LARAMIE COUNTY SCHOOL DISTRICT 1

# CHEYENNE TEACHERS EDUCATION ASSOCIATION

## Negotiated Agreement

Effective July 1, 2026-June 30, 2027

Negotiated Agreement Between the Board of Trustees of Laramie County School District Number One and the CTEA

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## SECTION I

### ARTICLE 1 - PRINCIPLE

1.1 The educational welfare of the children of the District is paramount in the operation of the schools of the District.

### ARTICLE 2 - DEFINITIONS

2.1 As used in this agreement:

A. "Board" is the Board of Trustees of Laramie County School District Number One.
B. "District" is the Laramie County School District Number One.
C. "Association or CTEA" is the Cheyenne Teachers Education Association.
D. "Superintendent" is the chief administrator of Laramie County School District Number One.
E. "Unit" is the employees of Laramie County School District Number One in the classification enumerated in Section II, Article 1, of this agreement.
F. "WEA" is the Wyoming Education Association.
G. "PLC" - A professional learning community is a collaboration of educators who works together to seek out best practices, test them in the classroom and continuously improve processes to focus on student results. A PLC is composed of collaborative teams whose members work interdependently to achieve common goals linked to the purpose of learning for all.
H. "Workday" – A fulltime Teacher/Certified employee's workday is defined as 7.5 hours plus 0.5-hour duty free lunch.
I. "Evaluator" - Any person designated by the Superintendent who has primary or supervisory responsibility for observation and evaluation. The Superintendent is responsible for ensuring that all evaluators have an administrative license and have training in the principles of supervision and evaluation. Each educator will have one (1) primary evaluator at any one time responsible for determining the summative evaluation. The evaluator may include input from other administrators prior to the summative evaluation (See Section III, Article 16.1).
J. "Representation" – A member of the unit may request representation at meetings. The purpose of representation is to support the individual which includes all the following: scribing, asking questions, seeking clarification, and providing explanation. The intent of the meeting is to seek resolution at the lowest level, be positive, work collaboratively, engage in open dialogue, and maintain confidentiality. If a request for a specific representative is denied by the supervisor/administrator, it may be appealed to the Executive

Director of Human Resources.

K. "Consensus" - A group has arrived at consensus when all points of view have been heard, and the will of the group is evident even to those who most oppose it. A consensus decision is one about which each group member can honestly say:

"I believe you understand my point of view and that I understand yours. Whether or not I prefer this decision, I support it because... It was reached fairly and openly, and it's the best solution for us at this time."

## ARTICLE 3 - TERM OF AGREEMENT

3.1 This agreement shall become effective July 1, 2026 and shall remain in force and in effect until June 30, 2027. Salaries and benefits or other items mutually agreed upon must be negotiated annually. This agreement must be renewed automatically thereafter year to year from the expiration date unless renegotiations have begun pursuant to Section II, Article 2. The dates for this agreement are understood not to be in conflict with contracted employment time as identified in Section III, Article 3.

## ARTICLE 4 - DISTRICT'S RIGHTS

4.1 The Board has the exclusive right to manage the affairs of the District, to direct and control its operations, and independently to make, carry out and execute all plans and decisions deemed necessary in its judgment for the welfare, advancement or best interest of the District. No restriction or condition thereon must be implied from this agreement, except as such restrictions or conditions are specifically set forth herein or are reasonably inferable from the express language of any article or any section hereof.

## ARTICLE 5 - NOTICES

5.1 All notices required by this agreement to be given to the Association must be delivered or sent to the CTEA President.

5.2 All notices required by this agreement to be given to the District must be delivered or sent to the Superintendent or designee.

## SECTION II

### ARTICLE 1 - RECOGNITION

The District recognizes the Association as the exclusive bargaining agent of Teacher/Certified employees as noted in the initial and continuing Teacher/Certified Contracts.

1.1 Organization Membership – Membership in any organization shall not be required as a condition of employment by the District.

1.2 Right of individual to appear – Nothing in this agreement is to be construed to preclude the personal appearance before the Board of any employee on their own behalf except as limited by the provisions of Section III, Article 19 of this agreement.

1.3 Electronic and hard copies of the Negotiated Agreement must be kept by both parties for purposes of security and comparison. The Negotiated Agreement in full will be posted on the District website, laramie1.org, no later than July 1st or thirty (30) working days following the ratification and verification of the contract by the CTEA and the Board.

### ARTICLE 2 – RENEGOTIATIONS/GROUND RULES

2.1 Pre-negotiations

1. At least two (2) weeks prior to negotiations, meeting(s) between the CTEA president and/or negotiations chair and the Executive Director of Human Resources will:
   - Identify members (overlapping terms)
   - Schedule negotiations
   - Identify a neutral Interest Based Negotiations (IBN)-trained facilitator.
   - Discuss the date for the budget hearing.
   - Exchange interests and issues

2. Team members will be trained in IBN as part of the negotiations process.

3. Salaries and benefits will be negotiated annually; other articles may be opened by mutual agreement. In years with an effective agreement date beginning in an odd numbered year (July 1), the entire agreement shall be open for negotiations.

4. CTEA negotiations team members and financial personnel will meet to learn the budget process.

5. These Ground Rules must only be changed by consensus of the IBN Team.

2.2 Negotiations

1. Communication

a. Internal

(1) IBN team members will respectfully listen and interact with the ideas, interests, and solutions as they are presented.

(2) Discussion will be focused on the current issue.

b. External

(1) The IBN team will maintain confidentiality during negotiations process is complete.

(2) Members of the Board of Trustees, Administration and CTEA/WEA may be invited to observe the negotiations.

2. Process

a. Agreements will be reached by consensus.

b. Any member shall be able to call for a caucus which may last a maximum of fifteen (15) minutes and must include the facilitator.

c. Resource Personnel

(1) Invited by consensus.

(2) Present specific information/answer questions

d. Negotiations will be rescheduled when two CTEA or administrative members are absent.

e. With the consensus of the team, timelines may be changed.

f. Record keeping and support shall be provided.

3. Issues

a. Issues for negotiation may be salaries, fringe benefits, hours of work, and terms and conditions of employment pursuant to Section I, Article 3.

1. Any part of the negotiated agreement may be identified as an issue pursuant to Section I, Article 3.

2. Any article which is not identified as an issue will remain as part of the negotiated agreement.

b. Issues may be referred to an ad-hoc committee. While the issue is being studied the original language will remain as part of the negotiated agreement.

c. New issues must have consensus to be addressed.

4. Impasse

Contract language (Section II, Article 3)

2.3 Post Negotiations

a. Language may be submitted by consensus of the team to the District's attorney and the WEA attorney for review.

b. The team will present the final document to all constituents.

c. The ratification vote will be taken before the last day of school.

d. The negotiated agreement must be binding upon ratification.

e. The Executive Director of Human Resources and the CTEA negotiations chair shall schedule a meeting to be no later than September 30 to present changes in the negotiated agreement and other agreed upon items to association representatives and building administrators.

ARTICLE 3 – IMPASSE

3.1 If an impasse is reached in negotiations (an impasse exists if mutual agreement cannot be reached on certain matters submitted for renegotiation) either party may request impasse committee assistance.

3.2 The impasse committee, which shall provide this assistance, shall consist of three (3) members; one (1) member to be named by the Board, one (1)

member to be named by the president of the Association, and a third member to be named by the first two (2) members.

3.3 If the parties cannot agree on a third member within five (5) days of the request for impasse committee assistance, then either party may request the American Arbitration Association to submit a panel of five (5) individuals. Within five (5) days after receipt of the panel the parties shall meet and in turn each strike a name from the list, and so forth until one name remains. The remaining name shall be designated the third member of the impasse committee.

3.4 Any person so selected must agree to perform as a member of the impasse committee under the terms and conditions of this Agreement.

3.5 All meeting arrangements such as dates, agenda, etc. must be arranged by the third person selected to the impasse committee.

3.6 The impasse committee must then meet and must issue its report which must contain its recommendations to the parties.

3.7 All agreements reached by the negotiating teams after the impasse committee report, as in the case of all other negotiated agreements, shall be tentative, and expressly subject to the approval of the entire proposed agreement by the Association and the District as set forth in Section II, Article 2, of this agreement.

3.8 All costs of the impasse committee must be divided equally between parties.

3.9 Execution of Agreement: When a proposed agreement is approved by the negotiators, it shall be submitted in writing for approval by the Board and by the Association. The Board and the Association shall each approve or disapprove the proposal within ten (10) calendar days after such submission. When approved by both parties, the agreement must be signed by the respective officers of the District and of the Association.

## ARTICLE 4 – NO STRIKE

4.1 It is recognized that the need for continued and uninterrupted operation of the schools of the District is of paramount importance to the citizens, members of the Unit and students of the community and that there should be no interference with such operation.

4.2 Adequate procedures having been provided for the equitable settlement of grievances arising out of this agreement, parties hereto agree that there will not be, and that the Association and the District, their officers, members,

agents or principals must not engage in, encourage, sanction or suggest strikes, slowdowns, lockouts, mass resignations, mass absenteeism or other similar action which would involve suspension of or interference with normal work performance during the term of this agreement.

## ARTICLE 5 – SCHOOL CALENDAR

5.1 The Unit must be represented on the District committee which recommends the school calendar each year to the Board of Trustees. Fifty percent (50%) of the membership of the committee must be composed of Unit members appointed by the CTEA Executive Board.

SECTION III

ARTICLE 1 – PERSONNEL FILE

1.1 Personnel file – employees must be permitted to inspect the contents of their own personnel files upon request and in the presence of the Superintendent, the Executive Director of Human Resources, or their designee.

1.2 No evaluation, correspondence or other materials making reference to an employee's competence or character must be placed in the personnel file of the employee without requesting the employee to sign the document and without giving the employee an opportunity to attach their own comments.

1.3 Following a minimum of twelve (12) months the employee may petition the Executive Director of Human Resources to remove contested materials from the personnel file. If denied, the employee has the right to ask for a review from the Superintendent.

ARTICLE 2 – WORKING CONDITIONS

2.1 Policies and Regulations: In performing their duties and in carrying out their responsibilities, the members of the Unit must comply with the policies and regulations of the District and of the Board unless such policies and regulations are contrary to the terms of this agreement.

2.2 Student schedule changes must be made within the first six (6) days of the start of each semester, except for extremely unusual and exceptional reasons. Prior to making the schedule change, an attempt will be made to conference with the student, teacher(s), administrator and the parent or guardian. If the conference cannot be held, then the building administrator will follow up with the teacher(s). In all instances, a schedule change after the six (6) days will involve notification of the parent or guardian of the student.

2.3 Members of the unit have the right to work in a safe and secure environment. LCSD1 and the Board of Trustees support actions that protect employees from violence or believable threats by students, fellow employees, or other persons while minimizing disruption to the normal working and learning environment. When a situation has become unsafe members of the unit can report that situation to their building administrator or supervisor without fear of reprisal. Once the concern is received, the building administrator or supervisor shall follow the steps outlined in Board Policy to address the situation.

ARTICLE 3 – WORK TIME

3.1 Contract Year: The in-school work year of members of the Unit must not exceed one hundred eighty-five (185) days. Teacher-student contact days must not exceed one hundred seventy-seven (177) days.

3.2 The in-school work year must include those days when pupils are in attendance, orientation days, in-service days and any other day on which teacher attendance is required.

3.3 For any days worked in excess of one hundred eighty-five (185) days, except where salary schedules apply, members of the Unit must be paid at the daily rate of 1/185$^{th}$ of their contracted salary and their salaries must be reduced at the same rate when work is less than one hundred eighty-five (185) days.

3.4 Teachers filling positions for summer school must be paid hourly at the daily rate of master's degree plus twenty (20) years of experience for each additional day beyond the regular school year. All participants on the selection committee will review the contractual language in the CTEA negotiated agreement regarding assignments and transfers to help ensure the correct process is followed. All internal applicants will complete and submit an electronic internal application. When possible, the selection committee will be made up of a minimum of two (2) participants. Each summer school site will have a ranking system to support the selection process which will be reviewed and approved by Human Resources.

