

McLouth USD #342



Negotiated Agreement
2025-2026

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PREAMBLE

The articles set forth herein shall refer to the contract of an employee who has received a teaching certificate from the State Department of Education that is currently valid and who is employed primarily to serve as a teacher, librarian or counselor for USD No. 342, and shall be and is a part of the individual contract for each teacher and the Board of Education and both parties shall be obligated thereby during the term of any contract made hereunder. The Board of Education and McLouth Education Association acknowledges that the articles herein set forth have been adopted following an interchange of ideas between representatives of the McLouth Education Association and the Board of Education of McLouth Unified School District No. 342, Jefferson County, State of Kansas, and are valid for the year July 1, 2025 through June 30, 2026. This contract is a one-year agreement and the only re-opening during the time period of July 1, 2025 through June 30, 2026 will be for salary items, unless other items are mutually agreed upon by both parties, and this agreement shall totally expire June 30, 2026.

A handwritten signature in black ink, appearing to read "Heather Coot", written over a horizontal line.

Signature, BOE Representative

A handwritten signature in blue ink, appearing to be a stylized "A. Coot", written over a horizontal line.

Signature, MEA Representative

DEFINITIONS

Student Week – The student school week will be determined by the school calendar as approved by the Board of Education.

Contractual Day – A contractual day will be one duty day of the teaching contract as stated in the negotiated agreement Article IV, Section 3.

{Contractual Day. The working day shall be 8 hours, including lunch, Monday through Thursday and 7 hours and 50 minutes, including lunch on Friday. A duty day preceding a holiday shall end 10 minutes after students are dismissed. No duty day shall end before students are dismissed. A full time work week will include a minimum of 205 minutes for preparation. Said preparation time will be scheduled during the student week. Administration may extend the workday for faculty meetings or emergencies. The working day shall normally run from 25 minutes prior to start of school and end 20 minutes after the student day ends, Monday through Thursday. On Friday, the working day shall run from 25 minutes prior to start of school and end 10 minutes after the student day ends.

Fall and spring parent-teacher conferences will be held from 8:00 a.m. to 8:00 p.m. on the dates scheduled in the approved school calendar.

Work Day – Will be the same as a contractual day and will be used solely for grading and classroom preparation.

Duty Day – Will be the same as a contractual day and may include instruction, workday and/or professional development.

Duty Free Lunch – Teachers shall have a duty free lunch period as stated in the negotiated agreement Article XII, Section 1.

{Teachers will not be expected to perform lunchroom supervision or lunch line supervision unless they agree to accept such duty. Teachers will be allowed a twenty-five (25) minute lunch period during which the teacher may elect where on school premises to spend the period. The administration may require the teacher to perform hall or playground supervision in cases of reasonable emergencies, as determined by the administration. Such duty cannot be required for more than ten (10) minutes of the teacher's lunch period.}

Length of Day – As determined by the negotiated agreement stated in Article IV, Section 3. {The working day shall be 8 hours, including lunch, Monday through Thursday and 7 hours and 50 minutes, including lunch on Friday.}

ARTICLE I NEGOTIATIONS AGREEMENT

ORGANIZATION RECOGNITION. The McLouth Education Association is hereby recognized as the official agency representing part-time or full-time librarians, counselors and classroom teachers under contract to the Board of Education of Unified School District No. 342.

ARTICLE II SAVINGS CLAUSE

SECTION 1 If the Board of Education and/or the McLouth Education Association desire to negotiate on new items or to amend the existing agreement, written notices must be exchanged on or before the end of the contractual day on March 31st. If school is not in session on March 31st, letters must be exchanged prior to that day. Such notices shall contain in reasonable and understandable detail the purpose of the new or amended items.

SECTION 2 During the term of this agreement, the provisions contained herein shall remain in full force and effect unless changed by agreement of the parties. Either party may request that the contract be reopened to discuss a specific issue, but both parties must agree before that action will occur.

SECTION 3 Any paragraph of this agreement, which is contrary to law, shall be null and void, and the parties will meet in an attempt to revise the language. The remainder of the agreement shall remain in full force and effect.

ARTICLE III INSTRUCTOR ASSIGNMENT

SECTION 1 The administration, through the superintendent of schools, reserves the sole right to assign teachers by grade, subject and building as the school program demands.

If a teacher is asked to make an involuntary change of assignment on July 1 or after, they may be entitled to compensation for planning, preparation and moving, with documented time spent under the following guidelines:

If a teacher is asked to teach one to three new courses, of which they have not taught in the previous five years, they will be eligible to turn in up to a maximum of five days at eight hours per day. For this documented time they will be compensated \$100 per day.

