual professional growth (see overview of the Perry Professional Growth System at the end of Article V). Each teacher shall have access to the entire Perry Professional Growth System Document.

**1.2 Evaluation Limitations**

Nothing in this Article is to be construed as precluding evaluation of employees by other means concerning any aspect of their job related activities. Employees shall receive a walk through evaluation from two administrators at two different times. A copy of any written evaluation by the evaluator shall be provided to the employee. The employee shall have the right to submit an explanation or other written statement regarding the evaluation for inclusion in the personnel file.

**1.3 Board and Teacher/Administrator Committee**

The Board of Directors shall establish the criteria for evaluating employees and shall adopt evaluation instruments to be used by evaluators. In adopting a change in the evaluation instrument, the superintendent or designee shall form a teacher/administrator committee to recommend criteria to be used.

**OVERVIEW OF THE  
PERRY PROFESSIONAL GROWTH PLAN**

Tier I	Tier II	Tier III	INTENSIVE ASSISTANCE
<p><b>BEGINNING TEACHER</b></p>	<p><b>EXP. TEACH W. STAND.</b></p>	<p><b>CAREER TEACHER</b></p>	
<p>Who:</p> <ul style="list-style-type: none"> <li>• New beginning teacher</li> <li>• New experienced teachers without a standard teaching license</li> </ul>	<p>Who:</p> <ul style="list-style-type: none"> <li>• New experienced teachers who possess a standard teaching license</li> </ul>	<p>Who:</p> <ul style="list-style-type: none"> <li>• Career teachers</li> </ul>	<p>Who:</p> <ul style="list-style-type: none"> <li>• Career teachers in need of specific assistance in identified area(s) of the lowa Teaching Standards and Criteria, Individual Career Development Plan and/or</li> </ul>
<p>Purpose:</p> <ul style="list-style-type: none"> <li>• To insure that the lowa Teaching Standards and Criteria are understood, accepted, and demonstrated</li> <li>• To provide support in the implementation of the lowa Teaching Standards and Criteria</li> <li>• To provide documentation on the lowa teaching standards and criteria for licensure recommendation</li> <li>• Accountability for decisions to continue employment</li> </ul>	<p>Purpose:</p> <ul style="list-style-type: none"> <li>• To insure that the lowa Teaching Standards &amp; Criteria are understood, accepted, and demonstrated (emphasis on standards 2, 3, and 6).</li> <li>• To provide support in the implementation of the lowa Teaching Standards and Criteria</li> <li>• To provide accountability for decisions to continue</li> </ul>	<p>Purpose:</p> <ul style="list-style-type: none"> <li>• To promote professional growth</li> <li>• To improve student achievement</li> <li>• To focus on continuous implementation of the lowa Teaching Standards and Criteria, Individual Career Development Plan and/or district expectations</li> </ul>	<p>Purpose:</p> <ul style="list-style-type: none"> <li>• To provide organizational support and assistance to career teachers.</li> <li>• To focus on quality assurance with support.</li> </ul>
<p>Process:</p> <ul style="list-style-type: none"> <li>• Three classroom walk-throughs, three formal observations and feedback, annually</li> <li>• Portfolio development</li> <li>• Professional development activities through the district mentoring and induction program and district career development plan</li> <li>• Regular evaluation reports and feedback through formative and summative reviews</li> <li>• Comprehensive review to determine licensure recommendation</li> </ul>	<p>Process:</p> <ul style="list-style-type: none"> <li>• Three classroom walk-throughs, one formal observation, and feedback.</li> <li>• Portfolio development</li> <li>• Professional development activities through the district mentoring and induction program and district career development plan</li> <li>• Summative review and feedback to determine employment recommendation</li> </ul>	<p>Process:</p> <ul style="list-style-type: none"> <li>• Three classroom walk-throughs annually, one formal observation every three years and feedback.</li> <li>• Continuous review of the implementation of the lowa Standards and criteria and continued documentation that the career teacher meets the district expectations, Individual Career Development Plan and the lowa teaching standards through a performance review at least once every three years.</li> <li>• Collaborative development of</li> </ul>	<p>Process:</p> <ul style="list-style-type: none"> <li>• Phases               <ol style="list-style-type: none"> <li>1. Awareness</li> <li>2. Assistance</li> </ol> </li> <li>• Development and implementation of an intensive assistance plan for no longer than twelve months</li> <li>• Regular reports and feedback and a performance review.</li> <li>• Regular walk-throughs and formal observations as needed.</li> </ul>