3.5 During any workday when personnel have the responsibility of traveling to more than one building, a duty must not be assigned unless the member and administrator agree to the duty assignment. On days that teachers are not traveling to another building they may have a daily duty assignment comparable to other certified staff in the building. Members who are assigned to more than one (1) building must have a reasonable (a minimum of thirty minutes between ending student instruction in one building to beginning instruction in another building) travel time between buildings. If travel time conflicts with planning or duty-free lunch, then alternative blocks of planning time must be scheduled by consensus of the administrators and the teachers involved to ensure equitable time during the week. Plans for alternative blocks of planning time must be submitted by the supervisor to the Executive Director of Human Resources.

3.6 In order for students to attain educational success, certificated staff dedicate many hours beyond the contract time. As professionals, members of the Unit are classified as exempt employees under the law. They often work beyond a forty (40) hour work week grading assignments, preparing lessons, and fulfilling other District or school obligations.

The CDM Team (Section III, Article 20) must configure how the day is

structured outside of established teaching time including, but not limited to, scheduling of meetings, student supervision, student interventions, District initiatives and setting the time for PLC. The focus of PLC must be on student learning.

During the 40-hour work week there are 150 minutes outside instructional time. The 150 minutes are allocated as follows:

- 30 minutes of teacher directed planning time that is done for the work of the district (in addition to Section III Article 4)
- Up to 60 minutes of principal-directed meeting time for important updates, announcements, or other principal-led activities.
- Up to 60 minutes of CDM directed time.

Any time not used for these purposes will be allocated for teacher-directed activities, allowing teachers to focus on their own professional development and instructional planning.

All District and building committees and/or programs where participation is required beyond the forty (40) hour work week will be subject to accommodation such as:

- comp time (bankable, to be used within the current contract year).
- release time (substitute for work on school business).
- or other mutually acceptable accommodation.

3.7 At the elementary level, Open House shall be scheduled after the first two (2) contract days unless otherwise approved by the CDM Team prior to March 1 of the previous academic year.

3.8 Members of the Unit must be allowed to leave their assigned building or buildings in performance of their duties during the normal workday in accordance with procedures established by the Collaborative Decision Making Team (CDM), but they must not leave such building or buildings during the normal workday for other than performance of their duties without specific authorization of the principal.

3.9 The workday shall include a minimum 0.5 hour (30 minute) duty-free lunch period.

## ARTICLE 4 – TEACHER WORKDAY PLANNING TIME

4.1 Effective instruction depends on adequate planning time. Factors influencing the amount of individual planning time necessary include, but are not limited to:

- Implementation of curriculum(s)
- Number of special needs students

- Student load
- Collaboration/Consultation
- Technology
- Innovation
- Assessment of student progress
- Parent contact
- Professional Learning Community

Members of the unit must not leave the building or buildings during the workday for other than performance of their duties without specific authorization of the principal.

4.2 Elementary teachers must have a minimum of three hundred (300) minutes per week which includes two hundred forty (240) minutes of individual planning and sixty (60) minutes PLC. Planning time should be no less than thirty (30) minute increments. Alternative time blocks may be scheduled by mutual consent of the building administrator and teachers involved. The CDM Team must assist with development of the appropriate plan to achieve three hundred (300) minutes per week planning time.

4.3 Elementary specialists (art, music, physical education) must be provided professional learning community collaboration time within their content area during the mornings of early release planning days. On these days, regularly scheduled morning planning times for the classroom teachers will be preempted.

4.4 In order to optimize planning time, after staff input, the CDM team in each building must:

- determine solutions for missed planning time due to IEP/504/BIT meetings for general and special education teachers;
- define duties by consensus with administrators;
- assist administrators in scheduling duty assignments;
- assist administrators in developing a rotation system for duties;
- provide recommendations regarding the use of the designated staff development period at the secondary level;
- provide recommendations regarding the use of staff development training beyond established school hours at the elementary level. This must be completed by the beginning of each school year.

4.5 Secondary teachers must have daily planning time equivalent to a typical class period in their building. Alternative blocks of planning time may be scheduled by consensus of the building administration and the teachers involved.

4.6 At the middle level, the CDM team must collaborate to develop an appropriate plan to achieve an additional thirty (30) minutes per day

planning time beyond the typical class period. Should the additional thirty (30) minutes per day planning time fall outside the established teaching time, it will count towards the forty (40)-hour work week.

## ARTICLE 5 – AREA OF SPECIALIZATION

5.1 Except as authorized by the Wyoming Professional Teaching Standards Board (PTSB) or other Wyoming Department of Education (WDE) recognized certifying organization, no member of the unit shall be assigned outside the scope of their endorsements and/or certification.

5.2 Certified staff shall ensure proper certification. Unit members that fail to adhere to certification requirements shall be subject to financial penalties required under W.S. 21-7- 303(a).

## ARTICLE 6 – COURSE ASSIGNMENTS WITHIN DEPARTMENT

6.1 Recommendations for course assignments of teachers within a department for the next year shall be made by members of the department and shall be submitted to the principal prior to the close of the school year.

## ARTICLE 7 – PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

7.1 General Principles

A. Changes in job status are a sensitive area and the District should make efforts to treat teachers respectfully while fulfilling its need to assign them where they will best serve the interests of the schools. Teachers should learn of job opportunities or changes in their status as soon as possible so that they may plan their lives accordingly. Though some administrative transfers and reassignments are unavoidable, the District will seek to keep them to a minimum.

B. The Superintendent, or designee, has the authority to assign all employees to their duties. When special licenses, requirements, school program needs or training are deemed necessary for filling a position in a school, employees possessing or satisfying them shall be assigned there. No employee shall be placed into a position for which he/she is not qualified with certification or licensure.

C. Personnel shall be assigned to positions where they best contribute to the total educational program.

D. The principal shall have the responsibility for specific assignment in his/her school.

E. The assignment of a teacher to a specific building will not imply permanent assignment to that building.

F. For vacancies applied for on or before June 1, all in-district continuing contract applicants who meet the minimum job requirements for a certified vacancy for the upcoming school year shall be interviewed at least once per building or hiring manager.

7.2. Building Reassignment

A. Reassignment shall mean a change of assignment within a teacher's current building.

B. The principal or immediate supervisor shall have authority to make a reassignment after discussing the proposed change with the affected teacher. Once the final decision has been made, the teacher will be notified as soon as feasible.

7.3 Involuntary Transfers

A. An involuntary transfer shall mean a district-initiated change in assignment to another building

B. Changing instructional requirements, workload conditions, or other environmental changes in the District may create a need to relocate personnel in order to maintain the quality of the educational program. Relocation shall be made only for good cause. The Superintendent or designee will attempt to include the full cooperation of all parties concerned, including the CTEA, for all involuntary transfers.

C. Teachers who will be transferred shall be personally notified before any general announcement of the staffing changes and shall be given details about their new assignments as soon as possible. They shall not be assigned without their consent to any position outside their areas of professional licensure or certification.

D. Generally, involuntary transfers may be made in any of the following situations:

1. When a new school is opened, transfers may be made based on the needs of the school and the criteria below.

2. Where a teacher has specialized talents or training that could better serve the school system in a different assignment.

3. When the Superintendent deems circumstances make such transfers in the best interest of the District.

E. Superintendent or designee will attempt to adjust with voluntary

transfers before resorting to involuntary transfers.

F. In deciding which teachers to transfer, the Superintendent or designee should consider the following criteria:

1. Number of years of continuous licensed employment in the District.

2. Date employee started work under licensed contract in the District.

3. Years of total work experience in the District.

4. Longevity in that building or assignment.

G. The Superintendent, or designee, and a representative from the Association will meet individually with the teachers who are to be transferred involuntarily to inform them of the transfer and the reasons that make it necessary., They will also receive formal, written notice of the transfer.

H. If the Superintendent or designee determines there are two or more school assignments appropriate for an involuntarily transferred teacher, the teacher may designate an order of preference and the Superintendent or designee will consider that designation in making the final assignment.

7.4 Staffing Overages

A. The first priority shall be to resolve the staffing overage within the building or program. Building administrators are encouraged to work with the Executive Director of Human Resources or designee to use the following approaches (in descending order) to alleviate overages.

1. Number of years continuous licensed employment in the District.

2. Date employee started work under licensed contract in the District

3. Years of total work experience in the District.

4. Longevity in that building or assignment.

B. The least senior continuing contract (District seniority) staff member qualified in the area of overage will be identified as the staff member to be transferred unless unique program considerations exist. In that event, these situations will be treated as exceptions to the rule and must be coordinated with the Department of Human Resources.

1. The staff member(s) directly affected by the decision regarding the program needs recommendations will meet

with the Department of Human Resources to review the party's options and preferences in an effort to reach a mutually agreeable decision which will resolve the staffing issue.

2. The staff member's written request will include preference, qualifications, recent professional development and areas of licensure. A staff member placed in a required placement assignment may pursue a voluntary transfer later in the hiring season according to standard voluntary transfer procedures.

## ARTICLE 8 - SUBSTITUTING

8.1 Members of the Unit may volunteer to substitute for others who must be absent from a classroom teaching assignment, provided that such substitution will not interfere with a regularly assigned class and that such substitution must be made only upon the approval of the principal.

## ARTICLE 9 - HOMEBOUND TEACHERS

9.1 The District may determine, based on student need and program requirements, whether homebound services will be provided by contracted Teacher/Certified staff or on an hourly assignment basis.

When the District determines that homebound services require a contracted position, such position(s) shall be posted and filled in accordance with the provisions of this agreement and shall receive compensation and benefits consistent with their FTE assignment.

When homebound services are provided on an hourly assignment basis, employees shall be paid at the hourly rate of pay equivalent to their appropriate step and column placement on the CTEA salary schedule. This provision must not reduce the hourly rate of any current homebound teacher. Mileage must be paid at the current IRS rate. Retirement benefits must be paid by the District pursuant to the Wyoming Retirement System rules and regulations.

## ARTICLE 10 - STUDENT TEACHERS

10.1 A. A teacher must not be used as a critic or supervising teacher unless they consent.

B. Initial contract teachers must not be used as critic or supervisory teachers.

C. In specific cases where no continuing contract teachers are available as critic or supervisory teachers, third year teachers may be used.

D. A critic or supervisory teacher shall not be assigned more than one (1) student teacher for a given time period in academic classes.

E. Critic or supervisory teachers will receive the current rate of compensation paid by the colleges which may include tuition waivers.

F. A student teacher shall not be used as a substitute teacher unless released by their critic or supervising teacher.

G. Critic or supervising teachers shall have the right to recommend to the principal the rejection at any time of any assigned student teacher with whom they feel they cannot work effectively. The recommendation shall be in writing and shall give the reasons for the recommendation.

H. If the Association so requests, at least three (3) weeks before the beginning of a semester, the names of the student teachers, the supervisory teachers and the date of placement shall be furnished to the President of the Association at least one (1) week before placement of student teachers, provided that the one (1) week requirement may be waived by the Association in specific instances.

## ARTICLE 11 - PEER MENTORING

11.1 It is the belief of the District and the Cheyenne Teachers Education Association that a peer mentoring program is a valuable tool for promoting effective educational practices and assisting with school and district procedures. Mentors must provide feedback to the member of the Unit, not information to the administrator regarding evaluation. Unless mutually agreed upon, all communication between the mentor and the member of the Unit must be deemed confidential. Essential components of the current peer mentoring program will be reviewed annually.

## ARTICLE 12 - NON-SALARIED PERSONS

12.1 A non-salaried person must not be assigned to aid any member of the Unit without prior approval of such member and such member must have the right to terminate such assistance at any time upon written notice thereof to the principal.

## ARTICLE 13 - CLASS SIZE/STUDENT LOAD

13.1 The District shall staff all positions based on the District and schools' vision, mission, learning goals, student needs and staff qualifications.

13.2 Class size, student load, and appropriate use of facilities are three factors influencing effective teaching and the quality of education. Class size and/or student load impacts the level of interaction between the teacher, student, and parents. It affects the school's ability to meet the unique needs of individual students. Reduction of class size and/or student load to maintain

or exceed national standards and state guidelines is a priority of the District.

13.3 Class size and/or student load is to be specifically addressed in all budgets, facility, staffing, and schedule planning to promote student achievement. In order to facilitate the process of establishing class size and/or student load, the certificated staff must be included in the planning and implementation of any adjustment to class size and/or student load. Lower class sizes and/or student loads shall not be achieved by increasing the number of sections taught by an individual teacher without additional compensation.

## ARTICLE 14 - SCHOOL SUPPLIES, TEXTBOOKS AND EQUIPMENT

14.1 The principal shall fulfill District approved textbook requests when necessary for the implementation and continuation of basic curriculum areas at all levels within budgetary constraints.

