

Personal Growth Plan

Name

Date

Priority # _____	Performance area/criterion on which growth is sought:
Growth Objective:	

Action Steps	Target Date(s)	Accomplishment Evidenced by: (Data)

Principal Comments:	Teacher Comments:

Signature

Signature

Date

Date

Plan of Improvement

Teacher _____ Date _____

Evaluator _____ Plan of Improvement Period _____

Priority #	Performance area/criterion for improvement:
	Improvement Objective:

Action Steps	Target Date(s)	Accomplishment Evidenced by: (Data)

Teacher Signature _____ Date _____

Evaluator Signature _____ Date _____

2014-2015 SCHOOL CALENDAR
Labette County USD 506

July 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	8	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

- 18 First Day FB, VB, X-Country Practice
- 19 Staff Development (1.0)
- 20 Work Day (1.0)
- 21 Half Day of School for K-9
- 21 Work Day (.5)
- 22 Full Day of School for K-12

January 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

- 1 LABOR DAY - NO SCHOOL

OCTOBER

- 6 Staff Development - NO SCHOOL (1.0)
- 30 End of 1st Quarter (48.5 days)
- 31 Staff Development (.5) Work Day (.5)- No School

NOVEMBER

- 3/4 Parent Teacher Conference
- 6 Parent Teacher Conference
- 26-28 THANKSGIVING VACATION - NO SCHOOL

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

- 19 End of 2nd Quarter (32 days)/1st sem (80.5 days)
- 22 No School (In-Lieu of P-T Conferences)
- 23-31 CHRISTMAS VACATION - NO SCHOOL

JANUARY

- 1-4 CHRISTMAS VACATION - NO SCHOOL
- 5 Staff Development (.5) Work Day (.5) - No School
- 6 School Resumes
- 19 Staff Development - NO SCHOOL (1.0)

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	{9}	{10}	11	{12}	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

- 16 Staff Development- NO SCHOOL (1.0)

MARCH

- 5 End 3rd Quarter (41 days)
- 6 Staff Development (.5) Work Day (.5)- No School
- 9/10 Parent Teacher Conference
- 12 Parent Teacher Conference
- 16-20 SPRING BREAK - NO SCHOOL

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November

S	M	T	W	T	F	S
						1
2	{3}	{4}	5	{6}	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL

- 3 No School (In-Lieu of P-T Conferences)
- 6 No School

MAY

- 15 Half Day of School (.5)
- 15 End 4th Quarter (42.5 days)/2nd sem (83.5 days)
- 18 Staff Work Day (1)

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Students	Teachers	
164.0	164.0	Students in Class
2.0	2.0	Parent/Teacher Conferences
2.75	5.5	Staff Development Days
0	4.0	Work Days
168.8	175.5	TOTALS

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

KEY

Staff Development Day (Bold)

Holiday/Vacation/No School (Shared)

Begin and end school (border)

Work Day (Underlined)

No School (Single Cross)

[Parent Teacher Conferences]

~~X~~ No School In-Lieu of P-T Conf.

O End of Quarter/Semester

BAGG, SA: AN

FROM: SA: AN

TO: SA: AN

DATE: 11/11/88

RE: SA: AN

SA: AN

LEAVE Avail Used Left Avail-days at beginning of contract
 Used=total days used since beginning of current contract
 Left=days still available to be used

- PERSO * Personal days these would be for certified staff:
- SICK Sick days
- PROFE Professional days these would be for certified staff
- VACAT * Vacation days these would be for support staff
- SEMFO * Singing, Singing or Providing Music at Funerals (page 2 negotiated agreement)
- SCH R * School related workshops, inservice, field trips, etc. for certified staff
- POOL * Sick leave pool (page 13 negotiated agreement certified staff)

-CURR. DED.

