

Policies Relating to Certified Employees-Teachers

Qualifications

Persons not making satisfactory progress toward obtaining appropriate certification will be placed on long-term substitute pay and may have their teaching contract voided.

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Duties and Responsibilities

Each teacher is directly responsible to the building principal and will promptly, accurately, and consistently carry out that principal's instructions. Each teacher will become familiar with the Policies of the Board of Education, Administrative Directives and the administrative procedures listed in each building's site-level handbook.

Failure to comply may be cause for dismissal.

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Curriculum of a Sensitive Nature

Special material of a sensitive nature (such as life education, political philosophies, etc.) shall not be presented to the students without the knowledge and consent of the building principal.

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Professional Growth by Periodic Study

All staff members are encouraged to avail themselves of opportunities to enrich and improve their knowledge and teaching abilities through periodic study of education related topics.

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Professional Development Committee

The district will establish a Professional Development Committee (PDC) which will align staff development with the current Comprehensive School Improvement Plan (CSIP) and based on available student achievement data and the results of needs assessment at the school and district level..

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Orientation

There shall be an orientation of all personnel at the beginning of the school year. Teachers new to the district are to have five (5) additional days prior to the beginning of their contract. The additional days will be scheduled immediately preceding the reporting date for other returning teachers.

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Compensation--Salary Derivation

There shall be no differential in salary because of sex, marital status, dependents, race, color, religion, national origin, age, or handicap.

Teachers working in their professional capacity outside the regular school hours at the request of the Board of Education shall be paid the scheduled rate as listed with the salary derivation.

Teachers' Salary Derivation Chart Description

To be placed on Column I:

A teacher must have a BA or BS degree and be certified in the field in which the teacher is teaching.

To be placed on Column II:

A teacher must have 16 to 23 approved hours of graduate work* above BA or BS degree.

- * "Approved hours of graduate work" used for placement on any column on the Salary Derivation Chart are defined by and limited to graduate hours which are:
- (a) identified by the university/college as education hours; or
 - (b) in a subject matter area in which the teacher is certified; or
 - (c) identified as part of a university/ college-approved degree program in the field of education or in a subject matter area in which the teacher is certified, or
 - (d) identified by the university/college as part of a graduate degree program with an emphasis in education; i.e., at least half the degree hours in said program must be education hours.

To be placed on Column III:

A teacher must have 24 or more approved hours of graduate work above BA or BS degree. This work must be in the field of education or in a subject matter area in which the teacher has a teaching certificate.

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Compensation--Salary Derivation

To be placed on Column IV:

A teacher must have a conferred masters degree in the field of education (or a masters degree with an emphasis on education; i.e., at least half the degree hours in said degree must be education hours) or in a subject matter area in which the teacher has a teaching certificate.

To be placed on Column V:

A teacher must meet the requirements for placement on Column IV and also have 16 to 31 approved hours in the field of education or a subject matter area in which the teacher has a teaching certificate. To qualify, these hours must be above the masters level and must be taken after the masters degree was conferred.

To be placed on Column VI:

A teacher must have an education specialist degree or 31 approved hours above the masters in the field of education or a subject matter area in which the teacher has a teaching certificate. To qualify, these hours must be above the masters level and must be taken after the masters degree was conferred.

To be placed on Column VII:

A teacher must have a Doctorate in the field of education.

In advancing to an additional column as a result of a salary review, the teacher's location on the salary chart (referred to above) will be used as a reference point in determining a new salary. Vertical advancement on the salary chart shall be limited to one increment per school year from the reference point location.

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Compensation--Salary Derivation

The director of human resources is authorized to allow credit for years of experience for certificated personnel recommended for employment and shall place them on the salary derivation chart in accordance with the standard established by the Board of Education. This prior service credit is granted on a year-for-year basis providing the employment was in a comparable school system. The director of human resources may make recommendations to the superintendent of schools to allow additional job experience credit.

The superintendent may allow credit for employment experience in other than a comparable school district.

A teacher must be employed at least one semester to be eligible for advancement on the salary derivation chart.

A teacher contracted for a half-time schedule or less may advance levels on the salary derivation chart at one-half the rate of a full-time contract teacher.

