



**Collective Bargaining Agreement
Between
Kansas City Public Schools
And
The Kansas City Federation of Teachers
for Certified Staff**

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Preamble:

This Collective Bargaining Agreement (hereinafter called the “CBA”) is entered into this 1 day of July 2023, by and between Kansas City Public Schools and The Kansas City Federation of Teachers and School Related Personnel. It is the intent and purpose of the Parties hereto that this three (3) year agreement promote the mutual interests of Kansas City Public Schools and The Kansas City Federation of Teachers and School Related Personnel.

Kansas City Public Schools and the Kansas City Federation of Teachers & School-Related Personnel, Local 691 share a joint commitment to diversity, equity, and inclusion in the workplace. This commitment includes, but is not limited to, creating, and sustaining school environments that: attract and retain a staff that is diverse in skills and experiences and reflects the diversity of the students we serve; treat all staff with dignity and respect; and implement culturally responsive teaching practices that build upon the strengths of our students.

Article 1: Terms of the Agreement

A: Negotiations

1. The term of this Agreement shall remain in effect until July 1, 2026, unless a new agreement has not been reached between the parties. In such case, the terms of this agreement will remain in effect until a new agreement has been reached or impasse declared.
2. All language in this Agreement shall remain as written in the Agreement for those years. The parties will make every effort to reach a new agreement before the expiration date on July 1, 2026.
3. On a mutually agreed upon date by July 31st of each preceding negotiation year, the Union President and Chief Human Resources Officer shall meet to discuss their negotiation teams, norms, and dates for negotiations. Any change to the teams shall be presented to the other lead negotiator prior to implementation.
4. The Union President and the Chief of Human Resources will meet at a mutually agreed upon location to exchange negotiation packages no later than 30 days prior to commencement of negotiations.
5. The parties acknowledge that during the negotiations that resulted in this three (3) year agreement, each had the unlimited right and opportunity to make proposals with respect to all lawful subjects or matters of collective bargaining and that this three (3) year agreement sets out the parties' complete agreement on all subjects on which the parties bargained or could have bargained.

Article II. Union and Management Rights

A: Rights of Organizational Association

The Board recognized the right of employees in the Certified Unit:

- I. To associate with such legal and recognized labor, social, and fraternal organizations as they desire.
- II. To be free from discrimination in personnel practices because of their membership in unions or other employee organizations.

B: Recognition

The KCFT & SRP is recognized as the majority representative of the unit consisting of teachers, counselors, school librarians and other full-time, certificated, non-supervisory employees performing tasks similar to the positions listed above. This unit shall be referred to as the Certified Unit.

C: Non-Discrimination by the Majority Representative

KCFT&SRP agrees to comply with all national AFT, federal, state and local anti-discrimination policies, laws and regulations concerning sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation, gender identity, genetic information, or any other factor prohibited by law or based upon a belief that such a factor exists.

D: Majority Representative Information:

The district will make available, upon, request by the Union, at appropriate times to the KCFT President all available and existing reports, information, and statistics pertinent to the welfare of the unit's membership.

E: Union Communications:

Union communications may be placed in employee mailboxes, subject to Board and Administrative Policy.

F: Visits to Schools:

Union representatives may visit schools only before and after school, or during lunch periods. A prescheduled meeting including administration, or a building emergency shall not constitute as a "visit." Union representatives shall report to the administrator in charge upon entering a school location. In the event the building administrator is not available, the union representative shall

report to the school office. Union representatives shall follow the building procedures for visitors by signing in at the office and/or security desk.

G: Release Time for Union Negotiation Team Members:

Individuals employed by the District and chosen by the KCFT President to represent members of the Certified Unit in negotiations with representatives of the District shall be given release time from their duties as an employee of the District to participate in these negotiations within prescribed limits and timetables to be worked out by mutual consent.

H: Deduction of Dues OR (COPE) Contributions for KCFT&SRP Local 691

This section applies to members utilizing this process.

Deduction of dues for membership in the Union shall be allowed subject to the following conditions:

1. Each authorization for dues deduction shall be in writing and signed by the employee.
2. Authorizations for dues deduction shall be on a form provided by the Union, approved by the Payroll Department.
3. An authorization to begin dues deduction shall be received in the Payroll Department at least thirty (30) days prior to the date of the first deduction.
4. Dues deductions for an individual employee shall be canceled within thirty (30) days of receipt by the Payroll Department of a written request for such cancellations signed by an employee. The employee must contact both the Union office and the Payroll Department before their dues are canceled. No Union dues deductions will be canceled between May 1 and August 15 of each year.
5. No more than one deduction of dues for the union membership shall be made for any employee.
6. The union executes an agreement satisfactory to the District, to hold the District, the Board and its agents and employees, harmless for the consequences of deducting such membership dues.
7. Membership dues shall be forwarded to the appropriate employee organization within ten (10) days after deduction.

I: Publication of the Collective Bargaining Agreement (CBA) for Certified Staff

The District and the Union will post the CBA on their respective websites within 30 days after final approval and signatures.

J: Majority Representative Parking Space

The District shall provide one (1) parking space at the Board of Education for the KCFT President at no cost. Continued use of the space will be subject to all the rules and regulations applying to employees using the facilities.

K: Management Rights Clause

Nothing in this Agreement shall be interpreted as a waiver by the District of its rights and responsibilities to create and maintain schools that serve its constituency. In that regard, the general intent of this Agreement is to establish terms and conditions of employment with the Union. Accordingly, the District, on its own behalf and that of the electors in the District, retains and reserves the following rights and duties:

1. Exercising according to the law the executive management and administrative control of the District and all of its properties, facilities, and equipment, and the activities of the employees during work hours.
2. Adopting policies, rules and regulations.
3. Managing and controlling all fiscal affairs of the District.
4. Determining the number and location of relocation of its facilities, including the establishment or relocations of new school, buildings, or departments, and the relocation or closing of schools, offices, departments, buildings, or other facilities.
5. Determining the type and quantity of supportive services, including all supplies and equipment necessary to operate the District system and to establish the procedures necessary to manage and control the operations of the District.
6. Determining employee qualifications, establishing hiring procedures, and hiring all employees, determining employee assignments and the condition of their continued employment, dismissal, or promotion.
7. Determining job content and providing timely notice of any changes to the employee.
8. Determining the size of the management organization and its function.
9. Approving in-service training activities for employees.
10. Establishing and conducting an evaluation program to determine the effectiveness and competence of all District employees.
11. Determining staffing allocations for all schools, departments, and District operations.
12. Any terms, procedures, policies, or limitations not specifically articulated in the agreement(s) shall be left to the discretion of the Central Office Administration for interpretation and enforcement.

It is understood and agreed that the Board of Education possesses the sole right to operate the District and retains all management rights subject to the terms of this agreement.

Article III: Labor Management Collaboration

The District and the Union agree to collaborate in a respectful manner to address common issues, resolve problems, and identify opportunities for improvement. In addition, they will propose and evaluate solutions and agree on recommendations. The District and the Union agree that it is in their mutual interest to be involved in a collaborative process in the following areas:

- A. The strategic direction of the District;
- B. Training and professional development;
- C. Teacher performance evaluation;
- D. Local school governance;
- E. Dispute and resolution;
- F. Employee benefits programs; and
- G. Teacher retention.

Collaboration Committees:

All district and building committee members will participate on a voluntary basis without undue influence. Committee members will serve without additional KCPS compensation. All committee meetings will occur outside of the workday.

I: Academic Advisory Committee

- A. To facilitate and ensure teacher input, the Union and the District agree to the following:
 - 1. The Academic/Advisory Committee (AAC) will be organized.
 - i) The AAC will consist of seven administrators appointed by the District and seven members appointed by the Union.
 - ii) The AAC will meet at the beginning of each academic quarter, with a planning and preparation meeting in July.
 - 2. To organize subcommittees whenever the District considers the adoption of district wide curriculum and instructional materials, academic programs or initiatives, in any specific subject area, program or grade level.

B. Purpose of the AAC

- (1) The AAC will review the recommendations of the subcommittees and determine a final recommendation based on a majority vote.
- (2) The AAC will submit recommendations to the Superintendent for consideration and final approval. The Superintendent is not required to follow the AAC recommendation(s).

C. Subcommittees

1. The Subcommittee will consist of a mutually agreed upon an equal number of District teachers from the appropriate subject area or grade level including ELL and SPED who wish to serve and District members which can include curriculum coordinators and other district administrators selected by the Superintendent or their designee.
 - i) The subcommittee shall have a co-chair from the Union and the District appointed from within the subcommittee members of the respective units.
 - ii) The Subcommittee shall meet as determined by the AAC.
2. The purpose of the Subcommittee will be to research, evaluate and make recommendations regarding the adoption of district wide curriculum and instructional materials, academic programs, or initiatives, in any specific subject area, program or grade level.
 - i) The Subcommittee shall determine its final recommendation by majority vote and report its recommendation to the AAC. The report shall include its recommendation, data to support the Subcommittee's decision and any comments from Subcommittee members who dissented.
 - ii) The AAC will submit the recommendation of the Subcommittees to the Superintendent.

D: Training

Meaningful, high-quality training will occur before implementation of newly adopted curriculum and instructional materials, academic programs, or initiatives.

II: Committee on Discipline Enforcement

1. The functions of the CODE will be to:
 - i) Provide an annual review of the Code of Student Conduct and make recommendations for implementation and consistent application throughout the District to the Student Discipline Officer and/or Superintendent no later than March 31. All other reviews shall be executed to ensure compliance with city, state, and federal regulations;
 - ii) Examine recommendations from the Faculty Advisory Committees on discipline concerns; and
 - iii) Investigate complaints concerning non-implementation or non-compliance with the Code of Student Conduct and report on such complaints to the Superintendent.
2. Changes in the Code of Student Conduct shall be completed by the beginning of each school year.

3. The CODE shall consist of fourteen (14) members; seven (7) members each appointed by the Union and the District. At least three (3) of the members appointed by the District should be site-based administrators representing all grade levels and at least five (5) of the members appointed by the Union shall be from the certified unit.

III: Faculty Advisory Committee:

1. Each school shall have the opportunity to form a Faculty Advisory Committee (FAC) elected by members of the instructional staff.
2. Each school, who has a minimum of 5 instructional staff willing to serve, shall form a Faculty Advisory Committee (FAC) elected by members of the instructional staff. Where applicable, this committee shall include a representative from the Classified Unit.
3. The elections for the FAC members shall be no later than September 15. The term of office for these members shall be one (1) year. The size of the FAC shall be no less than five (5), but no more than seven (7) members. The FAC shall then select a chair of the committee.
4. The function of the FAC shall include meeting with the Building Administrator, or designee, for the purposes of:
 - A. Discussing concerns, recommendations, and/or proposals from the instructional staff and implementation of new programs, regulations, and/or procedures by the administration;
 - B. Assist in resolving staff concerns prior to filing a grievance.
 - C. Assisting, as requested, with the preparation of agendas for faculty meetings;
 - D. Forwarding suggestions regarding modifications on the Code of Student Conduct to the Committee on Discipline Enforcement (CODE).
 - E. The FAC may also include analyzing data on discipline and making recommendations to resolve discipline problems.
5. The school administrator or their administrative designee shall, except in emergencies, advise and discuss with the FAC of any new rules and changes in existing rules, regulations, and procedures before they are implemented.
6. The FAC meetings shall be open meetings. School instructional staff other than FAC members may attend the meetings.
7. The building principal will consider but is not bound by any decision of the FAC.

IV: Employee Benefits Committee (EBC)

1. The EBC will have the opportunity to participate in discussions concerning medical, dental, and life insurance products. The EBC will examine basic products and coverage made available by KCPS.

- i) The Benefits Department will develop Requests for Proposal (RFPs), at least every five years, to vendors for the medical, dental and life insurance.
- ii) The Benefits Department will present at least three (3) options (assuming there are three (3) responsive bids to the RFP) to the Committee with a final recommendation to the Board of Directors, including the recommendation of the EBC.
- iii) The EBC shall be comprised of members of the Benefits Department, The CFOO, CHRO and other such administrative departments as designated by the District. The Unit shall have two members on the committee.

2. The EBC will hold quarterly insurance update meetings.

VI: Joint Training on the Collective Bargaining Agreement

The Union and the District will jointly train the Union Building Representatives, the site-based administrators and all personnel, as identified by the District, responsible for the administration of the Collective Bargaining Agreement. This training will take place prior to the first day of school each year, as mutually agreed to by the Union President and Chief of Human Resources.

VI: Monthly Discussion Meetings

1. In order to provide continuous cooperation between the Union and the District, the Superintendent and KCFT& SRP President shall meet on a mutually agreeable day each month during the regular school year at a time convenient to both parties. The purpose of these meetings shall be to review the administration of the Collective Bargaining Agreement and to resolve problems that may arise pertaining thereto. Each party will submit to the other, no later than two (2) days prior to the meeting, an agenda covering what they wish to discuss. If no agenda is submitted by either party, no meeting will be held that month.

2. The parties agree to cooperate in arranging special or emergency meetings to ensure prompt actions in emergencies situations.

