

MARION COUNTY  
SPECIAL EDUCATION COOPERATIVE #617

MEMORANDUM OF AGREEMENT  
2016-2017

Marion County Special Education Association (MCSEA)

Marion County Special Education Cooperative (MCSEC) Board of Directors

Marion County Special Education Cooperative #617

MEMORANDUM OF AGREEMENT FOR 2016-2017

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**ITEM 1. Employee Professional Contract**

**2016-2017**

**TEACHER CONTRACT**

**Marion County Special Education Cooperative #617  
1500 E. Lawrence  
Marion, Kansas**

It is hereby agreed by and between the Board of Directors of the Marion County Special Education Cooperative, State of Kansas, and

**«First\_Name» «Last\_Name»**

hereinafter called the "employee," that the employee is hereby employed by the Marion County Special Education Cooperative #617. Salaries will be based on a work year. Teachers will work according to their designated home calendar ( ) and will perform the following services in conformity with Kansas statutes.

Tentative Assignment: **«Tentative\_Position\_Assignment» at «District\_Assignment»**

This contract is contingent upon teacher being and remaining (certificated) (licensed) during the term of employment hereunder with respect to the position for which teacher is employed as provided by Kansas law.

For these services the Board of Directors shall pay the employee in accordance with applicable Kansas statutes.

Salary schedule amount			<b>\$ «Amount»</b>
Column	<b>«Column»</b>	Step	<b>«Step»</b>
Extended Contract	<b>«Length»</b>		<b>«Amount1»</b>
<b>TOTAL CONTRACT</b>			<b>\$ «Contract»</b>

This contract is accepted by the employee:

_____	_____
Employee	Date
This contract approved by the Board of Directors on:	_____
Chairperson of the Board_____	Date_____
Clerk of the Board _____	Date_____

## **ITEM 2: DURATION**

The negotiated items shall govern the rights of the Board and the Association during the effective period from July 1, 2016 through June 30, 2017.

All negotiated items shall continue in force and effect to June 30, 2017, and thereafter unless written notice to amend is given by either party pursuant to K.S.A. 72-5423.

## **ITEM 3: PREPARATION TIME**

Full-time teachers will be assigned the equal amount of preparation time that general education teachers receive in their assigned building, or 200 minutes of preparation time, whichever is greater. The employee will not be assigned to other duties at this time and it will be in addition to their lunch period.

It is the responsibility of the employee to schedule the preparation time by appropriately utilizing his/her paraprofessional or by controlling the scheduling of students when appropriate options exist.

The employee will remain on campus unless authorized to leave by the administration.

An employee may choose to forego the preparation time.

## **ITEM 4: REDUCTION IN FORCE, TERMINATION, OR NONRENEWAL**

### **A. Reduction in Force**

In the event that the board determines a reduction of personnel is necessary, preference will be given to retaining certified employees if this can be accomplished without weakening the educational program. Effort will be made to accomplish such reduction through normal attrition. However, if this cannot be accomplished through normal attrition the following criteria will be considered in making further staff reductions:

- Full Certification/Licensure, educational degrees and relevant training
- Length of service to Interlocal #617
- Professional employee's evaluation reports-current and past
- Recommendations of building principals and administrative staff

### **B. Termination or Nonrenewal for Tenured Employees**

1. Notification of intended termination of employment or nonrenewal of a contract will be given in writing in accordance with Kansas statutes. Such written notice shall define reasons for termination or nonrenewal and set forth the rights of the employee.
2. The following rights will be guaranteed: a fair and impartial hearing before the Board of Directors; counsel of own choice; and the privilege to call and question witnesses.

### **C. Termination or nonrenewal for Non-Tenured Employee**

1. Should the Board decide to terminate the employment or non-renew the contract of a non-tenured employee, the following items are guaranteed: the Board will follow applicable Kansas statutes; and the employee will be afforded all rights guaranteed by Kansas statutes.

## **ITEM 5: WORKDAY AND WORK YEAR**

### **A. Workday**

The employees shall arrive at their first assignment at the same time as the employees of the district being serviced. The employees may depart consistent with the district housing their afternoon assignment.

### **B. Work Year**

MCSEC certified staff will be paid based on a work year. The salary matrix (refer to item 7A) will determine the salary for that individual not how many hours or days worked. All teachers will be required to work the state mandated minimum number of hours per year with is 1116. Teachers will work according to their designated home calendar.

An effort will be made to coordinate professional development with local districts. Professional development that is planned by MCSEC, outside the five school district calendars, will result in reimbursement for those attending. Paid work time will be provided to prepare for school openings. Any days approved by the MCSEC Executive Director, which are beyond the contracted days, will be compensated at a proportionate rate of individual salary. Half days will be compensated proportionately. Any stipend remains fixed and will not increase proportionately with any additional time worked.

**ITEM 6: SUPPLEMENTAL PAY**

- A. Employees accepting the positions of coordinator or coach of the MCSEC Special Olympics program shall be compensated at the rate of \$400.00 per school year.

The coordinator position shall include organizing and filing parent permission, athlete's physicals, registration for events, communication to participating teachers, parents and students, and transportation.

Only one coordinator will be assigned for each school year.

The coach position shall include the training of the students, assistance in obtaining times, distances, and scores for registration, and supervision of Special Olympics events.

Only one coach will be assigned for each year.

- B. Any MCSEC employee who is selected to serve on a committee that is approved by the MCSEC Board shall be compensated at the rate of \$500.00 for Chairperson and each committee member at the rate of \$250.00 (per school year). An approved committee includes the Assistive Technology Committee, and the Autism Committee. The only Board approved committee that is an exception to the supplemental pay is the illness and disability pool committee.