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Salary Review

When degrees are completed or when a sufficient number of hours have been completed, a salary increase may be requested. This request:

1. Should be submitted in writing to the director of human resources.
2. Must be accompanied by transcripts of the coursework/degree within a reasonable period of time.

Salary reviews will not be granted until both the letter of request and transcripts are received in the Human Resources Department. In order for coursework to be included for consideration, it must be graduate coursework with a grade of "C" or better for graded coursework or a "pass" in pass/fail coursework. Salary reviews for the current school year will be accepted through September 15.

Policies Relating to Certified Employees-Teachers

Professional Dues or Fees and Payroll Deductions

Any teacher who is a member of a professional teacher association, or who has applied for membership, may sign and deliver to the business office an assignment authorizing deduction of professional dues in the association which sum shall be in the amount established by the association.

Staff Communication

All form letters and bulletins from a teacher to the home, or to other teachers, shall be with the knowledge and consent of the building principal.

Professional organization communications may be distributed to the membership within the school building provided the building principal receives a copy prior to distribution.

Policies Relating to Certified Employees-Teachers

Transfers and Changes of Assignment

Involuntary Transfer After Teaching Positions Have Been Assigned

1. Any change in a teacher's assignment may be made by the superintendent due to an emergency situation.

2. The guidelines for selecting the involuntarily transferred person noted under #1 above will be used as an aid to determine the priority listing to be given to the superintendent. If there are specialized academic and staffing needs of a school or program which are not directly represented in #1 above, the superintendent may bypass one or more of the lowest scoring persons before making a transfer recommendation to the Board of Education. If someone other than the person identified through procedures is to be transferred, an explanation will be provided to the Board of Education.

Involuntary Transfer Occurring During the Summer Months -

Should this change be necessitated after the last day of the teacher's current contract and before the first day of the teacher's contract for the following year, the involved teachers shall be allowed to terminate their contracts within fifteen days after notification by certified mail without imposition of the financial penalties authorized in Policy 3212, Page 2 for Guidelines to Be Used in Identifying Teachers to Be Involuntarily Transferred.

Policies Relating to Certified Employees-Teachers

Transfers and Changes of Assignment

Guidelines to Be Used in Identifying Teachers to Be Involuntarily Transferred -

New teachers assigned to a particular building will be considered first for transfer. Non-tenured teachers will be transferred based on (seniority) years in district.

Voluntary Within a Building

Any request for a change in assignment within the building shall be made by the teacher to the building principal not later than July 1. A change in assignment within the building shall be left to the discretion of the building principal unless there is a salary differential.

Voluntary Between Buildings

Any request for a change in assignment between buildings shall be made by the teacher to the Director of Human Resources with a copy to the principal of the building with the vacancy not later than July 1. The Superintendent must approve any transfer. After approval by the Superintendent, the principal of the initial school must consent in writing to the transfer.

Policies Relating to Certified Employees-Teachers

Transfers and Changes of Assignment

Policies Relating to All Voluntary Transfers

1. Any teacher may apply to the Human Resources department for any vacant position for which the teacher is qualified and certificated after January 1st of the current contract year and before July 1st of the following contract year. No teacher may apply for transfer who is on a Professional Improvement Plan until the plan has been successfully completed. If two or more teachers currently employed by Hickman Mills C-1 School District apply for the same vacant position, all other considerations being equal, the teacher with the most continuous years of service in the district shall receive preferential consideration. Transfers during the contract year are discouraged and will be considered only in extraordinary circumstances. Certificated staff must complete their contracts unless specifically exempted by the superintendent because of the priority of the vacant position.
2. When vacancies occur, all applicants currently employed by the district who are qualified and certificated for the position shall be interviewed under the guidelines of #1.
3. If two or more applicants, one of whom is a present employee, and another, who is not an employee, have equal qualifications, preferential consideration will be given to the presently-employed applicant under the guidelines of #1.

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Extra Duty Assignments

Professional staff members will be expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services that make minor demands on the teacher's time shall be part of each teacher's basic assignment. Teachers shall take turns selling tickets to extracurricular events, and shall supervise students at those activities, when assigned by the principal. Schedules of supervision, sponsorships and activities will be assembled by the building principals. Administrators will strive to equalize those duties among teachers.