VII: Certified Evaluation Committee

The District and the Union will each designate an equal number of members to serve on this committee. Team members should include Elementary, Middle, Secondary, Special Education, ELL, and Administration representatives. The Committee will annually review the Certified Evaluation Assessment for updates/revisions, which shall serve as recommendations but are not binding on the administration in revising the performance assessment tool.

VIII: District Professional Development Committee

1. The Union and the District shall appoint 7 members from each party to serve on a district level Professional Development Committee. The committee shall meet once a semester to plan for the implementation of quality professional development in the next semester.

2. The committee shall meet prior to the end of the school year to prepare for teacher institute and other professional development for the first semester of school including New Teacher Orientation.
3. The committee shall collaborate in the development of a system wide professional evaluation tool to be implemented for all district level PD.
4. The results of professional development surveys will be evaluated as part of the work of the committee to ensure staff are receiving relevant, high quality, instructional focused professional development.

IX: Building Code of Conduct

The Student Behavior Plan and the Code of Student Conduct will be enforced in every school. In schools where district data demonstrates that there are serious student behavior problems school-wide, a special committee may include the individuals listed below to discuss and resolve issues.

- i. Assistant Superintendent of School Leadership or their designee,
- ii. Principal or their designee
- iii. Union President or their designee
- iv. Union Building Representative(s)
- v. Members of the Faculty Advisory Committee

Article IV: General Provisions

A. Academic Freedom

Employees do not give up their constitutional rights during work hours. Academic freedom shall be accorded to teachers, subject to the requirement that teachers teach within the District curriculum, MSIP standards as outlined by the state of Missouri, and as further defined by federal law. Students will be encouraged, through class discussions and independent inquiry, to reach their own conclusions regarding controversial issues.

B. Classroom Interruptions

Classroom interruptions should always be kept to a minimum. The intercom, and handheld transceivers are not intended for communication which could be addressed through an individual call to a classroom or via the use of other technology to staff.

1. A general schedule for announcements will be included in every school's handbook. Use of unscheduled school-wide announcements shall be kept to a minimum and in line with the goals and needs of the school.
2. Construction and Repairs – Reasonable effort will be made to notify the affected teachers and relocate students to a suitable learning environment.

C. Privacy of Employees

1. The right of management to reprimand employees shall not be abrogated. However, oral criticisms or reprimands shall be handled in a private and professional manner.
2. When the Administration has a need to meet with the employee, the employee will be given specific reasons for the meeting, and if the need for the meeting is disciplinary or may lead to discipline, the employee will be given the opportunity to arrange for representation by the Union prior to the start of the meeting. Administration shall not be obligated to postpone the meeting for more than forty-eight (48) if the employee's representative is unable to meet. KCFT&SRP will make every reasonable effort to accommodate the meeting request within twenty-four (24) hours. Representation is limited to a member of the Union.

D. Employee Meetings

Subject to notification of no less than 24 hours to the building principal, employees may schedule meetings with other building staff and/or Union representatives in the buildings to which they are assigned, provided that such meetings shall not be held before 6:30am or later than 5:30pm and are subject to previously scheduled school or professional activities.

E. Inclement Weather Communications

On days that schools are closed due to extreme weather conditions or emergencies; the administration will make every reasonable effort to notify employees of the closing by 5:15am. The District will first post the closing on the District Web Page, and then notify radio and television stations of the closing. The automated phone contact system used by the District for school closings will be programmed so that employees of early schools will be notified first. Except for early release of schools due to inclement weather, school closings will be for a full school day.

F. New Policies Affecting Unit

Content of all new policies affecting the employment or working conditions of members of the Certified Unit shall be communicated to all members of the Unit and the KCFT President within thirty (30) days of approval.

G. Caregiver/Teacher Communication

1. Caregiver/Teacher Communication shall be arranged by appointment, at a time mutually acceptable to the caregiver and teacher. Communication arrangements shall occur only during non-teaching time. They shall not occur during the duty-free lunch period.
2. In those situations, where a principal recommends that a caregiver/teacher communication occur:
 - a) The teacher shall communicate with the caregiver at the first opportunity, or
 - b) The teacher shall attempt to contact the caregiver within twenty-four (24) hours.
 - c). All attempts shall be logged into the student information system. Where a caregiver/teacher communication cannot be established the teacher will work with the principal to determine the best next steps to communicate with the parent.
3. Conduct during Caregiver/Teacher meetings shall be subject to Administrative Policy KK, *Visits to District/Property Events*.
4. KCPS will not tolerate any verbal or physical abuse or harassment during a meeting with a caregiver.

H. Personnel Records

1. A central personnel record shall be kept for each employee of the District. Except for confidential reference documents, an employee shall have access to the central personnel record.

2. Provisions shall be made to assure privacy of personnel records and to protect the records from examination or other than legitimate purposes. A copy of any material that relates to activities during employment by the District placed in an employee's central personnel record shall be transmitted to the employee at the time of insertion in the record.

3. Members of the School Board shall not have access to employees' personnel record except on action of the Board.

I. Schedules Within a Building for Encore Staff

1. The District determines the building-by-building schedules of the Encore Staff
2. In each elementary school building the Principal will consult and receive assistance and input from the affected Encore staff prior to determining the schedule
3. Scheduling for Encore Staff should allow for the maximum possible instruction, as well as providing release time for elementary classroom teachers on an equitable basis. Every reasonable effort shall be made to allow for a minimum of five (5) minutes passing time between classes.

J. Seniority

Seniority (length of service) shall be defined as the number of consecutive days of employment with the District. Such days shall include authorized absences. Seniority shall not be applicable in any circumstance where it is not explicitly defined or identified as a factor.

K. Professional Dress

1. Professional dress, in the Kansas City Public Schools, shall be worn whenever school is in session for students and will be defined as attire that is appropriate for the specific position of employment and in general terms shall be described as business casual.

2. Business casual shall be defined as:

i) Neat and clean, free from holes and rips, slacks, pants, jeans and suit pants, skirts, and dresses are acceptable. Knee-length shorts may be worn if staff is participating in an outdoor school-sponsored event.

ii) Shirts, tops, blouses, and jackets, casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks, suit jackets, and sports jackets are acceptable attire for work.

iii) Shoes and footwear – conservative athletic or walking shoes, sandals, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work.

3. Attire such as gym clothes (unless specific to employment position), miniskirts, beach wear (including flip-flop shoes), see-through clothing, halter tops or blouses, which expose the midriff area, backless sun dresses, and tight-fitting athletic wear or leggings worn together with oversized tee shirts are not acceptable. Leggings may be worn with skirts, dresses, sweaters, or tops that are no shorter than the mid-thigh. Denim fabric may be worn except for overalls and coveralls.

L. Itinerant Personnel

Every effort shall be made to provide appropriate space to itinerant bargaining unit members.

M. Teacher Responsibility for Grades

1. The classroom teacher shall be responsible for assigning grades, in compliance with district grading policies and procedures, along with the obligation to participate in any review of the grades by the Building Administrator and Superintendent. However, a classroom teacher shall not be required to revise a grade without a written directive from the Superintendent or his/her designated central office instructional administrator.
2. Teachers will be given at least three (3) full working days after the end of the quarter or mid-quarter grading periods to submit report cards or grade sheets, except for the final grading period.
3. PreK-11th grade teachers shall submit report cards or grade sheets on the last day of the teacher work year unless they have made arrangements with the Building Administrator to submit them at a later date.
4. Teachers of senior students shall submit report cards or grade sheets one week before graduation unless they have made arrangements with the Building Administrator to submit them at a later date.
5. The district will open the window for grade submission two (2) days prior to the end of the term.

N. Unsafe and Hazardous Conditions

1. Employees shall report unsafe or hazardous conditions to their Building Administrator or immediate supervisor. The concern will be assessed by appropriate District staff to identify the source and/or extent of the condition.
2. Employees shall not be required to work under unsafe or hazardous conditions, or to perform tasks that endanger their safety. Once the hazard has been resolved and/or removed, staff is required to return to their normal work assignments.
3. KCPS shall report any unsafe and/or hazardous conditions that are disruptive to the learning

environment to the KCFT&SRP President within 30 minutes of Cabinet being notified.

O. Staff Restrooms

There shall be adequate restrooms for all employees which are not used by students.

P. Technology and Supplies

Teachers will be provided sufficient materials, supplies, and technologies to efficiently and effectively teach the course or grades assigned, and every effort will be made for such materials to be available prior to the first day of school.

V. The Certified Work Year

A. Work Year for Teachers

1. Members of the Teachers' Unit, except counselors and librarians, shall work one hundred and eighty-seven (187) days.

2. For the 2023-2024 School Year, teachers shall be required to report on Monday, August 7th. The teachers shall have 9 days of work prior to the beginning of the students' school year on Monday, August 21st. The 9 teacher workdays prior to the start of the student year shall be seven-hour days designated as such:

1. Principal PD: Monday Aug 7
2. District PD: Tuesday Aug 8
3. District PD: Wed Aug 9
4. District PD: Thursday Aug 10
5. Principal PD: Friday Aug 11
6. Principal PD: Monday August 14
7. .5 Safe Schools AM .5 Convocation PM: Tuesday Aug 15
8. Workday: Wednesday Aug 16
9. Workday: Thursday Aug 17
10. Friday August 18: Non-workday with buildings open for optional work

For the 2024-2025 School Year, teachers shall be required to report on Monday, August 5th. The teachers shall have 9 days of work prior to the beginning of the students' school year on Monday, August 19th. The 9 teacher workdays prior to the start of the student year shall be seven-hour days designated as such:

1. Principal PD: Monday Aug 5
2. District PD: Tuesday Aug 6
3. District PD: Wed Aug 7
4. District PD: Thursday Aug 8
5. Principal PD: Friday Aug 9
6. Principal PD: Monday August 12
7. .5 Safe Schools AM .5 Convocation PM: Tuesday Aug 13
8. Workday: Wednesday Aug 14
9. Workday: Thursday Aug 15
10. Friday August 16: Non-workday with buildings open for optional work

3. KCPS & AFT #691 will meet in February of 2024 to discuss the 2025-2026-calendar.

4. Holidays which are observed on normal school days are unpaid.

5. The school calendar will include the following days on which Unit members will not be required to report: Labor Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, and Juneteenth. The school calendar will also include the following as designated by the Board: one

full week at the Fall Vacation-Thanksgiving, two full weeks at the Winter Vacation, and one full week at the Spring Vacation.

B. Work Year for Secondary Counselors

1. Counselors will work fifteen (15) days longer than teachers as scheduled by the principal of the school where the counselor is assigned.
2. Counselors will work fifteen (15) days longer than teachers as scheduled by the principal of the school where the counselor is assigned.
3. Counselors shall receive their regular daily rate of pay for all extra days worked. The salary for the extra fifteen (15) days will be incorporated into the twenty-four (24) pay cycle.
4. Counselors will be notified of their starting date prior to the close of the preceding school year.
5. Counselors may be asked to report early for duty before the beginning of their work year.
 - i) All work shall be on a voluntary basis and must be pre-approved by the Superintendent and/or designee.
 - ii) Counselors shall receive their regular rate of pay for such voluntary assignments.

C. Work Year for Librarians:

Librarians shall work five (5) days longer than teachers.

1. Librarians shall work two (2) days before the regular teacher work year to prepare the library for the opening of school and two (2) days after the regular teacher work year to inventory and close down the library for the summer.
2. Librarians shall work an additional one (1) day which may occur before or after the regular teacher work year depending on the needs of the school.
3. Librarians shall receive their regular daily rate of pay for all extra days worked. The salary for the extra five (5) days will be incorporated into the twenty-four (24) pay cycle.

D. Work Year for ESL Resource Teachers

ESL Resource Teachers shall work twenty (20) days longer than the regular teachers.

1. ESL Resource Teachers shall work no more than five (5) days before the regular work year with the remaining days to be worked after the regular school year ends.

2. ESL Resource Teachers shall receive their regular daily rate of pay for all extra days worked. The salary for the extra twenty (20) days will be incorporated into the twenty-four (24) pay cycle.

E. Work Year for Missouri Options and Middle College Teachers

1. Missouri Option Teachers & Middle College will work fifteen (15) days longer than traditional teachers as scheduled by the program supervisor. These days will be used for student data collection, admissions testing, student-parent Missouri Option & Middle College Orientations and transportation set up so students may begin on the first day of school.

2. Missouri Option Teachers & Middle College will be notified of their starting date prior to the close of the preceding school year. Should the program supervisor desire to split the 15 days between the beginning of school and the end of school, the teacher will be notified at that time.

3. Missouri Option Teachers & Middle College may be asked by the program supervisor to report early for duty before the beginning of their work year.

- i) All work shall be on a voluntary basis
- ii) Missouri Option Teachers & Middle College shall receive their regular rate of pay for such voluntary assignments.

4. Missouri Option Teachers & Middle College will receive first preference for Missouri Option & Middle College Summer School if it is deemed by the department that such a class is necessary for student success, with the approval of the program supervisor.

