

2024-2026

RTO AGREEMENT WITH THE RICHEY SCHOOL BOARD DISTRICTS 78-J & 2

This agreement is being entered by and between the Board of Trustees, School Districts 78-J and 2, and the Richey Teachers' Organization. This organization is the one which has the majority of the certified teachers in the Richey Public Schools, hereinafter called the RTO.

RTO and the trustees agree that the primary goal of this agreement is to promote student achievement.

ARTICLE I
RECOGNITION

- A. The Board recognizes the RTO as the exclusive representative of the teachers, (as defined in Montana School Law) employed by the Board on matters of salary, hours, other terms of employment, or in regard to any grievance as mentioned in Article VII hereof, for a period of 2 years from the effective date listed in XIII and thereafter until a subsequent representative for such teachers is selected pursuant to the rules and regulation of Montana Board of Personnel Appeals.
- B. Unless otherwise indicated, the term "teacher", when used hereinafter in this Agreement shall refer to all professional employees of the Richey School Board certified in classes 1, 2, 3, 4, and 5 as provided in Montana Law, and principals certified in class 3, if they elect to be included in the appropriate unit.
- C. The Board agrees not to negotiate with or recognize any teachers' organizations other than the RTO for the duration of this Agreement. The Board may meet and confer with any individual teacher or group of teachers, or may meet and confer only with said representative of teachers, as it elects, on any other subject.

ARTICLE II
ORGANIZATION AND TEACHER RIGHTS

- A. The board hereby agrees that every certified employee of the appropriate unit shall have the right freely to organize, join and support the RTO and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under color of law of the State of Montana the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Laws of Montana or the Constitution of Montana and United States; that it will not discriminate against any teacher with respect to the employer-teacher relationship such as salary, hour and other terms of employment by reason of his membership in the RTO, collective negotiations with the Board, or his institution of grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

- B. Nothing contained herein shall be construed to deny or restrict to any teacher such right as he may have under Montana Law or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- C. The Board agrees to furnish to the RTO in response to reasonable requests all available information as required by law. Teachers shall bear any actual and reasonable costs to the district for research, and reproduction of materials pursuant to this section.
- D. Representatives of the RTO and affiliates will be permitted to transact official RTO business on school property at all reasonable times, provided that this will not interfere with or interrupt, take precedence of, or detract from normal school operations, and provided that the RTO has prior approval of the Superintendent or his designee.
- E. The RTO and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The Superintendent shall be notified in advance of the time and place of such meeting, and the RTO shall receive authorization by written confirmation if no prior use of facilities is planned for that time.
- F. The RTO shall have the right to use school facilities and equipment, including typewriter, copy machines, other duplication equipment, calculation machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The RTO shall pay for the reasonable cost of all materials and supplies incident to such use.
- G. The RTO shall have the right to use the interschool mail facilities and school mailboxes, as it deems necessary and proper.
- H. The individual contract of employment between the Board of Trustees and each teacher shall contain the following statement: "This individual contract is made pursuant to and subject to the terms and conditions of the Agreement between Richey Teachers' Organization and the Board of Trustees, and to the extent that the provisions of this contract and said Agreement may be inconsistent, the provisions of said Agreement shall be controlling." Therefore, if individual contracts are issued during negotiations, mediation, or fact-finding or before agreement has been reached between the Board and the RTO, the provisions of each individual contract shall be adjusted to comply with the terms and conditions of the final agreement once it has been consummated, except that the Board reserves the right, under certain unusual circumstances, to hire specialized personnel at salaries in excess of, but not less than, those enumerated in the salary schedule, if the needs of the children of the districts and individual qualifications of the employee should warrant. In addition, the Board reserves the right to offer co-curricular assignments in addition to or in lieu of those listed on the salary schedule.