Extra duty assignments shall be compensated in accordance with an extra-duty allowance salary schedule established annually by the Board. Extra duties shall be defined as those duties and responsibilities in conjunction with but not a part of the regular teaching assignment, but considered as a part of the teaching act. These duties are not considered subject to the provisions of the Teacher Tenure Act. Faculty members to be appointed to extra-duty positions will be recommended by the superintendent and approved by the Board. Appointees will be issued a contract for the terms of their extra-duty employment stating the particular assignment, its duration and the compensation to be paid. Professional staff members will be paid stipends that are commensurate with the demands of their specific extra-duty assignments. Most stipends will be paid on an annual or seasonal basis, although certain assignments not related to the teaching act, performed at irregular or infrequent intervals, may be paid at an hourly rate.

Full-time, certified employees of the school district will be considered first for extra-duty positions

Non-Certified/Emergency coaches must also be approved by the Missouri State High School Athletic Association (MSHSAA) prior to assignment as a coach.

Policies Relating to Certified Employees-Teachers

Reduction in Staff

The Board of Education may place certificated staff members on an involuntary leave of absence as may be necessary because of a decrease in pupil enrollment, school district reorganization, the financial condition of the district or any other reason allowed under the Missouri Teacher Tenure Law.

The reduction of staff under this policy shall be carried out in accordance with the Missouri Teacher Tenure Law.

Policies Relating to Certified Employees-Teachers

Evaluation Policies on Teachers

The Board will require a program of comprehensive, performance-based evaluations for each professional staff member it employs. The evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

Probationary teachers are expected to perform at the expectation level on all criteria on the district's performance-based evaluation instrument. Failure to maintain this level of performance is a ground for non-renewal.

The procedures and instruments for professional staff evaluation will be developed by the administration, in consultation with the district's professional staff, and will be approved by the Board. One copy of the completed evaluation form shall be given to the staff member concerned, one copy filed in the employee's personnel file at the office of the Board of Education and one copy retained by the appropriate administrator/evaluator.

Policies Relating to Certified Employees-Teachers

Records Required

In addition to records required for all employees, teachers are also required to submit:

A complete transcript of college credits; and,

An active teaching certificate issued and/or approved by the State Department of Elementary and Secondary Education.

Policies Relating to Certified Employees-Teachers

Professional and Departmental Meetings

Professional and Departmental Meetings

An individual teacher should not be out of his/her classroom more than 20 school days during the school year.

Meetings in the District

All staff members must attend district meetings when schools are dismissed for such purpose and the individual is on a work schedule that defines that they are on duty that day. A staff member can be excused only by the associate superintendent supervising the program to which the person is assigned. An unexcused absence shall result in the loss of a day's pay.

Professional Meeting Travel Requests

Leave for professional meetings must be submitted on a Professional Meeting Travel Request. If a teacher is requesting to utilize funds allocated to the building by the PDC, the request must be submitted to and authorized by the building principal and the building PDC representative.

When funds are requested from district funds managed by an associate superintendent, the Professional Meeting Travel Request must be first submitted to the building principal and then to the appropriate associate superintendent.

Persons requesting funds must submit the appropriate forms for approval fourteen (14) days in advance. Instructions for submitting Professional Meeting Travel Requests must be followed in order for travel to be approved.

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Professional and Departmental Meetings

MSIP Participation/State Department Meetings and Requests

When the Missouri Department of Elementary and Secondary Education requests that a staff member participate on a school and/or district evaluation team, the staff member may request permission to participate from the Director of Human Resources. No deduction shall be made from salary or leave time. The days that an individual staff member may be absent under this provision shall not exceed ten (10) for both MSIP and teacher association meetings.

Teacher Association Meetings

Staff members may request permission to attend nonacademic, educational professional meetings at other than school district expense. The district will be reimbursed for the cost of a substitute for the days absent. Permission to be absent must be requested and approved in advance by the principal and the Director of Human Resources by filing a Professional Meeting Attendance form. No deductions shall be made from salary or leave time. The number of days that an individual staff member may be absent under this paragraph shall not exceed ten (10). The combined number of days that an individual staff member may be absent for association business and MSIP participation shall not exceed ten (10).