**OVERVIEW OF THE  
PERRY PROFESSIONAL GROWTH  
PLAN  
Continued**

Tier I	Tier II	Tier III	INTENSIVE ASSISTANCE
<b>BEGINNING TEACHER</b>	<b>EXP. TEACH W.STAND. LIC.</b>	<b>CAREER TEACHER</b>	
<p>Documentation:</p> <ul style="list-style-type: none"> <li>• Pre-observation completed by teacher</li> <li>• Observation reflection form completed by teacher after an observation</li> <li>• Comprehensive Evaluation/Summative Evaluation form completed in year one and two by administrator</li> <li>• Completion of state required form for licensure at the end of year two by administrator</li> <li>• Completion and submission to DE of state required forms by teacher</li> <li>• Portfolio completion by teacher</li> </ul>	<p>Documentation:</p> <ul style="list-style-type: none"> <li>• Pre-observation completed by teacher</li> <li>• Observation reflection form completed by teacher after an observation</li> <li>• Summative Evaluation form completed after year one by administrator               <ul style="list-style-type: none"> <li>• Portfolio completion by teacher</li> </ul> </li> </ul>	<p>Documentation:</p> <ul style="list-style-type: none"> <li>• Three year Individual Career Development Plan completed by teacher</li> <li>• Individual Career Development Plan form updated annually with administrator</li> <li>• Annual Career Performance Review by administrator utilizing same form for all three years</li> <li>• At least one formal observation in three year cycle</li> <li>• Once in the three year cycle, a pre- observation form will be completed by teacher</li> <li>• Reflection form completed by teacher after an observation</li> <li>• Portfolio completion by teacher</li> <li>• Administrator's documentation if teacher is moving into Intensive Assistance Form</li> </ul>	<p>Documentation:</p> <ul style="list-style-type: none"> <li>• Notification of placement in Awareness Phase</li> <li>• Awareness Phase-Identification of Concern form completed by administrator</li> <li>• Completion of Awareness Phase- Final Summary Form by Administrator at end of Awareness Phase</li> <li>• Notification of placement in Assistance Phase</li> <li>• Completion of Assistance Plan - Plan of Assistance Form by Administrator and teacher</li> <li>• Completion of Assistance Plan- Progress Form by administrator according to pre-determined timeline</li> <li>• Completion of Assistance Plan- Final Summary Report by administrator at end of Assistance Plan</li> </ul>

**ARTICLE 2**  
**PROCEDURES FOR STAFF REDUCTION**

**2.1 Coverage**

All employees under this Agreement are covered including any employee on leave of absence, except for employees who have been hired to replace an employee on leave of absence.

**2.2 Notification**

Within the time permitted by law, the Superintendent or his designee shall notify an employee of a recommendation to the Board to terminate that employee's employment.

**2.3 Classification**

Employees shall be classified in the following manner for purposes of staff reduction.

1. Classroom Teachers in PK-5th Grades, Title I Teachers, ELL Teachers, and TAG Teachers
  - a) Any Other Classification
2. Grades 6-8 and 9-12 by Curriculum Area:
  - a) Science
  - b) Math
  - c) Social Studies
  - d) Language Arts
  - e) Foreign Language
  - f) Business Education
  - g) Industrial Ed
  - h) Family and Consumer Sciences
  - i) Any Other Classifications
3. Areas of Special Services by Area:
  - a) Nurses
  - b) K-5 Special Ed
  - c) 6-8 Special Ed
  - d) 9-12 Special Ed
  - e) Librarians
  - f) K-5 Music Teachers
  - g) 6-8 Music Teachers
  - h) 9-12 Music Teachers
  - i) K-5 PE Teachers
  - j) 6-8 PE Teachers
  - k) 9-12 PE Teachers
  - l) K-5 Art Teachers
  - m) 6-8 Art Teachers
  - n) 9-12 Art Teachers
  - o) Driver Education
  - p) All Other Areas

**2.4 Procedure**

1. Employees will be grouped into their appropriate classifications based on their primary assignments. Employees who have been involuntarily or voluntarily transferred will be considered in their present classification with years of experience in that classification and the classification they previously were assigned retaining the years of experience in the previous classification (provided such area was a primary assignment). Years of experience in each classification may be combined for the purpose of establishing seniority.

2. Employees shall be ranked within each group on the following basis:
  - a) Employees will be given one (1) point for every year of teaching experience in the Perry Community School District and one-half (1/2) point for every year of teaching experience outside the Perry Community School District. Experience will be counted regardless of whether it was full-time or part-time (but not substitute) up to a maximum of ten (10 points.)
  - b) Employees will be given points for education on the following basis
 

BA Degree.....	0 points
BA Degree plus 6 hour.....	1 point
BA Degree plus 12 hours...2	points
BA Degree plus 18	hours...3 points
BA Degree plus	24 hours...4 points
BA Degree	plus 30 hours...5 points
MA	Degree.....6 points
MA Degree plus 8 hours.....	7
points MA Degree plus 15	hours...8 points
MA Degree plus	23 hours...9 points
MA Degree plus	30 hours.10 points

All college credit hours above the BA Degree shall be graduate hours unless specifically waived by the administration.