ARTICLE III
POWERS OF THE BOARD

The board has, and shall retain, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by law to establish school policy of operation, including but not limited to, the right:

- A. To exercise the executive management and administrative control of the school system and its properties, facilities, programs, and the contracted activities of its employees;
- B. To employ and re-employ all personnel, determine their qualifications, conditions of employment and work assignments, and further to promote, demote or dismiss such personnel as provided by law;
- C. To select textbooks and other teaching materials to be used in all courses of instruction, to establish and supervise curriculum, manner of instruction, days that the school shall be in session, physical plant and other facilities, and to establish terms and conditions of employment, except as hereinafter set forth;
- D. To consolidate or eliminate any teaching positions as it determines advisable at any time. The RTO shall recognize any agent of the Board selected to represent it in any matter covered by this Agreement as evidenced by a letter of appointment executed by the Board Chairman or the Clerk of the District. The exercise of the foregoing powers and duties by the Board, the adoption of policies, rules and regulations, and furtherance thereof, the use of its judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and applicable laws of the State of Montana and of the United States of America.

ARTICLE IV
SICK LEAVE

- A. Eight days (64 hours) annually at full salary will be provided each teacher for personal illness or disability, or serious illness in the immediate family.
- B. Definition of immediate family: husband, wife, son, daughter, step-daughter, step-son, father, mother, brother, sister, step-mother, step-father, step-brother, step-sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchildren, brother-in-law, sister-in-law, niece, nephew, aunt, or uncle.

C. Unused hours of sick leave each year will be allowed to accumulate to 400 hours.

Two unused sick leave hours shall be required to accumulate hours from 401 to 560, which will be the maximum allowed to accumulate.

Three unused sick leave hours shall be required to accumulate hours from 561 to 720, which will be paid down to 560 at the end of every school year.

Four unused sick leave hours shall be required to accumulate hours from 721 to 1440, which will be paid down to 560 at the end of each school year.

If any or all accumulated hours are used, the faculty member shall re-accumulate sick leave on the aforementioned schedule.

D. Teachers will be paid for accumulated leave when the amount accumulated reaches 560 hours. The district clerk will track hours of accumulated leave as time builds and as hours are paid out.

E. Sick leave bank

1. Purpose: to provide additional sick and accidental benefits beyond normal sick leave for certified staff members who are unable to perform normal duties because of illness, quarantine, disability or doctor's advice.

2. Participants: All certified staff members who enroll.

3. Structure:

(a) Certified staff members shall be considered enrolled if they have placed two days (16 hrs.) in the bank. Opportunity to enroll shall be given at the beginning of each school year.

(b) The bank may accumulate to two days (16 hrs.) per enrolled staff member.

4. Conditions:

(a) All sick leave days previously accumulated by the individual must be exhausted.

(b) Application must be made in writing to the RTO and shall be accompanied by a physician's statement describing the nature of the disability, treatment being rendered, and the prognosis for return to work. Application for loan may be made by a personal representative in cases where the individual staff member is unable to do so.

(c) The RTO may waive any of the above criteria under part #4 (b).

(d) The RTO shall be responsible for the selection of a committee of three faculty members who would maintain the records of such bank. should one of the committee members be the requester of the bank, another person would be appointed to the committee in that individual's absence so that a fair and reasonable decision can be made.

- F. After 5 years of continuous service, teachers who leave the district shall be paid 1/4 of the accumulated sick leave at the rate of 1/current calendar instruction days + PIR days, of their contracted salary, excluding extra curricular salary.

ARTICLE V
BEREAVEMENT LEAVE

- A. Four days annually at full salary will be allowed each teacher in case of a death in the immediate family, which is defined in Article IV.