The presidents of recognized professional associations may, with 24 hours advance notice and with the approval of his/her immediate supervisor, apply to the Director of Human Resources for release time to participate in activities in which the presence of the person is considered beneficial to the school district or to the organization. The professional association will reimburse the district for any cost to the district as a result of the absence of the president. The presidents of recognized professional organizations are limited to no more than ten (10) full time equivalent days of release under this policy section. These days are not applied against the limitation of days for association and professional leave.

Policies Relating to Certified Employees-Teachers

Professional and Departmental Meetings

Legislative Meetings

Teachers with legislative experience may be excused to do legislative work beneficial to the district at the discretion of the Director of Human Resources. No deduction shall be made from salary or leave time. Substitutes will be paid by the district.

Recognized professional organizations may request leave for an individual member to perform legislative responsibilities. The designated staff member must make a request to his/her immediate supervisor and Director of Human Resources no less than 48 hours in advance of taking such leave. The association will reimburse the district for loss of services at the prevailing substitute cost for each staff member who is replaced by a substitute.

Leave Limits

No individual staff member shall be absent for more than ten (10) days in any one school year for any and all professional leaves for which a professional meeting attendance form is submitted. Each building will be limited to ten (10) days of leave paid through the district funds for Professional Travel. During the last two weeks of school, no professional meeting attendance requests will be approved.

Administration

During any one school year, one-third of the administrative staff may attend national conventions. Two thirds may attend state conventions, with rotation of attendance administered by the respective associate superintendent supervising those administrators.

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Length of Term

The school term shall be established annually in the official school calendar.

Upon the recommendation of the superintendent, schools may be dismissed for inservice training of teachers at planned meetings or workshops as approved by the Board of Education.

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Teachers' Hours

Teachers hired for full-time employment will have a work day which spans 7.5 hours each day or 7.5 hours times the number of days in the week (37.5 hours in a five-day week). This is inclusive of time spent in staff development.

Professional Staff Time Schedules

The building principal will be responsible for the establishment of the working day for teachers within the building. The standard teaching day is defined as that period of time a teacher is required to be in an educational and supervisory activity as a participant in the standard teaching assignment.

A teacher shall not leave the school premises during school hours unless proper arrangements have been made and consent of the principal or designee has been obtained.

Policies Relating to Certified Employees-Teachers

Leaves of Absence

Educational Leave With 1/3 Pay

Educational leave may be granted by the Board of Education to any certified employee of this school district with these stipulations:

1. Must have been in this system at least six years.
2. Must be at a point on advanced study that all the requirements for the doctors degree, with the exception of the thesis, may be completed in an academic year and evidence of that fact furnished to the superintendent of schools. Post masters work, to be counted, must be a program that is approved by Human Resources before the courses are taken.
3. Granting of educational leave shall be determined by the needs of the district. Granting of said educational leave shall be limited to one year per program.
4. Recipients shall receive one-third of their current salary, excluding special duty pay, while on educational leave for one year.
5. That recipients agree to remain in this district for two academic years after returning from educational leave.
6. That a recipient sign a promissory note for moneys received for repayment to the district in case the contract is dissolved by mutual consent before the expiration of two academic years with interest at 8% per year until the full amount has been repaid. Staying two academic years in the district would cancel the note.
7. That requests for educational leave be received before June 1 of the year prior to the academic year for which leave is requested.
8. No leave shall be accumulated nor deducted during Educational leave.

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Leaves of Absence

9. Human Resources must be informed in writing, by March 1 of the academic year of leave, of the date of return to duty.

Unpaid Educational Leave of Absence

A one-year leave of absence may be granted by the Board of Education to any teacher, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to the teacher's professional responsibilities. Other one-year leaves of absence resulting in professional improvement but not requiring attendance at a college or university, may be applied for and approved on an individual basis. Requests for leave must be received before June 1 of the year prior to the academic year for which leave is requested. The one-year leave of absence may be granted to any certified employee of the district with these stipulations:

1. Must have been in this system at least six years.
2. Graduate work to be counted must be a program that is approved by Human Resources before the courses are taken.
3. That a limitation be established of 1% of certified employees as recipients of unpaid leave in any one academic year. If demands exceed 1%, priority shall be given on years of service and/or needs of the district.
4. No leave shall be accumulated nor deducted during unpaid leave of absence.
5. No fringe benefits shall be available to recipient of leave.
6. Upon return, recipient of unpaid leave shall be placed on salary derivation chart at the point where recipient would have been during leave year.
7. Recipient shall retain accumulated paid leave benefits accumulated before unpaid leave became effective.