- FWR -- Federal tax withholding
- SWE -- State tax withholding
- SSD -- Social security employee contribution
- SEE -- Social Security employee contribution to Medicare
- KES KERS employee contribution
- KFP KERS employee contribution (buy backs)
- KFS KERS employee contribution (buy backs)
- SEL Extra units of life insurance that do not qualify for the Cafeteria 125 plan
- SSP -- Salary protection Security Benefit (not in the Cafe 125 plan)
- AMF -- Salary protection American Fidelity (not in the Cafe 125 plan)
- PHD -- Preferred Health health insurance not in the Cafe 125 plan
- KNE -- K NSA membership
- KOL -- KERS optional group life (not in the Cafe 125 plan)
- MIS -- Miscellaneous deduction child support, garnishments, etc
- IRA -- IRC Roth IRA (not tax exempt)
- *All TSA & tax sheltered Annuities, as follows
- PLO -- Pioneer annuity
- FRA -- Franklin Life annuity
- PRC -- Prudential Annuity
- UNI -- Union Central Annuity
- MET -- Metropolitan Annuity
- JAC -- Jackson National Annuity
- MBA -- Mutual Benefit Annuity
- VAL -- Valic Annuity
- SEC -- Security Benefit Annuity
- IDS -- I.D.S Financial Services Inc. Annuity
- NLI -- Northern Life Ins Co Annuity
- ACT -- American Capital Trust Co. Annuity
- EQS -- Equitable Annuity
- NEM -- New England Mutual Life Ins. Annuity
- PUE -- Putnam Annuity
- PRD -- Prudential Investments Annuity

-CURR. CON.

- SSD * Social security contribution district share
- SEM -- Health insurance benefit paid by the district
- PHR -- Preferred Health Insurance premiums (Cafe 125)
- SBR -- Security Benefit Insurance-life insurance, dental, vision etc (Cafe 125)
- PRE -- Preferred Health Insurance premiums escrow-for 10 month employees (Cafe 125)
- SRE -- Security Benefit Insurance escrow life, dental, vision for 10 month employees (Cafe 125)
- SMR -- Medical reimbursement (Cafe 125)
- SDR -- Prepaid dependent care (Cafe 125)
- AHR -- American Heritage Insurance cancer, heart & stroke (Cafe 125)
- AHS -- American Heritage escrow-for 10 month employees (Cafe 125)

The above figures are for the current year. For figures for federal, state, tax sheltered annuities, social security, and Medicare, KERS insurance, reductions, taxable fringe and gross salary figures for the year.

Accepted offer from USD 506 Board of Education – August 15, 2012:

Items accepted & proposed by the board-

1. Coverage of Health Insurance plan & excess dollars beyond basic cost up to the amount of \$490.37 can be used to purchase health package add-ons.
2. Supplemental items –
 - Driver's Education instructors will be paid on a per student bases at the rate of \$150.00 per student.
 - Elementary music/band instructors will earn a supplemental salary at the rate 1.5%
3. Salaries:
 - New 25 year salary schedule--
(*The bottom step on the Column 3 & Column 7 will each have 0.5% per year accumulating increase.*)
 - Credit for the 2009-10 & 2010-11 years of experience c.) Credit for all column movements earned by August 2012.
 - 52% of any budget republications monies (explain how this works) e.) Consideration for additional steps to the 25-year salary schedule

Accepted offer from USD 506 Board of Education - June 28, 2013:

Items accepted & proposed by the board-

1. Salaries:
 - a. Credit for the 2011-2012 & 2012-2013 years of experience
 - b. Credit for all column movement earned by August 2013
 - c. Credit for 2013-2014 school year will be forgiven
2. Change Article XIII, health insurance benefit, to read as follows:

The Board shall pay, in addition to salary, a fringe benefit for teachers. The Board agrees to pay the cost of the lowest tier single plan of the district provided health insurance to be applied towards a district health insurance plan. Said benefit will not exceed \$490.37 per month. (2013 - 2014 contract year amount will be \$466.47)

Accepted offer from USD 506 Board of Education – August 11, 2014:

Items accepted & proposed by the board-

1. Salaries:
 - a. Increase base by \$100.00
 - b. Increase Column 7 from .5% or 0.005 to 1% or 0.01
 - c. Fund Column step and movement