VI: The Certified Work Day

A. Teacher Workday

1. The workday of a teacher shall be Seven (7) hours and 35 minutes Monday through Friday
2. The teacher shall have a twenty-five (25) minute preparation time at the beginning of each student day unless supervision is needed. If student supervision is needed before the start of the student day, a teacher may be required to be on duty no more than fifteen (15) minutes five (5) times a week.
3. Ten (10) minutes after the student day may be used for supervision.
4. The Faculty Advisory Committee and administration will develop a fair and equitable duty schedule to determine the specific duties of certified staff not assigned to a classroom receiving students during student arrival. A rotation of duty assignments will be created and distributed quarterly or by semester.
5. Professional learning days will be designated as mutually agreed upon in the school calendar. Professional learning days shall include, but are not limited to, Professional Learning Communities (PLC). A PLC is defined as a group of educators who meet regularly to share expertise, analyze student work, plan instruction, and collaborate to improve teaching skills and academic performance of students.
6. Professional Development Days During Instructional Calendar – Professional Development Days as ratified on the calendar shall be a seven-hour day with an hour lunch. During each one of the (7) professional development days during the school year, KCPS will designate one hour for Professional Learning Communities (PLC's).
7. The School Leadership Team in consultation with the building PD chair will work with the principal and administration to develop the schedules and topics for building level professional development. A schedule will be collaboratively created, with district approval from the Office of Professional Development, and distributed by the end of the pre-service week. If changes are necessary due to academic performance or staff needs, adjustments will be submitted to and approved by the Office of Professional Development.
8. The building principal has the discretion to allow teachers to work at their sites or other locations during these times as needed to best meet the needs of the students.
9. In situations where the professional development being offered is not applicable to the certified employee, the certified employee and principal shall mutually agree to another activity.
10. Any minutes not used for professional development will revert to individual data

analysis and/or teacher related tasks or duties.

11. The full-time teacher shall have a minimum of 250 minutes of on-site individual planning time each week. The daily plan time shall be scheduled as a continuous block. Principals may meet an individual during their plan time no more than two times per week to:

- (a) To discuss an observation or evaluation
- (b) To discuss a performance issue
- (c) To meet with the IEP team, if needed
- (d) Any plan time minutes beyond the 250 minutes may be used for grade level teams, subject area teams or clusters for data analysis and planning.

A third meeting may be scheduled during the planning time if the teacher is on an approved PGP.

- 11. The length of the non-student workday will be seven (7) hours with one (1) hour provided for a lunch break that may be taken at the end of the day if it does not conflict with planned professional development.
- 12. The workday duties of a teacher shall be teaching classes or planning instructional activities.
- 13. The teacher shall have a (30) thirty-minute duty-free lunch period. Teachers who leave the building for lunch must sign out and back in at the office.

B: Other Workday Provisions:

1. Professional Development:

Certified Staff shall participate in the professional development days during the student school year.

- a. The professional development will be relevant to the certified employee's job. If there is no reason or need for a teacher to participate in the professional development, then the teacher and principal may mutually agree to another activity. Agreement will be met after the teacher provides no less than 48 hours prior notice and evidence of proposed instructional activity.
- b. The professional development will be evaluated by the participants, and the results will be shared with KCFT & SRP and the Board of Education upon request.

2. Safe Schools Training

- a. Safe Schools training will take place during the allocated half day defined in the pre-service week for certified staff.
- b. Safe Schools training will be differentiated based on district, state and federal guidelines.
- c. Safe School training will not exceed seven hours per academic year, unless state or federal guidelines require additional training.

d. Safe Schools training will be completed by October 31.

3. Teachers will have three (3) workdays to work in their rooms.

4. No professional development, staff meetings or department/grade level meetings will be scheduled during the hours allotted for teacher workday.

5. Conferences and Activities

Certified Staff will attend and participate in caregiver/teacher conferences as defined below:

- i) Two officially designated caregiver/teacher conferences as mutually agreed upon in the calendar.
- ii) Participation at three public-oriented programs per year is expected. Public-oriented events are generally all-school activities like Back to School Night, Curriculum Night, etc. All staff at the secondary level will attend high school graduation, which will count as a public-oriented program.
- iii) Events shall be limited to two (2) hours or less.

6. In the case of an emergency or extenuating circumstance, a faculty meeting may take place beyond the regular scheduled school day but only with the prior approval of the Superintendent. The Superintendent shall notify the KCFT President of the meeting. An emergency is defined as a serious, unexpected, and often dangerous situation requiring immediate action.

7. Scheduling of Teachers' Classes

- i) Teachers will be scheduled for no more than three (3) hours without a planning period or duty-free lunch except in situations where master scheduling does not allow for such flexibility. No teacher, however, will be scheduled for more than four (4) clock hours in succession without a planning period or duty-free lunch period. A clock hour is defined as one (1) hour or sixty (60) minutes.
- ii) In scheduling of secondary school classes, the number of lesson preparations shall be kept at the minimum consistent with the teacher's subject or field, size of the department, and special offerings of the department. Every effort shall be made to schedule the number of lesson preparations not to exceed the maximum of three (3) per semester. However, in cases of emergency or when additional planning periods exist in a teacher's schedule, a fourth lesson preparation may be added.

8. Portions of the workday not designated for particular use in this provision shall be used for individual planning time.

C. Counselor and Librarian Workday and Provisions

1. The workday for counselors or librarians shall be the same as the workday for teachers.

2. Counselors and librarians shall adhere to the provisions as listed in Workday Provisions for Certified Staff and shall have a thirty (30) minute duty-free lunch period.
3. School counselors shall:
 - i) Not be assigned duties that require taking punitive disciplinary action in respect to student violations of school rules or applicable laws. This statement of exemption in no way relieves counselors of the duty to assist students so involved with further adjustment services.
 - ii) Have the right to exercise confidentiality in protecting the counselor/student relationship in accordance with American School Counseling Association code of ethics. While this code gives certain professional privilege to the counselor in respect to confidentiality between counselor and counselee, it makes the counselor responsible to “an appropriate responsible authority” if they discover “an imminent and clear danger to the counselee or client or others.”
 - iii) Counselors shall not be designated as the school Title IX Coordinator.
4. School libraries and resource centers fulfill an important role in the school’s instructional program.
 - i) Librarians should not be used as substitute teachers. If, however, a clear emergency situation exists, librarians may be utilized as substitute teachers if given released time from library responsibilities during the period librarians are serving as substitute teachers.
 - ii) Libraries shall not be used as disciplinary centers or detention facilities for disruptive children who are unable to perform in their regular classroom assignments.
 - iii) Elementary librarians who are full-time librarians in one elementary school and who are required to teach classes will have one extra individual preparation time for shelving and other library duties per week.
 - iv) Elementary librarians who work in more than one elementary school and who are required to teach classes will have one extra preparation time each week for shelving, library administration and other library duties at each school in which they work if there is no full-time librarian at the school.
 - v) When the workload of a librarian is such that they are unable to keep up with the requirements of shelving, library administration and other library duties, the building principal will evaluate the situation and may seek additional assistance if needed.

D. Special Education Teacher Workday:

1. Special Education teachers will have one additional fifty (50) minute individual preparation period each week for writing Individual Education Plans (IEPs) and/or holding IEP meetings when needed.
2. When Special Education teachers need additional time for the IEP process, they may work with their building principal or call the Director of Special Education to request

additional time be found for them to complete their work. This may occur by being released from another class period by the principal or being allocated a sub day to work by the Director of Special Education.

E. Virtual Academy Work Year

1. Teachers in Virtual Academy will work the same work year as teachers.
2. Teacher workday will be a 7-hour and 35-minute workday. The daily schedule is flexible but will include:
 - i) 1-hour uninterrupted plan time
 - ii) 30-minute duty-free lunch
 - iii) 1-hour PLC twice a week

Article VII: Assignment, Reassignment, Reorganization and Transfers

A. Assignment of Certified Staff Within a School or Program

1. The principal of each building will be responsible for room assignments, class assignments and grade level or subject area assignments. Each year by March 15, teachers may express in writing to their principal their preferences of room assignments, class assignments and grade level or subject area assignments. Employee preference, qualifications, and seniority shall be a factor that is considered in the placement.

2. At least fifteen business (15) days preceding the opening of a semester each certified employee will be informed in writing of his/her grade level/subject assignment. Necessary changes in an employee's program shall be discussed with the certified employee by the principal.

B. Reassignment Within a School and Reorganization Within the District

1. Reassignment/reorganization is the moving of students and/or certified employees to different teaching assignments or classrooms in response to changes in enrollment. Reassignments/reorganization shall be made no later than after the first grading period of each semester. Other school reassignment/reorganization necessitated by emergencies may be made upon the recommendation of the Superintendent.

2. The principal, the certified employees affected, and the KCFT President shall be notified in writing at least two weeks prior to such reassignment/reorganization.

C. Transfer of a Certified Employee from One School or Program to Another

No certified employee under contract shall be transferred from one school or program to another unless Procedure A or B is followed as described below. Such transfers should be voluntary, if possible.

Procedure A: Voluntary Transfer

Members of the Certified Unit desiring to transfer to vacancies in another school or program for the following school year shall file a written request via the TalentEd Application (or whatever automated system KCPS uses) process with the Human Resources Department during the transfer window period of January 1 – January 21 of the year immediately preceding the year for which the transfer is desired. Whenever a certified employee requests a voluntary transfer, that certified employee may not cause the transfer of another certified employee. Each member of the Certified Unit may list up to three possible transfer moves. In the comment section of the application, the certified employee may identify preferences of grade level, subject and/or school.

1. Principals will screen all applicants who have applied to their building. All applicants will be notified as to whether they have been selected or not for an interview. Human Resources will send a list of the applicants to each principal, but it is the intent of this policy that principals stay abreast of requested transfers and consider them in all hiring decisions. Interviews may be done over the phone or virtual.
2. If a vacancy becomes available after January 21, but before April 1, and members of the Certified Unit who had requested voluntary transfers by the January 21 deadline but did not get their transfer request, may reapply for the available vacant position(s).
 - i) Members of the Certified Unit who originally applied will have until April 15 to submit their requests; however, vacancies may be filled before this date. Applicants will be notified via an email from HR whether or not their transfer was granted no later than May 15th.
3. A principal is not required to select a teacher that requests a transfer to their building. In selecting transfer teacher candidates, seniority shall be a factor considered by the principal/HR in making a decision.
4. After May 15, all parties involved must agree in order for the transfer to occur. The parties are:
 - A. Receiving Principal
 - B. Employee
 - C. Sending PrincipalIf all parties do not agree, the transfer decision will be submitted to HR for review and final determination.

Procedure B. Involuntary Transfer

1. Disciplinary – Disciplinary transfers, when necessary, shall be for just cause and shall follow a conference with HR.
2. Other Involuntary Transfers
 - i) School Closing – When an involuntary transfer is necessitated due to closing of a school, the principal, in conjunction with the Chief Human Resource Officer, shall inform the faculty of the closing and provide staff with the information regarding the process that will be followed. The process will be:
 - (a) A list of the members of the Unit affected by the school closing will be developed by HR that identifies the most recent hire date and teaching certifications of each member.
 - (b) A list of available vacancies will be developed by HR.
 - (c) A date will be set for members of the Unit to select placement, and teachers will be scheduled by seniority

- (d) Vacancies will be made available by seniority.
- (e) The transfer window shall not be opened until all involuntary transfers due to school's closures are placed.

3. Additional Involuntary Transfers –

- i) When other involuntary transfers are necessitated due to declining enrollment, decline in district or school funding, emergencies unforeseen by normal school operation, or specialized academic needs of a given school or program, the principal, in conjunction with the Chief Human Resource Officer, shall inform the faculty of the necessity to reduce the number of certified employees and provide faculty with the opportunity to request transfer to a vacancy at another school.
- ii) Certified employees who volunteer must be meeting all certified employee expectations on the certified employee evaluation system. Certified employees who volunteer will be allowed to choose their placement from the available vacancies.
- iii) When no certified employee or not enough certified employees volunteer, the certified employees with the least seniority (unless the certifications and/or unique skill set specific to the job for one of the potentially impacted certified employees needs to be considered) in the building will have an opportunity to review a master list of all existing vacancies and will be asked to identify their top three choices for reassignment.
 - a) The certified employees will have an opportunity to interview with the principals of their three choices.
 - b) Following the interviews and beginning with the most senior certified employee, Human Resources and the affected principals will then work on best matches for these reassignments assigning the certified employee to one of their three priority choices.
 - c) If a situation arises where the three vacancies selected by a certified employee are already filled, the certified employee will be allowed to re-select from the available vacancies.
 - d) HR will send confirmation letters to the certified employees and principals.

4. Reconstitution – The reconstitution of schools, if necessary, will comply with all applicable state and federal laws/rules/regulations.

VIII: Layoff, Recall and Termination of Probationary Employees

A. Probationary Status

According to state law, the first five (5) years of employment of all certified employees entering the employment of school district shall be deemed a period of probation during which period all appointments of teachers shall expire at the end of the school year. The Superintendent of Schools on or before the fifteenth (15th) day of April in each year shall notify probationary certified-employees who will not be retained by the school district of the termination of their services. Any probationary certified employee who is not so notified shall be deemed to have been appointed for the next school year.