Policies Relating to Certified Employees-Teachers

Professional Association Leaves of Absence

An unpaid leave of absence of one year may be granted for the purpose of service as an officer in the Missouri National Education Association, National Education Association, Missouri State Teachers Association, American Federation of Teachers, Missouri Federation of Teachers, Missouri Association of Elementary School Principals, National Association of Elementary School Principals, Missouri Association of Secondary School Principals, or the National Association of Secondary School Principals. To be considered for this leave, the following criteria must be followed:

1. An applicant must have taught no less than six years in the district.
2. An applicant must apply through the proper channels to the superintendent of schools. The Board of Education shall make the final decision on granting the leave after hearing the recommendations of the recipient's immediate supervisor and the superintendent of schools.
3. No more than one teacher may be released per year to file for the above mentioned offices.
4. No leave shall be accumulated nor deducted during leave of absence.
5. No fringe benefits shall be available to recipient of leave.
6. Upon return, recipient of unpaid leave shall be placed on the salary derivation chart at the point where recipient would have been during leave year.
7. Recipient shall retain accumulated paid leave benefits accumulated before leave became effective.

Policies Relating to Certified Employees-Teachers

Leaves of Absence

In order to help alleviate the necessity for "riffing," teachers who have attained tenure may be granted a one-year leave of absence for any activity the teacher and the Board of Education believe to be beneficial to both parties. No leave of absence shall be longer than one year. Application for said leave plan shall be made prior to March 15 of the year prior to the school year in which the leave is being requested. The granting of a leave of absence shall not impair the individual's tenure, salary derivation chart placement, or accumulated paid leave, but leave time shall not count as service to the district. After March 15, if a teacher to whom such leave of absence has been granted is placed on unrequested leave due to the necessity of a reduction in force, then said leave shall be canceled for the following year.

Policies Relating to Certified Employees-Teachers

Release from Contract

The Board of Education shall collect a penalty fee, by certified check, in the amount of \$1,500 from any teacher requesting release from contract after June 1 and a penalty fee, by certified check, in the amount of \$3,000 after July 1. No consideration will be given for a request for release until a suitable replacement has been found and contracted. This does not apply to any teacher request for a release from contract requested on or before June 1. This does not apply to physical or mental incapacitation supported by a doctor's certificate. This does not apply in the case of a teacher whose spouse is transferred by the military service, or when a teacher must leave employment due to the transfer of their spouse by his/her employer. For resignations involving the transfer of a spouse by his/her employer, verification from the employer must accompany the letter of resignation. The board may waive the penalty for other good cause.

For a resignation involving a penalty fee, the teacher should state whether the fee is to be paid by certified check or to be withheld from balance of salary. The request for release from contract may not be presented to the Board of Education until arrangements for payment of fee have been made.

Policies Relating to Certified Employees-Teachers

Due Process for Resolving Concerns

The Board of Education will encourage the administration to:

- Discover and practice effective means of resolving differences that may arise among employees and between employees and administrators
- Reduce potential areas of complaints and grievances, and
- Establish and maintain recognized channels of communication between the staff, administration, and Board.

The administration will establish and the Board will approve procedures for the prompt and equitable adjustment of grievances. In this context, a grievance will be defined as:

...a disagreement involving the work situation in which an individual or group of individuals believes that an injustice has been done because of lack of a policy in any area, or because of a policy that is unfair, a deviation from or misapplication or misinterpretation of a policy or contract. A grievance shall **not** include matters involving demotion, suspension, or dismissal of an employee, employee performance reviews, or any subject for which a method of settlement or an appeal procedure is established under appropriate Missouri Statutes or Regulations.

Procedures will provide for the resolution of grievances at the lowest possible administrative level and for ultimate appeal of any unresolved grievance to the Board.