If a teacher is asked to teach four or more new courses, of which they have not taught in the previous five years, they will be eligible to turn in up to a maximum of five days at eight hours per day. For this documented time they will be compensated \$200 per day.

SECTION 2 The Board of Education will pay for the following activities performed beyond the contractual day as follows:

Grade School Music Program Supervision	\$20
Orientations	\$20
Open House	\$20
Homecoming Activities	\$20
Dance Supervision	\$30
IEP Meetings Per Hour	\$13
Classroom Sub (minimum of 40 min)	\$22
Saturday School Supervision Per Hour	\$20
Tutoring low performance students beyond the contractual day	\$20
Textbook Adoption Committee – elementary	\$300
Textbook Adoption Committee – secondary	\$300
Summer School Per Hour	\$25

Requests for payment for the above activities must be submitted within 30 days of the activity. The Textbook Adoption Committee amount will be divided among the members of the committee as determined by the committee chair.

Payment for homecoming activities and dance supervision will be made only to individuals not already receiving a supplemental contract that covers those activities (ex. Class/Club Sponsor).

ARTICLE IV CONTRACTS

SECTION 1 After negotiations have been completed and ratified by the Board of Education and the McLouth Education Association, a contract for each staff member recommended will be prepared in duplicate. Both copies will be retained in the office of the administration where they may be reviewed by the staff member. Copies of this agreement shall be posted to the district's webpage.

SECTION 2 The 2025-2026 contract shall be for no more than 188 days of which at least 10 days will be teacher workdays/in-service days. One of the scheduled workdays will be reserved solely for grading and classroom preparation between the semesters; 1 workday at the end of first quarter; 1/2 workday at the end of third quarter; 1 workday before students start school; and 1 workday after students last day. A maximum of 2 in-service/collaboration days may be scheduled after the school year ends. These days may be scheduled within 10 days of the last teacher workday. One work day will be reserved for mandatory participation at high school graduation for any teacher that teaches at least one hour of high school. One work day will be reserved for mandatory participation at middle school promotion for teachers teaching at the middle school only. Elementary teachers may choose between high school graduation and middle school promotion. (Superintendent of

Schools may excuse graduation participation for a valid reason. Request to be excused shall be presented to superintendent at least two weeks prior to graduation. Superintendent shall respond to request within three business days). Absence from a workday due to illness or personal leave shall be treated as such. Absence for any other reason shall result in loss of one day's pay for each day lost.

The following holidays shall be excused and not counted toward the 188 days:

Labor Day

Thanksgiving Day

The day after Thanksgiving

A minimum of five days for winter break, to include Christmas and New Year's Day

Memorial Day

The Board reserves the right to include additional holidays in the school calendar that will not be part of the 188 contract days.

SECTION 3 Contractual Day. The working day shall be 8 hours, including lunch, Monday through Thursday and 7 hours and 50 minutes, including lunch on Friday. A duty day preceding a holiday shall end 10 minutes after students are dismissed. No duty day shall end before students are dismissed. A full time work week will include a minimum of 205 minutes for preparation. Said preparation time will be scheduled during the student week. Administration may extend the workday for faculty meetings or emergencies. Staff need to be given a 24 hour notice of a non-emergency faculty meeting. The notice will give the start and end time. The meeting will not begin earlier than 7:30 am or go past 4:30 pm. Non-emergency faculty meetings are not to be held more than once a month. The working day shall normally run from 25 minutes prior to start of school and end 20 minutes after the student day ends, Monday through Thursday. On Friday, the working day shall run from 25 minutes prior to start of school and end 10 minutes after the student day ends. Staff will make themselves available to students before and after school during the contractual day when scheduled in advance.

Fall and spring parent-teacher conferences will be held from 8:00 a.m. to 8:00 p.m. on the dates scheduled in the approved school calendar.

SECTION 4 Physical Examination. Upon initial employment or at any time there is reasonable cause to believe that any teacher is suffering from an illness detrimental to the health of the pupils, the school board may require a health certificate. The cost of the initial certificate will be borne by the employee with any additional certification requested by the Board to be paid for by the Board.

SECTION 5 Liquidated Damages/Early Release. A teacher requesting release from contract, for the ensuing school year, shall be assessed liquidated damages according to the following schedule:

June 1st - June 30th	\$1,000
July 1st - July 31st	\$2,000
August 1st - Balance of the Year	10% of combined base/supplemental salary

Request for release from contract shall be made in writing and accompanied by a certified check for the amount of the liquidated damages. Teacher release is contingent upon the district being paid for the liquidated damages and contingent upon finding a suitable replacement. In the cases of extraordinary circumstances, the teacher may make application to the Board of Education for reduction of liquidated damages. Teachers requesting release from contract by January 1st of the current school year for the purpose of resigning effective at the end of that school year, will receive a \$1000 lump sum payment.

