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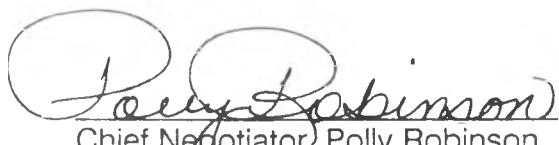
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Sched # 91298

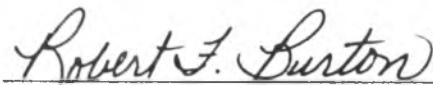
Items of Agreement

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On May 20, 1991, the Tulsa Classroom Teachers Association, Inc. submitted to the Superintendent of Schools a request for a meeting to discuss Items for Negotiations. A Negotiations Team representing the Tulsa Classroom Teachers Association, Inc. and a Negotiations Team representing the Board have reached an agreement on the items included herein.



Chief Negotiator, Polly Robinson
TCTA NEGOTIATIONS TEAM



Chief Negotiator, Robert F. Burton
BOARD OF EDUCATION
NEGOTIATIONS TEAM

TCTA NEGOTIATIONS TEAM

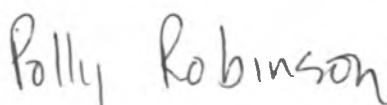
Kathy Eastin
Beth Gooch
LaVerne Lawson
Carla Lund
Joe Meeks

BOARD'S NEGOTIATIONS TEAM

James Furch
Marolyn Hunnicutt
Jack Pontious
Patricia Randall
Tucky Smith

Alternates
Almeta Buggs
Ken Broyles
Jeff Carr
Karen Dawson
Don Favor
Jim Morton
Dale Orr
Charles Sitter
Bobbie Sullivan
Shirley Woods

Alternates
Ron Bradshaw
Carol Croskery
Robin Gooldy
Archie Mason
Betty Sprankle



TCTA

3936 E 31st st.

Tulsa, Oklahoma

74135

918-749-2544

1991

Items of Agreement

1. Delete the reference to the year concerning scheduling of district parent conferences on Fridays, negotiated in the summer of 1985.
2. Teachers shall have permission to use the dry copy machines in their buildings. Principals will work with teachers to develop procedures for the use of such machines.
3. Information regarding vacancies shall be maintained in the Human Resources office. Upon request, this information shall be made available to teachers desiring a transfer. Written request for transfers should be sent to the Division Superintendent for Human Resources.

Once an official request for transfer has been made, a teacher/principal interview may be initiated by the Superintendent, principal, teacher or representatives of Human Resources. Arrangements for such interviews will be coordinated by the Director of Certificated Personnel.

When vacancies or new positions occurring at the end of a semester are known by Human Resources at least twenty (20) working days prior to the end of a semester, such shall be publicized (when possible) in the Superintendent's Bulletin at least three (3) weeks prior to the end of that semester. The position shall not be filled before five (5) working days after publication. Human Resources will first consider filling the position from within the system. Any vacancies or new positions of certified staff occurring during the school year shall be posted in the affected school.

A request for transfer should be made as early as possible, but not later than May 1 or December 1, if it is to be considered for the following semester. Unapproved requests must be resubmitted each year.

Administrative transfers shall be made after a meeting between the affected teacher and the Superintendent or his/her designee. Upon request of the teacher, a representative of TCTA may be present. At this meeting the administration will explain the reason for the transfer.

4. If approved by the Division Superintendent for Human Resources, teachers may use personal leave days before or after holidays for immediate family events, such as, weddings or graduations. Personal leave for unusual occasions may be granted on an individual basis.

When a teacher is unable to report back to school following a holiday due to a travel emergency, tentative approval for personal leave will be granted pending proper notification to the Division Superintendent for Human Resources and subsequent documentation.

5. Distribution of report cards to students shall be on the eighth (8th) work day after each grading period ends, with the exception of the last grading period. The principal and staff shall jointly participate in deciding the number of days to be used in figuring grades and exchanging grade cards within this seven (7) day allotment.

In schools that have a computerized system, the number of days to be used for grade calculation will be four (4) working days after the grading period ends, with the exception of the last nine (9) week period.

This regulation replaces the negotiated agreement of 1987 regarding Report Card Distribution.

6. The procedure for dismissal/non-renewal of teachers is outlined in the Oklahoma Statutes. This process will be printed each year in the Certificated Personnel Handbook.
7. The principal will allow sufficient time for teacher concerns to be addressed during professional staff meetings. Great care will be taken to conserve time by avoiding discussion of matters relating only to a few teachers. Teachers will be informed well in advance of staff meetings so that plans can be made accordingly.
8. The grievance procedure as identified in the Personnel Services Handbook will be expanded to include a provision for filing grievances against the assistant principal and central office administrators.

If a grievance is filed against an assistant principal, the principal will hear the teacher and administrative sides of the issue within five (5) days of filing. The principal will then have five (5) days to communicate his/her decision to the grievant and all other parties officially involved with the grievance. If the grievant does not accept the decision he/she may then file the grievance against the principal.

The appropriate Area/Division Superintendent will be responsible for resolving grievances filed against central office administrators. He/she will hear the teacher and administrative sides of the issue within five (5) days of filing. He/she will then have five (5) days to communicate his/her written decision to the grievant and all other parties officially involved with the grievance. If the grievant does not accept the decision, he/she may then file the grievance against the appropriate Area/Division Superintendent.

9. When the transfer of a building principal is announced after the May 1 deadline, teachers in the building from which the principal is transferred will be given ten (10) working days to request a transfer to another assignment.

Teachers in the receiving building or in the principal's newly assigned building will be given ten (10) working days to request a transfer to another assignment.