ARTICLE VI
PERSONAL LEAVE

- A. Four days leave at full salary will be provided each teacher annually for personal reasons. Application for leave must be filed at a reasonable time (four school days) in advance so that a substitute may be hired. If a substitute cannot be hired, leave will not be granted. If a teacher takes a 5th personal day, that day shall be reimbursed to the district at the current rate of a certified substitute. If a personal leave day is taken adjacent to a holiday, two weeks (eight school days) advance notice must be given to the district. The teacher will be paid back up to two unused personal leave days at the end of the year at the current rate of a certified substitute for the day.
- B. No more than two teachers may take leave on the same day without prior approval of the Superintendent or Principal.
- C. Days of personal leave may be used as emergency leave days in which the 5 school days prior notice is waived.
- D. Personal leave, sick leave, bereavement leave, professional leave, or maternity leave will be the only leave granted; any other missed days will result in 1/current years calendar instruction days + PIR days, loss of pay per day, or portion thereof, for the time missed.

ARTICLE VII
GRIEVANCE PROCEDURE

- A. Definitions
 - 1. A grievance is a claim by a grievant that there has been a violation, misinterpretation or inequitable application of Board policies or practices, statutes, or the terms of this Agreement.
 - 2. A grievant is a teacher, or group of teachers, or the RTO, the administrator, or Board asserting a grievance.
 - 3. Days shall mean teacher work days, except as otherwise indicated.
- B. Purpose
 - 1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or terms and conditions of employment of all certified employees and the Board. Both parties agree that these proceedings be kept as informal and confidential as may be appropriate at any level.

2. Nothing herein contained should be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the RTO. If the aggrieved person chooses, a representative of the RTO may be present at any level of the grievance procedure.

C. Procedure

1. Step I. Within 15 days of the occurrence of the act or condition which is the basis of the complaint, the grievant may present the grievance in writing (and specify any and all corrective actions desired) to the pre-established immediate supervisor, who will arrange for a meeting with the grievant (and RTO representative, if applicable) to take place within 5 days after receipt of the grievance. The supervisor shall provide the grievant with a written answer to the grievance within 5 days after the meeting. Such answer shall include the reasons upon which the decision was based.
2. Step II. If the grievant is not satisfied with the disposition of the grievance at Step I, or if no decision has been rendered within 5 days after presentation of the grievance, then the grievance may be referred to the superintendent or superintendent's designee. The superintendent or his designee shall meet with the grievant (and RTO representative, if applicable) prior to attempting settlement. The Superintendent shall respond, in writing, within 10 days of the meeting.
3. Step III. If no settlement can be reached in step two, the controversy shall be presented, in writing, to the school board or its designee within 5 days of the response to step two. The board shall arrange for a hearing with the grievant and his representative, to take place within 5 days after receipt of the appeal. The parties shall have the right to include in the presentation such witnesses and counselors, as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the board will have 5 days to provide the grievant and the RTO a written decision, together with the reasons for the decision.
4. Step IV. Should the grievant (or the RTO, if applicable) consider the decision of the board in step three to be unsatisfactory or if no disposition has been made within the period above provided, the grievant shall, within 10 days of receipt of such decision, notify the board, or its designee, in writing, of its intention to have such grievance referred to arbitration. Within 5 days after such written notice of intention is delivered to the board, the grievant (or RTO, if applicable) shall call on the Board of Personnel Appeals to provide a list of 5 persons from which to choose an arbitrator. Each party shall be entitled to strike two names from the list in alternate order and the name remaining shall be the arbitrator. The arbitrator shall consider the grievance and render a decision, which shall be final and binding upon the parties. The party requesting binding arbitration shall bear the costs of the arbitrator and transcripts. Each party shall bear the legal costs themselves.

- D. Exceptions to Time Limits
 - 1. The time limits provided in this Article shall be strictly observed unless extended by written agreement of the parties.
 - 2. When a grievance is submitted on or after May 15, time limits shall consist of all weekdays, so that the matter may be resolved before the close of the school term or as soon as possible thereafter.
- E. No Reprisals
 - 1. No reprisals of any kind will be taken by either party against any person because of participation in the grievance procedure.
- F. Personnel Files
 - 1. All documents, communications, and records dealing with the processing of a grievance shall be filed in the superintendent's office for one year and will be destroyed if there are no reoccurrences.
- G. Forms
 - 1. The grievance report forms for the grievance procedure are in the clerk's office.