- c) Employees will be ranked within each group on the basis of their total amount of points. Ranking the employee with the greatest length of continuous service higher will break ties.
2. In the event that the employer determines that a reduction in staff is necessary, the employer shall determine what classifications shall be reduced. The superintendent shall notify the employee lowest in rank in each classification unless the superintendent determines that an alternate teacher should be selected because of the following considerations:
  - a) Program continuity (including assignments covered by the extra pay schedule)
  - b) Multiple teaching assignments in more than one (1) classification which, in the discretion of the superintendent, cannot be satisfied by changes in assignment of the staff.
  - c) Differences in certification which make one (1) employee preferable for retention over another employee for current academic assignments or assignments anticipated for the next school year.
  - d) If employees have a difference in point total of one (1) point or less, the superintendent may select either employee for staff reduction without regard to rank.
3.
  - a) Program continuity (including assignments covered by the extra pay schedule)
  - b) Multiple teaching assignments in more than one (1) classification which, in the discretion of the superintendent, cannot be satisfied by changes in assignment of the staff.
  - c) Differences in certification which make one (1) employee preferable for retention over another employee for current academic assignments or assignments anticipated for the next school year.
  - d) If employees have a difference in point total of one (1) point or less, the superintendent may select either employee for staff reduction without regard to rank.

## **2.5 Recall**

Employees who have been terminated as a result of staff reduction shall be eligible for recall to an available position in the category from which they were reduced for a period of two years from the date of their termination by filing a written request for recall consideration with the superintendent.

When the employer determines that a position is available the position will be offered to an employee on the recall list by applying the same criteria as are used for determining staff reductions. The employees on recall shall inform the employer of any change in their education or experience and the employer shall be permitted to rely on the information available in the District records.

Notice of recall shall be given by phone and email, making sure contact is made. If an employee fails to respond within ten (10) days after receiving call and email of the above notice of recall, the employee will be deemed to have refused the position. It is the responsibility of the employee to inform the Board of his/her current address.

Any laid off employee shall return previous sick leave and seniority benefits while laid off and shall have these restored if recalled. No employee shall accrue benefits while on recall.

Nothing in this Article shall require the Board or its designee to solicit employee resignations or retirements.

## **2.6 Exclusion**

This Article shall not apply to employees hired to replace an employee on leave of absence. The determination to terminate the employee shall not be subject to the Grievance Procedure nor shall such an employee have any recall rights.

### **ARTICLE 3** **PROCEDURES FOR TRANSFER**

#### **3.1 Voluntary Transfer Procedures**

The superintendent shall post all vacancies for a minimum of seven calendar days (excluding Winter and Spring breaks) in advance of filling said vacancies. No position shall be filled unless current employees have been given a seven calendar day period of time to request a voluntary transfer for said position. Interested in-district applicants will be interviewed. If a vacancy occurs between July 1<sup>st</sup> and May 31<sup>st</sup> fill out the current school year, the seven-calendar day period of time need not apply. If a substitute non-contract teacher is hired to fill the position for the current school year, that position will be considered vacant for the next school year and the seven-day period will apply before the position will be filled the next school year. Notice of summer vacancies shall be emailed to all the employees.

Employees who desire to transfer in grade and/or subject who desire to be transferred to another building, shall submit a letter of interest for each posting.

### **3.2 Involuntary Transfer Procedures**

This Article will apply when the vacant position cannot be filled by a voluntary transfer or when a request for a voluntary transfer has been denied.

If the involuntary transfer is necessary, the administration shall base its transfer on the relative skill, ability and competence, as determined by written evaluations and the certification, qualifications, and experience of employees available to do the work. If a choice must be made between two (2) or more employees of equal skill, competence, certification, qualifications and experience to work in the designated area, the employee with the least continuous length of service in the district, regardless of whether it was full or part-time (but not substitute) service, will be transferred first.

An involuntary transfer shall be made only after a notice of intent has been given and a meeting has been held between the employee involved and the Superintendent, at which time the employee shall be given written reason(s) therefore. If requested by the employee, an individual of the employee's choice may accompany the employee.

The District has the authority to make the transfer decision pursuant to the procedures in the Article. The involuntarily transferred employee has the right to grieve if the procedures are being challenged, but not to grieve the District's decision that a transfer is needed.

## **ARTICLE 4** **INSURANCE**

### **4.1 Health and Dental Insurance**

- (1) The District shall pay 100% of the single rate premium for the District's health insurance and shall pay 100% of the single rate premium for the District's dental insurance for each full-time staff member covered under this contract.
- (2) The District shall pay a prorated portion of the full single rate premium for the District's health insurance and a prorated portion of the full single rate premium for the District's dental insurance for staff members who work at least half time, but work less than full time, covered under this contract.
- (3) Employees become eligible for credit under the health insurance spending account on September 1. Any change in the amount of contribution from any prior contract year shall be effective on September 1.