10. If a teacher violates School Board Policy / Administrative Regulations, the principal will discuss the matter with the teacher. The principal may then issue a written reprimand if he/she thinks it is necessary.
11. The District sick leave regulation shall be expanded to read, "A teacher may use accumulated sick leave only for personal illness or illness or death in his/her immediate family or household." The remainder of the regulation as specified in the Certificated Personnel Handbook shall remain the same.
12. The procedure for teacher admonishment as outlined in Oklahoma Statutes shall include a provision that allows the principal to consider the use of an assistance team if requested by the teacher. If the assistance team is used, the procedures below shall be followed.

ASSISTANCE TEAM

The assistance team will consist of the principal, subject area coordinator, teacher consultant (if elementary) and two (2) peers; one (1) chosen by the principal and one (1) chosen by the teacher being evaluated.

Any data or activities leading to assistance will be reviewed by the team. Within ten (10) working days, the team will meet with the affected teacher and provide him/her with a written plan of specific activities to overcome diagnosed deficiencies. The teacher may suggest changes in the plan. The plan will be changed if a majority of the team agree. Time line for assistance will begin with this meeting and will not exceed two (2) months.

The assistance team shall have an appropriation equal to the cost of 30 days' pay for a certified substitute teacher. Employment of a substitute must have prior approval of the assistance team chairperson. This fund may be used to employ substitutes for the affected teacher, colleagues or assistance team. Substitutes may be utilized not only for the team to make observations but also to meet, confer and write reports.

ASSISTANCE TEAM REPORT

A final written report will be prepared by the assistance team and will include the following elements:

- A. Identification
 - 1. Name and assignment of affected teacher
 - 2. Names and titles of assistance team members
 - 3. Dates, times and places of all team meetings
- B. A statement of the affected teacher's diagnosed deficiencies
- C. A description of the specific assistance activities recommended
- D. A description of the improvement activities completed by the affected teacher
- E. An assessment of the affected teacher's progress in overcoming the deficiencies identified in the original diagnosis plus any other relevant information
- F. An itemized statement of all expenses incurred.

One copy of this final report, signed by all members of the assistance team, is to be given to the affected teacher, evaluator, and evaluator's immediate supervisor.

- 13. Maternity leave and maternity related absences are eligible categories for sick leave pool donated days.
- 14. In unusual circumstances, short leaves of absence without pay may be arranged with the approval of the Superintendent.
- 15. The Superintendent and President of TCTA shall appoint a committee to investigate the possibility of an outside insurance carrier for the District. The committee shall consist of an equal number of administrators and teachers. It shall be assembled no later than October 1, 1991, and complete its task by May 1, 1992.

Committee recommendations shall be submitted to the Superintendent for his review. Recommendations will also be submitted to the President of TCTA for his review.

- 16. The proposal regarding inclement weather negotiated in 1980 will be deleted.

17. During the 1991-92 school year, each elementary teacher shall have no less than forty-five (45) consecutive minutes each day for lunch during which he/she shall be given no duties.
18. When possible, newly vacated or created positions in the district will not be filled with temporary personnel prior to advertisement and interviews.
19. When a teacher is absent because of personal illness or school business, a teacher who covers his/her classes will be paid at the regular rate of pay for substitutes for each hour covered.
A teacher who covers a class in addition to his/her regular class during the same hour will be paid. Assignment to cover only partial classes is discouraged.

FINANCIAL PACKAGE (Salary Schedule)

The attached Salary Schedule will be implemented for the 1991-92 school year.

- A. Teachers who qualify will advance one (1) step on the salary schedule.
- B. All teachers on steps six (6), seven (7), and eight (8) will receive a one time \$100.00 stipend for the school year 1991-92.
- C. Teachers who do not qualify for a step increase/career increment and are at the top of the salary schedule will receive a one time \$900.00 stipend for the 1991-92 school year.
- D. The teacher contribution for single coverage of medical benefits for either the Tulsa Public Schools' health plan or the Tulsa Public Schools' approved HMO plan will continue to be \$21.00 a month for the next plan year (January 1, 1992 through December 30, 1992).

TULSA PUBLIC SCHOOLS

1991-92

TEACHERS

Step	Bachelors	Masters	Masters + 30	Masters + 60	Doctor
0	\$17,900.00	\$19,500.00	\$21,100.00	\$22,700.00	\$23,400.00
1	19,400.00	21,000.00	22,600.00	24,200.00	24,900.00
2	20,100.00	21,700.00	23,300.00	24,900.00	25,600.00
3	20,800.00	22,400.00	24,000.00	25,600.00	26,300.00
4	21,500.00	23,100.00	24,700.00	26,300.00	27,000.00
5	22,300.00	23,900.00	25,500.00	27,100.00	27,800.00
6	22,800.00	24,400.00	26,000.00	27,600.00	28,300.00
7	23,600.00	25,200.00	26,800.00	28,400.00	29,100.00
8	24,400.00	26,000.00	27,600.00	29,200.00	29,900.00
9	25,300.00	26,900.00	28,500.00	30,100.00	30,800.00
10	26,200.00	27,800.00	29,400.00	31,000.00	31,700.00
11	27,100.00	28,700.00	30,300.00	31,900.00	32,600.00
12	28,000.00	29,600.00	31,200.00	32,800.00	33,500.00
13		30,500.00	32,100.00	33,700.00	34,400.00
14		31,400.00	33,000.00	34,600.00	35,300.00
15			33,900.00	35,500.00	36,200.00
16			34,800.00	36,400.00	37,100.00

The following Career Increment will be added to the appropriate step of the salary schedule:

After 20 years of creditable service	\$1,000.00
After 25 years of creditable service	\$1,000.00