ARTICLE VIII
TEACHER EVALUATION

- A. A procedure for teacher evaluation will be developed by the RTO and the administration to evaluate teaching personnel periodically and systematically and to offer recommendations where needed.
- B. All teachers shall be thoroughly advised that evaluations are provided for by policy.
- C. The evaluator shall hold a conference with the teacher within one week following observation. At this time a copy of the report will be provided to the teacher. If the evaluator attempts to hold a conference with the teacher, it would not be a grievance item if a different time is mutually acceptable by both evaluator and teacher.
- D. Each teacher will be provided definite, positive, recommendations to correct professional difficulties and time to incorporate the recommended changes.
- E. All formal evaluation of the teacher's activities shall be conducted openly and with the teacher's full knowledge and awareness.
- F. Evaluation reports, to be placed in the teacher's permanent file, shall be discussed between the teacher and the evaluator and shall be signed by the teacher to signify his notification that the item will be placed in the file. The teacher shall be provided the opportunity within 24 hours after the conference to sign that he agrees or disagrees with the evaluation and to write a rebuttal to the evaluator's conclusions to be attached to the evaluation report.

ARTICLE IX
TICKET DUTY

- A. Persons who are ticket takers, clock, book, line judge, chain gang and libero, will be paid according to the co-op agreement.

ARTICLE X
SABBATICAL LEAVE WITHOUT PAY

- A. One academic year of sabbatical leave without pay will be granted to tenured teachers only under the following conditions:
1. That the application is submitted to the Board of Trustees by February first of the year preceding the year of leave.
 2. The Board will approve or disapprove the application by the first of May of the year of application.
 3. Status of teachers on sabbatical leave in regard to placement on the salary schedule and other factors related to length in service is not to be reduced because of sabbatical leave without pay.
 4. Teachers will not receive creditable teaching experience on the salary schedule for the sabbatical leave year.
 5. The teacher will be allowed increased educational credit up to the maximum on the salary schedule for credits earned while on sabbatical leave.
 6. A tenured teacher who is granted sabbatical leave is required to return to his former position or a substantially equivalent position for a period of one school year.
 7. Sabbatical leave may be granted in a time of emergency per administration and board approval.

ARTICLE XI
MISCELLANEOUS PROVISIONS

- A. Agreement All-inclusive: This agreement constitutes the entire agreement between the parties and no verbal statements or past practices shall supersede any of its provisions. Any amendment supplemental hereto shall not be binding upon either party unless executed by the parties hereto. The parties further acknowledge that during the course of collective bargaining each party has had the unlimited right to offer, discuss, accept or reject proposals. Therefore, for the term of this agreement, no further collective bargaining shall be had upon any provisions of this agreement, nor upon any subject of collective bargaining, unless by mutual consent of the parties hereto.

B. If any provision of this agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision of application shall not be deemed valid and subsisting, except to the extent permitted by the law but all other provisions or applications shall continue in full force and effect.

C. Other Items: Contract salary adjusted in September upon the completion of an additional semester of college, 10 semester or 150 units per step. In qualifying for the next base level the teacher will be required to present acceptable evidence of completed work which relates to his teaching assignment in the Richey Public School System, and shall have been employed in the system the previous year. Specifically, the work to obtain base advancement will have to apply to the teacher's specific area of preparation or be course work in acceptable general education. Summer school or extension credit for base advancement must be approved by and carry the recommendation of the Superintendent before the teacher registers for the course, if the teacher expects to receive additional pay consideration. The teacher must notify administration on or before the date of the March board meeting of the current school year if they desire to return to school or take courses that will apply to a lane change on the salary schedule.

The RTO agrees to indemnify and hold harmless the school district, the Board, each individual Board member and all administrators against any and all claims, suits or other forms of liability, and all court costs arising out of the provisions in this agreement between the parties for dues and fee deduction, applicable to health insurance.