2. Change Article XXXI, Tuition Pool, to read as follows:
 - a. The Board provides \$10,000 per fiscal year for the tuition pool. There shall be no carryover of unused funds from one fiscal year to the next.
 - b. The tuition pool shall be limited to graduate classes related to a teacher's content area. All courses must be approved by the superintendent prior to the start of the class for which reimbursement is being requested. Tuition reimbursement form is found in the negotiated agreement.
 - c. The district shall pay up to 3 hours of the tuition and fees, excluding books and materials, upon proof of the successful completion of the course. The year runs from Summer 2014 to Spring 2015.
 - d. Final transcripts along with receipts for tuition and fees shall be presented to the district office within 30 days of the completion of the course.
 - e. In the event the total amount of the pool is exhausted, the fees shall be paid in the order the requests were submitted for reimbursement.
 - f. The superintendent may identify the need for a current staff member to voluntarily add an additional teaching endorsement to their current Kansas teaching license. Should said staff member voluntarily choose to add the requested endorsement, the Board of Education reserves the right to negotiate terms and conditions with said staff member for the payment of any or all related expenses specific to the acquisition of said endorsement.

3. Add Article XXXIV, Fair Dismissal Language, to read as follows:

Fair Dismissal of Teachers The Board and Association agree to the mutual benefit of a Fair Dismissal procedure for experienced teachers. This provision balances the relative security earned through an extended and successful probationary period with employer expectations of continued quality professional performance.

- a. If a teacher is terminated, he/she shall be afforded the rights to this procedure to appeal that decision.
- b. For the first five years of professional employment with the district, teachers are considered probationary and may be non-renewed prior to the statutory deadline for any reason except as protected by Constitutional or other nondiscrimination protections.
- c. Starting in Year six of teaching with the district, teachers shall have earned non-probationary status. At its discretion, the Board may formally grant non-probationary status to any teacher earlier.

- d. Non-probationary teachers may be non-renewed for just cause, including ineffective performance, provided the procedural process is closely observed. While timelines are expected to be followed, extenuating circumstances may be considered for minor procedural errors. If the proposed nonrenewal is to be based on ineffective performance, the district evaluation procedure shall be followed. The non-probationary teacher will be informed his/her performance is substandard and the full evaluation process will be utilized, including a measurable plan of improvement. The plan of improvement shall be collaboratively developed but the final decision on the plan rests with the principal.
- e. If the nonrenewal is based on other reasons, including disciplinary factors or reduction in force, those separate procedures as outlined in the Agreement shall be followed prior to the termination or nonrenewal.
- f. If the non-probationary teacher is non-renewed, he/she shall be notified in writing prior to the statutory continuing contract date. The notification shall include the reasons for the nonrenewal. The non-renewed teacher will have fourteen calendar days from the postmark/witnessed hand-delivery of the letter to file a written request with the Board clerk for a hearing.
- g. Within seven calendar days, the parties shall meet and select a mutually agreeable party to be the hearing officer. If that is not possible, the hearing officer shall be selected by alternately striking names from the KSDE list of hearing officers .
- h. During the hearing, the entire basis for the non-renewal shall be proffered by the district and the teacher may present his/her response. If, in the opinion of the hearing officer, more time and/or information are needed for an appropriate decision, it shall be allowed. Otherwise, the hearing shall be closed at the end of the presentations. The decision by the hearing officer shall solely determine whether to sustain or reverse the nonrenewal and shall be rendered in writing to both parties within seven calendar days.
- i. It is the intention of the parties that the decision is rendered prior to August 1 and all reasonable efforts should be made to accomplish that goal.
- j. If the teacher prevails, he/she is reinstated in full. If the Board prevails, the nonrenewal is final. The decision is binding on both parties provided that either party may appeal a decision it believes arbitrary or capricious.
- k. The teacher shall pay for his/her expenses, including any witnesses and/or representation. The district shall pay for its expenses, including any witnesses and/or representation. All other expenses of the hearing shall be paid for by the teacher.

SUNSET PROVISION - This provision shall be in effect for the 2014-15 school year and will not be included in subsequent agreements.