14.2 Building administrators shall collaborate with the CDM Team or department heads regarding instructional supply and equipment needs prior to finalizing building-level budget recommendations. Final budget decisions shall remain the responsibility of the District.

14.3 Electronic mail access is offered as a privilege granted to the Cheyenne Teachers Education Association, provided the electronic access meets criteria/guidelines listed in Chapter VII, Section 22 of the District Policy Manual.

## ARTICLE 15 - EVALUATION AND REMEDIATION

15.1 To facilitate professional growth, quality instruction, and professional conduct, evaluation should be a formative and summative process that takes into consideration individual teaching styles. Adequate administrative time and training, staff development, and professional growth through individual responsibility are essential to this process. Effective evaluations should be based on observation and defined criteria which are applied consistently. Peer mentors, Instructional Facilitators, and other members of the Unit may work with the educator, but their assistance will not be part of the formal evaluation.

15.2 In order to optimize professional growth through evaluation, every effort must be made to schedule observation(s) to support the evaluation(s) throughout the school year. Evaluation policies and procedures must be available to certificated staff.

15.3 If an area is identified as needing improvement, the following steps must be documented and followed in succession. Initial contract teachers are eligible for steps one through four (awareness and assistance) and continuing contract teachers will be eligible for steps one through six (awareness, assistance, and discipline). (See Teacher Performance

Evaluation):

1. The building administrator must inform the member of the Unit that he/she may seek representation or assistance from the CTEA or other representation at any time during the process.

2. A meeting, including requested representation, must be held between the member of the Unit and the administrator to discuss the issue. A time frame must be mutually agreed upon at each phase of the process. The member of the Unit may present evidence of progress on the areas of improvement and may request removal.

3. Supervision (which may include observation) shall be increased with feedback provided and documented.

4. The member of the Unit must be offered the assistance of a peer, instructional facilitator, or a District-trained peer mentor. The peer, instructional facilitator, or District-trained peer mentor shall be mutually agreed upon by the administrator and the member of the Unit.

5. Prior to creating a written plan, the administrator shall notify the Executive Director of Human Resources of the intent to place the member of the Unit on a plan of improvement.

6. The administrator and the member of the Unit must develop a written plan of improvement. The plan must:

    a. Identify and define areas to be improved;
    b. Set goals and objectives for improvement which are reasonable, measurable, and achievable;
    c. Set timelines;
    d. Establish positive and negative consequences;
    e. Provide a peer, instructional facilitator, or District trained mentor, mutually agreed upon by the administrator and the member of the Unit;
    f. Provide for periodic review of progress.

15.4 Any member of the Unit who is placed on a written plan of improvement during the school year shall not receive any monetary increase the following school year for a period of time equivalent to the time on the improvement plan.

1. Prior to the first paycheck of each school year, the Executive Director of Human Resources must communicate, in writing, documentation of any monetary benefits withheld as a result of a plan of improvement.

ARTICLE 16 - REDUCTION IN FORCE

16.1 The Board of Trustees, in directing a reduction in force (RIF), may put into effect that staff reduction plan only after closely studying and evaluating decreasing enrollments, lack of funds or other events beyond the control of the Board, and after efforts have been made to avoid this procedure through attrition, retirement, early release compensation and approved leaves of absence. The District will make every effort to retain employees; however, the number of employees may, under some circumstances, have to be reduced.

In all cases, a decision to reduce the number of teachers, will remain within the sole discretion and judgment of the Board of Trustees under provisions of Wyoming Law and Procedure.

Should a RIF be necessary, the District must provide the Association with a list of all certificated/licenses personnel ranked by seniority, including endorsements and assignment. The District must supply the Association with any additions or deletions to this list. The District must notify the Association of possible affected areas at least five (5) working days prior to the Board meeting in which the RIF is an informational agenda item. At least one (1) Board meetings prior to the enactment of RIF, the Board of Trustees will schedule RIF as an informational item with an accompanying interim public discussion period to solicit public views, comments, and observations.

16.2 Definitions:

For the purpose of this procedure, teachers shall include all personnel recognized by the CTEA negotiated agreement.

Certificate/license is the document issued by the Wyoming Professional Teaching Standards Board or other approved professional licensing boards to an individual. It verifies that an applicant has met the requirements of the law and the regulations for the type of certificate/license issued.

Endorsement is a delineation of the types of service that the holder of the certificate may perform in Wyoming public schools. For the purpose of this agreement, endorsement is for academic areas to include all certified employees recognized in the CTEA negotiated agreement.

An "area" is defined as certificated endorsement.

"Seniority" is defined as the total years of contracted experience in the District by all personnel recognized by the CTEA negotiated agreement.

16.3 The reduction in force procedure, when necessary, shall be implemented by the following steps:

1. The Board of Trustees, after assessing the staffing needs for the forthcoming school year, shall determine what areas and the number of positions to be reduced.

2. Elimination of the identified positions shall begin with temporary and non-continuing contract employees.

3. If there are no initial contract teachers in an area of surplus or if there still exist a surplus of continuing contract teachers after terminating all initial contract teachers in the area of surplus, the District will attempt to reassign surplus continuing contract teachers to positions in which they have certificated endorsement. The attempted reassignment will be to areas of endorsement where there are vacancies or where there are positions held by initial contract teachers or teachers with less seniority. Should the continuing contract teachers have identical seniority and endorsement, then #4 steps b. and c. shall be used in priority to determine reassignment.

4. If there still exist a surplus of continuing contract teachers, the District shall examine the records of continuing contract teachers within the area of surplus. Those teachers recommended for termination due to the reduction in force will be considered in the following order of priority:

   (a) The teacher's total years of contracted teaching experience in the District. Longevity shall be given preference.

   (b) The teacher's total years of teaching experience. Longevity shall be given preference.

   (c) The teacher's total hours beyond a bachelor's degree.

16.4 Rehiring of terminated continuing contract teachers in the certificated area shall be reinstated in reverse order of termination, provided they meet certification requirements. Rehiring for District teaching vacancies shall be from the list of certificated continuing contract teachers terminated by this procedure.

16.5 Rehiring rights of terminated teachers shall be limited to two (2) years from the end of the contract year. Terminated continuing contract teachers must maintain a current mailing address with the District Human Resources Office and must respond to the rehiring offer within five (5) working days after receipt of the vacancy notice. The rehiring position offer shall be sent by certified mail. Failure of the teacher to maintain a current mailing address will waive rehire rights.

16.6 Terminated continuing contract teachers must accept positions within their

certificated areas or lose rehire rights. Rehired teachers shall retain previous seniority rights and be placed at the appropriate step and column on the CTEA salary schedule. Rehired teachers shall retain sick leave benefits for which they have not been previously paid.

## ARTICLE 17 - RESIGNATIONS

17.1 Any member of the Unit may resign their position effective at the end of the school year, by giving written notice on or before May 15 of any school year, to the Superintendent, or their designee, of their desire not to be employed by the District for the following school year or must give at least seventy-five (75) calendar days' notice of intention to resign if resignation is prior to the end of the school year.

17.2 A member of the Unit who seeks to resign prior to completion of the contract year without providing the seventy-five (75) day notice must submit a written request for release from contract to the Superintendent. Release from contract shall be granted only upon approval of the Board of Trustees.

17.3 In the event a member of the Unit resigned without Board approval after execution of a contract for the upcoming school year, or fails to fulfill the terms of the contract without obtaining release, the employee shall pay liquidated damages in the amount of two thousand five hundred dollars ($2500). This amount represents a reasonable estimate of the damages incurred by the District due to recruitment costs, administrative time, staffing disruption, and potential instructional impact, and is not intended as a penalty.

17.4 The District may notify the Professional Teaching Standards Board of any contract abandonment or resignation without approved release.

17.5 Any member of the Unit who resigns from the District and does give the required notice, the District will pay the member of the Unit at the daily rate of their annual salary for each day taught during the current school year.

## ARTICLE 18 - SUSPENSION AND DISMISSAL, OR TERMINATION

18.1 The Board may suspend, dismiss, or terminate any continuing contract member of the Unit for incompetency, neglect of duty, immorality, insubordination, failure to perform duties in a satisfactory manner, physical incapacity to perform job duties even with reasonable accommodation, conviction of a felony or any good or just cause. The suspension or dismissal process must be pursuant to W.S. 21-7-110.

18.2 The Board may suspend, dismiss, or terminate any initial contract member of the Unit pursuant to W.S. 21-7-105.

## ARTICLE 19 - GRIEVANCE PROCEDURE

19.1 In any organization there will be times when disagreements arise. It is the

belief of the Board and CTEA that most disagreements can be resolved through clear communications in a problem-solving process. To facilitate communication, informal and formal methods of conflict resolution have been adopted. This grievance procedure shall provide for the equitable resolution of disputes in a timely manner, without the fear of reprisals. Earnest efforts shall be made, by all parties, to resolve disputes at the lowest level. At all times, the focus shall be on problem solving. The grievant may request CTEA representation.

19.2 Definitions/Procedures:

A. Problem-Solving Process – A procedure for working through concerns or issues at the level closest to the concern. It is by design informal and specific to the problem.

B. Grievance: A dispute arising from interpretation or applications of contract terms, District policies and/or regulations.

C. Grievant: Employee, or group of employees, or CTEA representing employees filing grievance.

D. Class Action Grievances: Grievances directly affecting two (2) or more grievants shall be filed at Level II, after entering the Problem-Solving Process.

E. Sexual Harassment Process: Sexual harassment issues must follow federal law.

F. Written Grievance: The written grievance must be submitted on the approved grievance forms. Grievance File: A written record of the grievance kept by the Human Resources Office. This file must be separate from the personnel file. The grievance shall not be referred to in any evaluation or recommendation of the grievant.

G. Days: Shall mean contract days for the grievant.

- The number of days indicated at each level shall be considered a maximum and every effort shall be made to expedite the process.
- Days shall mean all calendar days when the grievance is received either:
- within twenty (20) days of the end of the grievant's contract year; or
- after the end of the grievant's contract year.
- Any time period within this procedure may be modified by mutual written agreement between the parties involved. A copy of this agreement must be provided to all parties.

H. Time Limits:

- Filing: The grievance must be presented within thirty (30) contract days of actual knowledge of the dispute.

- Failure to file a grievance within thirty (30) contract days after the grievant knew or reasonably should have known of the act or condition upon which the grievance is based shall be deemed a waiver of the right to proceed with the grievance beyond that point.

- Resolution: At the end of each time limit, the grievance must automatically proceed to the next level, if the process has not been completed. A written statement must be developed and signed by each party documenting the outcome at each level.

I. Representation: An employee may be represented at each level of the grievance.

J. Full Disclosure: All parties agree to provide the appropriate data, as it applies to the grievance. The District shall release individual(s) and their representative(s) to attend, at District cost, grievance meetings and hearings.

19.3 Problem-Solving Process: Prior to filing a grievance at Level I or Level II (Class Action) all parties specific to the concern must be informed in writing by the CTEA president or designee of the possible grievance. The Executive Director of Human Resources shall be copied on the written request. A meeting shall be scheduled by the Executive Director of Human Resources with all parties specific to the concern in an effort to resolve the issue(s) informally. If the informal meeting cannot be held before the deadline for filing at Level I or Level II (Class Action), the deadline shall be extended to a mutually agreed upon date.

Time Limit: 10 Contract days

19.4 Level I

If the concern cannot be resolved through the Problem-Solving Process, the grievant presents a formal written grievance using the LCSD#1 grievance form (Form A) signed by the grievant and the CTEA president or designee and delivered to the supervisor of the person being grieved and a copy to the Executive Director of Human Resources. A meeting shall be held between all parties specific to the grievance with every effort made to resolve the grievance by consensus.

Time Limit: A meeting between the immediate supervisor and grievant will be held within five (5) days after receipt of the formal grievance. Exceptions

to this timeline may be changed by mutual agreement.

During the meeting, the grievant(s) shall have an opportunity to present any information related to the specific issue as well as any ideas for its resolution.

During the meeting, the immediate supervisor may accept those ideas, ask clarifying questions of the grievant(s) or district staff, or offer their own ideas for resolution.

Every attempt shall be made by the immediate supervisor to render a written decision at the conclusion of the meeting. However, if additional time is needed, a written decision by the immediate supervisor will be provided within a maximum of five (5) days of the Level I meeting (Form B). Copies of this decision shall be transmitted to the Executive Director of Human Resources, the grievant, and CTEA president.