After completion of satisfactory probationary services, appointments of teachers shall become permanent, subject to removal for any one or more causes herein described. In determining the duration of the probationary period of employment in this section specified, the time of service rendered as a substitute teacher shall not be included.

B. Layoff

1. When the Superintendent determines that layoff of probationary certified employees is necessary, the following criteria for selecting probationary certified employees to be placed on unrequested leave of absence shall be followed in the order listed below:
 - i) Certification
 - ii) Programmatic needs as identified below, may be considered in the following order:
 - (1) Employee has certifications pertinent to the job Employee has a unique skill set specific to the job.
 - (2) Employee has training and professional development relative to the job.
 - iii) Seniority
 - iv) Professional preparation, which includes:
 - (1) Educational based coursework (graduate study)
 - (2) Professional development training in or outside the District
 - (3) Advanced degrees

C. Recall

2. The criteria for recalling probationary certified employee shall be followed in the order listed below:
 - i) Certification
 - ii) Seniority
 - iii) Programmatic needs as identified below, may be considered in the following order:
 - (1) Employee has certifications pertinent to the job.

- (2) Employee has a unique skill set specific to the job.
- (3) Employee has training and professional development relative to the job.
- iv) Professional preparation, which includes:
 - (1) Education based coursework (graduate study)
 - (2) Professional development training in or outside the District
 - (3) Advanced degrees
- 3. If a probationary certified employee on unrequested leave of absence under this policy is sent a recall notice, that teacher shall have ten (10) calendar days to affirmatively respond. Failure to respond within this period shall constitute a resignation from the District.

D. General Provisions

- a. No probationary-certified employee who is furloughed for more than two (2) calendar years will be recalled under this policy.
- b. No contracting of new certified employees for a particular unit shall be made while there are available probationary certified employees from that unit on unrequested leave of absence who are properly qualified, including appropriate certification and professional preparation, to fill such vacancies.
- c. Termination of probationary certified staff shall comply with applicable state law(s) at the time of termination.

Article IX: Permanent (Tenured) Certified Employees

1. On the first day of their sixth year, certified employees will attain permanent status. No permanent certified employee shall be laid off until all probationary certified employees with the same certification and professional preparation have been laid off. There will be no new hires until all certified employees with proper certification and that meet the programmatic needs are recalled. Permanent certified employees with proper certification will follow the same recall/layoff procedure as probationary employees of the certified unit.

2. Termination of a permanent certified employees shall comply with the applicable state law(s) at the time of termination.

Article X: Grievance Procedure

I. Declaration of Purpose

1. Whereas, the establishment and maintenance of a harmonious and cooperative relationship between KCPS and its professional staff is essential to the operation of schools, it is the purpose of this grievance procedure to secure, at the lowest possible administrative level, resolution of filed grievances of employees in the unit represented by the Kansas City Federation of Teachers and School-Related Personnel (KCFT). In furtherance of this purpose, no employee shall be disciplined or discharged except with just cause.

2. When the Administration has a need to meet with the employee, the employee will be given specific reasons for the meeting, and if the need for the meeting is disciplinary or may lead to discipline, the employee will be given the opportunity to arrange for representation by the Union prior to the start of the meeting. Administration shall not be obligated to postpone the meeting for more than forty-eight (48) hours if the employee's representative is unable to meet. Representation is limited to a member of the Union and does not include legal representation prior to the filing of a formal grievance.

II. Definitions

1. A "grievance" is an alleged violation, claimed misinterpretation or claimed misapplication of the express terms and conditions of this Collective Bargaining Agreement, a KCPS Board Policy, or KCPS Administrative Policy, directly related to working conditions of employees in the Certified Unit.

2. A "class grievance" is an alleged violation, claimed misrepresentation, or claimed misapplication of the express terms and conditions of this Collective Bargaining Agreement, or KCPS Board Policy, or KCPS Administrative Policy, directly related to working conditions of employees in the Certified Unit filed by a group of employees in the Certified Unit or filed by the Union on behalf of a group of employees in the Certified Unit. Every effort will be made to identify all members of the group no later than the date of the Step One filing. A group of employees is defined as three (3) or more members of the Certified Unit.

3. "Grievant" shall mean an individual member of the bargaining Unit or a group of members of the bargaining Unit, or the Union when filing on behalf of a group of employees in the Unit, who file a grievance as described in paragraph two (2) immediately above.

4. The term "step" refers to the separate and distinct procedures to be followed in the processing of grievances.

5. "Union" shall mean the Kansas City Federation of Teachers & School-Related Personnel (KCFT).

6. "KCPS" shall mean the Kansas City Public Schools.

7. “Hearing Officer” shall mean the individual charged with the duty of rendering decisions at a designated step of the grievance procedure.

III Procedures and Timelines

1. Details of grievance proceedings shall be kept confidential, unless otherwise required by legal process.

2. When new, relevant, information becomes known after the grievance has been filed, and subsequent to any step in the grievance procedure, the grievance shall revert to the preceding step where such information would have been relevant, had it been known. The Union and KCPS shall use good faith best efforts to agree to which step the grievance shall revert. Failure to agree will result in the grievance reverting to the previous step prior to the step immediately prior to the step then pending when the information became known. The new information shall be presented at that previous step, and the grievance shall proceed thereafter in accordance with the regular procedure as if that step had not been taken previously.

3. Except for decisions rendered during the informal pre-grievance resolution process, all grievance decisions shall be rendered in writing at each step of the grievance procedure and transmitted to the Grievant and the Union.

4. At any step, upon request, the Grievant may be accompanied by a Union Representative.

5. All grievances shall be in writing and shall include the following:

- (1) Name and location of the employee or group of employees involved;
- (2) Identification of the specific CBA section, Board Policy sections, or Administrative Policy section directly related to working conditions alleged to have been violated or misinterpreted;
- (3) Conditions and specific statements of all the facts giving rise to the grievance and the nature of the allegation that the CBA, Board Policy, or Administrative Policy have been violated or misinterpreted directly related to working conditions; and
- (4) Specific relief desired/requested by Grievant and/or Union.

6. Time limits specified in the procedure may be modified by mutual agreement between the Grievant or their KCFT Representative, the Administrator appointed to hear the grievance, and the Chief Human Resource Officer (or designee). In the event of an approved absence of the Grievant or the Administrator, time limits shall be temporarily suspended.

7. The KCFT President and/or their designee shall receive copies of all filed written grievance responses by Administration, provided the Grievant is identified to KCPS as member of the Union. The Chief of Human Resources (or designee) shall be provided with a copy of all filed grievances and written responses no later than the time such are provided to the KCFT President and/or their designee.

8. The Union and KCPS agree to facilitate any investigations which may be required and to make available any and all non-privileged, non-confidential material and otherwise relevant documents, communications and records concerning the grievance to the other party.

9. The Union and KCPS shall have the right at all steps of a grievance proceeding to confront and cross-examine all witnesses.

10. Disciplinary Grievances or grievances arising from the action of an Administrator other than the immediate supervisor of the certified employee, can be initiated at Step One by filing the grievance with the Chief of Human Resources (or designee).

11. After any grievance proceeding that has reached Step One, any party shall have the right, at his/her expense, to legal and/or stenographic assistance.

12. Any hearing pursuant to this grievance procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Representatives so designated may investigate, discuss, and present a grievance of an employee or employees during regular work hours, subject to the provision relating to the Visits to Schools (Article II, Union and Management Rights, F, page 6). Time spent investigating, discussing and/or presenting a grievance shall not be unreasonable or excessive. The President of the Union or the Grievant's representative, shall not be coerced, or interfered with during the performance of his/her duties of investigating and representing the grievant. There will be no retaliation against any employee(s) who files a grievance.

13. Resorting to the grievance procedure shall not constitute an election of remedies by an employee, but if appropriate and after exhausting the grievance procedure, an employee shall have the right to pursue any legal remedies which they might otherwise possess.

14. Discrimination and harassment complaints shall be reported pursuant to Board Policy and/or Administrative Policy.

15. Unless otherwise agreed to by the parties, any settlement documents, orders, and monetary payments resulting from any step of the grievance process shall be satisfied within forty (40) calendar days from the date of the award.

16. An employee has a right to pursue any and all courses of action they believe exist in a court of law; filing a grievance does not preclude an employee from pursuing legal action. However, if an employee files a complaint (or petition) in state or federal court or with any administrative agency (such as but not limited to EEOC, MCHR, or KCHRC), the grievance procedure for that grievance shall be suspended immediately until the legal proceeding is completed or dismissed

and any further grievances to which the employee wishes to file may be filed with the Chief of Human Resources (or designee), but shall be stayed immediately after the filing until the original grievance has been decided or disposed, regardless of whether or not the two grievances concern the same or similar section of the Collective Bargaining Agreement, certificated section of Board Policy, or certificated section of Administrative Policy alleged to have been violated, misapplied, or misinterpreted.

17. If an employee is successful in his or her grievance appeal and is awarded monetary relief, KCPS shall not be responsible for back-pay and/or benefits for any days that a claim, filed by the Grievant, was also pending in a court of law or administrative agency, causing the grievance procedure to be delayed.

18. The timelines contained herein shall be strictly adhered to. The party that fails to follow the timeline guidelines will automatically lose the grievance unless the parties have agreed in writing to modify any applicable timelines.

19. Step 5 (arbitration) shall only be available for the following grievance categories:

1. Nonpayment of services rendered
2. Class action grievance

IV: Steps of the Grievance Process

A. Pre-Grievance Procedure

Prior to filing a first step grievance, the employee shall request an informal conference with the individual Supervisor/Administrator allegedly violating, misapplying, or misinterpreting the CBA, or Board Policy, or Administrative Policy directly related to working conditions within five (5) working days of notice of the issue giving rise to the pre-grievance.

Upon such written notice, the individual Supervisor/Administrator will schedule a meeting within five (5) working days with the employee and their representative, in an effort to resolve the matter informally. By agreement of the employee and/or their representative and the individual Supervisor/Administrator, such conference time may be extended, not to exceed a total of five (5) working days.

This process shall constitute the informal pre-grievance resolution process. If such pre-grievance resolution efforts are not successful, the Grievant and/or their representative may, within five (5) working days of receiving written notice that the informal efforts were unsuccessful, initiate a formal grievance starting at Step One.

If the Grievant and/or their representative do not receive written notice within five (5) working days after the pre-grievance conference, the grievance may be filed at Step One (1).

B. Steps of the Grievance Procedure

1. Step One: Human Resources

- A) Within five (5) working days of receiving written notice that the informal efforts were unsuccessful, the Grievant may initiate a formal grievance starting at Step One.
- B) The Grievant or the Union may appeal to Step One by filing the “Employee Grievance Form” with the Chief Human Resource Officer (or designee)
- C) If the Chief Human Resource Officer (or designee) does not rule in favor of the Grievant or to the Grievant’s satisfaction, the grievance may be filed at Step Two.
- D) The Chief Human Resource Officer (or designee) will shall meet with the parties to review the grievance. The Chief Human Resource Officer (or designee) will issue a decision and rationale, in writing, within ten (10) working days of the Step One filing.

Step Two – Grievance Review Panel (GRP)

- A) The Grievance Review Panel will consist of the KCFT President (or designee), KCFT legal counsel, KCPS Chief Human Resource Officer (or designee), and KCPS legal counsel.
- B) The GRP will meet, at a regularly scheduled monthly meeting. (If necessary, the GRP may schedule additional meetings.)
- C) The GRP will attempt to resolve the grievance to the satisfaction of all parties. If the GRP is able to reach agreement it will be reduced to writing. If the GRP is unable to reach agreement the GRP will state so in writing and the grievance may be filed at step three.

Step Three– Superintendent Review

- A) Within twenty (20) working days of receiving the GRP’s notice of non-resolution, the Grievant or KCFT representative may file at Step Three.
- B) No less than fifteen (15) working days from receipt of the Step Two GRP notice of non-resolution, the Superintendent (or designee) shall review the documentation and written position statements from both parties, shall hold a Superintendent review meeting with the KCFT President (or designee), Grievant, and Administration representative.
- C) At the discretion of the Superintendent or their designee, all parties may call additional witnesses and present evidence at step 3.
- D) The Superintendent or their designee shall issue a decision within ten (10) working days following said Superintendent review meeting.

E) The Chief Human Resources Officer and the Grievant/Union may develop additional timelines/guidelines for the orderly submission of documentation and written position statements.

F) The decision of the Superintendent or designee shall be considered final, unless such grievance qualifies under Step 4, but in no event, shall such decision preclude the Grievant/Union from pursuing legal action for any such alleged violation, misapplication, or misinterpretation of the CBA, certificated section of KCPS Board Policy, or certificated section of KCPS Administrative Policy directly related to working conditions.

Step Four – Arbitration

This step shall be available for the following grievance categories only:

1. Nonpayment for services rendered
2. Class action grievance

A) Within ten (10) working days of the conclusion of the Superintendent’s review, the Grievant, the Union, or KCPS, may file a demand for arbitration provided the grievance is for nonpayment for services and/or is a class action grievance.