SECTION 6 Direct deposit of paychecks will be allowed to any bank. The teacher will be allowed the opportunity to begin or discontinue the direct deposit, with a 30 day notice in writing between the dates of September 1 and May 20.

SECTION 7 Early Retirement Incentive. A teacher requesting release from contract by August 1st of the current school year, for the purpose of retirement from the district and from KPERS for the ensuing school year, shall receive a \$2,000 early retirement payment, which will be added to the last year's contract. Request for release from contract shall be made in writing and accompanied by the paperwork for KPERS retirement. Teachers who retire may elect to stay on the district health insurance for up to two years or until they turn 65, whichever comes first. The school district will pay 95% of the active single employee premium rate at the time of retirement. If the premium increases, the retiree would be responsible for the difference. The retiree contribution of the monthly premium will be paid to the clerk of the board by the first of each month. The retiree would also be responsible for any premiums for dependents. In order for a teacher to be eligible for this benefit, they must have taught in the district for 20 years.

ARTICLE V SALARY SCHEDULE INTERPRETATION

SECTION 1 The salary of all classroom teachers is based upon a schedule (ARTICLE XVI): Teachers employed for less than a full day will receive a prorated amount based on the percentage of the school day taught.

SECTION 2 Approved advancement on the salary schedule allows the individual to advance no more than one experience step annually in the experience column and a step in the education lane for each 10 hours of education accumulated in the manner prescribed in

Section 3, prior to a Masters Degree. A step for Masters plus 10, 20, and 30 hours shall be approved in the manner prescribed in Section 3.

SECTION 3 Hours earned by a teacher subsequent to being awarded a Bachelors Degree shall automatically be approved for advancement on the salary schedule, provided said hours are in the teacher's major or minor field. All other hours must be approved by the superintendent before they may be used for advancement on the salary schedule.

Inservice points may be used for movement on the salary schedule under the following guidelines:

1. Teachers with approved individual development plans shall be credited toward movement on the salary schedule at the rate of twenty (20) inservice points equaling one (1) hour of college credit as of September 1 of the contract year. Inservice hours for movement on the salary schedule will be limited to the number of hours of inservice actually used for purposes of recertification. Teachers will be responsible for all workshop costs, with the exception of substitute teachers, which will be paid by the school district. If the workshop is paid for by the district, teachers cannot use this workshop to move across the salary schedule.
2. Application level inservice points may be used for movement on the salary schedule, with administrative approval, and are limited to 100 points. Movement on each educational lane is limited to 100 application points along with five (5) college credit hours.
3. Points which meet the criteria stated above will be changed to college hours at the ration of twenty (20) inservice points: one (1) college hour.

SECTION 4 To be considered for advancement on the educational lane the teacher must file a written request by the first day of school and no change will be made after that date for that school year. A \$2,500 incentive will be awarded on a one time basis for returning teachers who complete a Masters' Degree to be paid no later than October 15 of the year the written request is received for advancement on the educational lane, the written request must be received by the end of the school year prior to the October payment; or, The Board of Education will pay \$833.33 as a reimbursement for graduate credit toward a Master's Degree program for a maximum of \$2,500. Hours must be approved by the superintendent of schools. The reimbursement will be paid after certification showing successful completion of the hours and proof of paid tuition. Reimbursement will be paid once for hours submitted and approved and will not become part of the salary schedule. In addition, the teacher will agree to serve the district for one year after the master's degree is awarded. If the teacher does not complete the degree within the prescribed program timeline or does not serve the district for one year, the money paid by the district is to be refunded to the district.

SECTION 5 Salaries earned under the supplemental schedule will be added to the normal annual salary and then divided into equal monthly payments.

Salary deductions resulting from inexcusable loss of time shall be on the basis of the cost of a full day's pay (1/number of days in the approved calendar).

SECTION 6 Supplemental Schedule. The supplemental schedule provides levels of payment for all duties not considered a part of the normal teaching load. If an assistant coaching position is unfilled, the head coach shall receive only his/her normal compensation.

SECTION 7 Placement on Schedule. The board shall have the right to make a one-time placement of teachers on the salary schedule. Advanced degrees and years of service credit would be considered to help make that placement.

ARTICLE VI LEAVE POLICY

SECTION 1 All teachers will be granted twelve (12) days leave beginning the opening day of the school term. Teachers will be permitted to take leave in full day and half day increments. All days of leave are to be non-cumulative unless the employee chooses the Cumulative Leave Option.