"Upon the expiration of this agreement, if no successor contract has been negotiated, salaries shall be at the exact same rate as was paid in the preceding school year and no increments will be granted unless or until provided for in a successor agreement. Once the successor agreement is accepted by both parties, the salary and benefit package shall be in effect in accordance with the dates specified in the said agreement." Date of Negotiated Agreement shall be from July 1 to June 30 of the following year.

D. Accumulation of Personal Days: Teachers covering classes for absentee teachers may accumulate 1 period personal leave for every 1 period of substituting activity. Any teacher covering a class period, even when regularly assigned class is present, may accumulate 1 period of personal leave for every 1 period of substituting. A teacher may have annually a total of 4 paid personal days and a fifth day to be reimbursed at the rate of a certified substitute for 7 periods by the teacher. Use of accumulated days will be subject to administrator approval. Teachers shall be issued a non-transferable time slip, which they will be responsible to keep and cash in at their discretion. Records of these days shall be kept by the clerk.

Accumulated days will be capped at fifteen (15) days. After 5 years of continuous service, teachers who leave the district shall be paid out at 1/4 of their current teaching salary, excluding any extracurricular salary.

E. Membership fees: The District will pay up to \$100 per faculty member for professional membership fees and dues, subject to board approval. This shall not include any union dues or fees such as MEA or AFT.

F. Teacher Training Days: The District will pay travel expenses of \$250 within a 125-mile radius and travel expenses of \$500 exceeding a 125 miles radius. This stipend will be paid once per year per teacher and can be used in October or during the summer, if preapproved by the administration. Preapproved PIR days need to be on a non school calendar day and can replace the October MEA days. If teachers who are coaches choose to use MHSA Coaching Clinic in place of the MEA days, no additional travel stipend will be given.

G. Hot Lunch: The Teachers shall receive free hot lunch and breakfast.

H. Moving Stipend: A moving stipend will be paid at the discretion of the administration and would be paid \$150 per move. For example, a move from a classroom into a storage container would be considered a move for \$150 and the move from the storage container back to the classroom would be considered a move for \$150. A move into the hall for carpeting installation and back into the room would be considered a move for \$150.

I. Relocation Stipend: a onetime relocation stipend will be paid to new teachers moving into the district. This \$1000 payment will be process through payroll and will not require receipts from moving expenses. \$500 will be paid upon arrival and \$500 will be paid at the beginning of the 2nd semester.

J. Liquidate Damages Clause: A teacher not facing discipline or discharge may be released from his or her teaching contract provided the teacher makes payment for liquidated damages to the School District prior to release on the following schedule. The date the School District receives the teacher's letter requesting release is the date controlling on the following schedule.

*The teacher shall provide a minimum of two calendar weeks' notice. Any teacher requesting to be released from his or her individual teaching contract from June 10 – July 20 will pay ten percent (10%) of the salary that teacher would earn pursuant to that contract as liquidated damages.

*Teachers requesting to be released from their individual teacher contract after July 20 will pay twenty percent (20%) of the salary that teacher would earn pursuant to that contract as liquidated damages.

*Providing the stipulation that the teacher may formally present their situation to the Board to negotiate the financial penalty.

*The parties agree that the School District incurs costs that are impractical or are extremely difficult to fix when a teacher breaches contract. Liquidated damages are to cover the impractical or extremely difficult to fix costs.

*A teacher requesting to be released from their individual teacher contract shall repay one hundred percent (100%) of their District Recruitment and Retention Bonus if the request is made prior to the last day of school.

*A teacher requesting to be released from their individual teacher contract shall provide the School District with a forwarding address so that US Income Tax information may be provided, as required by law.