### **4.2 Cash In-Lieu of Insurance**

Those currently receiving Cash In-Lieu of insurance will continue to receive 345/month.

### **4.3 Long-Term Disability Insurance**

The Board shall contribute for each full time employee, 100% of the employee's premium per month towards the purchase of long-term disability insurance. The Board shall determine the insurance company, provided comparable coverage is maintained.

### **4.4 Worker' Compensation Insurance**

The Board will provide workers' compensation insurance as required by law.



**4.5 Life Insurance**

For each full time employee, the Board shall purchase, at Board expense, a \$50,000 term life insurance policy.

**4.6 Commencement of Coverage**

1. The insurance coverage provided in Article 6.1 under paragraph 1 of this Article shall commence on the first day of the month following the month in which the employee begins actual performance of duties and in no case earlier than September 1 unless specially arranged.
2. The insurance provided in Article 6.1 paragraph 2 of this Article shall commence on the first day of the month following the month in which the employee begins actual performance of duties.
3. The insurance provided in Article 6.4 of this Article shall commence on the first day the employee commences actual performance of duties.
4. Commencement dates and terms of all insurance coverages shall be as provided in the policy. Any conflicts in language shall be controlled by the terms of the insurance policy.

## ARTICLE 5 PAY SCHEDULES

### 5.1 Schedule A – Regular Salary Schedule

PERRY COMMUNITY SCHOOL DISTRICT													
2023/2024 SCHEDULE A - REGULAR SALARY SCHEDULE													
STEP	INDEX	BA/BS	INDEX	BA/BS+12	INDEX	BA/BS+24	INDEX	MA/MS	INDEX	MA/MS+15	INDEX	MA/MS+30	
1	1.00	\$ 33,601	1.04	\$ 34,945	1.08	\$ 36,289	1.12	\$ 37,633	1.17	\$ 39,313	1.22	\$ 40,993	
2	1.04	\$ 34,945	1.08	\$ 36,289	1.12	\$ 37,633	1.16	\$ 38,977	1.21	\$ 40,657	1.26	\$ 42,337	
3	1.08	\$ 36,289	1.12	\$ 37,633	1.16	\$ 38,977	1.20	\$ 40,321	1.25	\$ 42,001	1.30	\$ 43,681	
4	1.12	\$ 37,633	1.16	\$ 38,977	1.20	\$ 40,321	1.24	\$ 41,665	1.29	\$ 43,345	1.34	\$ 45,025	
5	1.16	\$ 38,977	1.20	\$ 40,321	1.24	\$ 41,665	1.28	\$ 43,009	1.33	\$ 44,689	1.38	\$ 46,369	
6	1.20	\$ 40,321	1.24	\$ 41,665	1.28	\$ 43,009	1.32	\$ 44,353	1.37	\$ 46,033	1.42	\$ 47,713	
7	1.24	\$ 41,665	1.28	\$ 43,009	1.32	\$ 44,353	1.36	\$ 45,697	1.41	\$ 47,377	1.46	\$ 49,057	
8	1.28	\$ 43,009	1.32	\$ 44,353	1.36	\$ 45,697	1.40	\$ 47,041	1.45	\$ 48,721	1.50	\$ 50,402	
9	1.32	\$ 44,353	1.36	\$ 45,697	1.40	\$ 47,041	1.44	\$ 48,385	1.49	\$ 50,065	1.54	\$ 51,746	
10	1.36	\$ 45,697	1.40	\$ 47,041	1.44	\$ 48,385	1.48	\$ 49,729	1.53	\$ 51,410	1.58	\$ 53,090	
11	1.40	\$ 47,041	1.44	\$ 48,385	1.48	\$ 49,729	1.52	\$ 51,074	1.57	\$ 52,754	1.62	\$ 54,434	
12	1.44	\$ 48,385	1.48	\$ 49,729	1.52	\$ 51,074	1.56	\$ 52,418	1.61	\$ 54,098	1.66	\$ 55,778	
13			1.52	\$ 51,074	1.56	\$ 52,418	1.60	\$ 53,762	1.65	\$ 55,442	1.70	\$ 57,122	
14					1.60	\$ 53,762	1.64	\$ 55,106	1.69	\$ 56,786	1.74	\$ 58,466	
15							1.68	\$ 56,450	1.73	\$ 58,130	1.78	\$ 59,810	
16							1.72	\$ 57,794	1.77	\$ 59,474	1.82	\$ 61,154	
17									1.81	\$ 60,818	1.86	\$ 62,498	
18											1.90	\$ 63,842	
<b>LONGEVITY</b>				\$ 33,601.00									
1	19 Years of Teaching Experience				1.00%	\$ 336	1.00%	\$ 336	1.00%	\$ 336	1.00%	\$ 336	
2	20-24 Years of Teaching Experience				2.00%	\$ 672	2.00%	\$ 672	2.00%	\$ 672	2.00%	\$ 672	
3	25-29 Years of Teaching Experience				3.00%	\$ 1,008	3.00%	\$ 1,008	3.00%	\$ 1,008	3.00%	\$ 1,008	
4	30 or More Years Teaching Experience				4.00%	\$ 1,344	4.00%	\$ 1,344	4.00%	\$ 1,344	4.00%	\$ 1,344	
(Years of teaching experience is defined as the number of years given to the employee when hired plus the number of years worked in Perry.)													