Hearings at all levels will be:

1. Conducted in the presence of the administrator who made the ruling which is the subject of the grievance and in the presence of any other staff member personally involved.
2. Held only after due written notification to all person concerned.
3. Free from interference, coercion, restraint, discrimination, or reprisal
4. Held in private, with only the persons involved and/or their representatives present.
5. Recorded in writing or on tape, with an official record kept for the district.

Policies Relating to Certified Employees-Teachers

Due Process for Resolving Concerns

At all levels, the employee group, or the administrator involved will have the right to be represented by an organization and/or by legal counsel. Either party to the dispute will have the right to call and cross-examine witnesses.

Reasonable time limits, as set forth in the procedures for implementing this policy, will be observed by the person or group presenting the grievance, by the administration and by the Board.

No employee or staff group or organization will suffer a reprisal or reduction in status as a result of having presented a grievance for review or of having represented an employee in a grievance.

None of the documents, communications and records dealing with the processing of a complaint/concern/grievance shall be filed in the personnel files of certified employees.

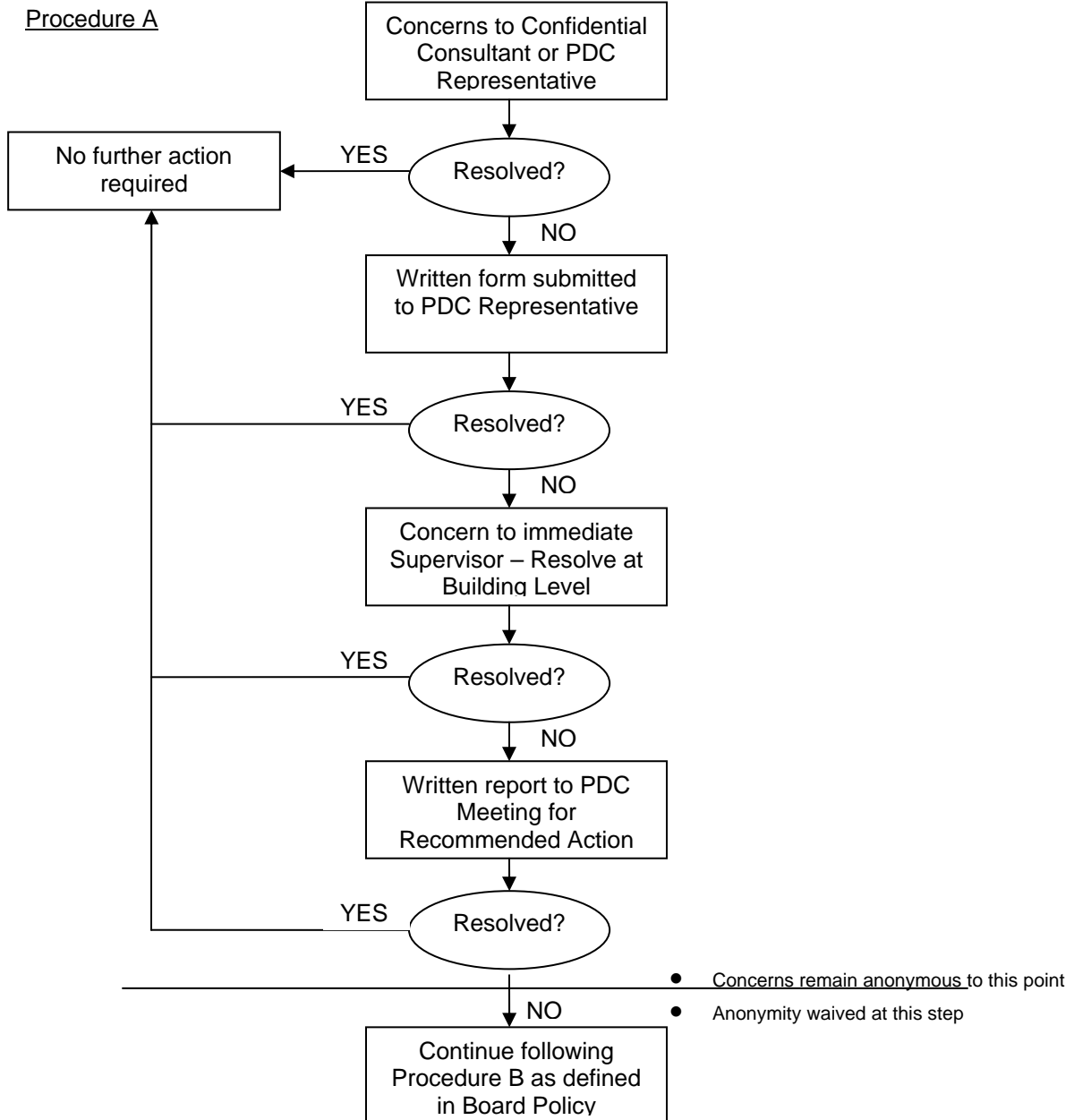
General Procedures

The following procedures are established in order to assist in the fair resolution of certified employee complaints.

1. When a complaint is determined to be instructional in nature, Procedure A will be followed.
2. When a complaint is determined to be administrative in nature, or when an instructional complaint is unable to be resolved, Procedure B will be followed.
3. The inclusion of time limits in the procedure is for the purpose of ensuring prompt action. In circumstances where the complainant does not pursue the next step of the procedure within the time period specified, unless there is a mutually agreed extension of time, the complaint shall be deemed to have been settled and no further action shall be required. If the appropriate administrator fails to give a written reply to a complaint within the required time period, the complaint shall be considered to have been denied and the complainant may submit the complaint in writing to the next level.

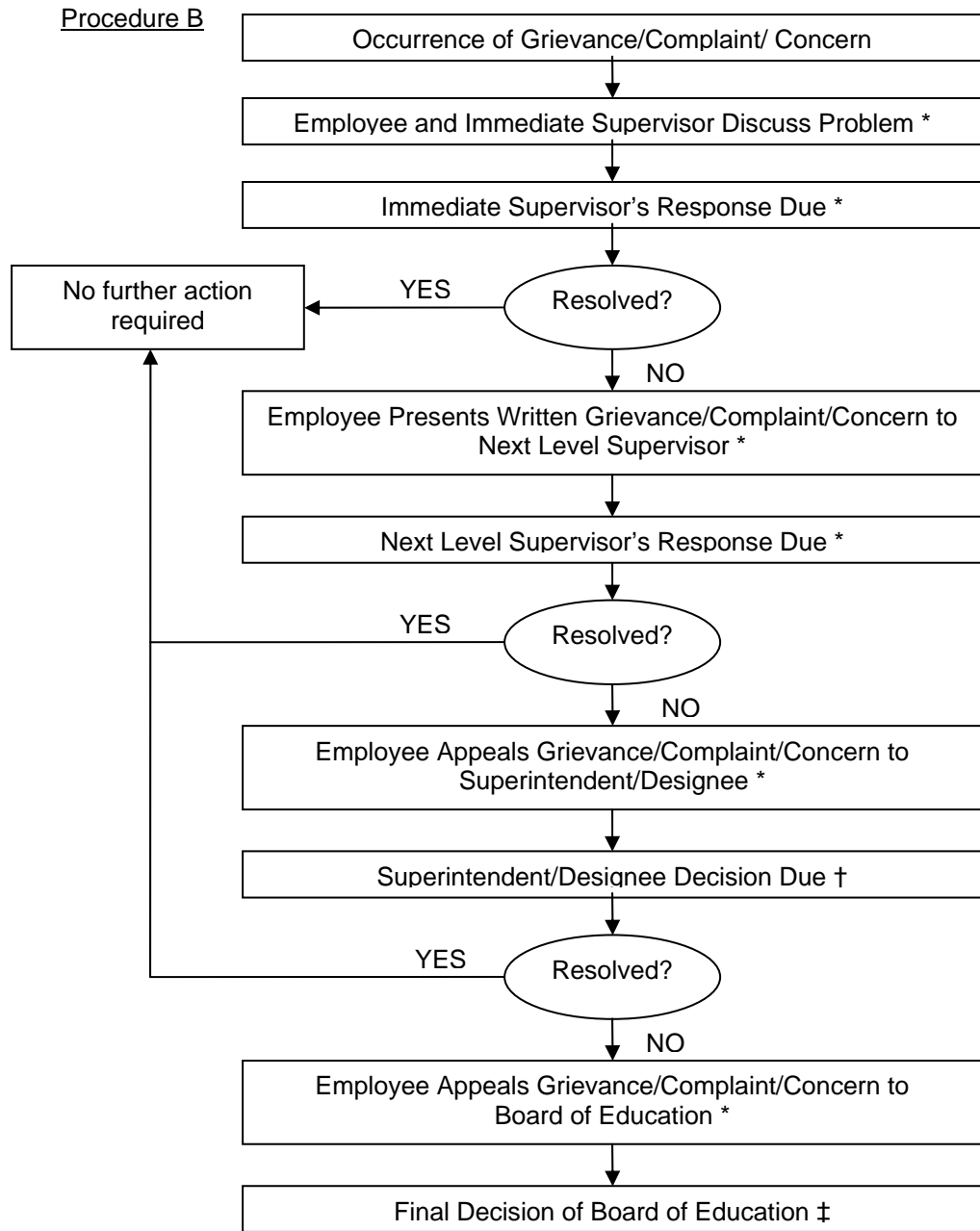
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Due Process for Resolving Concerns