A written statement must be developed and signed by all parties to document if the grievance was resolved, withdrawn, or elevated to Level II within five (5) days after the immediate supervisor's written decision is received by the grievant and CTEA president. Copies of this statement must be given to all parties involved and kept in the grievance file.

19.5 Level II

Level II of the Grievance Procedure will be used for the following circumstances:

- Class Action Grievances: Grievances directly affecting two (2) or more grievants; or
- The grievance was previously filed at Level I but was not resolved to the satisfaction of the grievant(s).

A written request to elevate the grievance to Level II shall be transmitted by the grievant or by CTEA on behalf of the grievant to the Executive Director of Human Resources within ten (10) days after receipt of the Level I decision (Form C). Failure to request or appeal a grievance to the next level within the specified time shall be deemed a waiver of the right to proceed with the grievance beyond that point. Within two (2) days after receipt of the Level II request, the Executive Director of Human Resources shall assign the grievance to a member of Senior Leadership and inform the grievant(s). A meeting shall be held between all parties with every effort made to resolve the grievance by consensus within ten (10) days after receipt of the written request for a Level II meeting. Exceptions to this timeline may be changed by mutual agreement.

During the meeting, the grievant(s) shall have an opportunity to present any information related to the specific issue as well as any ideas for its resolution.

During the meeting, the assigned Senior Leader may accept those ideas, ask clarifying questions of the grievant(s) or district staff, or offer their own ideas for resolution.

Every attempt shall be made by the assigned Senior Leader to render a written decision at the conclusion of the meeting. However, if additional time is needed, a written decision by the assigned Senior Leader will be provided within a maximum of ten (10) days of the Level II meeting (Form D). Copies of this decision shall be transmitted to the Executive Director of Human Resources, the grievant(s), and CTEA president.

A written statement must be developed and signed by all parties to document if the grievance was resolved, withdrawn, or elevated to Level III within five (5) days after the senior leader's written decision is received by the grievant(s) and CTEA president. Copies of this statement must be given to all parties involved and kept in the grievance file.

19.6 Level III

Level III of the Grievance Procedure will be used if the grievance was not resolved to the satisfaction of the grievant(s) at Level II.

A written request to elevate the grievance to Level III shall be transmitted by the grievant(s) or by CTEA on behalf of the grievant(s) to the Executive Director of Human Resources within ten (10) days after receipt of the Level II decision (Form E). Failure to request or appeal a grievance to the next level within the specified time shall be deemed a waiver of the right to proceed with the grievance beyond that point. A meeting must be held with the Superintendent and all parties with every effort made to resolve the grievance by consensus within ten (10) days after receipt of the written request for a Level III meeting. Exceptions to this timeline may be changed by mutual agreement.

During the meeting, the grievant(s) shall have an opportunity to present any information related to the specific issue as well as any ideas for its resolution.

During the meeting, the Superintendent may accept those ideas, ask clarifying questions of the grievant(s) or district staff, or offer their own ideas for resolution.

Every attempt shall be made by the Superintendent to render a written decision at the conclusion of the meeting. However, if additional time is needed, a written decision by the Superintendent will be provided within a maximum of ten (10) days of the Level III meeting (Form F). Copies of this decision shall be transmitted to the Executive Director of Human Resources, the grievant(s), and CTEA president.

A written statement must be developed and signed by all parties to document if the grievance was resolved, withdrawn, or elevated to Level IV within five (5) days after the Superintendent's written decision is received by the grievant(s) and CTEA president. Copies of this statement must be given to all parties involved and kept in the grievance file.

19.7 Level IV

Level IV of the Grievance Procedure will be used if the grievance was not resolved to the satisfaction of the grievant(s) at Level III.

A written request to elevate the grievance to Level IV shall be transmitted by the grievant(s) or by CTEA on behalf of the grievant(s) to the Executive Director of Human Resources within ten (10) days after receipt of the Level III decision (Form G). Failure to request or appeal a grievance to the next level within the specified time shall be deemed a waiver of the right to proceed with the grievance beyond that point. A hearing shall be held with the Board within ten (10) days after receipt of the written request for a Level IV hearing. Exceptions to this timeline may be changed by mutual agreement.

The grievant and/or Superintendent presents the grievance to the Chairman of the Board of Trustees. A hearing shall be held to resolve the grievance. The decision shall be rendered by the action of the Board at the next scheduled Board meeting following the hearing. Copies of hearing documentation and the written decision must be given to all parties involved and kept in the grievance file.

## ARTICLE 20 - COLLABORATIVE DECISION-MAKING TEAMS

20.1 Decisions to improve school effectiveness and climate provide the best opportunity for success when they are developed collaboratively. Collaborative Decision-Making Teams (CDM Teams) must be formed at each building, including ADT/EDT/Ed Annex/CLAS.

20.2 By September 15, the CTEA building representative, and the building administration must form the CDM Team. In the absence of a CTEA building representative, the CTEA president or designee must work with the building administration to form the CDM Team. Each building staff must decide the membership to include a minimum of one (1) representative from each of the following sub-groups:

- certificated staff
- classified staff
- administration
-

Terms of membership and additional members (parents/community) must be decided at the building level. Specific sub-groups may be convened to address internal concerns. All sub-group recommendations shall be reported to the CDM Team for action.

20.3

A. At the first CDM Team meeting of the year, the Team must, by consensus, determine:

- Chairman (not the building administrator)
- Standing members that determine consensus
- Training (full or refresher) needs
- Frequency of meetings
- Method of communication to constituents
- Process of developing agenda
- Distribution of minutes

B. The CDM Team, by consensus:

- Shall help develop and review building policies and procedures.
- Shall configure how the day is structured outside of established teaching time (Reference Section III, Article 4).
- Shall offer assistance and advice to the administration;
- May review and help implement school improvement plans. (Reference Section III, Article 3.6; Section III, Article 3.7; Section III, Article 4.2; Section III, Article 4.5; Section III, Article 4.6; Section III, Article 15.2)

20.4 Service on the CDM Team must be taken into account by balancing extra assignments.

20.5 The administrator and CDM chair shall attend the district provided training at least once in order to facilitate implementation of the CDM process.

## ARTICLE 21 - INNOVATIVE PROGRAMS COUNCIL

21.1 The Board of Trustees and the Superintendent of Schools agree the District shall continue to promote innovative programs within the confines of fiscal responsibility.

21.2 The Council shall consist of:

- Superintendent or designee;
- One (1) elementary and one (1) secondary principal selected by the Superintendent or designee;
- One (1) elementary and one (1) secondary representative from

each triad selected by the Cheyenne Teachers Education Association.

Each spring, the representatives shall be selected for the following year. The members of the Council shall serve a three (3) year term with terms of one-third (1/3) of the members expiring each year. At the first meeting, the council shall select a chairperson to serve for that academic year.

21.3 Teachers, principals and special personnel shall be encouraged to submit proposals for innovative programs to the Council. Such proposals shall be in writing and shall be submitted to the Council. They shall include:

A. A purpose or reason for the program.

B. A statement of objectives.

C. A description of the project and estimated cost.

D. A plan for the evaluation of the project.

E. Approval by the building principal and curriculum coordinator.

The application form will be available from the building CDM Team or building administrator.

21.4 The District shall budget twenty thousand dollars ($20,000) to implement innovative programs approved by the Council.

## ARTICLE 22 - IN-SERVICE PROGRAMS

22.1 In-service programs are a critical method to implement the district's strategic plan. There shall be an in-service committee, chaired by the Superintendent or their designee, and including four (4) members appointed by the Superintendent and five (5) members to be appointed by the Association. The committee shall conduct a District needs assessment for possible in-service topics. The frequency of the needs assessment shall be determined by the committee. The assessment shall be conducted at least every three (3) years. The in-service committee, following the assessment, will develop and recommend a three (3) year staff development plan to coordinate with district and identified goals.

22.2 Each year by May 1, the in-service committee shall submit to the Superintendent, or designee, recommendations for needed in-service for consideration and inclusion into the proposed budget for the specified in-service day(s) for the ensuing year. Consideration will be given to designing differentiated levels within staff development topics.

22.3 Each principal will provide the staff with information and/or topics regarding

District-wide in-service day(s). The information will be provided, fourteen (14) calendar days prior to the scheduled in-service.

22.4 In-service conducted on a District scheduled building level in-service day shall be designed by the administrator(s) in cooperation with the building staff development team based on input from the staff. Staff development shall be tied to the school improvement plan and/or District standards. Each principal will provide the staff with the topic seven (7) calendar days prior to the in-service.

## ARTICLE 23 – SPECIAL EDUCATION COMMITTEE

23.1 Special education is critical in meeting the individual needs of students with disabilities. This committee shall explore and provide input on emerging and ongoing special education topics.

There shall be a special education committee, co-chaired by the Director of Special Services or designee and a CTEA representative ensuring meeting dates and agendas are collaboratively developed. Membership may include but is not limited to:

- One elementary school special education teacher
- One junior high school special education teacher
- One high school special education teacher
- One related service provider
- CTEA President or designee
- One elementary school building administrator
- One junior high school building administrator
- One high school building administrator
- One special education administrator
- Other staff may be included as deemed appropriate

CTEA and the district shall strive to ensure representation from all three triads.

The committee shall meet no less than four times per school year.

SECTION IV

ARTICLE 1 - LEAVE OF ABSENCE

1.1 A leave of absence without pay shall be granted to any continuing contract employee who has worked with LCSD1 for at least four (4) consecutive years and having a good reason for extended absence from their employment. Application for such leave of absence without pay must be made in writing to the Superintendent of Schools or designee.

1.2 Such leave of absence shall not exceed one (1) year, unless the Board of Trustees, at the request of the employee involved, gives special consideration for assignments that require more than one (1) year, or extend any leave of absence.

1.3 It is agreed that such leave of absence must not affect previously accumulated seniority. An employee on leave of absence for one (1) year or less shall return to the same position. However, if the same position is no longer available or if the leave of absence exceeds one (1) year, the employee will be assigned to an equivalent position.

1.4 Extended leave of absence with the purpose of alternative gainful employment will not be approved. Exceptions must be approved by the Executive Director of Human Resources or designee.

ARTICLE 2 - CTEA LEAVE

2.1 At the beginning of each school year the CTEA must be credited with fifty (50) days of Association leave to be used by members of the Unit who are officers or agents of the Association. Such days are not to be accrued from one school year to the next. Substitutes for such leave must be paid by the Association.

2.2 In addition to fifty (50) days of Association leave, selected delegates must be granted the days necessary to attend the Wyoming Education Association (WEA) Delegate Assembly. Substitutes for such leave must be paid by the Association.

2.3 Individuals utilizing Association leave must submit a request for such leave through their supervisor or building principal. The Executive Director of Human Resources shall receive the request at least seven (7) calendar days prior to such leave, except in the case of an emergency and shall be authorized to approve such leave upon receiving authorization from the CTEA President.

2.4 No more than fifteen percent (15%) of the teachers in any building or more than two (2) in a building of ten (10) or less staff may be absent from work on any day for the express purpose of attending any CTEA related

function(s).

## ARTICLE 3 - ASSOCIATION MEETINGS

3.1 The Association may hold meetings at any school or building provided such meetings do not interfere with regular school activities. Facilities shall be scheduled in accordance with current policies and administrative regulations of the District.

## ARTICLE 4 - RELEASE TIME

4.1 The CTEA President will work the equivalent of a half time certified position. After completion of such assignment, the CTEA President may leave their assigned building and utilize the remainder of the school day to conduct Association business having to do with potential or filed grievances, with renegotiation of this contract, or with advisory activities provided for in this contract.

An alternative schedule may be utilized with approval of the building administrator and the Executive Director of Human Resources.

## ARTICLE 5 - SICK LEAVE

5.1 Twelve (12) days sick leave (90 hours), with pay, shall be granted on the first contract day, to members of the Unit working an entire contract year. Members not fulfilling an entire contract year shall have days calculated on a pro rata basis of one (1) day earned for each fifteen (15) contract days worked. With the approval of the principal or supervisor, these twelve (12) days may be used each year for absence caused by illness in the member's family, or a member of the household of the member of the Unit which requires the assistance or presence of the member of the Unit. The requirements for support of sick leave may be set forth in policy by the Board of Trustees.