**Tuition
Reimbursement
Application**

Name: _____

Date Submitted: _____

Current Assignment: _____

Did a USD 506 Administrator request that you take this course? YES _____ NO _____
If yes, who?

Licensure:

Endorsements:

Course Information:

Graduate Level Course: YES _____ NO _____

Course Hours: _____

Cost Per Hour: _____

Course Title: _____

University: _____

Date of Coursework: _____

What makes this course relevant to your current teaching assignment?

Superintendent's Decision:

Approved: YES _____ NO _____

Date Received: _____

Comments:

RE-VISED Payroll CODES as of 11-14-14

Income

Base Salary

OP Other Pay

OP*Taxed Frg - Taxable portion of Life insurance coverage in excess of 50,000.00

Deductions - Total of Current Deductions these are normally after tax deductions

Reductions - Total of before Tax deductions

D/H Days/Hours

O-T Overtime

Leave

Personal Personal Days

Sick Sick Days

Profess Professional Days

Vacation Vacation Days

SemfunRL Funerals

Sch Rltd School related (Workshops, inservice field trips)

Pool Sick Leave Pool

Deduction/Reductions

ALP	NAME
AHE	AMERICAN HERITAGE RED-ESCROW
AHR	AMERICAN HERITAGE REDUCTION
AMF	AMERICAN FIDELITY DEDUCTION
ARE	VISION GOLD OPTION-ESCROW
BCB	BLUE CROSS BLUE SHIELD
BCE	BLUE CROSS BLUE SHIELD-ESCROW
BEN	DISTRICT PD HEALTHINS
CLB	COLONIAL LIFE BENEFIT
CLI	COLONIAL LIFE INSURANCE
DCE	DEPENDENT CARE-ESCROW
DEN	DENTAL INSURANCE
DEN	DENTAL INSURANCE - ESCROW
DIB	DISABILITY BENEFIT-TEACHERS
FDC	FLEX DEBIT CARD FEE
GAR	GARNISHMENT DEDUCTION
IRA	ITC-ROTH IRA DEDUCTION
KAN	KANAAE
KNE	K-NEA DEDUCTION
KOI	KPERS OPTIONAL GROUP LIFE INS
KOL	KPERS OPTIONAL LIFE INS ESCROW
KP2	KPERS TIER 11 7/1/09 6%

KPC	KANSAS PAYMENT CENTER
KPE	KPERS TIER I DEDUCTION
KPR	KPERS 8% DEDUCTION
KPR	KPERS RETIRED EMPLOYER CONTRIB
KPS	KPERS TRIPLE DEDUCTION
LIB	LIFE INSURANCE BENEFIT
LSE	LEGAL SHIELD-ESCROW
LSH	LEGAL SHIELD
MCC	district matching Medicare
MRE	MEDICAL REIMB-ESCROW
RKP	KPERS EMPLOYER CONTRIB
RMB	USD 506 REIMBURSEMENTS
RSD	RELIANCE STANDARD DISABILITY
RSD	RELIANCE STANDARD DISAB-ESCROW
RSL	RELIANCE STANDARD LIFE
RSL	RELIANCE STANDARD LIFE-ESCROW
RTH	AMERICAN FUNDS
SDR	DEPENDENT INS-SBL INS. REDUCT.
SEC	SECURITY BENEFIT ANNUITY
SFR	SECURITY FINANCIAL ROTH
SMR	MEDICAL REIMB.-SBL INS. REDUCT
SSC	District Matching Social Security
SSD	FICA DEDUCTION (OASDI)
SSE	FICA DEDUCTION medicare
UST	UNITED STATES TREASURY LEVY
VBB	VISION BASIC BENEFIT
VBE	VISION BASIC OPTION-ESCROW
VBO	VISION BASIC OPTION
VGB	VISION GOLD BENEFIT
VGO	VISION GOLD OPTION

YTD Column

Year-To-Date amounts

	Gross Salary
	Federal subject to
	State subject to
	Kpers Subject to
	Federal withholding
	State withholding
	Kpers withholding
MIS	Miscellaneous deduction total of before tax deductions
RED	Total of all After tax deductions
TSA	403B, Tax shelter Annunties, etc)