*Jurisdiction and enforcement of this provision in the individual contract is through the 7th Judicial District, Dawson County, Montana, with the teacher being liable for all fees under the above schedule, court costs, interest, reasonable attorney fees of the School District, and other actions the court deems appropriate. The Court also has jurisdiction to award interest on any amount due and other actions the court deems appropriate.

ARTICLE XII
DEFINITION OF PART-TIME CERTIFIED STAFF

A. STATUS

1. A part-time certified employee shall be defined as any employee whose total assigned regular duty day is fewer minutes than that of a full-time certified employee or who is contracted for less than 1122 hours (1080 instruction + 42 PIR). The specific assignment during the contracted time shall be as determined by the superintendent and/or school board.

B. COMPENSATION

1. The base salary of a part-time employee shall be determined on a prorated basis using the actual number of minutes worked in comparison to the number of minutes worked by a full-time employee.

C. EXTRA DUTIES & RESPONSIBILITIES

1. The extra duties and responsibilities of a part-time employee working 75% of full-time status shall be the same as those expected of a full-time employee. Part-time employees working less than 75% of full-time status shall not be assigned extra duties and responsibilities beyond those related to the actual teaching assignment. However, it is recognized that extra duties and responsibilities are an integral part of a teacher's role, which are important in building good rapport and a working relationship with students and staff. With this in mind those employees working less than 75% of full-time status shall be encouraged to assume these duties and responsibilities when and where it is feasible and practical.

D. PIR DAYS

1. The PIR days shall be proportionate to salary calculation. The administration and employee will mutually agree on the PIR schedule prior to the first PIR day.

E. LEAVE

1. The same leave shall be provided to part-time employees as is provided to full-time employees. "One day" for a part-time employee is defined as the employee's actual working day. Examples: A part-time employee working four hours per day shall be provided eight four hour days of sick leave; or an employee working less than 1080 hours shall be provided proportionate leave of a full-time employee. Sabbatical leave shall not be provided to part-time employees.

F. INSURANCE

1. Part-time employees working over 50% of full-time status shall be provided the same insurance benefit as full-time employees. Part-time employees working 50% or less of full-time status shall be provided one-half the insurance benefit provided to full-time employees.

G. ADVANCEMENT ON SALARY SCHEDULE FOR EXPERIENCE

1. Part-time employees shall be credited with one year of experience for each completed contract year at their respective full-time status.

H. TENURE

1. As provided for in state statute.

I. TUITION REIMBURSEMENT

1. Once a fully licensed Teacher has completed one year of teaching service with the District, the District agrees to pay half the tuition for college classes, up to \$2500 per year, for 3 years, to secure an additional certification that is beneficial to both the Teacher and the District. A Teacher may apply for this payment, in writing, received by the Superintendent, on or before August 15, of each year. The Superintendent shall work with the Teacher to reach clarity and consensus about the proposal and will make a recommendation to the Board of Trustees, who have the sole discretion to grant or deny the proposal based on the certification and staffing needs of the district. The Teacher shall agree to teach in the District for 2 years after his or her additional certification has been acquired. Failure to do so shall result in the employee returning 50% of the tuition reimbursed by the District.

ARTICLE XIII

SALARY SCHEDULE ADVANCEMENT

- A. Column changes can occur by using renewal units from the 1st column to the 4th column only. Renewal units from coaches clinic workshops will not count toward advancement.

Renewal units = 1

Semester credit = 15 units

10 semesters = 150 units

ARTICLE XIII
DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2024 and shall continue in effect until June 30, 2026. The language of this agreement is effective until June 30, 2026.

This agreement is signed _____ day of _____, 2024.

IN WITNESS THEREOF:

For the RTO

For the Board of Trustees of
Districts 78-J and 2

PRESIDENT

CHAIRMAN

SECRETARY

CLERK OF THE BOARD

Appendix A. Teacher Salary Schedule and Provisions.

Montana Education Association (12/87) Montana attainment level 3.75% schedule is used as a basis for this salary schedule.