**5.2 Schedule B – TSS Even Distribution Salary Schedule**

PERRY COMMUNITY SCHOOL DISTRICT													
2023/2024 SCHEDULE B - TSS EVEN DISTRIBUTION SALARY SCHEDULE													
STEP	INDEX	BA/BS	INDEX	BA/BS+12	INDEX	BA/BS+24	INDEX	MA/MS	INDEX	MA/MS+15	INDEX	MA/MS+30	
1	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
2	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
3	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
4	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
5	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
6	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
7	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
8	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
9	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
10	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
11	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
12	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
13			1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
14					1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
15							1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
16							1.00	\$ 7,180	1.00	\$ 7,180	1.00	\$ 7,180	
17									1.00	\$ 7,180	1.00	\$ 7,180	
18											1.00	\$ 7,180	

**5.3 Schedule C – Combined Salary Schedule**

PERRY COMMUNITY SCHOOL DISTRICT													
2023/2024 SCHEDULE C - COMBINED SALARY SCHEDULE (INCLUDING TSS)													
STEP	INDEX	BA/BS	INDEX	BA/BS+12	INDEX	BA/BS+24	INDEX	MA/MS	INDEX	MA/MS+15	INDEX	MA/MS+30	
1	1.00	\$ 40,781	1.04	\$ 42,125	1.08	\$ 43,469	1.12	\$ 44,813	1.17	\$ 46,493	1.22	\$ 48,173	
2	1.04	\$ 42,125	1.08	\$ 43,469	1.12	\$ 44,813	1.16	\$ 46,157	1.21	\$ 47,837	1.26	\$ 49,517	
3	1.08	\$ 43,469	1.12	\$ 44,813	1.16	\$ 46,157	1.20	\$ 47,501	1.25	\$ 49,181	1.30	\$ 50,861	
4	1.12	\$ 44,813	1.16	\$ 46,157	1.20	\$ 47,501	1.24	\$ 48,845	1.29	\$ 50,525	1.34	\$ 52,205	
5	1.16	\$ 46,157	1.20	\$ 47,501	1.24	\$ 48,845	1.28	\$ 50,189	1.33	\$ 51,869	1.38	\$ 53,549	
6	1.20	\$ 47,501	1.24	\$ 48,845	1.28	\$ 50,189	1.32	\$ 51,533	1.37	\$ 53,213	1.42	\$ 54,893	
7	1.24	\$ 48,845	1.28	\$ 50,189	1.32	\$ 51,533	1.36	\$ 52,877	1.41	\$ 54,557	1.46	\$ 56,237	
8	1.28	\$ 50,189	1.32	\$ 51,533	1.36	\$ 52,877	1.40	\$ 54,221	1.45	\$ 55,901	1.50	\$ 57,582	
9	1.32	\$ 51,533	1.36	\$ 52,877	1.40	\$ 54,221	1.44	\$ 55,565	1.49	\$ 57,245	1.54	\$ 58,926	
10	1.36	\$ 52,877	1.40	\$ 54,221	1.44	\$ 55,565	1.48	\$ 56,909	1.53	\$ 58,590	1.58	\$ 60,270	
11	1.40	\$ 54,221	1.44	\$ 55,565	1.48	\$ 56,909	1.52	\$ 58,254	1.57	\$ 59,934	1.62	\$ 61,614	
12	1.44	\$ 55,565	1.48	\$ 56,909	1.52	\$ 58,254	1.56	\$ 59,598	1.61	\$ 61,278	1.66	\$ 62,958	
13			1.52	\$ 58,254	1.56	\$ 59,598	1.60	\$ 60,942	1.65	\$ 62,622	1.70	\$ 64,302	
14					1.60	\$ 60,942	1.64	\$ 62,286	1.69	\$ 63,966	1.74	\$ 65,646	
15							1.68	\$ 63,630	1.73	\$ 65,310	1.78	\$ 66,990	
16							1.72	\$ 64,974	1.77	\$ 66,654	1.82	\$ 68,334	
17									1.81	\$ 67,998	1.86	\$ 69,678	
18											1.90	\$ 71,022	
LONGEVITY				\$ 33,601									
1	19 Years of Teaching Experience				1.00%	\$ 336	1.00%	\$ 336	1.00%	\$ 336	1.00%	\$ 336	
2	20-24 Years of Teaching Experience				2.00%	\$ 672	2.00%	\$ 672	2.00%	\$ 672	2.00%	\$ 672	
3	25-29 Years of Teaching Experience				3.00%	\$ 1,008	3.00%	\$ 1,008	3.00%	\$ 1,008	3.00%	\$ 1,008	
4	30 or More Years Teaching Experience				4.00%	\$ 1,344	4.00%	\$ 1,344	4.00%	\$ 1,344	4.00%	\$ 1,344	
(Years of teaching experience is defined as the number of years given to the employee when hired plus the number of years worked in Perry.)													