B) In the event that the Grievant or the Union, makes a demand for arbitration, the Grievant, the Union, and KCPS, through their respective representatives shall attempt to select an arbitrator within ten (10) working days of the appeal. In the event that the parties are unable to mutually agree, they shall make mutual application to the Federal Mediation and Conciliation Service for a panel of seven (7) arbitrators.

C) Within ten (10) working days of receiving the list of the seven (7) arbitrators, the parties will, absent mutual agreement, alternately, beginning with KCPS, strike names from the list until the final name is reached. Thereafter, the arbitrator shall be notified of his/her selection by either party or jointly.

D) Within ten (10) working days of the appointment of the arbitrator by the FMCS, the date of the arbitration hearing will be selected.

E) The arbitrator shall have not power to add to, delete from, or modify the terms of the negotiated Agreement.

F) Each party shall bear the full cost of its representation in the arbitration process. The cost of the arbitrator will be divided equally between the parties.

G) The decision of the arbitrator shall be final and binding on the Grievant, the Union, and KCPS, and shall be enforceable in the Circuit Court of Jackson County.

C:

Nothing contained herein shall limit the rights of tenure and/or due process provided to certificated teachers as provided in the statutes of the state of Missouri.

Article XI: Benefits: Absences, Leaves and Holidays

A: Attendance Incentive:

Members of the Certified Unit will earn 1 additional PTO day for each semester in which they have missed one day or less. Members of the Certified Unit who miss one day or less during the entire school year will earn an additional PTO day.

B: Paid Time Off (PTO)

1. PTO is monitored on a regular basis. If an employee utilizes more than three (3) PTO days in a quarter which are not approved under FMLA, the employee may be asked to submit documentation regarding the additional absences.
2. When it is necessary for an employee in the Certified Unit to be absent, except in emergency situations, the employee will notify the principal or building administrator at least seventy-two (72) hours before they are to be absent by completing a PTO form. In emergency/unforeseen situations, the employee shall notify the principal by 6:00 am the day the employee is to be gone by putting the absence on the sub system and contacting the principal. If an emergency occurs during the workday or the morning of the workday, the employee contacts the principal/designee to report the absence and submits the absence on the sub system to inform them of a need for a sub.
3. Each employee in the Certified Unit shall be given thirteen (13) preloaded PTO days at the beginning of the school year. If an employee separates from KCPS early and if they have used more than earned, the days will revert to “No Pay” and be deducted from the final calculation of pay owed.
4. PTO that is used for personal business is intended to cover matters that the employee could not schedule at another time.
5. PTO days not used by the end of the current school year will accumulate each year.
6. Paid Time Off (PTO) may be used in hourly increments.
7. PTO is not intended for:
 - a. Vacation leave
 - b. To facilitate other employment opportunities
 - c. Mission trips
 - d. Unscheduled absences that could have been scheduled 72 hours in advance.
8. Other guidelines for PTO use:
 - i) PTO cannot be used on the first or last day of school or, the day before or after a school holiday unless the employee is ill or has an approved emergency, in which case medical or other documentation may be requested.

- ii) PTO cannot be used on scheduled state assessment days in which the employee is scheduled to administer or proctor an exam or portion of an exam.
- iii) If an employee misses any of the above black out days for reasons not related to illness or an approved emergency, the employee will not be paid for the day. Disciplinary action may follow for failure to report for work.
- iv) PTO days may not be retroactively designated, unless the conditions for an emergency are met.
- v) PTO days are subject to exhaustion as part of FMLA leave.

Emergencies/Extenuating Circumstances

1. If there are extenuating circumstances necessitating an absence on any of these specific black out days which is not due to illness, the employee will be required to put the request in writing to the attention of the building administrator and/or the Superintendent.
2. If an emergency arises necessitating the use of PTO which could not be foreseen, the employee may request use of PTO through Human Resources.

Additional PTO Provisions:

1. Employees are required to complete and submit a PTO form identifying whether the absence was for PTO, Bereavement, District PD, Out-of-District PD, or Other (i.e. jury duty).
2. An employee may be required to provide medical documentation to the principal or building administrator(s):
 1. If he or she is absent more than three (3) consecutive days for personal illness or injury; or
 2. In the event that misuse of PTO days is reasonably suspected.
3. Failure to provide requested confirmation of injury or illness may result in non-certification of time for duration of absence and/or disciplinary action, up to and including termination.

C. Excessive Absences:

Excessive Absences are defined as unexcused absences of six (6) days per semester. Unexcused absences are not associated with FMLA, Approved Workers Compensation, Jury Duty, PTO approved 72 hours in advance, Bereavement Leave, or Professional Development.

D. Serious Health Condition of Certain Family Members

Each employee shall be allowed to use up to five (5) PTO days, or if the employee does not have five (5) days of PTO, an employee may take an unpaid leave of absence for up to a total of five (5) paid and unpaid combined because of the serious health condition of the employee's grandparent, parent, sibling, spouse, partner, child, grandchild, anyone of like relationship by marriage, or on a case-by-case analysis of an undefined relationship.

E. Bereavement Policy

In the event of a death of either an immediate family member or a person who was a close non-family member to a regular, full-time employee:

1. The employee shall be granted bereavement leave of absence with pay and without loss of Paid Time Off (PTO) benefits for up to a maximum of three (3) regularly scheduled days within a two (2) week period.
2. The employee shall be allowed to use an additional two (2) days PTO if the employee has no remaining PTO, they may take an unpaid leave of absence for the two (2) additional days; and
3. The employee may request additional bereavement leave from administration, which shall be approved by the District if it determines such leave is operationally feasible. The employee must use PTO or unpaid time for such additional approved leave.

For purposes of the Bereavement Policy,

1. "Immediate family member" is defined as a child, spouse/domestic partner, parent, grandparent, sibling, grandchild, or anyone of the same relationship by marriage.
2. A "close non-family member" or extended family member is defined on a case-by-case analysis of a legally undefined relationship between the employee and the decedent. Final decision made by Human Resources.
3. Paid bereavement leave shall not count as hours worked in determining eligibility for weekly overtime or consecutive days pay.

The District reserves the right to require supporting documentation (e.g., death certificate, obituary, or documentation from the funeral home).

F: Work Related Assault Leave

Any member of the bargaining unit, acting in the course of his/her assigned duties, who sustains an injury of a duty-related assault, shall be eligible to "paid assault leave", subject to the following conditions:

1. To be eligible for assault leave, the member must apply for and be granted

workers' compensation, subject to the workers' compensation laws and procedures of the State of Missouri.

2. The member shall be granted assault leave for the initial three (3) day waiting period as identified by the Workers' Compensation Law for Missouri and by District policy. The waiting period is contingent upon the employer's authorized medical provider removing the employee from work completely as a result of an injury. If an employee is required to remain off work, by directive from the authorized medical provider, in excess of fourteen (14) days (consecutively or combined total of days) the workers' compensation insurance claim will be informed that the employee has been compensated by the employer for the three (3) day waiting period, and therefore shall not be paid for any other absences.
3. The court appearance of any employee so assaulted or called as a witness in connection with the prosecution of a work-related assault shall be without loss of pay or use of PTO days. Upon request, the employee shall provide a copy of a subpoena requiring attendance in court pursuant to this paragraph.

G: Jury Service

All school personnel will be awarded full pay during the period of jury service under the following conditions:

1. Such employee shall turn in the jury summons, or copy of the summons, to the building administrator prior to any absence for service;
2. Such employee shall turn in a certification of completion as verification of serving jury duty to the building administrator upon their return; and
3. For jury service, there shall not be a charge against the employee's benefit days.

H: Excused Absences for Employees For Their Child's Parent/Teacher Conferences

Employees will be allowed up to two (2) hours per semester without loss of pay or use of a benefit day to attend parent-teacher conferences for biological children or children in the employee's custody or control, under the following conditions.

1. This time can be taken when District teachers have parent-teacher conferences scheduled for their students.
2. The time for meeting with a teacher or attending a parent-teacher conference is approved, in writing, at least 72 hours in advance by the Building Administrator.
3. Employee may be required to provide documentation of the conference, upon request.

I. Extended Leaves Without Pay for Up To One Year

1. Health Leave

1. An employee who has used up all current and accumulated days of PTO allowance, and who has used up all leave available pursuant to the Family Medical Leave Act, who presents a request supported by a doctor's statement that they are unable to return to work for medical reasons, may be placed by administrative action on extended health leave as required for the remainder of a current semester.
2. By approval of the Chief of HR, the health leave may be extended for up to one (1) year upon written request of the employee and submission of a doctor's statement that the employee continues to be unable to resume normal duties. The doctor's statement shall include an estimate of the probable necessary length of the leave.
3. A person on health leave granted by Chief of HR, may request reinstatement when a return to work is anticipated. Such notification shall be accompanied by a certification by a doctor that the person's health should permit a return to full duty.
4. Return from an extended leave shall be to an equivalent position.

2. Parental Leave

1. Leave without pay for up to twelve (12) months may be granted to members of the bargaining units to provide extended care for a child following the termination of maternity leave, adoption, or for long-term illnesses of children.
2. Requests for utilization of parental leave shall be made to the Chief of HR or their designee and shall include the reason for the leave and the anticipated start date and expiration date of the leave. The Chief of HR or their designee shall review each request and determine whether approval of the request is in the best interest of the District and shall approve or disapprove the request. Approved requests for parental leave shall be forwarded to the Chief of HR or their designee and shall be subject to Board approval.
3. When an employee returns to work at the expiration of an approved parental leave, the employee will be returned to an equivalent position.
4. Failure to return to work at the expiration of an authorized parental leave shall be deemed a resignation.

J. Authorization of Professional Activities

Employees may attend meetings in the interest of the District at local, state, or national professional meetings without pay deduction and with expenses paid by the District according to established allowance. Requests for travel must be directly related to the teacher's field of certification. Travel requests must be pre-approved by the teacher's principal/supervisor and

instructional director. The total cost of such leave is subject to budget limitations for employing substitutes, travel, meals, and lodging.

K. Paid Parental Leave at Adoption and Birth

1. Every parent who takes leave pursuant to the Family Medical Leave Act provisions regarding the birth or adoption of their child is eligible for paid leave during the first two weeks of FMLA. Parental leave shall not be counted against PTO and holidays.
2. Any additional leave is subject to the provisions of the Family Medical Leave Act.

Article XII: Benefits, Compensation, and Insurance

A. 2023-2026 Compensation:

1. Members of the Unit who are eligible will receive a step each year on the board approved salary schedule. Members of the unit who are eligible shall receive column movement for educational advancement.
2. Any employee in the bargaining unit who has been on step 30 of the certified salary schedule for more than one (1) school year as of July 1, 2024, shall receive additional compensation of \$1,500 for school years 2024-2025 and 2025-2026. Payment will be made in 24 equal installments through direct deposit. To qualify for payment, the employee must maintain employment at KCPS throughout the school year.

B. National Board Certification:

1. Members of the Teachers' Unit who successfully obtain National Board Certification will receive an annual stipend of \$3,500. Payment will be made within 45 days of when receipt of certification is submitted to and verified by the Division of Human Resources.
2. This payment will be paid annually as long as certification is maintained.
3. Participants shall be required to work in the district three (3) years following their National Board certification. Participants who do not fulfill the three (3) year obligation will pay back the adjustment based on a pro-rated basis.

C. Additional Education Training:

1. KCPS professional development approved for Continuing Education Units (CEUs) as designated on My Learning Plan outside the teacher workday will qualify for movement on the teachers' salary schedule.
2. Each 15 hours of KCPS professional development approved for CEUs will equal one hour of college credit. CEU opportunities outside of the workday provided by other institutions require prior designation and approval through the Office of Professional Learning. Appropriate written documentation of participation will be required.
3. Graduate credit accepted for movement on the Certified salary schedule shall be from an accredited college or university and relevant to the work performed on behalf of KCPS.
4. Graduate credit hours shall be approved in the following areas:
 - a) Appropriate transcripts will be submitted to Human Resources by the teacher by September 30 and February 16.
 - b) Pay will be retroactive to the date of the completion of hours/degree necessary to move to the next lane on the salary schedule, per semester. Transcripts received in

February will only result in pay changes for second semester.

c) The Human Resources Department shall give written confirmation to the employee within 3 business days of receipt.

5. The increase for educational advancement shall be dispersed equally among the employees remaining pay periods. The exception shall be the retro check.

D: Method of Payment:

Certified Employees shall receive 24 equal semi-monthly checks through direct deposit. No early checks will be issued. Employee pay stubs will include all sources of income including stipends and special pay and be available on the employee portal. Required deductions shall be equally divided among all checks.

E: Reimbursement Funds

1. The District will maintain a fund to cover loss of employee's personal property due to physical assaults, theft, or vandalism in school buildings that are not covered by existing insurance.

2. Employees requesting reimbursement will, if physically able, file within one (1) week of the incident with the Risk Management Department, a verified security report of the incident, including a copy of the police report and a description of the property lost, and verification of its value. Repeated occurrences may be more strictly scrutinized and may result in denial of the claim.