5.2 Six (6) days (forty-five [45] hours) of the twelve (12) days (90 hours) may be used for personal circumstances not connected with sick leave, provided that no such day is taken before or after any holiday or during the first two (2) or last four (4) weeks of the school year, however, permission may be granted by the building principal in exceptional cases. If substitutes are not

available, leave for personal circumstances may be denied by the building principal. Explanation of leave for personal circumstances shall not be required.

5.3 Up to one (1) day (seven and one half [7.5] hours) of comp time may be carried over per year. The remaining time will convert to sick leave. Any additional unused personal circumstance days will revert to sick leave. If not used, sick leave may be accumulated without limitation.

5.4 Members of the Unit receiving salary benefits from Worker's Compensation must not use sick leave in conjunction with Worker's Compensation benefits.

5.5 For members of the Unit not eligible for Worker's Compensation, the initial twenty (20) working days of an absence caused by injury incurred on the job must not be charged to sick leave. The absence must be verified by a physician's statement, and the injury reported on an accident report form by the building principal to the Executive Director of Human Resources. If the injury disables the employee for a period exceeding twenty (20) working days, the employee will begin exhausting their sick leave.

5.6 A member of the Unit who has a minimum of ten (10) consecutive years of service with the District immediately prior to separation of employment shall receive compensation for unused sick leave up to a maximum of two hundred fifty (250) days utilizing the following tier:

| Unused Sick Days | Dollars Earned | Maximum Example |
|---|---|---|
| 1-50 | $20.00/day | $20 x 50 days = $1,000 |
| 51-100 | $25.00/day | $25 x 50 days = $1,250 |
| 101-150 | $30.00/day | $30 x 50 days = $1,500 |
| 151-200 | $35.00/day | $35 x 50 days = $1,750 |
| 201-250 | $40.00/day | $40 x 50 days = $2,000 |

(i.e., Any member of the Unit with an accumulation of two hundred fifty [250] unused sick days would be paid seven thousand five hundred dollars [$7,500] compensation)

The District will deposit the total amount from the employee's retention bonus and unused sick leave pay in an account in the employee's name with the District's 401(a) Special Pay Plan provider.

## ARTICLE 6 - SICK LEAVE BANK

The purpose of the Certified Sick Leave Bank is to provide a source of paid sick leave for a participating

district certified employee who has a serious medical condition, as defined by the Family and Medical Leave Act (FMLA), which prevents the participating employee from performing his or her job. Benefits of the Certified Sick Leave Bank are restricted to the illness or injury of the participating employee only. Employees who are members of the certified sick leave bank may receive up to 30 contract days of their equivalent FTE within their current contract year.

6.1 The Certified Sick Leave Bank will operate under the following criteria:

A. Full-time certified employees who have one year of continuous, uninterrupted service with the District shall be automatically enrolled in the sick leave bank unless the employee completes and returns the approved opt-out waiver form by September 15th.

B. Initial enrollment in the sick leave bank requires a contribution equal to one day of the employee's annual sick leave, 7.5 hours.

C. Opt-out decisions will remain in effect for the duration of the staff member's employment unless the employee elects, in writing, to become a member of the sick leave bank during the open enrollment period (annually July 1st – September 15th).

D. Once a certified employee opts out of the certified sick leave bank, he/she must be able to prove eligibility to rejoin. No pre-existing condition will be covered for a period of one (1) year once an employee rejoins the certified sick leave bank.

E. Employees who are members of the certified sick leave bank shall be restricted to using the bank for their own serious medical illness as defined by the Family and Medical Leave Act (FMLA). Sick leave bank coverage does not include common ailments such as pink eye, flu, cold, strep throat, sinus infections, etc. when hospitalization is not necessary.

F. Employees who are members of the certified sick leave bank who are currently receiving payment from Workers' Compensation or other third-party liability claims (e.g. auto accident, homeowners) are not eligible for benefits, including lost wages, under this paid leave policy. Employees who are members of the certified sick leave bank who are subject of a third-party liability claim but who are not currently receiving payments, including lost wages, from the third-party liability claim may be eligible for sick leave bank benefits upon showing that they are not receiving payments from their claims.

G. After initial enrollment in the certified sick leave bank, employees shall remain members of the sick leave bank by contributing up to 7.5 hours of annual sick leave per year as determined by the sick leave bank committee unless they submit the opt-out form to withdraw from the bank during the open enrollment period.

H. Any hours remaining in the certified sick leave bank at the end of any school year will accrue to the following year. The certified sick leave bank committee will determine if an additional assessment is needed to replenish the bank for the following year as printed in the negotiated agreement.

I. If a bank member should resign or retire from the District, the sick leave days contributed by that member to the bank shall remain in the bank. A certified sick leave bank member leaving the District or retiring may donate his/her unused sick leave to the bank.

J. In order for a certified employee to be eligible to apply for sick leave benefits from the certified sick leave bank, the employee must first:

1. be a contributor to the bank;

2. have been absent from work due to illness or accident (the committee may also request additional and separate physicians' statements as needed); and

3. have used all of his/her personal circumstance and sick leave.

K. Application for benefits from the bank will be made in writing on a form provided by the certified sick leave bank committee. The application must be accompanied by a physician's statement specifying the nature of the serious illness, the days and extensiveness of treatment, and the anticipated date of release for return to work.

L. The certified sick leave bank committee will notify the applicant of its decision in written form and will provide copies of requests for withdrawal of hours to the Human Resources Department after each subsequent request. The Benefits Department will report on the actual hours used to the sick leave bank committee.

M. Sick leave bank grants to individual certified employees will not be carried over from one fiscal year to another; all such grants will end at the termination of an employee's annual certified assignment. If a certified employee does not use all the days granted by the bank, the unused sick leave days will be returned to the bank.

6.2 Certified Sick Leave Bank Committee

6.2.1 Responsibility for operation of the certified sick leave bank is vested in the certified staff sick leave bank committee. The committee shall be composed of a minimum of the president of CTEA or designee, certified sick leave bank chair, one CTEA member-at-large, and the benefits specialist or another human resources designee.

## ARTICLE 7 - PARENTAL LEAVE

7.1 In addition to sick leave, members of the Unit who are parents of a newborn or recently adopted child, or are expectant parents, may apply for a leave of absence without pay. If requested, leave shall be granted for a period not to exceed one calendar year, provided that additional leave may be allowed for a time certified as necessary by the attending physician. The member of the Unit may maintain their salary status and other fringe benefits upon returning from parental leave. The benefits provided by this Article may be utilized in conjunction with, but not in addition to, any benefits available to the member under the District's Family Medical Leave policy.

## ARTICLE 8 - BEREAVEMENT LEAVE

8.1 A member of the Unit shall be granted bereavement leave by their building principal or immediate supervisor for a reasonable time. Bereavement leave with pay shall be granted by the principal or immediate supervisor of the employee for a death in the employee's or the employee's spouse's immediate family and such other persons as approved by the immediate supervisor/administrator. Bereavement leave extending beyond five (5) days must be charged against the employee's sick leave

SECTION V

ARTICLE 1 - HEALTH INSURANCE

1.1 The District shall pay ninety-two percent (92%) of the monthly premium. The member of the Unit shall pay eight percent (8%) of the monthly premium. Representatives of the employee group covered by the plan shall be involved in determining the specifications when policy renewal is necessary.

1.2 Any member of the Unit, who takes early retirement as authorized by law, may, by paying their own premiums, remain a member of the employees' insurance group for the District and be eligible for health insurance as a member of the group until such time he/she reaches the age of sixty-five (65) years.

ARTICLE 2 - LIFE INSURANCE AND DISABILITY

2.1 The District shall provide a term life insurance policy to all employees of the Unit in the following salary classifications with the member paying two dollars and fifty cents ($2.50) per month effective July 1 through June 30.

| Classification | Life Insurance Coverage |
|---|---|
| Over $45,000 | $60,000 |
| $35,000-$44,999 | $50,000 |
| $25,000-$34,999 | $40,000 |
| $20,000-$24,999 | $30,000 |
| $15,000-$19,999 | $25,000 |
| Under $15,000 | $20,000 |

2.2 An optional dependent life and accidental death and dismemberment policy covering $5,000 on the spouse and $2,500 on each child at one dollar and sixty cents ($1.60) per month, effective July 1 through June 30, per covered family is available with the employee making the total contribution toward this option.

2.3 Any member of the Unit retires as authorized by law, may, by paying their own premiums, remain a member of the employees' life insurance group for the District and be eligible for life insurance as a member of the group, if the terms of the life insurance contract then in force so permits, provided that the specification for bid on the renewal or replacement of the present policy shall include such provision.

2.4 A long-term disability policy shall be provided with the following provision: a

90 calendar day waiting period or usage of personal sick leave, whichever is greater - percentage of actual salary, 66 2/3%, with offsets of other income - policy payable to age 65 - with waiver of premium rider - maximum benefit of $7,000 per month - participation, teacher one dollar and fifty cents ($1.50) per month effective July 1 through June 30, balance to be paid by the District.

2.5 Upon receipt of proof that an employee, while receiving a monthly benefit under the policy, has died after having been totally disabled for at least one hundred eighty (180) consecutive days during the then current period of disability, the carrier will pay a lump sum to the eligible survivor. The payment will equal three (3) times the last monthly benefit. The last monthly benefit will not be reduced due to wages earned under a rehabilitation program.

2.6 Contingent upon meeting the minimum enrollment requirements, optional additional term life insurance shall be offered at employee expense.

## ARTICLE 3 – DENTAL INSURANCE

3.1 The District shall pay equivalent to the individual monthly premium for each employee covered by the District sponsored dental plan. Any employee with dental coverage of employee + child(ren), employee + spouse, and family, the employee pays the difference.

SECTION VI

ARTICLE 1 - ANNUAL SALARY

1.1 The District values the outstanding contributions of its educators. A quality staff provides excellent learning opportunities for students. Annual salaries of the members of the Unit shall reflect their professionalism, education, and experience. The goal is to provide competitive salaries that attract and retain quality staff.

1.2 In placing personnel on the CTEA salary schedule:

A. Full credit for teaching experience outside the State of Wyoming may be granted up to a maximum of eight (8) years by the Executive Director of Human Resources, provided that the experience has been earned in the nine (9) years immediately preceding the employment or reinstatement in the District.

B. Effective July 1, 2001, all members of the Unit must be placed on the CTEA salary schedule to reflect Wyoming teaching experience in any accredited Wyoming K-12 school. Placement under this clause and compensation for such placement is limited to services after July 1, 2001. This clause does not entitle members of the Unit to any form of retroactive payment for contracts or services rendered prior to July 1, 2001.

C. At such future time when financial resources of the District are available, all members of the Unit must be placed on the CTEA salary schedule to reflect years of teaching experience in an accredited K-12 school.

1.3 Effective July 1, 2000, all members of the Unit must be given credit for hours or degrees earned in a field applicable to their current teaching assignment. Additional placement hours must be earned following the granting of that degree. Credit hours used for previous salary placement shall not be counted. All salary placements must be approved by the Executive Director of Human Resources subject to the following criteria:

A. Notice of the anticipated change was made in writing.

B. The contemplated course work was approved by the employee's principal or immediate supervisor.

C. Confirmation through receipt of official transcripts of the additional course work was presented to the Executive Director of Human Resources from the accredited institution.

D. In counting credits or degrees beyond the current placement, credits or degrees earned at accredited institutions shall be counted for salary

advancement. Credit hours used for previous salary placement shall not be counted.

E. In the event that the District finds it necessary to make salary reductions, advancement to a higher preparation level on the schedule shall not take effect.

1.4 Salary advancements are processed twice a year. Column Shift requests shall be submitted by January 31 with a pay effective date of February 1 and pay disbursed on the February 28 paycheck, or September 30 with a pay effective date of October 1 and pay disbursed on the October 31 paycheck.

1.5 A. Teachers who achieve and maintain certification from the National Professional Teaching Standards Board (NPTSB) shall receive the reimbursable amount from the WDE during the period beginning December 1 and ending December 15 of the school year.

B. Newly certified or recertified NPTSB teachers must provide proof of certification to Human Resources no later than December 31 to receive annual payment.

C. Members of the Unit in a group not eligible for NPTSB certification, who achieve and maintain national certification through other organizations recognized by the District review committee, shall receive an annual salary adjustment of one thousand dollars ($1,000) above their current placement on the CTEA salary schedule.