#### **5.4 Longevity Pay**

##### **2023/2024 REGULAR SALARY SCHEDULE BA STEP 1 BASE: \$33,601.00**

Employees in the Lanes BA+24, MA, MA+15, and MA+30 will receive additional salary according to the following formula:

1% of the BA Base, which is \$336.00 for 19 years of teaching experience

2% of the BA Base, which is \$672.00 for 20-24 years of teaching experience

3% of the BA Base, which is \$1,008.00 for 25-29 years of teaching experience

4% of the BA Base, which is \$1,344.00 for 30 or more years of teaching experience

**This does not compound.**

\*Years of teaching experience is defined as the number of years given to the employee when hired plus the number of years worked in Perry.

## 5.5 Extra Curricular Pay Schedule – Percent

PERRY COMMUNITY SCHOOL DISTRICT EXTRA CURRICULAR PAY SCHEDULE (2023/2024)										
\$	34,945									
<b>SCHEDULE A - BASE</b>										
		YEARS EXPERIENCE*					YEARS EXPERIENCE*			
		0-2	3-5	6-8	9 & Up		0-2	3-5	6-8	9 & Up
<b>HIGH SCHOOL</b>					<b>MIDDLE SCHOOL</b>					
Activity Director		17.00%	17.75%	18.50%	19.25%	Athletic Director	8.00%	8.75%	9.50%	10.25%
Head Football		17.00%	17.75%	18.50%	19.25%	Head Coaches	8.00%	8.75%	9.50%	10.25%
Assistant Football		9.00%	9.75%	10.50%	11.25%	Assistant Coaches	6.00%	6.75%	7.50%	8.25%
						Cheerleading Coach	3.75%	4.50%	5.25%	6.00%
Head Basketball		17.00%	17.75%	18.50%	19.25%	Instrumental Music	8.00%	8.75%	9.50%	10.25%
Assistant Basketball		9.00%	9.75%	10.50%	11.25%	Vocal Music	5.00%	5.75%	6.50%	7.25%
						Student Council	5.00%	5.75%	6.50%	7.25%
Head Wrestling		17.00%	17.75%	18.50%	19.25%	Publications	3.00%	3.75%	4.50%	5.25%
Assistant Wrestling		9.00%	9.75%	10.50%	11.25%	Industrial Technology	3.00%	3.75%	4.50%	5.25%
						<b>ELEMENTARY SCHOOL</b>				
Head Swimming		12.00%	12.75%	13.50%	14.25%	Vocal Music	2.00%	2.75%	3.50%	4.25%
Assistant Swimming		8.00%	8.75%	9.50%	10.25%					
Head Baseball		17.00%	17.75%	18.50%	19.25%					
Assistant Baseball		9.00%	9.75%	10.50%	11.25%					
Head Softball		17.00%	17.75%	18.50%	19.25%					
Assistant Softball		9.00%	9.75%	10.50%	11.25%					
Head Track		12.00%	12.75%	13.50%	14.25%					
Assistant Track		9.00%	9.75%	10.50%	11.25%					
Cross Country		12.00%	12.75%	13.50%	14.25%	<b>K-12</b>				
Assistant Cross Country		8.00%	8.75%	9.50%	10.25%	O.J.T. Director**	\$ 500.00			
						Department Heads	8.00%			
Head Golf		12.00%	12.75%	13.50%	14.25%	Head Teachers	8.00%			
Assistant Golf		8.00%	8.75%	9.50%	10.25%	Intramural Director	7.00%			
						Adult Education	11.00%			
Head Soccer		17.00%	17.75%	18.50%	19.25%	Equipment Repair	\$ 100.00			
Assistant Soccer		8.00%	8.75%	9.50%	10.25%					
Head Volleyball		17.00%	17.75%	18.50%	19.25%					
Assistant Volleyball		9.00%	9.75%	10.50%	11.25%					
Cheerleading		12.00%	12.75%	13.50%	14.25%					
Assistant Cheerleading		7.00%	7.75%	8.50%	9.25%					
Assistant Drill/Dance		4.00%	4.75%	5.50%	6.25%					
Drill/Dance		9.00%	9.75%	10.50%	11.25%					
Flag Corps		5.00%	5.75%	6.50%	7.25%					
Debate		11.00%	11.75%	12.50%	13.25%					
Vocal Music		14.00%	14.75%	15.50%	16.25%					
Instrumental Music		16.00%	16.75%	17.50%	18.25%					
Fall Drama										
Drama Director		8.00%	8.75%	9.50%	10.25%					
Assist Drama Director		6.50%	7.25%	8.00%	8.75%					
Spring Drama/Musical										
Drama Director		8.00%	8.75%	9.50%	10.25%					
Musical Director		8.00%	8.75%	9.50%	10.25%					
Choreographer		3.25%	4.00%	4.75%	5.50%					
Pit Director		3.25%	4.00%	4.75%	5.50%					
Journalism		7.00%	7.75%	8.50%	9.25%					
Yearbook		10.00%	10.75%	11.50%	12.25%					
Speech		16.00%	16.75%	17.50%	18.25%					
Assistant Speech		9.00%	9.75%	10.50%	11.25%					
Student Council		10.00%	10.75%	11.50%	12.25%					
eSports Sponsor		9.00%	9.75%	10.50%	11.25%					
Academic Decathlon		9.00%	9.75%	10.50%	11.25%					
Asst Acad Decathlon		6.00%	6.75%	7.50%	8.25%					
Mock Trial		9.00%	9.75%	10.50%	11.25%					
Assistant Mock Trial		6.00%	6.75%	7.50%	8.25%					
National Honor Society		2.00%	2.75%	3.50%	4.25%					
Industrial Technology		17.00%	17.75%	18.50%	19.25%					
BPA		6.00%	6.75%	7.50%	8.25%					
DECA		6.00%	6.75%	7.50%	8.25%					
FCCLA		6.00%	6.75%	7.50%	8.25%					
Girls' Bowling		7.00%	7.75%	8.50%	9.25%					