3. Reimbursement from the District will be limited to two hundred dollars (\$200) per occurrence. After the first claim for loss of jewelry, reimbursement for jewelry loss will be limited to one hundred dollars (\$100) per occurrence. A maximum payment of three hundred dollars (\$300) per occurrence will be made for vandalism to an employee's vehicle. Employees may be required to submit a police report, insurance coverage and other documents as required by the District to be eligible for payment.

4. An employee's personal cell phone will not be reimbursable if lost or stolen.

F. Teacher Substitution Duties:

1. The District will compensate teachers performing substitution/extra hour assignment duties according to the following guidelines:

A. Teachers may volunteer for substitution duties. In cases where no volunteers are available, the Administration shall assign these duties on a rotating basis.

B. No teacher shall be required to assume a disproportionate share of substituting duties.

C. Substituting for a self-contained elementary teacher's class shall be paid at the rate of \$215 per day and the class may be divided among no more three (3) teachers sharing that

rate, except four (4) teachers may be used in an emergency. When two (2) or more teachers split a class, the daily rate of pay will be split accordingly.

Extra hour assignments or substituting during the planning/preparation period shall be paid at a rate of \$37.50 per 45/50-minute period or \$75 per 90-minute period. When two (2) or more teachers split a class, the daily rate of pay will be split accordingly.

G. Mileage:

Employees whose regular assignments require travel from one District location to another shall be reimbursed for mileage per IRS policies, plus parking expenses, as needed.

H. Accumulated Days and Severance Pay—Payout Formula

1. Accumulated Days

a) Employees hired prior to January 1, 2009

Sick leave allowance to which an employee becomes entitled but does not use during each school year shall be accumulated to a maximum of two hundred (200) days.

b) Employees hired after January 1, 2009

Sick leave allowance to which an employee becomes entitled but does not use during each school year shall be accumulated to a maximum of one hundred seventy-five (175) days.

2. Severance Pay – Payout Formula

i) Employees hired prior to January 1, 2009

Upon separation from the District, employees in the Teachers' Unit shall be issued payment for all earned, but unused sick days computed at their current rate of compensation according to the following formula, provided the same is permitted by applicable law:

- (1) Employees shall use the two hundred (200) day limitation for accumulated sick days when computing their severance pay.
- (2) Employees shall receive three percent (3%) credit for each year of service, from their most recent appointment date in the District, up to a maximum of twenty-five (25) years.
- (3) Employees shall use their current daily rate of pay when computing severance pay.
- (4) Severance pay shall be computed using this formula:
Years of service, from the most recent appointment date in the District, (maximum of 30 years), times three percent (3%), times the number of accumulated days, times the current daily rate of pay.

ii) Employees hired after January 1, 2009

- (1) Employees shall use the one hundred seventy-five (175) day limitation for accumulated sick days when computing their pay.
- (2) Employees shall receive three percent (3%) credit for each year of service, from their most recent appointment date in the District, up to a maximum of twenty-five (25) years.
- (3) Employees shall use an average of their daily rate of compensation issued over the course of their employment when computing severance pay.
- (4) Severance pay shall be computed using the following formula:
Years of service, from the most recent appointment date in the District, (maximum of 30 years) times three percent (3%) times the number of accumulated days, times an average of their daily rate of compensation issued over the course of their employment.

3. A minimum of seven (7) months' service during a fiscal year shall constitute one (1) year of service.

4. Payment to employees for accumulated sick leave shall be funded in keeping with the current funding formula. The Union will be provided with a copy of any audit or analysis of the severance pay/accumulated sick day programs as is maintained in the normal course of business.

I. Insurance Products:

1. Medical and Dental Benefits

The District shall provide at least one no cost plan to employees. If an employee selects a High Deductible Plan, the difference between the cost of the plan and the no cost plan will be contributed to a Health Savings Account (H.S.A.) in the employee's name. Unless the employee declines health insurance, the employee shall select insurance plans from options provided by the District. Should the employee select a plan, other than the no-cost option, the employee will pay the premium difference between the chosen plan and the no-cost option. Employee share of premium cost and dependent premium cost shall be paid through payroll deduction.

2. Life Insurance:

The District shall provide \$20,000 of life insurance coverage to eligible employees in the Unit, with an option to purchase additional life insurance through payroll deduction.

The Employee Benefits Committee shall participate in discussions concerning life insurance

Article XIII: Extra Duty Pay and Coaching Positions

A. Extra Pay Positions

The employee shall be paid within forty-five (45) days of the employee's submission to the building bookkeeper all information that is required to process the extra pay request.

1. Hiring Process

All extra pay positions shall be processed annually by Human Resources in accordance with Administrative Policy GBCB – *Recruiting and Employment of Staff*.

2. Pay – Employees serving in extra pay positions shall be paid the applicable rate shown on the Extra Pay Assignment Schedule (in Appendix Section) when they have been issued and have signed an appropriate extra duty contract or assignment agreement.

3. Removal from duties

- i) When an employee is notified that they are being removed from their extra pay position the employee shall receive the reason(s) in writing.
- ii) Only removal from an extra pay position during the course of the school year shall be grievable.

B. Coaching Positions

1. All coaching positions are extra pay positions and therefore shall be processed by Human Resources in the same manner as all other extra pay positions.

2. Athletic coaches will report and initiate practice on the official opening date established by the Missouri State High School Activities Association. Coaches initiating practice after the established opening date will receive decreased compensation in proportion to the number of days worked.

3. Each coach in a particular sport/activity must maintain active coaching status until the school's last contest of the sport/activity. Failure to maintain active coaching status through the final contest of the sport/activity will result in decreased compensation in proportion to the number of days not worked.

C. Secondary Team Leaders/ Department Chairpersons

1. The following process for selecting Team Leaders/Department Chairpersons will be utilized:

- i. A member of the school administrative team will send out an email to all staff members regarding team leader/ department chairs election. Interested candidates have a minimum requirement of 2 years teaching experience (unless no teacher in

the department meets that requirement) and can successfully complete the following essential duties and responsibilities of the job:

- a. attend leadership meeting and submit required documentation
 - b. facilitate department meetings and submit required documentation
 - c. additional duties as defined under the Extra Duty section of the CBA
- ii. Each department will have their own ballot with names of the teachers who are interested. Ballots will be sent to teachers in their specific departments through Google classroom, Survey Monkey or similar formats.
 - iii. Results from the election platform will be sent to staff

2.The team leader/department chairperson shall be assigned to classes on the same basis as other faculty members.

3.Team leaders/department chairpersons shall be compensated at the rate indicated on the extra pay schedule.

Article XIV: Summer School Provisions

A. Summer School Assignment

1. Information regarding summer school employment opportunities and application procedure shall be made available via the District website to all employees by April 15th
2. Employees on professional growth plans or rated overall as “emerging” on the summative evaluation are not eligible to apply to summer school.
3. All applicants hired shall be notified of their assignment no later than May 15.
4. Human Resources will furnish to the union, by June 1 of each year, one complete list of all employees hired in summer school positions.
5. If a reduction in summer school staff is necessary due to enrollment, the reduction shall begin with the last employee hired at the particular site.

B. Theme/Specialty School Summer Programs

Theme/Specialty School Summer Programs shall be staffed with teachers who have been trained in the theme and philosophy of the programs and are experienced in teaching the subject matter.

C. Summer School Compensation

The employee shall be paid their hourly rate of pay.

D. Substitution in Summer School and Compensation

If the district is unable to supply a regular substitute for a vacancy or teacher absence, extra compensation will be paid to existing summer school teachers according to the extra hour assignment or temporary substituting rate on the Extra Pay Assignment Schedule

E. Summer School Workday

Teachers in the full-day summer school programs shall have:

1. A duty-free lunch period of a minimum of thirty minutes.
2. Forty-five to fifty minutes of individual professional preparation (planning period) each day, with the exception of days when a scheduled field trip interferes with the planning period.

Appendix A: Certified Teacher Salary Scale 2023-2026 187 Teachers

KANSAS CITY PUBLIC SCHOOLS 2023 - 2026 SALARY SCHEDULE CERTIFIED TEACHERS - 187 PAID DAYS							
Step	Bachelor's Degree - I	Bachelor's Degree + 12 - II	Bachelor's + 36 Grad Hours or Master Degree- III	Master's Degree + 15 Grad Hours - IV	Master's Degree + 36 Grad Hours or Ed Spec - V	Master's Degree + 60 Grad Hours or Ph.D. - VI	Step
	T01	T02	T03	T04	T05	T06	
1	\$46,650	\$46,650	\$46,825	\$47,325	\$48,025	\$48,825	1
2	\$47,583	\$47,583	\$47,996	\$48,508	\$49,226	\$50,046	2
3	\$48,535	\$48,535	\$49,196	\$49,721	\$50,456	\$51,297	3
4	\$49,505	\$49,505	\$50,425	\$50,964	\$51,718	\$52,579	4
5	\$50,495	\$50,495	\$51,686	\$52,238	\$53,011	\$53,894	5
6	\$51,505	\$51,505	\$52,978	\$53,544	\$54,336	\$55,241	6
7	\$52,535	\$52,535	\$54,303	\$54,882	\$55,694	\$56,622	7
8	\$53,586	\$53,586	\$55,660	\$56,255	\$57,087	\$58,038	8
9	\$54,658	\$54,658	\$57,052	\$57,661	\$58,514	\$59,489	9
10	\$55,751	\$55,888	\$58,478	\$59,102	\$59,977	\$60,976	10
11	\$56,866	\$57,145	\$59,940	\$60,580	\$61,476	\$62,500	11
12	\$58,003	\$58,431	\$61,438	\$62,095	\$63,013	\$64,063	12
13	\$59,163	\$59,746	\$62,974	\$63,647	\$64,588	\$65,664	13
14	\$60,347	\$61,090	\$64,549	\$65,238	\$66,203	\$67,306	14
15	\$61,554	\$62,464	\$66,162	\$66,869	\$67,858	\$68,988	15
16	\$62,169	\$63,401	\$67,817	\$68,541	\$69,555	\$70,713	16
17	\$62,791	\$64,352	\$69,512	\$70,254	\$71,293	\$72,481	17
18	\$63,419	\$65,318	\$71,250	\$72,011	\$73,076	\$74,293	18
19	\$63,419	\$65,971	\$73,031	\$73,811	\$74,903	\$76,150	19
20	\$63,419	\$66,631	\$74,857	\$75,656	\$76,775	\$78,054	20
21	\$63,419	\$66,631	\$76,728	\$77,358	\$78,695	\$80,005	21
22	\$63,419	\$66,631	\$78,455	\$79,098	\$80,661	\$82,005	22
23	\$63,419	\$66,631	\$79,631	\$80,284	\$82,476	\$84,055	23
24	\$63,419	\$66,631	\$80,826	\$81,490	\$83,714	\$85,947	24
25	\$63,419	\$66,631	\$81,634	\$82,305	\$84,760	\$87,236	25
26	\$63,419	\$66,631	\$82,042	\$83,127	\$85,607	\$88,107	26
27	\$63,419	\$66,631	\$82,453	\$83,959	\$86,462	\$88,988	27
28	\$63,419	\$66,631	\$82,865	\$84,378	\$87,326	\$89,876	28
29	\$63,419	\$66,631	\$83,279	\$84,801	\$88,197	\$90,774	29
30	\$63,419	\$66,631	\$83,696	\$85,224	\$89,078	\$91,681	30

Appendix B: Certified Librarian Salary Scale 2023-2026

KANSAS CITY PUBLIC SCHOOLS 2023 - 2026 SALARY SCHEDULE LIBRARIANS - 192 PAID DAYS							
Step	Bachelor's Degree - I	Bachelor's Degree + 12 - II	Bachelor's + 36 Grad Hours or Master Degree- III	Master's Degree + 15 Grad Hours - IV	Master's Degree + 36 Grad Hours or Ed Spec - V	Master's Degree + 60 Grad Hours or Ph.D. - VI	Step
	T01L	T02L	T03L	T04L	T05L	T06L	
1	\$47,897	\$47,897	\$48,077	\$48,590	\$49,309	\$50,130	1
2	\$48,855	\$48,855	\$49,279	\$49,805	\$50,542	\$51,384	2
3	\$49,832	\$49,832	\$50,511	\$51,050	\$51,805	\$52,668	3
4	\$50,829	\$50,829	\$51,774	\$52,327	\$53,100	\$53,985	4
5	\$51,846	\$51,846	\$53,068	\$53,635	\$54,428	\$55,335	5
6	\$52,883	\$52,883	\$54,395	\$54,976	\$55,789	\$56,718	6
7	\$53,940	\$53,940	\$55,755	\$56,350	\$57,183	\$58,136	7
8	\$55,019	\$55,019	\$57,148	\$57,759	\$58,613	\$59,589	8
9	\$56,119	\$56,119	\$58,577	\$59,203	\$60,078	\$61,079	9
10	\$57,242	\$57,382	\$60,042	\$60,683	\$61,580	\$62,606	10
11	\$58,387	\$58,673	\$61,543	\$62,200	\$63,120	\$64,171	11
12	\$59,554	\$59,993	\$63,081	\$63,755	\$64,698	\$65,776	12
13	\$60,745	\$61,343	\$64,658	\$65,349	\$66,315	\$67,420	13
14	\$61,960	\$62,723	\$66,275	\$66,982	\$67,973	\$69,105	14
15	\$63,200	\$64,135	\$67,932	\$68,657	\$69,672	\$70,833	15
16	\$63,831	\$65,097	\$69,630	\$70,373	\$71,414	\$72,604	16
17	\$64,470	\$66,073	\$71,371	\$72,133	\$73,200	\$74,419	17
18	\$65,115	\$67,064	\$73,155	\$73,936	\$75,030	\$76,279	18
19	\$65,115	\$67,735	\$74,984	\$75,784	\$76,905	\$78,186	19
20	\$65,115	\$68,412	\$76,858	\$77,679	\$78,828	\$80,141	20
21	\$65,115	\$68,412	\$78,780	\$79,427	\$80,799	\$82,145	21
22	\$65,115	\$68,412	\$80,552	\$81,213	\$82,818	\$84,197	22
23	\$65,115	\$68,412	\$81,761	\$82,431	\$84,681	\$86,302	23
24	\$65,115	\$68,412	\$82,987	\$83,669	\$85,952	\$88,245	24
25	\$65,115	\$68,412	\$83,817	\$84,505	\$87,027	\$89,569	25
26	\$65,115	\$68,412	\$84,236	\$85,349	\$87,896	\$90,463	26
27	\$65,115	\$68,412	\$84,657	\$86,204	\$88,774	\$91,367	27
28	\$65,115	\$68,412	\$85,080	\$86,634	\$89,661	\$92,280	28
29	\$65,115	\$68,412	\$85,506	\$87,068	\$90,555	\$93,201	29
30	\$65,115	\$68,412	\$85,933	\$87,502	\$91,460	\$94,132	30