For each unused leave day, the Board of Education will pay an amount equal to substitute daily rate (at the beginning of the school year) to the teacher at the end of the teacher contract year for a maximum of twelve (12) days.

At the end of each school year, an employee may designate up to a maximum of five (5) of the remaining leave days, per year, to the employee's own personal sick leave pool. Days placed in the pool must be full days, not partial days. Each pool will have a 22 day cap. Days not placed in the pool will be subject to the current buyback procedure.

Once an employee has designated days to be placed in the sick leave pool, those days:

- will only be available for the employee's own personal medical needs and must be used in whole day increments;
- will not be available for use until the employee has used up the current year's twelve (12) day leave allotment;
- will not be subject to the buyback option unless the person retires or leaves the district after a minimum of 10 years service, and then will be reimbursed at the rate of \$40 per day. The employee must designate, in writing to the district office by May 1 of the employee's intention of contributing to the pool. If the employee does not designate his/her choice in writing, the leave will be subject to the buyback option.

Four bereavement days per incident will be available for a spouse, son, daughter, mother, father, mother-in-law or father-in-law. Three bereavement days per incident will be available for sister, brother, grandparent, or member of the family living in the same household. If the travel time to the funeral is greater than 300 miles, then one additional day will be allowed for travel time per incident. These days are to be used for bereavement only. It is in addition to the 12 days leave, but will not be reimbursed at the buyback rate for unused personal leave.

In case of illness the employee shall notify the building principal or designee no later than 6:45 a.m. on the day the employee is ill.

After three consecutive days of leave due to serious illness or accident, a doctor's permit to return to work may be requested by the administration.

An employee may use the leave at his/her discretion. However, no more than two consecutive work days of personal leave may be used unless due to serious illness or accident. Leave shall not be used to extend a holiday or vacation, or during the first two weeks/last two weeks of school. Excessive requests for personal leave on district-wide inservice days may be denied. The superintendent may make exceptions to the above requirements. If leave is to be used for personal leave other than illness, the employee shall notify the building principal, in writing, at least one week in advance of the dates of the personal leave. The administration may make an exception to the one week requirement in the case of an emergency. In the event of illness, accident, or death of an immediate family member such approval shall not be denied. If an employee takes leave or personal leave without notifying the building principal or the superintendent, said employee will have pay deducted in an amount of 1/number of days in the approved calendar, of his/her annual salary for each day used.

SECTION 2 Professional Improvement. Each teacher may be granted up to three (3) days of leave for professional improvement each year. Each day of absence for professional improvement will be mutually agreed upon by the teacher and the building principal and arranged at least one week before the absence. The administration reserves the right to grant more than three days of professional improvement leave to a teacher or to waive the requirement of being notified one week in advance, if it deems it is in the best interest of the district to do so.

When a teacher is to be absent from regular teaching duties due to attendance at a workshop, meeting or other professional event, the administration shall determine beforehand whether that absence will be considered a day of Professional Improvement Leave, subject to the provisions of this section, or a day of school business which is not to be considered an absence of any kind.

Professional development costs will be paid by the district as funds are available.

SECTION 3 A pool of six (6) days per year shall be available for teachers to attend Association events without loss of pay. If these six days are not used for Association events they may be added to the professional improvement days for the current year.

SECTION 4 Extended Unpaid Leave. Teachers are entitled to extended leave without pay as governed by FMLA regulations and policies.

SECTION 5 Education leave without pay is subject to approval by the Board of Education. Request by the teacher shall be made before March 1 and the Board shall notify the teacher, in writing, of its decision by April 15. The teacher shall be required to return to the district for the amount of time granted for leave.

SECTION 6 Catastrophic Leave Donations: Each certified employee may donate one leave day per school year (August 1st to July 31st) to any other certified employee they choose to give their leave days to "in times of need". They may do this any time during the school year.

The request will be initiated by the employee to their building principal. The request will be sent to the Superintendent's Office. Once the Superintendent has been given the request, the leave pool committee will serve to approve/disapprove the request. The committee will be made of the Superintendent and an appointed administrator plus two teachers. The teachers will be appointed by the Association. The committee will also be called to approve/disapprove allowing donated leave. The committee may request written verification for the donation.

The decisions of the committee regarding the leave requests are final and shall not be the basis for a grievance.

"Times of Need" is defined as a prolonged illness or extraordinary circumstances. Individual receiving the donation must have exhausted all of their available leave. Eligibility is limited to the certified staff or a member of their immediate family. A signed letter from the doctor providing care may be requested. The intent of the policy is that the family member must be critically ill and require the presence of the employee to care for them. Short term care for illness or disability is not covered within the scope of this policy. Any single employee may only receive a maximum of fifteen donated days.