As of September 1, 2003, the following national certifications, not yet approved by NPTSB, have been reviewed and recognized for the one thousand dollars ($1,000) salary adjustment:

Social Workers: National Association of Social Workers
Nurses: National Board for Certification of School Nurses, Inc.
Speech/Language Pathologists: American Speech-Language Hearing Association
Audiologists: American Speech-Language Hearing Association
Occupational Therapists: National Board for Certification in Occupational Therapy, Inc.
Physical Therapists: American Board of Physical Therapy Specialist and Pediatric
Counselors: National Board for Certified Counselors

D. Members of the Unit in a group not eligible for NPTSB certification are responsible for providing annual documentation of their national certification to Human Resources before receiving compensation.

E. The NPTSB offers a generalist certification to all certificated staff with the

exception of occupational and physical therapists. The NPTSB is also conducting a comparison study among all of the National Certifications for the personnel covered under this agreement. When the national study is available, it is the recommendation that the issue be revisited during negotiations.

1.5 Certified employees hired before July 1, 2025, may remain on monthly payroll (payable on the last central office working day of the month) or opt into semi-monthly by providing written notice before June 1st prior to the start of a new contract year. Once an employee switches to semi-monthly, they cannot revert to monthly.

1.6 Certified employees hired on or after July 1, 2025, will be paid semi-monthly only, with payments on the 15th (or prior working day) and the last Central Office working day of the month.

1.8 Concurrent enrollment teachers will be paid at an hourly rate of master's degree plus twenty (20) years of experience for required hours mandated by Laramie County Community College for training or professional development that go beyond the normal workday.

## ARTICLE 2 - PAYROLL DEDUCTIONS

2.1 The CTEA will provide the District an alphabetical listing, by school, with social security numbers and a deduction amount for each member of the Unit requesting payroll deduction of dues, by October 25. Upon receipt of the aforementioned, the District shall deduct from the earnings of the requesting member of the Unit and remit those deductions to the CTEA and the WEA offices. Such deductions shall be withheld from the September through August payrolls.

2.2 Once the District has received the list for each member, the amount of monthly deduction shall not be changed for that school year. Upon notification in writing from the CTEA, members may be added to or deleted from the original list.

2.3 The District shall assume no responsibility for the payroll deduction of dues for any member of the Unit who is on leave of absence or elects to discontinue their payroll deduction of dues during the contract year.

2.4 The District shall recognize Continuous Membership as defined by the Wyoming Education Association and shall facilitate its implementation with the assistance of the CTEA and WEA. Continuous Membership shall continue until such time as both parties agree to discontinue such practice.

## ARTICLE 3 - RETENTION BONUS

3.1 Any member of the Unit hired prior to July 1, 2021 who has completed a minimum of ten (10) years of continuous satisfactory service as an employee of the District, upon the completion of their contract during the year in which he/she reaches the aforementioned qualifications, shall be eligible for a one (1)-time retention bonus of one (1) percent per year of employment of their current step and column placement on the CTEA salary schedule upon leaving the District.

3.2 Any member of the Unit meeting the retention bonus requirements, or their estate, shall be paid the retention bonus when separation is forced due to sickness or death.

3.3 A member of the Unit meeting the retention bonus requirements who completes any portion of a contract year and then is forced to terminate due to sickness or death shall receive credit for a full contract year when computing the retention bonus.

3.4 The District will deposit the total amount from the employee's retention bonus and unused sick leave pay in an account in the employee's name with the District's 401(a) Special Pay Plan provider.

3.5 Employees whose absence is the result of a Board approved leave of absence shall remain eligible for the retention bonus.

## ARTICLE 4 - SAVINGS CLAUSE

4.1 In the event that any provision of this agreement is, or shall at any time be, contrary to law as determined by a court of competent jurisdiction, all other provisions of this agreement shall continue in effect.

## ARTICLE 5 - MILEAGE

5.1 Members of the Unit whose duties in approved assignments require that they travel regularly and who are required to use their own personal vehicle must be reimbursed by the District at the Internal Revenue Service established rate that is in effect at the beginning of the current, negotiated agreement.

## ARTICLE 6 - RETIREMENT

6.1 The District shall pay a portion of the Employee contribution to the Wyoming Retirement System not to exceed five-point five seven percent (5.57%). The employee shall pay the balance of the Employee contribution to the Wyoming Retirement System not to exceed three-point nine two nine percent (3.929%).

| Wyoming Retirement System Contribution Rate | |
|---|---|
| Employee Contribution, Employee Paid | 3.929% |
| Employee Contribution, District Paid | 5.57% |
| Employer Contribution, District Paid | 9.621% |
| Total Contribution | 19.12% |

6.2 Employees who retire from the District, and are eligible for Wyoming Retirement benefits, may be considered, along with other qualified applicants, for positions for which they are qualified, after a period of not less than 365 days from the effective date of their retirement.

6.3 Retiring employees seeking a substitute, temporary, or extra-duty position are eligible for rehire after a minimum 26-week separation period.

6.4 Upon re-hire the employee will be required to pay, from their gross pay, the percentage of Wyoming Retirement which is the unfunded amount of the employee contribution set by legislative action or District Policy.

6.5 If it is determined to be in the best interest of the District, the Board of Trustees may waive the requirements of this policy, and may re-hire an employee who is subject to this policy, upon such terms and conditions as it deems appropriate.

# 2026-2027 SALARY/BENEFITS WORKSHEET

**Monthly Health Insurance Costs**

| | Single | | | Adult + Dependents | | |
|---|---|---|---|---|---|---|
| | **2025-26** | **Increase** | **2026-27** | **2025-26** | **Increase** | **2026-27** |
| Employee | $94.24 | $10.51 | $104.75 | $157.44 | $17.55 | $174.99 |
| District | $1,083.76 | $120.84 | $1,204.60 | $1,810.56 | $201.88 | $2,012.44 |
| Total | $1,178.00 | $131.35 | $1,309.35 | $1,968.00 | $219.43 | $2,187.43 |

| | Two Adults | | | Family | | |
|---|---|---|---|---|---|---|
| | **2025-26** | **Increase** | **2026-27** | **2025-26** | **Increase** | **2026-27** |
| Employee | $188.48 | $21.02 | $261.87 | $251.68 | $28.06 | $279.74 |
| District | $2,167.52 | $241.68 | $2,409.2 | $2,894.32 | $322.72 | $3,217.04 |
| Total | $2,356.00 | $262.69 | $2.618.69 | $3,146.00 | $350.78 | $3,496.78 |

**Annual Health Insurance Costs**

| | Single | | | Adult + Dependents | | |
|---|---|---|---|---|---|---|
| | **2025-26** | **Increase** | **2026-27** | **2025-26** | **Increase** | **2026-27** |
| Employee | $1,257.00 | $126.12 | $1,257 | $1,889.28 | $210.60 | $2,099.88 |
| District | $14,455.2 | $1,450.08 | $14,455.20 | $21,726.72 | $2,422.56 | $24,149.28 |
| Total | $15,712.2 | $1,576.20 | $15,712.20 | $23,616.00 | $2,633.16 | $26,249.16 |

| | Two Adults | | | Family | | |
|---|---|---|---|---|---|---|
| | **2025-26** | **Increase** | **2026-27** | **2025-26** | **Increase** | **2026-27** |
| Employee | $2,261.76 | $252.24 | $2,514.00 | $3,020.16 | $336.72 | $3,356.88 |
| District | $26,010.24 | $2,900.16 | $28,910.40 | $34,695.84 | $3,872.64 | $38,604.48 |
| Total | $28,272.00 | $3,152.40 | $31,424.40 | $37,752.00 | $4,209.36 | $41,961.36 |

**Sample: Single, Entry Level (BA)**

| | Salary | Retirement (15.191%) | Insurance | Total |
|---|---|---|---|---|
| Employee | $61,575.00 | $9,353.86 | $14,455.20 | $85,384.06 |

**Sample: Family, Entry Level (BA)**

| | Salary | Retirement (15.191%) | Insurance | Total |
|---|---|---|---|---|
| Employee | $61,575.00 | $9,353.86 | $38,604.48.00 | $109,533.34 |

**To figure your total:**

| | Salary | Retirement (15.191%) | Insurance | Total |
|---|---|---|---|---|
| Employee | | | | |

CERTIFIED PERSONNEL

2026-2027 CTEA SALARY SCHEDULE

## Salary Schedule - Cell Adjustment

## 2026-27

| | RN/ROTC | BA | BA+15 | BA+30 | BA+45 | MA | MA+15 | MA+30 | MA+45 | DR |
|---|---|---|---|---|---|---|---|---|---|---|
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 1 | $ 61,575 | 61,575 | 63,658 | 65,739 | 67,823 | 69,904 | 71,988 | 74,071 | 76,152 | 78,236 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 2 | $ 61,575 | 62,115 | 64,198 | 66,280 | 68,363 | 70,446 | 72,529 | 74,611 | 76,693 | 78,776 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 3 | $ 61,575 | 62,662 | 64,746 | 66,826 | 68,910 | 70,992 | 73,075 | 75,158 | 77,240 | 79,323 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 4 | $ 61,575 | 63,209 | 65,291 | 67,374 | 69,456 | 71,538 | 73,622 | 75,704 | 77,787 | 79,869 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 5 | $ 61,575 | 63,755 | 65,838 | 67,921 | 70,003 | 72,085 | 74,169 | 76,251 | 78,333 | 80,417 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 6 | $ 62,115 | 64,303 | 66,384 | 68,467 | 70,550 | 72,633 | 74,716 | 76,797 | 78,880 | 80,962 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 7 | $ 62,662 | 64,849 | 66,931 | 69,013 | 71,096 | 73,179 | 75,261 | 77,344 | 79,427 | 81,509 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 8 | $ 63,209 | 65,396 | 67,477 | 69,561 | 71,643 | 73,726 | 75,809 | 77,891 | 79,974 | 82,055 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 9 | $ 63,755 | 65,942 | 68,025 | 70,108 | 72,190 | 74,272 | 76,355 | 78,437 | 80,520 | 82,603 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 10 | $ 64,303 | 66,489 | 68,572 | 70,654 | 72,736 | 74,819 | 76,901 | 78,984 | 81,067 | 83,149 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 11 | $ 64,849 | 67,062 | 69,143 | 71,227 | 73,310 | 75,391 | 77,474 | 79,557 | 81,640 | 83,722 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 12 | $ 65,396 | 67,633 | 69,717 | 71,799 | 73,881 | 75,965 | 78,047 | 80,131 | 82,211 | 84,295 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 13 | $ 65,942 | 68,207 | 70,290 | 72,373 | 74,455 | 76,538 | 78,620 | 80,702 | 82,784 | 84,867 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 14 | $ 66,489 | 68,780 | 70,863 | 72,944 | 75,027 | 77,111 | 79,192 | 81,276 | 83,358 | 85,440 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 15 | $ 67,062 | 69,353 | 71,434 | 73,518 | 75,600 | 77,682 | 79,765 | 81,847 | 83,930 | 86,013 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 16 | $ 67,633 | 69,951 | 72,034 | 74,116 | 76,198 | 78,281 | 80,364 | 82,447 | 84,529 | 86,611 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 17 | $ 68,207 | 70,550 | 72,633 | 74,716 | 76,797 | 78,880 | 80,962 | 83,044 | 85,129 | 87,210 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 18 | $ 68,780 | 71,149 | 73,231 | 75,314 | 77,395 | 79,479 | 81,561 | 83,643 | 85,727 | 87,808 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 19 | $ 69,353 | 71,748 | 73,829 | 75,912 | 77,996 | 80,077 | 82,159 | 84,242 | 86,326 | 88,408 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 20 | $ 69,951 | 72,345 | 74,429 | 76,511 | 78,594 | 80,676 | 82,759 | 84,842 | 86,923 | 89,006 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 21 | $ 70,550 | 72,971 | 75,052 | 77,136 | 79,218 | 81,300 | 83,385 | 85,465 | 87,549 | 89,631 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 22 | $ 71,149 | 73,595 | 75,678 | 77,760 | 79,842 | 81,927 | 84,008 | 86,091 | 88,172 | 90,256 |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| 23 | $ 71,748 | 74,221 | 76,302 | 78,385 | 80,468 | 82,551 | 84,633 | 86,715 | 88,798 | 90,881 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 24 | $ 72,345 | $ 74,845 | $ 76,927 | $ 79,010 | $ 81,093 | $ 83,175 | $ 85,257 | $ 87,341 | $ 89,424 | $ 91,505 |
| 25 | $ 72,971 | $ 75,470 | $ 77,553 | $ 79,635 | $ 81,719 | $ 83,799 | $ 85,883 | $ 87,965 | $ 90,047 | $ 92,130 |
| 26 | $ 73,595 | $ 76,120 | $ 78,202 | $ 80,285 | $ 82,369 | $ 84,450 | $ 86,534 | $ 88,616 | $ 90,698 | $ 92,781 |
| 27 | | | | $ 80,937 | $ 83,020 | $ 85,101 | $ 87,185 | $ 89,265 | $ 91,349 | $ 93,432 |
| 28 | | | | | | | | | $ 92,000 | $ 94,083 |
| OS | Varies | Varies | Varies | Varies | Varies | Varies | Varies | Varies | Varies | Varies |