Appendix C: Certified Secondary Counselor Salary Scale 2023-2026

KANSAS CITY PUBLIC SCHOOLS 2023 - 2026 SALARY SCHEDULE COUNSELORS - 202 PAID DAYS							
Step	Bachelor's Degree - I	Bachelor's Degree + 12 - II	Bachelor's + 36 Grad Hours or Master Degree- III	Master's Degree + 15 Grad Hours - IV	Master's Degree + 36 Grad Hours or Ed Spec - V	Master's Degree + 60 Grad Hours or Ph.D. - VI	Step
	T01C	T02C	T03C	T04C	T05C	T06C	
1	\$50,392	\$50,392	\$50,581	\$51,121	\$51,877	\$52,741	1
2	\$51,400	\$51,400	\$51,846	\$52,399	\$53,174	\$54,060	2
3	\$52,428	\$52,428	\$53,142	\$53,709	\$54,504	\$55,411	3
4	\$53,476	\$53,476	\$54,470	\$55,052	\$55,866	\$56,797	4
5	\$54,546	\$54,546	\$55,832	\$56,428	\$57,263	\$58,217	5
6	\$55,637	\$55,637	\$57,228	\$57,839	\$58,694	\$59,672	6
7	\$56,750	\$56,750	\$58,658	\$59,285	\$60,162	\$61,164	7
8	\$57,885	\$57,885	\$60,125	\$60,767	\$61,666	\$62,693	8
9	\$59,042	\$59,042	\$61,628	\$62,286	\$63,207	\$64,260	9
10	\$60,223	\$60,371	\$63,169	\$63,843	\$64,788	\$65,867	10
11	\$61,428	\$61,729	\$64,748	\$65,439	\$66,407	\$67,514	11
12	\$62,656	\$63,118	\$66,367	\$67,075	\$68,067	\$69,201	12
13	\$63,909	\$64,538	\$68,026	\$68,752	\$69,769	\$70,931	13
14	\$65,187	\$65,990	\$69,726	\$70,471	\$71,513	\$72,705	14
15	\$66,491	\$67,475	\$71,470	\$72,233	\$73,301	\$74,522	15
16	\$67,156	\$68,487	\$73,256	\$74,039	\$75,134	\$76,385	16
17	\$67,828	\$69,514	\$75,088	\$75,890	\$77,012	\$78,295	17
18	\$68,506	\$70,557	\$76,965	\$77,787	\$78,937	\$80,252	18
19	\$68,506	\$71,263	\$78,889	\$79,732	\$80,911	\$82,259	19
20	\$68,506	\$71,975	\$80,861	\$81,725	\$82,934	\$84,315	20
21	\$68,506	\$71,975	\$82,883	\$83,564	\$85,007	\$86,423	21
22	\$68,506	\$71,975	\$84,748	\$85,443	\$87,131	\$88,582	22
23	\$68,506	\$71,975	\$86,019	\$86,724	\$89,091	\$90,797	23
24	\$68,506	\$71,975	\$87,309	\$88,026	\$90,429	\$92,841	24
25	\$68,506	\$71,975	\$88,182	\$88,907	\$91,559	\$94,234	25
26	\$68,506	\$71,975	\$88,623	\$89,795	\$92,474	\$95,175	26
27	\$68,506	\$71,975	\$89,066	\$90,694	\$93,397	\$96,126	27
28	\$68,506	\$71,975	\$89,512	\$91,146	\$94,330	\$97,086	28
29	\$68,506	\$71,975	\$89,959	\$91,603	\$95,272	\$98,056	29
30	\$68,506	\$71,975	\$90,409	\$92,060	\$96,223	\$99,035	30

Appendix D: Certified ESL Resource Teachers Salary Scale 2023-2026

KANSAS CITY PUBLIC SCHOOLS 2023 - 2026 SALARY SCHEDULE RESOURCE TEACHER - 207 PAID DAYS							
Step	Bachelor's Degree - I	Bachelor's Degree + 12 - II	Bachelor's + 36 Grad Hours or Master Degree- III	Master's Degree + 15 Grad Hours - IV	Master's Degree + 36 Grad Hours or Ed Spec - V	Master's Degree + 60 Grad Hours or Ph.D. - VI	Step
	T01R	T02R	T03R	T04R	T05R	T06R	
1	\$51,639	\$51,639	\$51,833	\$52,386	\$53,161	\$54,047	1
2	\$52,672	\$52,672	\$53,129	\$53,696	\$54,490	\$55,398	2
3	\$53,726	\$53,726	\$54,457	\$55,039	\$55,853	\$56,783	3
4	\$54,800	\$54,800	\$55,818	\$56,415	\$57,249	\$58,203	4
5	\$55,896	\$55,896	\$57,214	\$57,825	\$58,680	\$59,658	5
6	\$57,014	\$57,014	\$58,644	\$59,271	\$60,147	\$61,149	6
7	\$58,154	\$58,154	\$60,110	\$60,752	\$61,651	\$62,678	7
8	\$59,317	\$59,317	\$61,613	\$62,271	\$63,192	\$64,245	8
9	\$60,504	\$60,504	\$63,154	\$63,828	\$64,772	\$65,851	9
10	\$61,714	\$61,865	\$64,732	\$65,424	\$66,391	\$67,497	10
11	\$62,948	\$63,257	\$66,351	\$67,059	\$68,051	\$69,185	11
12	\$64,207	\$64,680	\$68,009	\$68,736	\$69,752	\$70,914	12
13	\$65,491	\$66,136	\$69,710	\$70,454	\$71,496	\$72,687	13
14	\$66,801	\$67,624	\$71,452	\$72,215	\$73,284	\$74,504	14
15	\$68,137	\$69,145	\$73,239	\$74,021	\$75,116	\$76,367	15
16	\$68,818	\$70,182	\$75,070	\$75,871	\$76,994	\$78,276	16
17	\$69,507	\$71,235	\$76,946	\$77,768	\$78,918	\$80,233	17
18	\$70,202	\$72,304	\$78,870	\$79,712	\$80,891	\$82,239	18
19	\$70,202	\$73,027	\$80,842	\$81,705	\$82,914	\$84,295	19
20	\$70,202	\$73,757	\$82,863	\$83,748	\$84,986	\$86,402	20
21	\$70,202	\$73,757	\$84,934	\$85,632	\$87,111	\$88,562	21
22	\$70,202	\$73,757	\$86,845	\$87,558	\$89,288	\$90,775	22
23	\$70,202	\$73,757	\$88,148	\$88,871	\$91,297	\$93,045	23
24	\$70,202	\$73,757	\$89,470	\$90,205	\$92,667	\$95,139	24
25	\$70,202	\$73,757	\$90,365	\$91,107	\$93,826	\$96,566	25
26	\$70,202	\$73,757	\$90,817	\$92,017	\$94,763	\$97,531	26
27	\$70,202	\$73,757	\$91,271	\$92,938	\$95,709	\$98,505	27
28	\$70,202	\$73,757	\$91,727	\$93,402	\$96,665	\$99,489	28
29	\$70,202	\$73,757	\$92,186	\$93,870	\$97,630	\$100,483	29
30	\$70,202	\$73,757	\$92,647	\$94,338	\$98,605	\$101,486	30

Appendix E: Extra Duty Pay 2023-2026

EXTRA DUTY STIPENDS - PROPOSED			
POSITION - HIGH SCHOOL			
Stipend	Amount	Note -	Pay Frequency
Athletic Director	\$ 10,000.00	High School	Per year (divided equally between Winter/Fall/Spring season)
Cheer Sponsor	\$ 8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Asst. Cheer Sponsor	\$ 4,500.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Football	\$ 8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Football	\$ 4,500.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Boys Soccer	\$ 8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Boys Soccer	\$ 4,500.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Volleyball	\$ 8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Volleyball	\$ 4,500.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Cross Country	\$ 8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Cross Country	\$ 4,500.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Boys Swimming	\$ 8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Boys Tennis	\$ 8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Boys Tennis	\$ 4,500.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Dance Sponsor	\$ 8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Dance Sponsor	\$ 4,500.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Boys Basketball	\$ 8,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Boys Basketball	\$ 4,500.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Frosh Boys Basketball	\$ 4,500.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Girls Basketball	\$ 8,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Girls Basketball	\$ 4,500.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Girls Swimming	\$ 8,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Girls Swimming	\$ 4,500.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season

Head Wrestling	\$ 8,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Wrestling	\$ 4,500.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Track	\$ 8,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Track Coach	\$ 4,500.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Head Girls Soccer	\$ 8,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Girls Soccer	\$ 4,500.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Head Baseball	\$ 8,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Baseball	\$ 4,500.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Head Girls Tennis	\$ 8,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Girls Tennis	\$ 4,500.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
POSITION - MIDDLE SCHOOL			
Stipend	Amount	Note -	Pay Frequency
Athletic Director	\$ 5,000.00	Middle School	Per year (divided equally between Winter/Fall/Spring season)
Cheer Sponsor	\$ 4,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Cheer Sponsor	\$ 2,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Boys Soccer	\$ 4,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Boys Soccer	\$ 2,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Volleyball	\$ 4,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Volleyball	\$ 2,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Cross Country	\$ 4,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Dance Sponsor	\$ 2,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Boys Basketball	\$ 4,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Boys Basketball	\$ 2,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Girls Basketball	\$ 4,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Girls Basketball	\$ 2,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Wrestling	\$ 4,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season

Head Track	\$	4,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Track Coach	\$	2,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Head Girls Soccer	\$	4,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Girls Soccer	\$	2,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
FINE ARTS EXTRA DUTY				
BAND STIPEND				
Stipend		Amount	Note -	Pay Frequency
High School Band	\$	4,000.00	Band	Per year (\$2000 per semester)
Assistant HS Band	\$	3,000.00	Band	Per year (\$1500 per semester)
Middle School Band	\$	2,500.00	Band	Per year (\$1000 per semester)
Marching Band	\$	4,000.00	Band	Per year (\$2000 per semester)
Other Ensembles (Jazz, Pep Band, Drumline ect.)	\$	1,500.00	Band	Per year (\$750 per semester)
ORCHESTRA STIPENDS				
Stipend		Amount	Note -	Pay Frequency
High School Orchestra	\$	4,000.00	Orchestra	Per year (\$2000 per semester)
Assistant HS Orchestra	\$	3,000.00	Orchestra	Per year (\$1500 per semester)
Middle School Orchestra	\$	2,500.00	Orchestra	Per year (\$1250 per semester)
Select Ensemble (Strolling Strings, Chamber group)	\$	1,500.00	Orchestra	Per year (\$750 per semester)
VOCAL MUSIC STIPENDS				
Stipend		Amount	Note -	Pay Frequency
High School Vocal Music	\$	4,000.00	Vocal	Per year (\$2000 per semester)
Middle School Vocal Music	\$	2,500.00	Vocal	Per year (\$1250 per semester)
Select Choir (Show Choir, Jazz Choir, Chamber Choir)	\$	2,500.00	Vocal	Per year (\$1250 per semester)
ELEMENTARY MUSIC STIPENDS				
Stipend		Amount	Note -	Pay Frequency
Elementary Music (per Building)	\$	1,500.00	Music	Per year (\$750 per semester)
ELEMENTARY / SECONDARY ART STIPENDS				
Stipend		Amount	Note -	Pay Frequency
Elementary / Secondary Art (per teacher, per Building)	\$	1,500.00	Art	Per year (\$700 per semester)
THEATRE / MUSICAL STIPENDS				
Stipend		Amount	Note -	Pay Frequency
High School Play Director	\$	2,000.00	Theatre / Musical	Per musical event (Paid at end of semester)
Assistant HS Play Director	\$	1,000.00	Theatre / Musical	Per musical event (Paid at end of semester)
HS Play Technician Director	\$	1,600.00	Theatre / Musical	Per musical event (Paid at end of semester)