ARTICLE VII FRINGE BENEFITS

SECTION 1 The Board of Education will pay up to \$765 per month for an employee who elects a single medical plan or the Board will pay up to \$1,210 per month for an employee who elects a medical plan with dependents. If the cost of the medical plan is less than the amount provided, the difference can be used towards dental for the employee and/or dependents.

No benefit is available to an employee waiving medical coverage.

For employees who were on a family medical plan as of December 31, 2022 and continue to elect a family medical plan, the Board will pay up to an additional \$200 per month. This additional amount can be used towards medical and/or dental for the employee and/or dependents.

Contingent upon the following:

1. The district must meet the requirements of a health insurance group plan.
2. If there is no group plan available, one-half of the insurance amount budgeted would be divided equally among all teachers.

The Board shall have the right to hold the policies, to select the vendor and the benefits, to develop and administer the group and program, and shall have the option of including non-teachers in the group.

In addition to the above described benefits and rights, the Board shall furnish employees of Unified School District No. 342, Jefferson County, Kansas, (hereinafter "District") with a choice of receiving certain tax-free benefits provided by District in lieu of taxable compensation. It is the intention of the District that the plan qualify as a salary reduction "Cafeteria Plan" within the meaning of Section 125 (d) of the Internal Revenue Code of 1954, as amended, and that the benefits which an employee elects to receive under the plan be eligible for exclusion from such employee's income under Section 125 (a) of the Internal Revenue Code of 1954, as amended.

Provided further the sum of money to be used by the professional employee toward the purchase of nontaxable benefits shall not exceed the limit set by the Board of Education. That amount shall be determined by the professional employees once each year on or before October 1.

These benefits, which are hereinafter referred to as the "plan" may include (1) health insurance (hospitalization); (2) short-term disability insurance (salary protection); (3) cancer insurance; (4) group term life insurance (\$50,000 maximum); and (5) dental insurance.

The board reserves the right to determine, after consultation with employees, the vendor and benefits of each insurance benefit included in the plan.

A teacher deciding to reduce his/her salary must provide written notice to the superintendent on forms provided by the superintendent on or before September 1 of each year. The notification shall include the dollar amount of salary reduction and the benefits desired. The benefits or the amount of salary reduction may not be changed during the plan year except changes in the amount of salary reduction will be allowed upon a change of family status of the employee as provided in the plan agreement or in the event of a termination of one of the plan benefits.

SECTION 2 Teacher Retirement Fund. The deduction for KPERS fund is automatically taken care of by the payroll personnel. Each individual teacher is an automatic member of Kansas Public Employees Retirement System.

SECTION 3 Payroll deductions are provided for teacher association dues. Authorization to deduct teacher association dues must be completed by September 1 of each school year. The Board of Education will deduct equal payments of such dues from the regular check of the employee for each pay period beginning in September.

SECTION 4 Payroll deductions for annuities will be made to companies approved by the Board of Education.

SECTION 5 The district will reimburse a teacher for the renewal fee for a Kansas teaching license providing the new license has been submitted to the district office prior to the expiration date of the current license. Initial licenses and any background checks will be the financial responsibility of the teacher. The addition of endorsements will remain the responsibility of the teacher unless the district has requested the teacher obtains the endorsement.

ARTICLE VIII JURY DUTY

SECTION 1 When teachers are called for jury duty, the teacher will be allowed to serve and if the teacher does serve on the jury, no loss of pay will be suffered if compensation, excluding mileage paid by the court, that is received by the teacher for serving on the jury is turned over to the district. The teacher must furnish written information concerning details of duration and involvement to the extent that he/she can.

ARTICLE IX WORKERS COMPENSATION

SECTION 1 All teachers shall be covered by workers compensation insurance that is purchased by McLouth Unified School District No. 342.

ARTICLE X GRIEVANCE PROCEDURE

SECTION 1 A grievance is a complaint by a teacher involving an alleged misinterpretation of the negotiated agreement.

SECTION 2 A grievance shall be filed, in writing, within ten (10) business days of the alleged misinterpretation. The grievance is to be filed with the building principal. The building principal shall reply, in writing, to the filed grievance within five (5) business days. The aggrieved teacher shall have five (5) business days to appeal the decision, in writing, to the superintendent.

SECTION 3 The superintendent shall reply to the filed grievance within five (5) business days. The aggrieved teacher shall have five (5) business days to appeal the decision, in writing, to the Board of Education.

SECTION 4 The Board of Education shall reply, in writing, to the filed grievance within five (5) business days following the next regular board meeting. The aggrieved teacher shall have the right to present his/her case to the Board in executive session with representation. Representation must be identified at the time of the request to present his/her case to the Board of Education.