- Base Salary
 1. Two year contract
 2. 1st year \$31,850 @ 3.75 attainment level
 3. 2nd year \$32,000 @ 3.75 attainment level
- This salary schedule is considered to be a 17-step salary schedule.
- A maximum of 16 years' experience will be granted incoming teachers.
- New teachers to the district with 0-2 years experience will be frozen at step 3 until they have reached 3 years of teaching experience. This provision does not include advancement for credits earned to move horizontally on the salary schedule.

Appendix B. Insurance Schedule

In addition to the salary, the district will pay up to \$6,800.00 toward medical insurance only, for each full-time teacher as defined by Article XII, section F, 1, for the 2024-25 school year. The district will pay up to \$7,000.00 toward medical insurance only, for each full-time teacher as defined by Article XII, section F, 1, for the 2025-26 school year. In addition to the salary and money given toward health insurance, the district will provide dental and vision coverage. This benefit will be paid in full by the employer.

Appendix C. Extra Curricular

All MHSA extracurricular stipends will be paid according to the co-op agreement.

Appendix D. Negotiation Process

1. Starting day and time: to be agreed upon by both parties.
2. Date and agenda will be set for the next meeting before adjournment.
3. Length of each meeting: Three (3) hours may be extended by mutual consent.
4. Place of meeting-Richey High School Library
5. Secretary: salary to be agreed upon with the cost to be shared equally, record and reproduce minutes, send copies to teachers, board and administrator, move to a neutral territory during caucus.
6. Caucus: either side may caucus at any time, limited to 15 minutes (no limit to the number per session), caucus time is included in the 3 hour session time, the team calling the caucus to the caucus room (the business room), closed caucus.
7. Floor privileges for onlookers: there will be no floor privileges for other than those on either negotiating team.
8. Access to information: both negotiation teams shall have access to information necessary for preparation of financially sound proposals and counter proposals.
9. Use of equipment and materials: RTO will have use of school equipment at no cost and will pay the school's cost for materials used.
10. Impasse procedure: specified in State School Laws 39-31-307, 308 and 309
11. Duties of the Superintendent: consult for the board, information officer, can call school board caucus, caucus with the board, will have floor privileges.

EXTRA CURRICULAR SALARY SCHEDULE

Everything above the line is considered athletic or coaching.

<u>Year Experience</u>	1	2	3	4	5
<u>Position</u>					
Head Basketball and Volleyball	9.5%	10.0%	10.5%	11.0%	11.5%
Assistant Basketball	6.0%	6.5%	7.0%	7.5%	8.0%
Head Football	9.0%	9.5%	10.0%	10.5%	11.0%
Head Track and Golf..	7.0%	7.5%	8.0%	8.5%	9.0%
Assistant Football, Track, and Volleyball	4.0%	4.5%	5.0%	5.5%	6.0%
Athletic Director	6.5%	7.0%	7.5%	8.0%	8.5%
Pep Band	3.0%	3.5%	4.0%	4.5%	5.0%

Play/Musical	3.0%
Annual and St. Council	4.0%
Richonian	2.5%
Class Advisor	4.0%
Pep Club	3.5%
HS Cheerleader & Drill Team Advisor	
1 fall sport	3.0%
1 winter sport	3.0%
Jr. High Cheerleader Advisor	
1 fall sport	1.75%
1 winter sport	1.75%

Head coaches may bring up to two years experience (3rd column) as head coaches into the system. This applies to music in that directors may bring up to 2 years experience (3rd column) as pep band director.

Head coaches who change sports may carry one-year experience for every four years of head coaching to a new sport head coach position in our system.

Assistant coaches who become head coaches in the same sport may carry one-year experience for every two years they have had in that sport in our system.

Any position may be pro-rated at the board’s discretion if hours for that position are changed for any reason.

The Junior High/Elementary coach is an assistant coach on the salary schedule. If two or more people wish to share the position then the salary will be divided or prorated according to the portion of the total time each coach is contributing to the position.