HS Play Costumer	\$	1,500.00	Theatre / Musical	Per musical event (Paid at end of semester)
Middle School Play Director	\$	1,500.00	Theatre / Musical	Per musical event (Paid at end of semester)
Assistant MS Play Director	\$	1,000.00	Theatre / Musical	Per musical event (Paid at end of semester)
MS Play (Technician) Director	\$	1,000.00	Theatre / Musical	Per musical event (Paid at end of semester)
MS Play Costumer	\$	1,500.00	Theatre / Musical	Per musical event (Paid at end of semester)
High School Musical Director	\$	3,500.00	Theatre / Musical	Per musical event (Paid at end of semester)
High School Musical Vocal Director	\$	2,000.00	Theatre / Musical	Per musical event (Paid at end of semester)
HS Musical Technical Director	\$	2,000.00	Theatre / Musical	Per musical event (Paid at end of semester)
HS Musical Costumer	\$	2,000.00	Theatre / Musical	Per musical event (Paid at end of semester)
HS Musical Accompanists	\$	1,500.00	Theatre / Musical	Per musical event (Paid at end of semester)
HS Musical Choreographer	\$	1,500.00	Theatre / Musical	Per musical event (Paid at end of semester)
HS Musical Orchestra/Pit Director	\$	1,500.00	Theatre / Musical	Per musical event (Paid at end of semester)
Assistant HS Musical Director	\$	1,500.00	Theatre / Musical	Per musical event (Paid at end of semester)
DANCE STIPENDS				
Stipend		Amount	Note -	Pay Frequency
HS Dance (non-drill team/dance team)	\$	1,500.00	Dance	Per year (\$750 per semester)
HS Dance Technical Director	\$	725.00	Dance	Per year (\$362.50 per semester)
DEBATE STIPEND				
Stipend		Amount	Note -	Pay Frequency
MS Debate	\$	2,000.00	Debate Sponsor	Per year (\$1,000 per semester)
HS Debate	\$	4,000.00	Debate Sponsor	Per year (\$2000 per semester)
SCHOOL BASED ACTIVITIES				
Stipend		Amount	Note -	Pay Frequency
Newspaper	\$	4,000.00	School Based Activities	Per year (\$2000 per semester)
Yearbook	\$	4,000.00	School Based Activities	Per year (\$2000 per semester)
Robotics/Science Teams	\$	2,000.00	School Based Activities	Per year (\$1000 per semester)
Math Teams	\$	1,000.00	School Based Activities	Per year (\$500 per semester)
Class Sponsor	\$	2,800.00	School Based Activities	Per year (\$1400 per semester)
ACT Coach	\$	1,000.00	School Based Activities	Per year (\$500 per semester)
Student Council	\$	1,200.00	School Based Activities	Per year (\$600 per semester)
National Junior Honor Society	\$	1,200.00	School Based Activities	Per year (\$600 per semester)

SCHOOL CLUBS OR ACTIVITIES SPONSORS STIPENDS			
Stipend	Amount	Note -	Pay Frequency
4-20 Students	\$1,000.00	School Clubs / Activity Sponsors	Per year (\$500 per semester)
21-50 students	\$1,500.00	School Clubs / Activity Sponsors	Per year (\$750 per semester)
51 or more students	\$ 2,000.00	School Clubs / Activity Sponsors	Per year (\$1000 per semester)
BUILDING SUPPORT STIPENDS			
Stipend	Amount	Note -	Pay Frequency
AV Coordinator (Audio Visual)	\$1,375.00	Building Support	Per semester (\$2750 per year)
Instructional Coach	\$2,500.00	Building Support	Per year (\$1250 per semester)
Department Chair- Max 7 per HS	\$1,500.00	Building Support	Per semester (\$3000 per year)
MO Option Coordinator	\$2,500.00	Building Support	Per semester (\$5000 per year)
Middle Level Content Leader	\$ 825.00	Building Support	Per semester (\$1650 per year)
Workshop Participant (certified)- Only paid when designated. CEU's will be used in most cases.	\$ 25.00	Building Support	Per hour (paid at semester)
Workshop Participant (classified)	\$ 20.00	Building Support	Per hour (paid at semester)
PD Chair (per semester)	\$ 1,500.00	Building Support	Per semester (\$3000 per year)
EXTRA ASSIGNMENT			
Stipend	Amount	Note -	Pay Frequency-paid at semester
Site Manager - Basketball, Football, Soccer, Volleyball	\$ 100.00	Extra Assignment	Per game up to 4 games
Assistant Site Manager (Basketball, Football, Soccer, Volleyball)	\$ 50.00	Extra Assignment	Per game up to 4 games
Ticket Seller, Taker, Announcer, Timer/Scorer, Chain Crew Member (Basketball, Football, Volleyball)	\$ 50.00	Extra Assignment	Per game up to 4 games

SCHOOL BASED ACTIVITIES			
Stipend	Amount	Note -	Pay Frequency
A+ Coordinator	\$1,200.00	School Based Activities	Per year (\$600 per semester)
Montessori Certification	\$2,500	Montessori School-Based	Per year (\$1250 per semester)
Montessori Training	\$700	Montessori School-Based	Paid at start of Montessori training-summer only
AVID coordinator	\$1,200.00	School Based Activities	Per year (\$600 per semester)

BUILDING SUPPORT STIPENDS			
Stipend	Amount	Note -	Pay Frequency
PD Attendance (After School)	\$ 25.00	Building Support	Per hour (paid at semester)
PD Attendance (Summer)	\$ 30.00	Building Support	Per hour (paid at semester)
Digital Mentor	\$ 1,000.00	Building Support	Per year (\$500 per semester)
Tutoring	\$ 35.00	Building Support	Per hour (paid at semester)
Mentor	\$ 500.00	Building Support	Per year (\$250 per semester)

Appendix F: Schedule during Emergency School Closures

The implementation of an AMI plan shall be used in the case of an emergency school closure or when sufficient notice has been provided (prior to the end of the previous school day as defined below).

On inclement weather days where no distance learning occurred, the first two days will not be made up at the end of the year. All subsequent inclement weather days beyond the initial two days will be made up at the end of the school year. Support staff who are scheduled for these two days that will not be made up, will be paid at their normal hourly rate and their scheduled hours for that day, unless they have not had an approved absence the day before or day after the inclement weather day.

Teacher Professional Responsibilities:

1. Teachers will plan instruction and have daily synchronous instruction with students
2. Teachers will utilize lesson plans to provide instruction for students
3. Teachers will plan small group and individualized lessons for students using student data
4. Teachers will be directly available for students and parents to facilitate and support instruction via District email, the LMS, and Google Voice/Text phone system during work day office hour times.

A: AMI Workday

**The instructional minutes per day must meet the minimum required and approved by DESE under the alternative instructional models.*

Teacher workday will be a 7-hour workday. Teacher workday schedule is based on the needs of the students they serve. For example, high school students may not be best recommended to start virtually at 7:20 am. Schools reserve the right to provide a more flexible schedule to garner the best participation of students. Therefore, the daily schedule is flexible and will be agreed upon by administration and building leadership team.

1. 1-hour uninterrupted plan time
2. 1-hour duty-free lunch
3. 30 minutes- PLC
4. 30 minutes – Office hours
- 5.

Daily synchronous whole group instruction will follow the following guidelines:

Elementary Daily Breakdown:

1. 105 Minutes Synchronous (Live, w/the teacher via video conferencing) (Whole Group – all students)
2. 135 Minutes Synchronous (Live, w/the teacher via video conferencing) (Small Group intervention based upon data)

Class Period Breakdown for Each Core Content Area (using the Workshop Model of Instruction):

1. 15-20 Minutes Synchronous (Live, w/the teacher via video conferencing) (Whole Group – all students)
2. 30-40 Minutes Synchronous (Live, w/the teacher via video conferencing) (Small Group intervention based upon data)
3. Asynchronous (Independent Student Work) Learning will occur while students are not participating in synchronous instruction.

Due to the developmental differences in school age children, minutes may be flexed from whole group to increased small group instructional time and likewise from small group to increased whole group instructional time.

Secondary Daily Breakdown (including Elective, ELL & CTE teachers)

1. 4 (four) hours per day (synchronous instruction)
2. Small group instruction will be integrated into the (4) hours of synchronous instruction (utilizing data from the whole group formative assessment- Guided Tier 2 and 3 live support + Extension)

Instructional Time is to include but not limited to:

1. Provide “live interactive”/synchronous video lessons and/or posting asynchronous video lessons.
2. Asynchronous lessons can include videos and/or media shows (PPT/slides).
3. School Leadership Team in conjunction with Administration will develop an equitable schedule for each grade level/department so that live interactive lessons will be scheduled so students can attend.

Office Hours are to include but not limited to:

1. Grading/Offering guidance on assignments –
 - (a) Teachers will follow the current district grading policy.
2. Answering student/parent/district messages/phone/emails etc.
3. Maintain contact logs with students/parents
4. Planning
 - (a) Scheduling “live interactive” video lessons
 - (b) Create video lessons
 - © Plan and create common formative assessments
 - (d) Plan for small group instruction

Student Outcomes

- A minimum of (2) two assignments per content area/course per week, with the number of graded assignments aligning with district policy.
- 1 formative assessment per content area/course per week

Work Continuity

Student work will cover content that would have been addressed if school were in session in a traditional setting.

Pacing Guides

1. Teachers will use the approved curriculum from the Curriculum Department
2. Mo Learning Standards
3. KCPS adopted Curriculum/Resources

Appendix G: Other Workday Schedules During Emergency School Closures

Counselor Workday

The workday for counselors or librarians shall be a 7-hour day with one hour of plan time, a one-hour duty-free lunch period and two hours of office hours that includes individual counseling.

1. School counselors shall:

- (a) Serve as liaison for communication with students/families in crisis
- (b) Check-in with students on caseload with socio-emotional concerns
- (c) Be available for teachers if a student discloses information via electronic communication in need of support
- (d) Hold Office Hours at set times for students to access counseling sessions virtually
- (e) Continue the duties of the PST
- (f) Secondary counselors will:
- (g) Monitor and audit transcripts and grades
- (h) Contact failing students
- (i) Assist with student and parent contacts for missing students
- (j) Provide scholarship college and career readiness resources to students

4. Elementary counselors will:

- (a) Do one video guidance lesson once every two weeks.
- (b) Assist with student and parent contacts for missing students

Elementary Support

Elementary Support teachers' workday will be a 7-hour workday. Therefore, the daily schedule is flexible and will be agreed upon by administration and building leadership team.

1. 1-hour uninterrupted plan time
2. 1-hour duty-free lunch
3. 30 minutes- PLC
4. 30 minutes – Office hours

Elementary Daily Breakdown:

1. 105 Minutes Synchronous (Live, w/the teacher via video conferencing) (Whole Group – all students)
2. 135 Minutes Synchronous (Live, w/the teacher via video conferencing) (Small Group intervention based upon data and may be done to support general classroom teachers.)

3. Due to the developmental differences in school age children, minutes may be flexed from whole group to increased small group instructional time and likewise from small group to increased whole group instructional time.

Secondary Librarians

Secondary librarians will provide video lessons based on the curriculum or such issues as how to access sources, recognize valid websites, use the online library, and other information literacy skills to build proficiency for student research.

1. 1-hour uninterrupted plan time
2. 1-hour duty-free lunch
3. 30 minutes- PLC
4. 30 minutes – Office hours

Secondary Librarian Break Down:

4 (four) hours of instruction per day (synchronous), including but not limited to assisting and monitoring small group breakout rooms and providing support for library research and the promotion of literacy skills.

Special Education Teacher Workday

The workday for Special Education teachers shall be a 7-hour day. In addition to their daily one hour plan time, Special Education teachers will have two additional plan times each week for writing IEPs and holding IEP meetings.

1. 1-hour uninterrupted plan time
2. 1-hour duty-free lunch
3. 30 minutes- PLC
4. 30 minutes – Office hours

The Special Education Teacher will:

- (a) Provide direct instruction, collaborate and/or co-teach with general education teachers to design and deliver learning experiences that teach the students on their caseload and provide additional learning activities for SPED students.
- (b) Communicate regularly with students on their caseload and/or their parents to ensure they have success with distance learning.
- (c) Work with teachers to scaffold or modify assignments, as necessary, for students on their caseload to support subject or classroom teachers

If Special Education teachers need additional time for the IEP process, they may work with their building principal-and contact the Process Coordinator to request additional time for them to complete their work in accordance to mandated timelines.

KCPS and KCFT agree to the following:

The parties acknowledge and agree to the terms reached under this CBA, contained herein and described, in full, in the preceding pages. This agreement is effective July 1, 2023 as approved by the Kansas City Public Schools Board of Directors and the membership of the KCFT&SRP. It shall expire in compliance with the terms contained in the document.

Nate Hogan

Jason Roberts

Date

Date