\*Experience outside the district may be considered for lane advancement. The parties agree that the Board may appoint or create an administrative position for Athletic Director duties at a pay rate determined by the Board.

\*\*In-Lieu of mileage

The Board reserves the right to fill or leave vacant any position.

## 5.6 Extra Curricular Pay Schedule – Dollars

PERRY COMMUNITY SCHOOL DISTRICT EXTRA CURRICULAR PAY SCHEDULE (2023/2024)										
\$	34,945									
SCHEDULE A - BASE										
		YEARS EXPERIENCE*					YEARS EXPERIENCE*			
		0-2	3-5	6-8	9 & Up		0-2	3-5	6-8	9 & Up
<b>HIGH SCHOOL</b>						<b>MIDDLE SCHOOL</b>				
Activity Director	\$ 5,941	\$ 6,203	\$ 6,465	\$ 6,727		Athletic Director	\$ 2,796	\$ 3,058	\$ 3,320	\$ 3,582
Head Football	\$ 5,941	\$ 6,203	\$ 6,465	\$ 6,727		Head Coaches	\$ 2,796	\$ 3,058	\$ 3,320	\$ 3,582
Assistant Football	\$ 3,145	\$ 3,407	\$ 3,669	\$ 3,931		Assistant Coaches	\$ 2,097	\$ 2,359	\$ 2,621	\$ 2,883
Head Basketball	\$ 5,941	\$ 6,203	\$ 6,465	\$ 6,727		Cheerleading Coach	\$ 1,310	\$ 1,573	\$ 1,835	\$ 2,097
Assistant Basketball	\$ 3,145	\$ 3,407	\$ 3,669	\$ 3,931		Instrumental Music	\$ 2,796	\$ 3,058	\$ 3,320	\$ 3,582
Head Wrestling	\$ 5,941	\$ 6,203	\$ 6,465	\$ 6,727		Vocal Music	\$ 1,747	\$ 2,009	\$ 2,271	\$ 2,534
Assistant Wrestling	\$ 3,145	\$ 3,407	\$ 3,669	\$ 3,931		Student Council	\$ 1,747	\$ 2,009	\$ 2,271	\$ 2,534
Head Swimming	\$ 4,193	\$ 4,455	\$ 4,718	\$ 4,980		Publications	\$ 1,048	\$ 1,310	\$ 1,573	\$ 1,835
Assistant Swimming	\$ 2,796	\$ 3,058	\$ 3,320	\$ 3,582		Industrial Technology	\$ 1,048	\$ 1,310	\$ 1,573	\$ 1,835
Head Baseball	\$ 5,941	\$ 6,203	\$ 6,465	\$ 6,727		<b>ELEMENTARY SCHOOL</b>				
Assistant Baseball	\$ 3,145	\$ 3,407	\$ 3,669	\$ 3,931		Vocal Music	\$ 699	\$ 961	\$ 1,223	\$ 1,485
Head Softball	\$ 5,941	\$ 6,203	\$ 6,465	\$ 6,727						
Assistant Softball	\$ 3,145	\$ 3,407	\$ 3,669	\$ 3,931						
Head Track	\$ 4,193	\$ 4,455	\$ 4,718	\$ 4,980						
Assistant Track	\$ 3,145	\$ 3,407	\$ 3,669	\$ 3,931						
Cross Country	\$ 4,193	\$ 4,455	\$ 4,718	\$ 4,980		<b>K-12</b>				
Assistant Cross Country	\$ 2,796	\$ 3,058	\$ 3,320	\$ 3,582		O.J.T. Director**	\$ 500			
Head Golf	\$ 4,193	\$ 4,455	\$ 4,718	\$ 4,980		Department Heads	\$ 2,796			
Assistant Golf	\$ 2,796	\$ 3,058	\$ 3,320	\$ 3,582		Head Teachers	\$ 2,796			
Head Soccer	\$ 5,941	\$ 6,203	\$ 6,465	\$ 6,727		Intramural Director	\$ 2,446			
Assistant Soccer	\$ 2,796	\$ 3,058	\$ 3,320	\$ 3,582		Adult Education	\$ 3,844			
Head Volleyball	\$ 5,941	\$ 6,203	\$ 6,465	\$ 6,727		Equipment Repair	\$ 100			
Assistant Volleyball	\$ 3,145	\$ 3,407	\$ 3,669	\$ 3,931						