SECTION 5 For purposes of this section, "business days" shall mean any day in which the USD 342 central office shall be open for the purpose of conducting school business.

ARTICLE XI SCHOOL CLOSING

SECTION 1 Days when school is closed prior to 7:00 a.m. by order of the superintendent of schools for causes beyond the control of the Board of Education: e.g., bad weather, civil disorder, or other "Acts of God" shall not be counted as part of the 188 days contracted.

When snow make up days result in the extension of the teachers contract year, alternative schedules will be developed on an individual basis when the contract year conflicts with a previously scheduled summer school.

ARTICLE XII DUTY FREE LUNCH

SECTION 1 Teachers will not be expected to perform lunchroom supervision or lunch line supervision unless they agree to accept such duty.

Teachers will be allowed a twenty-five (25) minute lunch period during which the teacher may elect where on school premises to spend the period. The administration may require the teacher to perform hall or playground supervision in cases of reasonable emergencies, as determined by the administration. Such duty cannot be required for more than ten (10) minutes of the teacher's lunch period.

ARTICLE XIII REDUCTION OF TEACHING STAFF

SECTION 1 The following steps will be utilized by the district's administrative staff to reduce the teaching staff: To determine the number of teaching positions to be reduced, the administrative staff will determine the educational program for the district in accordance with the educational goals established by the board. Any affected professional employees will be notified of the impending reduction of staff when discussions are nearing a definite conclusion on potential reductions; and then, only if possible reductions are necessary. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be non-renewed due to reduction in force. The educational goals and needs of the district, individual certifications, qualifications, training, skills and evaluations shall be considered.

In the event all of the teachers have similar certifications, qualifications and skills in a teaching area, the teacher(s) who best meets the needs of the district will be retained. Any certified employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the teacher would qualify. Certified employees who may be eligible for reemployment are required to notify the district of their current address. The superintendent will recommend to the board reinstatement of any teacher qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any teacher after a period of one year from the date of nonrenewal.

ARTICLE XIV TEACHER DUE PROCESS

Whenever a teacher who has taught five or more continuous years in the district is given written notice of a board's intention to not renew the teacher's contract, the teacher may request a meeting with the board by filing a written request with the clerk of the board within 10 days from the date of receipt of the written statement of nonrenewal of a contract.

The board shall hold such meeting within 10 days after the filing of the teacher's request. The meeting provided for under this section shall be held in executive session and, at such meeting, the board shall specify the reason or reasons for the board's intention to not renew the teacher's contract. The teacher shall be afforded an opportunity to respond to the board. Neither party shall have the right to have counsel present. Within 10 days after the meeting, the board shall reconsider its reason or reasons for nonrenewal and shall make a final decision as to the matter.

ARTICLE XV TEACHER ATTIRE

Teaching is a profession and professional employees are expected to act and dress as professional individuals. It is recommended that employees reflect the attitude and purpose of their teaching situation. It shall be the duty of the principal to consult with employees who do not dress in a professional manner.

Employee Dress

Employees shall dress with appropriate formality for the curriculum being taught and the activity of the day. Employees' dress shall be professional, modest, neat, and clean. No flip-flops will be allowed. Jeans should be professional looking and free of visible wear, i.e. holes, tears and discoloration.

Dress Code

1. Employees shall dress with appropriate professional formality for the curriculum being taught and the particular activity of the day. Employees' dress shall be modest, neat, and clean.
2. Concerns by an administrator over the appearance of an employee shall be addressed individually with the employee.
3. Rubber/foam flip flops or shower-style shoes are not to be worn by staff at any time.
4. Leggings are permitted, provided they are worn under a dress or long tunic-style top.
5. Friday is designated as "School Spirit Day," and all teachers in the district are encouraged to wear a School shirt or school colors on Friday of each week.
6. When there is no school on Friday, the last day of the school week will be designated as "School Spirit Day."

Exceptions

Any teacher who has a physical condition or health concern that may require them to modify the dress code on a regular basis should obtain approval of the building administrator by providing medical orders.