Policies Relating to Certified Employees-Teachers

Due Process for Resolving Concerns



* Within 5 working days
† Within 10 working days
‡ Within 30 days

Policies Relating to Certified Employees-Teachers

Temporary Personnel

Appointment and Assignment

Substitute teachers are appointed annually through the Human Resources department. They are not under contract with the school district. They are assigned through central substitute calling and are paid in accordance with the district's current substitute teacher's rate of pay for the number of days taught.

When the need arises, the principal's recommendation for a long-term substitute teacher assignment is encouraged. Long-term substitute assignments shall be made by Human Resources.

On the eleventh consecutive day in the same assignment, a substitute teacher will be paid a long-term salary rate.

A substitute teacher serving a long-term assignment will be excused for illness or the illness and/or death of immediate family members without having to initiate the ten consecutive days again. The length of any one absence should not exceed two consecutive workdays. Long-term substitute teachers are not eligible for paid leave.

Meet & Confer

Meet & Confer Subcommittee

The Meet & Confer team shall consist of the following members:

- 6 Teacher representatives
- Superintendent of Schools
- 2 Associate superintendents
- 2 Principals (1 Elementary/1 Secondary)

The Meet & Confer team may be assisted by the following advisors:

- Associate Superintendents
- Teacher Association Presidents (if not members of the team)
- MNEA Uni-Serve Director
- AFT Field Representative
- MSTA Field Representative
- General Counsel for the school district

The team may utilize other consultants and advisors as agreed by the team.

The teacher representatives will be chosen by the recognized teacher groups. Two seats will be allocated to each of the three teacher groups.

Meet & Confer

Meet & Confer Subcommittee

Meet & Confer Process (Non-Salary)

The Meet & Confer team will collaborate year-round.

The Meet & Confer team will report its recommendations and proposals to the Board of Education at a Special Meeting in April. The report will consist of a summary of the process, a list of the issues identified, and recommendations for addressing the issues identified.

If the team is unable to reach a consensus prior to April 10, the team will issue a report of non-agreement. The Board of Education will hold a special meeting within twenty (20) days of the report of non-agreement. Prior to the meeting, the administration component of the team and the teacher component of the team will designate representatives to address the Board of Education regarding their respective concerns and issues. Each component of the team will be limited to one hour to make its presentation. Within fifteen (15) days of the special meeting, the Board of Education will take action on the unresolved issues.

Meet & Confer

Meet & Confer Process-Salary

The full Board of Education will meet with six (6) teacher representatives to discuss salary issues. The teacher representatives will be chosen by the recognized teacher groups. Two seats will be allocated to each of the three teacher groups.

The Board of Education, in consultation with the teacher groups, will adopt guidelines to be utilized for the salary meetings and will select dates for the meetings.

Meet & Confer Summary

Upon conclusion of the meet and confer process a summary report of understandings will be prepared by administration and provided to meet and confer teams, appropriate administrators, Board of Education members and each building site.

USE OF PERSONAL COMMUNICATION DEVICES

Policy 3160

The activation and/or use of personal communication devices, including but not limited to mobile telephones and PDA's, is prohibited during classroom instructional time and planning periods.

Any request for the use of such devices must include the educational or district justification for such use and the expected timeframe for use. Requests must be renewed at least each semester.