Cheerleading	\$ 4,193	\$ 4,455	\$ 4,718	\$ 4,980						
Assistant Cheerleading	\$ 2,446	\$ 2,708	\$ 2,970	\$ 3,232						
Chaperone	\$ 1,398	\$ 1,660	\$ 1,922	\$ 2,184						
Drill/Dance	\$ 3,145	\$ 3,407	\$ 3,669	\$ 3,931						
Flag Corps	\$ 1,747	\$ 2,009	\$ 2,271	\$ 2,534						
Debate	\$ 3,844	\$ 4,106	\$ 4,368	\$ 4,630						
Vocal Music	\$ 4,892	\$ 5,154	\$ 5,416	\$ 5,679						
Instrumental Music	\$ 5,591	\$ 5,853	\$ 6,115	\$ 6,377						
Fall Drama										
Drama Director	\$ 2,796	\$ 3,058	\$ 3,320	\$ 3,582						
Assistant Drama	\$ 2,271	\$ 2,534	\$ 2,796	\$ 3,058						
Spring Drama/Musical										
Drama Director	\$ 2,796	\$ 3,058	\$ 3,320	\$ 3,582						
Musical Director	\$ 2,796	\$ 3,058	\$ 3,320	\$ 3,582						
Choreographer	\$ 1,136	\$ 1,398	\$ 1,660	\$ 1,922						
Pit Director	\$ 1,136	\$ 1,398	\$ 1,660	\$ 1,922						
Journalism	\$ 2,446	\$ 2,708	\$ 2,970	\$ 3,232						
Yearbook	\$ 3,495	\$ 3,757	\$ 4,019	\$ 4,281						
Speech	\$ 5,591	\$ 5,853	\$ 6,115	\$ 6,377						
Assistant Speech	\$ 3,145	\$ 3,407	\$ 3,669	\$ 3,931						
Student Council	\$ 3,495	\$ 3,757	\$ 4,019	\$ 4,281						
eSports Sponsor	\$ 3,145	\$ 3,407	\$ 3,669	\$ 3,931						
Academic Decathlon	\$ 3,145	\$ 3,407	\$ 3,669	\$ 3,931						
Asst Acad Decathlon	\$ 2,097	\$ 2,359	\$ 2,621	\$ 2,883						
Mock Trial	\$ 3,145	\$ 3,407	\$ 3,669	\$ 3,931						
Assistant Mock Trial	\$ 2,097	\$ 2,359	\$ 2,621	\$ 2,883						
National Honor Society	\$ 699	\$ 961	\$ 1,223	\$ 1,485						
Industrial Technology	\$ 5,941	\$ 6,203	\$ 6,465	\$ 6,727						
BPA	\$ 2,097	\$ 2,359	\$ 2,621	\$ 2,883						
DECA	\$ 2,097	\$ 2,359	\$ 2,621	\$ 2,883						
FCCLA	\$ 2,097	\$ 2,359	\$ 2,621	\$ 2,883						
Girls' Bowling	\$ 2,446	\$ 2,708	\$ 2,970	\$ 3,232						

\*Experience outside the district may be considered for lane advancement. The parties agree that the Board may appoint or create an administrative position for Athletic Director duties at a pay rate determined by the Board.

\*\*In-Lieu of mileage

The Board reserves the right to fill or leave vacant any position.

## Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the *[insert district name]*'s Employee Handbook available at *[website address or location]*. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult *[insert name and position title]* with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the *district* and any one or all of its employees.

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Employee's Signature

Date

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Employee's Name (Printed)

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO EMPLOYEE**