1. Employees shall be granted one (1) step advancements for the 2026-2027 salary schedule.
2. Approved column advancement shall be permitted for eligible employees for the 2026-2027 salary placement.
3. Unit members topped out on the 2026-2027 salary schedule shall receive a one-time increase of two thousand dollars ($8,325)

CERTIFIED PERSONNEL

2026-2027 CTEA SALARY SCHEDULE WITH ANNUAL RETIREMENT

| EXPER CREDIT YEARS | RN's | | | BA | | | BA+15 | | | EXPER CREDIT YEARS |
|---|---|---|---|---|---|---|---|---|---|---|
| | Salary | District WRS* | Emp **WRS | Salary | District *WRS | Emp **WRS | Salary | District *WRS | Emp **WRS | |
| 1 | $ 61,575 | $ 9,354 | $ 2,419 | $ 61,575 | $ 9,354 | $ 2,419 | $ 63,658 | $ 9,670 | $ 2,501 | 1 |
| 2 | $ 61,575 | $ 9,354 | $ 2,419 | $ 62,115 | $ 9,436 | $ 2,440 | $ 64,198 | $ 9,752 | $ 2,522 | 2 |
| 3 | $ 61,575 | $ 9,354 | $ 2,419 | $ 62,662 | $ 9,519 | $ 2,462 | $ 64,746 | $ 9,836 | $ 2,544 | 3 |
| 4 | $ 61,575 | $ 9,354 | $ 2,419 | $ 63,209 | $ 9,602 | $ 2,483 | $ 65,291 | $ 9,918 | $ 2,565 | 4 |
| 5 | $ 61,575 | $ 9,354 | $ 2,419 | $ 63,755 | $ 9,685 | $ 2,505 | $ 65,838 | $ 10,001 | $ 2,587 | 5 |
| 6 | $ 62,115 | $ 9,436 | $ 2,440 | $ 64,303 | $ 9,768 | $ 2,526 | $ 66,384 | $ 10,084 | $ 2,608 | 6 |
| 7 | $ 62,662 | $ 9,519 | $ 2,462 | $ 64,849 | $ 9,851 | $ 2,548 | $ 66,931 | $ 10,167 | $ 2,630 | 7 |
| 8 | $ 63,209 | $ 9,602 | $ 2,483 | $ 65,396 | $ 9,934 | $ 2,569 | $ 67,477 | $ 10,250 | $ 2,651 | 8 |
| 9 | $ 63,755 | $ 9,685 | $ 2,505 | $ 65,942 | $ 10,017 | $ 2,591 | $ 68,025 | $ 10,334 | $ 2,673 | 9 |
| 10 | $ 64,303 | $ 9,768 | $ 2,526 | $ 66,489 | $ 10,100 | $ 2,612 | $ 68,572 | $ 10,417 | $ 2,694 | 10 |
| 11 | $ 64,849 | $ 9,851 | $ 2,548 | $ 67,062 | $ 10,187 | $ 2,635 | $ 69,143 | $ 10,504 | $ 2,717 | 11 |
| 12 | $ 65,396 | $ 9,934 | $ 2,569 | $ 67,633 | $ 10,274 | $ 2,657 | $ 69,717 | $ 10,591 | $ 2,739 | 12 |
| 13 | $ 65,942 | $ 10,017 | $ 2,591 | $ 68,207 | $ 10,361 | $ 2,680 | $ 70,290 | $ 10,678 | $ 2,762 | 13 |
| 14 | $ 66,489 | $ 10,100 | $ 2,612 | $ 68,780 | $ 10,448 | $ 2,702 | $ 70,863 | $ 10,765 | $ 2,784 | 14 |
| 15 | $ 67,062 | $ 10,187 | $ 2,635 | $ 69,353 | $ 10,535 | $ 2,725 | $ 71,434 | $ 10,852 | $ 2,807 | 15 |
| 16 | $ 67,633 | $ 10,274 | $ 2,657 | $ 69,951 | $ 10,626 | $ 2,748 | $ 72,034 | $ 10,943 | $ 2,830 | 16 |
| 17 | $ 68,207 | $ 10,361 | $ 2,680 | $ 70,550 | $ 10,717 | $ 2,772 | $ 72,633 | $ 11,034 | $ 2,854 | 17 |
| 18 | $ 68,780 | $ 10,448 | $ 2,702 | $ 71,149 | $ 10,808 | $ 2,795 | $ 73,231 | $ 11,125 | $ 2,877 | 18 |
| 19 | $ 69,353 | $ 10,535 | $ 2,725 | $ 71,748 | $ 10,899 | $ 2,819 | $ 73,829 | $ 11,215 | $ 2,901 | 19 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 20 | $ 69,951 | $ 10,626 | $ 2,748 | $ 72,345 | $ 10,990 | $ 2,842 | $ 74,429 | $ 11,307 | $ 2,924 | 20 |
| 21 | $ 70,550 | $ 10,717 | $ 2,772 | $ 72,971 | $ 11,085 | $ 2,867 | $ 75,052 | $ 11,401 | $ 2,949 | 21 |
| 22 | $ 71,149 | $ 10,808 | $ 2,795 | $ 73,595 | $ 11,180 | $ 2,892 | $ 75,678 | $ 11,496 | $ 2,973 | 22 |
| 23 | $ 71,748 | $ 10,899 | $ 2,819 | $ 74,221 | $ 11,275 | $ 2,916 | $ 76,302 | $ 11,591 | $ 2,998 | 23 |
| 24 | $ 72,345 | $ 10,990 | $ 2,842 | $ 74,845 | $ 11,370 | $ 2,941 | $ 76,927 | $ 11,686 | $ 3,022 | 24 |
| 25 | $ 72,971 | $ 11,085 | $ 2,867 | $ 75,470 | $ 11,465 | $ 2,965 | $ 77,553 | $ 11,781 | $ 3,047 | 25 |
| 26 | $ 73,595 | $ 11,180 | $ 2,892 | $ 76,120 | $ 11,563 | $ 2,991 | $ 78,202 | $ 11,880 | $ 3,073 | 26 |
| 27 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | 27 |
| 28 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | 28 |

***WRS = District contribution to the Wyoming Retirement System (15.191%)**
****WRS = Employee contribution to the Wyoming Retirement System (3.929%**

CERTIFIED PERSONNEL

2026-2027 CTEA SALARY SCHEDULE WITH ANNUAL RETIREMENT

| EXPER CREDIT YEARS | BA+30 | | | BA+45 | | | MA | | | EXPER CREDIT YEARS |
|---|---|---|---|---|---|---|---|---|---|---|
| | Salary | District WRS* | Emp **WRS | Salary | District *WRS | Emp **WRS | Salary | District *WRS | Emp **WRS | |
| 1 | $ 65,739 | $ 9,986 | $ 2,583 | $ 67,823 | $ 10,303 | $ 2,665 | $ 69,904 | $ 10,619 | $ 2,747 | 1 |
| 2 | $ 66,280 | $ 10,069 | $ 2,604 | $ 68,363 | $ 10,385 | $ 2,686 | $ 70,446 | $ 10,701 | $ 2,768 | 2 |
| 3 | $ 66,826 | $ 10,152 | $ 2,626 | $ 68,910 | $ 10,468 | $ 2,707 | $ 70,992 | $ 10,784 | $ 2,789 | 3 |
| 4 | $ 67,374 | $ 10,235 | $ 2,647 | $ 69,456 | $ 10,551 | $ 2,729 | $ 71,538 | $ 10,867 | $ 2,811 | 4 |
| 5 | $ 67,921 | $ 10,318 | $ 2,669 | $ 70,003 | $ 10,634 | $ 2,750 | $ 72,085 | $ 10,950 | $ 2,832 | 5 |
| 6 | $ 68,467 | $ 10,401 | $ 2,690 | $ 70,550 | $ 10,717 | $ 2,772 | $ 72,633 | $ 11,034 | $ 2,854 | 6 |
| 7 | $ 69,013 | $ 10,484 | $ 2,712 | $ 71,096 | $ 10,800 | $ 2,793 | $ 73,179 | $ 11,117 | $ 2,875 | 7 |
| 8 | $ 69,561 | $ 10,567 | $ 2,733 | $ 71,643 | $ 10,883 | $ 2,815 | $ 73,726 | $ 11,200 | $ 2,897 | 8 |
| 9 | $ 70,108 | $ 10,650 | $ 2,755 | $ 72,190 | $ 10,966 | $ 2,836 | $ 74,272 | $ 11,283 | $ 2,918 | 9 |
| 10 | $ 70,654 | $ 10,733 | $ 2,776 | $ 72,736 | $ 11,049 | $ 2,858 | $ 74,819 | $ 11,366 | $ 2,940 | 10 |
| 11 | $ 71,227 | $ 10,820 | $ 2,799 | $ 73,310 | $ 11,137 | $ 2,880 | $ 75,391 | $ 11,453 | $ 2,962 | 11 |
| 12 | $ 71,799 | $ 10,907 | $ 2,821 | $ 73,881 | $ 11,223 | $ 2,903 | $ 75,965 | $ 11,540 | $ 2,985 | 12 |
| 13 | $ 72,373 | $ 10,994 | $ 2,844 | $ 74,455 | $ 11,310 | $ 2,925 | $ 76,538 | $ 11,627 | $ 3,007 | 13 |
| 14 | $ 72,944 | $ 11,081 | $ 2,866 | $ 75,027 | $ 11,397 | $ 2,948 | $ 77,111 | $ 11,714 | $ 3,030 | 14 |
| 15 | $ 73,518 | $ 11,168 | $ 2,889 | $ 75,600 | $ 11,484 | $ 2,970 | $ 77,682 | $ 11,801 | $ 3,052 | 15 |
| 16 | $ 74,116 | $ 11,259 | $ 2,912 | $ 76,198 | $ 11,575 | $ 2,994 | $ 78,281 | $ 11,892 | $ 3,076 | 16 |
| 17 | $ 74,716 | $ 11,350 | $ 2,936 | $ 76,797 | $ 11,666 | $ 3,017 | $ 78,880 | $ 11,983 | $ 3,099 | 17 |
| 18 | $ 75,314 | $ 11,441 | $ 2,959 | $ 77,395 | $ 11,757 | $ 3,041 | $ 79,479 | $ 12,074 | $ 3,123 | 18 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 19 | $ 75,912 | $ 11,532 | $ 2,983 | $ 77,996 | $ 11,848 | $ 3,064 | $ 80,077 | $ 12,164 | $ 3,146 | 19 |
| 20 | $ 76,511 | $ 11,623 | $ 3,006 | $ 78,594 | $ 11,939 | $ 3,088 | $ 80,676 | $ 12,255 | $ 3,170 | 20 |
| 21 | $ 77,136 | $ 11,718 | $ 3,031 | $ 79,218 | $ 12,034 | $ 3,112 | $ 81,300 | $ 12,350 | $ 3,194 | 21 |
| 22 | $ 77,760 | $ 11,813 | $ 3,055 | $ 79,842 | $ 12,129 | $ 3,137 | $ 81,927 | $ 12,446 | $ 3,219 | 22 |
| 23 | $ 78,385 | $ 11,907 | $ 3,080 | $ 80,468 | $ 12,224 | $ 3,162 | $ 82,551 | $ 12,540 | $ 3,243 | 23 |
| 24 | $ 79,010 | $ 12,002 | $ 3,104 | $ 81,093 | $ 12,319 | $ 3,186 | $ 83,175 | $ 12,635 | $ 3,268 | 24 |
| 25 | $ 79,635 | $ 12,097 | $ 3,129 | $ 81,719 | $ 12,414 | $ 3,211 | $ 83,799 | $ 12,730 | $ 3,292 | 25 |
| 26 | $ 80,285 | $ 12,196 | $ 3,154 | $ 82,369 | $ 12,513 | $ 3,236 | $ 84,450 | $ 12,829 | $ 3,318 | 26 |
| 27 | $ 80,937 | $ 12,295 | $ 3,180 | $ 83,020 | $ 12,612 | $ 3,262 | $ 85,101 | $ 12,928 | $ 3,344 | 27 |
| 28 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | 28 |