Administration may designate days when modifications to the Policy may be made and/or make exceptions as needed to maintain and promote the building atmosphere. (*Examples of this may include; Wrestling t-shirts and jeans may be worn before a trip to State; Holiday sweaters and jeans may be worn to celebrate the upcoming holidays, etc.*) These additions and exceptions should serve to promote school spirit and a collegial, learning-centered atmosphere. On days when a teacher feels it necessary to dress outside of the designated dress code or when dressing outside the Policy in order to promote school spirit, advance the learning environment, or support student activities, it is to be approved by the building administrator. It is the responsibility of the building administrator to notify teachers of exceptions that apply to all staff. (*This may include events or activities including field trips, Spirit Days, Track Day, Halloween, etc.*)

Some teachers may make permanent modifications to the Policy in order to wear appropriate attire necessary to meet the requirements of their job responsibilities as approved by the building principal (*e.g. Physical Education teachers may wear appropriate athletic attire, etc.*)

**INDIVIDUAL TEACHER'S
EMPLOYMENT CONTRACT USD NO. 342**

This contract, made and entered into, this ____ day of _____, 20____, by and between the Board of Education of Unified School District No. 342, Jefferson County, Kansas, hereinafter called the "Board" _____ and _____, hereinafter called the "Teacher".

The parties hereto agree that Teacher shall be employed by the Board as an employee of said Unified School District No. 342, Jefferson County, Kansas, for the school year 20__-20__, as defined and scheduled by the Board, which shall include at least 188 duty days of teaching and other assignments as designated by the Board, including, but not limited to _____, at the salary of \$_____ for said year, payable in twenty-four (24) equal installments, on or before the 5th and 20th days of each month, commencing _____, 20__, subject to the following terms and conditions:

1. The services to be performed by the Teacher hereunder shall be as determined and assigned by the superintendent of schools, and the Teacher shall be subject to the policies, orders, rules and regulations of the Board; however said policies, orders rules and regulations are not a part of this contract. The Board reserves the right to transfer or reassign the Teacher to any other school, or to any educational project or program of the school district for which the Teacher is qualified.
2. This contract is contingent upon the Teacher being and remaining certificated during the term of employment hereunder with respect to the position for which the Teacher is employed as provided by law; in the event the Teacher shall be unable to furnish the Board and to maintain an applicable Kansas Instructor's Certificate to be in full force and effect during the term of employment hereunder, this Contract shall be null and void, terminated and cancelled.
3. As a condition to entering or continuing employment, the Teacher is required to submit a certification of health signed by a licensed physician, the expense thereof to be borne by the teacher, as provided by K.S.A. 72-5213.
4. In the event the employment of the Teacher hereunder shall be terminated for any reason prior to the expiration of the school year, the salary as hereinbefore specified shall be adjusted and paid on the basis of an amount which, together with the compensation heretofore paid, shall bear the same relationship to the total salary above specified as the number of days of actual duty prior to the effective date of termination shall bear to the number of duty days of the school year as defined and scheduled by the Board.
5. In the event Teacher is absent from duty except as hereinafter specified, deduction of (1/number of days in the approved calendar) of the contracted amount shall be made from the salary for each day of absence. Deductions shall not be made in the event such absence is covered by sick leave or the result of other authorized absence in accordance with and subject to the rules and regulations of the Board.
6. This Contract is subject to the terms and provisions of the Kansas Cash Basis Law and the Kansas Budget Act, and amendments thereof or supplements thereto respectively, and to all other applicable United States and Kansas Laws.
7. I have access and do acknowledge understanding of McLouth USD 342 Internet Safety, Email, and Acceptable Use Policies. I recognize and understand that McLouth USD 342 technology systems are to be used for conducting the district's function and aligned with its goals and mission. As part of the McLouth USD 342 organization and user of McLouth USD 342 technology systems I understand that the Internet Safety, Email, and Acceptable Use Policies apply to me and agree to follow all policies and procedures that are set forth. I further agree to abide by the standards set forth for the duration of my association with McLouth USD 342. I understand that McLouth USD 342 technology systems usage is monitored by McLouth USD 342 to ensure compliance with the Internet Safety, Email, and Acceptable Use Policies.

WITNESS OUR HANDS on the day and year first above written.

UNIFIED SCHOOL DISTRICT NO. 342
JEFFERSON COUNTY, STATE OF KANSAS

By _____

President, Board of Education

Teacher

ATTEST:

Clerk

**SUPPLEMENTAL CONTRACT
USD NO. 342**

This contract, made and entered into, this _____ day of _____, 20_____, by and between the Board of Education of Unified School District No. 342, Jefferson County, Kansas, hereinafter called the "Board" and _____, hereinafter called the "Employee".

The parties hereto agree that Employee shall be employed by the Board of said Unified School District No. 342, Jefferson County, Kansas, whose supplemental duties as defined and scheduled by the Board, shall include the following:

Supplemental Assignment	Salary
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said salary payable at or before the end of each athletic season.

This Contract is subject to the terms and provisions of the Kansas Cash Basis Law and the Kansas Budget Act, and amendments thereof or supplements thereto respectively, and to all other applicable United States and Kansas Laws.

WITNESS OUR HANDS on the day and year first above written.

BY:

President, Board of Education

Teacher

ATTEST:

Clerk

USD 342
Article XVI
Salary Schedule
2025-2026

STEP	BS	BS+10	BS+20	BS+30	BS+40	MS	MS+10	MS+20	MS+30
1	46516	47057	47598	48139	48680	49761	50302	50843	51384
2	47166	47707	48248	48789	49330	50411	50952	51493	52034
3	47816	48357	48898	49439	49980	51061	51602	52143	52684
4	48466	49007	49548	50089	50630	51711	52252	52793	53334
5	49116	49657	50198	50739	51280	52361	52902	53443	53984
6	49766	50307	50848	51389	51930	53011	53552	54093	54634
7	50416	50957	51498	52039	52580	53661	54202	54743	55284
8		51607	52148	52689	53230	54311	54852	55393	55934
9		52257	52798	53339	53880	54961	55502	56043	56584
10		52907	53448	53989	54530	55611	56152	56693	57234
11		53557	54098	54639	55180	56261	56802	57343	57884
12		54207	54748	55289	55830	56911	57452	57993	58534
13			55398	55939	56480	57561	58102	58643	59184
14			56048	56589	57130	58211	58752	59293	59834
15			56698	57239	57780	58861	59402	59943	60484
16				57889	58430	59511	60052	60593	61134
17				58539	59080	60161	60702	61243	61784
18				59189	59730	60811	61352	61893	62434
19				59839	60380	61461	62002	62543	63084
20				60489	61030	62111	62652	63193	63734
21				61139	61680	62761	63302	63843	64384
22				61789	62330	63411	63952	64493	65034
23				62439	62980	64061	64602	65143	65684
24					63630	64711	65252	65793	66334
25								66443	66984

USD 342
Article XVII
Supplemental Salaries
2025-2026

Supplemental Name:	% of Base	Base:	46516
HS SPORTS			
Activities Director	0.16	7443	
Conditioning Spring or Fall	0.02	930	
Conditioning Summer	0.05	2326	
Head Football	0.11	5117	
Head Volleyball	0.11	5117	
Head Track	0.11	5117	
Head Cross Country	0.11	5117	
Head Baseball	0.11	5117	
Head Softball	0.11	5117	
Head Girls Basketball	0.12	5582	
Head Boys Basketball	0.12	5582	
Assistant Football	0.08	3721	
Assistant Volleyball	0.08	3721	
Assistant Cross Country	0.08	3721	
Assistant Track	0.08	3721	
Assistant Baseball	0.08	3721	
Assistant Softball	0.08	3721	
Assistant Girls Basketball	0.09	4186	
Assistant Boys Basketball	0.09	4186	
Powerlifting Coach	0.04	1861	
MS SPORTS			
Head Football	0.06	2791	
Head Volleyball	0.06	2791	
Head Track	0.06	2791	
Head Girls Basketball	0.06	2791	
Head Boys Basketball	0.06	2791	
Assistant Football	0.04	1861	
Assistant Volleyball	0.04	1861	
Assistant Girls Basketball	0.04	1861	
Assistant Boys Basketball	0.04	1861	
Assistant Track	0.04	1861	

OTHER ACTIVITIES			
High School Cheerleading	0.11	5117	
Assistant High School Cheerleading	0.08	3721	
Middle School Cheerleading	0.08	3721	
Assistant Middle School Cheerleading	0.04	1861	
Vocal	0.06	2791	
Band	0.08	3721	
High School Student Council	0.04	1861	
Middle School Student Council	0.02	930	
Drama	0.06	2791	
Forensics	0.04	1861	
High School Knowledge Bowl	0.04	1861	
Middle School Knowledge Bowl	0.025	1163	
Principal Advisory Council Member			
School Improvement Team Member	0.025	1163	
Curriculum Improvement Team Member	0.025	1163	
Chairman, Curriculum Council	0.04	1861	
FCCLA Sponsor	0.04	1861	
FBLA Sponsor	0.04	1861	
Elem. Music Director	0.02	930	
National Honor Society	0.01	465	
Junior Class Sponsor	0.025	1163	
Senior Class Sponsor	0.02	930	
Sophomore Class Sponsor	0.01	465	
Freshman Class Sponsor	0.01	465	
Eighth Grade Class Sponsor	0.01	465	
Activity Supervisor	0.04	1861	
FFA Sponsor	0.06	2791	
Head Science Olympiad	0.04	1861	
Asst. Science Olympiad	0.02	930	
Spanish Club Sponsor	0.01	465	
Art Club Sponsor	0.01	465	