***WRS = District contribution to the Wyoming Retirement System (15.191%)**
****WRS = Employee contribution to the Wyoming Retirement System (3.929%**

# CERTIFIED PERSONNEL

## 2026-2027 CTEA SALARY SCHEDULE WITH ANNUAL RETIREMENT

***WRS = District contribution to the Wyoming Retirement System (15.191%)**
****WRS= Employee contribution to the Wyoming Retirement System (3.929%)**

| EXPER CREDIT YEARS | MA+15 | | | MA+30 | | | MA+45 | | | EXPER CREDIT YEARS |
|---|---|---|---|---|---|---|---|---|---|---|
| | Salary | District *WRS | Emp **WRS | Salary | District *WRS | Emp **WRS | Salary | District *WRS | Emp **WRS | |
| 1 | $ 71,988 | $ 10,936 | $ 2,828 | $ 74,071 | $ 11,252 | $ 2,910 | $ 76,152 | $ 11,568 | $ 2,992 | 1 |
| 2 | $ 72,529 | $ 11,018 | $ 2,850 | $ 74,611 | $ 11,334 | $ 2,931 | $ 76,693 | $ 11,650 | $ 3,013 | 2 |
| 3 | $ 73,075 | $ 11,101 | $ 2,871 | $ 75,158 | $ 11,417 | $ 2,953 | $ 77,240 | $ 11,734 | $ 3,035 | 3 |
| 4 | $ 73,622 | $ 11,184 | $ 2,893 | $ 75,704 | $ 11,500 | $ 2,974 | $ 77,787 | $ 11,817 | $ 3,056 | 4 |
| 5 | $ 74,169 | $ 11,267 | $ 2,914 | $ 76,251 | $ 11,583 | $ 2,996 | $ 78,333 | $ 11,900 | $ 3,078 | 5 |
| 6 | $ 74,716 | $ 11,350 | $ 2,936 | $ 76,797 | $ 11,666 | $ 3,017 | $ 78,880 | $ 11,983 | $ 3,099 | 6 |
| 7 | $ 75,261 | $ 11,433 | $ 2,957 | $ 77,344 | $ 11,749 | $ 3,039 | $ 79,427 | $ 12,066 | $ 3,121 | 7 |
| 8 | $ 75,809 | $ 11,516 | $ 2,979 | $ 77,891 | $ 11,832 | $ 3,060 | $ 79,974 | $ 12,149 | $ 3,142 | 8 |
| 9 | $ 76,355 | $ 11,599 | $ 3,000 | $ 78,437 | $ 11,915 | $ 3,082 | $ 80,520 | $ 12,232 | $ 3,164 | 9 |
| 10 | $ 76,901 | $ 11,682 | $ 3,021 | $ 78,984 | $ 11,998 | $ 3,103 | $ 81,067 | $ 12,315 | $ 3,185 | 10 |
| 11 | $ 77,474 | $ 11,769 | $ 3,044 | $ 79,557 | $ 12,086 | $ 3,126 | $ 81,640 | $ 12,402 | $ 3,208 | 11 |
| 12 | $ 78,047 | $ 11,856 | $ 3,066 | $ 80,131 | $ 12,173 | $ 3,148 | $ 82,211 | $ 12,489 | $ 3,230 | 12 |
| 13 | $ 78,620 | $ 11,943 | $ 3,089 | $ 80,702 | $ 12,259 | $ 3,171 | $ 82,784 | $ 12,576 | $ 3,253 | 13 |
| 14 | $ 79,192 | $ 12,030 | $ 3,111 | $ 81,276 | $ 12,347 | $ 3,193 | $ 83,358 | $ 12,663 | $ 3,275 | 14 |
| 15 | $ 79,765 | $ 12,117 | $ 3,134 | $ 81,847 | $ 12,433 | $ 3,216 | $ 83,930 | $ 12,750 | $ 3,298 | 15 |
| 16 | $ 80,364 | $ 12,208 | $ 3,158 | $ 82,447 | $ 12,525 | $ 3,239 | $ 84,529 | $ 12,841 | $ 3,321 | 16 |
| 17 | $ 80,962 | $ 12,299 | $ 3,181 | $ 83,044 | $ 12,615 | $ 3,263 | $ 85,129 | $ 12,932 | $ 3,345 | 17 |
| 18 | $ 81,561 | $ 12,390 | $ 3,205 | $ 83,643 | $ 12,706 | $ 3,286 | $ 85,727 | $ 13,023 | $ 3,368 | 18 |
| 19 | $ 82,159 | $ 12,481 | $ 3,228 | $ 84,242 | $ 12,797 | $ 3,310 | $ 86,326 | $ 13,114 | $ 3,392 | 19 |
| 20 | $ 82,759 | $ 12,572 | $ 3,252 | $ 84,842 | $ 12,888 | $ 3,333 | $ 86,923 | $ 13,204 | $ 3,415 | 20 |
| 21 | $ 83,385 | $ 12,667 | $ 3,276 | $ 85,465 | $ 12,983 | $ 3,358 | $ 87,549 | $ 13,300 | $ 3,440 | 21 |
| 22 | $ 84,008 | $ 12,762 | $ 3,301 | $ 86,091 | $ 13,078 | $ 3,383 | $ 88,172 | $ 13,394 | $ 3,464 | 22 |
| 23 | $ 84,633 | $ 12,857 | $ 3,325 | $ 86,715 | $ 13,173 | $ 3,407 | $ 88,798 | $ 13,489 | $ 3,489 | 23 |
| 24 | $ 85,257 | $ 12,951 | $ 3,350 | $ 87,341 | $ 13,268 | $ 3,432 | $ 89,424 | $ 13,584 | $ 3,513 | 24 |
| 25 | $ 85,883 | $ 13,046 | $ 3,374 | $ 87,965 | $ 13,363 | $ 3,456 | $ 90,047 | $ 13,679 | $ 3,538 | 25 |
| 26 | $ 86,534 | $ 13,145 | $ 3,400 | $ 88,616 | $ 13,462 | $ 3,482 | $ 90,698 | $ 13,778 | $ 3,564 | 26 |
| 27 | $ 87,185 | $ 13,244 | $ 3,425 | $ 89,265 | $ 13,560 | $ 3,507 | $ 91,349 | $ 13,877 | $ 3,589 | 27 |
| 28 | $ - | $ - | $ - | $ - | $ - | $ - | $ 92,000 | $ 13,976 | $ 3,615 | 28 |

CERTIFIED PERSONNEL

2026-2027 CTEA SALARY SCHEDULE WITH ANNUAL RETIREMENT

| EXPER CREDIT YEARS | DR | | |
|---|---|---|---|
| | Salary | District WRS* | Emp **WRS |
| 1 | $ 78,236 | $ 11,885 | $ 3,074 |
| 2 | $ 78,776 | $ 11,967 | $ 3,095 |
| 3 | $ 79,323 | $ 12,050 | $ 3,117 |
| 4 | $ 79,869 | $ 12,133 | $ 3,138 |
| 5 | $ 80,417 | $ 12,216 | $ 3,160 |
| 6 | $ 80,962 | $ 12,299 | $ 3,181 |
| 7 | $ 81,509 | $ 12,382 | $ 3,202 |
| 8 | $ 82,055 | $ 12,465 | $ 3,224 |
| 9 | $ 82,603 | $ 12,548 | $ 3,245 |
| 10 | $ 83,149 | $ 12,631 | $ 3,267 |
| 11 | $ 83,722 | $ 12,718 | $ 3,289 |
| 12 | $ 84,295 | $ 12,805 | $ 3,312 |
| 13 | $ 84,867 | $ 12,892 | $ 3,334 |
| 14 | $ 85,440 | $ 12,979 | $ 3,357 |
| 15 | $ 86,013 | $ 13,066 | $ 3,379 |
| 16 | $ 86,611 | $ 13,157 | $ 3,403 |
| 17 | $ 87,210 | $ 13,248 | $ 3,426 |
| 18 | $ 87,808 | $ 13,339 | $ 3,450 |
| 19 | $ 88,408 | $ 13,430 | $ 3,474 |
| 20 | $ 89,006 | $ 13,521 | $ 3,497 |
| 21 | $ 89,631 | $ 13,616 | $ 3,522 |
| 22 | $ 90,256 | $ 13,711 | $ 3,546 |
| 23 | $ 90,881 | $ 13,806 | $ 3,571 |
| 24 | $ 91,505 | $ 13,901 | $ 3,595 |
| 25 | $ 92,130 | $ 13,995 | $ 3,620 |
| 26 | $ 92,781 | $ 14,094 | $ 3,645 |
| 27 | $ 93,432 | $ 14,193 | $ 3,671 |
| 28 | $ 94,083 | $ 14,292 | $ 3,697 |

*WRS = District contribution to the Wyoming Retirement System (15.191%)
**WRS= Employee contribution to the Wyoming Retirement System (3.929%)

# 2025-2027 MOU – TRACK C EVALUATION PROCESS

Laramie County School District Number 1
Cheyenne, WY
2025-2027
Memorandum of Understanding
July 1st, 2025 - June 30th, 2027

## MOU – Track C Evaluation Process

The Executive Director of Human Resources and the CTEA President or CTEA designee shall form a team no later than October 1, 2025, to review the current Track C evaluation process for teachers and to establish a collaborative review of its stages and support mechanism. The goal is to ensure the process is relevant, supportive, and easily understood, while also exploring best practices for evaluating and supporting teachers with performance concerns.

The team will be formed to review each Track C stage, the level of support provided to the teacher at each stage, and the ease of understanding of the process.

The team will also explore common evaluation practices for supporting teachers with performance concerns. This includes reviewing other evaluation instruments.

The team may include but is not limited to:

- Executive Director of Human Resources or designee.
- CTEA president or CTEA designee.
- Up to six LCSD 1 teachers/certified staff.
- Up to six LCSD 1 school and district administrators with recent experience evaluating teachers using the current LCSD1 Track C evaluation process.

The MOU team will report back with suggestions and rationale to the 2027 negotiations team.

**2026-2027 MOU – UNIT AGREEMENT RESTRUCTURING & ORGANIZATION**
**Laramie County School District Number 1**
**Cheyenne, WY**
**2026-2027**
**Memorandum of Understanding**
**July 1st, 2026 - June 30th, 2027**

**MOU – Unit Agreement Restructuring**

The Executive Director of Human Resources and the CTEA President shall work collaboratively to review and restructure the Unit Agreement for improved organization, readability, and functionality. The work of the team shall be limited to correcting typographical errors, style, and formatting issues, and rearranging language for better clarification. The goal is to make the Unit Agreement more functional and easily understood without changing the language, intent, or meaning of any provision of the Unit Agreement.

**2026-2027 MOU –**
**Laramie County School District Number 1**
**Cheyenne, WY**
**2026-2027**
**Memorandum of Understanding**
**July 1st, 2026 - June 30th, 2027**

**MOU -**

The Executive Director of Student Services and the CTEA President or designees shall form a team no later than October 1, 2026 to explore how the negotiated agreement addresses working conditions (Section III Article 2) work time (Section III Article 3), planning/documentation time (Section III Article 4), for certified specialized service providers. The goal is to ensure that specialists are represented in the agreement.
The team may include but is not limited to:

- The Executive Director of Student Services or designee
- CTEA President or designee
- Social Workers
- High School Counselors
- Middle School Counselors
- Elementary Counselors
- Certified Librarians
- Nurses
- MTSS Specialist
- OT
- PT
- SLP
- All level administrators

The MOU team will report back with suggestions and rationale to the 2027 negotiation team.

## CTEA DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed by the duly authorized officers this 30th day of June 2026.

| | |
|---|---|
| William Barnes - CTEA President and Unit Representative | Date |
| Alicia Smith- Board of Trustees Chair | Date |