Payment for committee service shall be divided into two payments, to be disbursed in December and June.

The chairperson will consult with each committee member to determine a mutually convenient meeting date and time. Any employee who misses two consecutive meetings in the school year shall be removed from the committee and shall forfeit any remaining committee service payment, provided that notification of the meetings have been given at least 10 days in advance.

The chairperson will report in writing to the director any two consecutive absences of a member at properly called meetings.

- C. Only Speech-Language Pathologists employed prior to 2011-2012 by MCSEC will be grandfathered to receive the 2010-2011 stipend annually. A Speech-Language Pathologist working less than a full day or less than the total number of days set by the Board for a full-time Speech-Language Pathologist will receive a stipend proportionate to the time employed by the Board. Any stipends offered in the hiring of new Speech-Language Pathologists will be considered on an individual basis. In no event will a stipend offered for 2011-2012 or subsequent years exceed the 2010-2011 stipend.

**ITEM 7: SALARY**

- A. Salaries will be based on a work year. Teachers will work according to their designated home calendar days. All teachers will be required to work the state mandated minimum number of hours per year, which is 1,116. The MCSEC salary schedule will continue to be determined by combining the teacher salary schedules from each of the participating districts. The total yearly salary of the MCSEC teacher will be an average of the combined salary schedules for that teacher's correct experience step and education. Daily rate will be figured on home district for any required additional days or for deductions of unpaid leave.

For example: the average salary for a bachelors +10 step 1 negotiated by the participating five district salary schedules will determine the salary for that individual not how many hours or days worked.

Contracts will be issued after all participating districts have settled. However, if all participating districts have not settled by August 1, contracts will be issued with compensation based upon the participating district's negotiated agreements in force as of August 1. If all five participating districts have not settled their contracts by December 1 contracts will be reissued with compensation based on the participating districts' negotiated agreement in force as of December 1. Subsequently, after all participating districts have settled, adjusted contracts will be issued to reflect changes in compensation caused by the settlements. Depending upon the settlements, these adjusted contracts may be for an amount greater than the original contract or an amount less than the original contract.

Employees will be eligible for and receive a salary commensurate to their degrees and undergraduate and graduate hours in teacher education and teaching experience.

A teacher may move more than one step in one year when advancing a column or when steps are added to the matrix.

Undergraduate hours taken after July 1, 1985, will be considered for advancement across the salary matrix by the Marion County Special Education Cooperative Board of Directors. College hours earned after September 1, 1999, whether undergraduate or graduate, that are not approved as part of a degree plan or that are not in the college's department of education shall be subject to review by the MCSEC Executive Director for approval to be used toward advancement on the salary matrix. If the employee disagrees with the Director's decision, he/she may appeal to the Professional Development Council.

If the employee has a master's degree in a field other than education and receives an undergraduate degree in education, they shall be placed on the master's schedule at step 1. The additional undergraduate hours in education will not be counted towards hours above a master's degree. If an employee holds one or more bachelor degrees outside of education and then receives a bachelor's degree in education they will be placed on the bachelor's matrix. The non-educational bachelor degrees will not be counted for column advancement on the bachelor's matrix.

Column advancement across the salary matrix may occur using only credit hours completed after the completion of the latest degree, or taken concurrently with hours on the degree plan during the last session of school during which the degree is completed. A session of school is either a semester or the entire summer. Non-degree hours taken concurrently with degree hours must clearly be marked as such by the college/university on the official transcript.

The employee shall receive a fringe benefit as negotiated by the MCSEC Board in order to remain compliant with the health care consortium of which they belong, along with applicable state and federal regulations.

#### Longevity Benefit

The MCSEC Board and the Marion County Special Education Teachers Association will provide a window for teachers retiring under the KPERs system, whereby a single health insurance plan will be provided at MCSEC expense until the individual becomes qualified for Medicare insurance or age 65, whichever occurs first. If the window is not opened, the employee shall pay the full cost of the health insurance premium. Qualifying employees must have at least 10 years of work experience with MCSEC and the teacher must begin drawing KPERs retirement benefits within three months following retirement from MCSEC. The individual must also have been part of the MCSEC health insurance program for five (5) years prior to retirement.

The longevity provision will not be available unless agreed upon and opened by MCSEA and MCSEC. The Board reserves the right to open the window on an annual basis. The Board will notify the Association when opening the window. The application period will remain open for at least 10 weeks.

- B. Employees will notify the director in writing prior to June 1 of proposed horizontal movement on the salary matrix.
- C. Payment will follow procedures outlined in applicable statutes. Employees may elect to receive their pay by direct deposit or by paper check. Employees selecting the direct deposit option will have their pay deposited in their bank accounts on the 5<sup>th</sup> of each month or the 1<sup>st</sup> business day preceding the 4<sup>th</sup> if the 5<sup>th</sup> is not a business day. Paper checks will be mailed or will be available to be picked up on the 5<sup>th</sup> of the month or the 1<sup>st</sup> working day preceding the 5<sup>th</sup> if the 5<sup>th</sup> is not a business day. If the 5<sup>th</sup> is on a weekend or holiday, the preceding business day will be the pay date.
- D. The pay for a certified MCSEC employee accepting summer assignment will be paid according to their current placement on the salary matrix effective on the January 1 immediately previous to the summer term of employment. These positions will be offered first to MCSEC employees.

The employee and the MCSEC Executive Director shall agree on a designated base to be considered the starting and ending point for each day of the employee's summer assignment. The employee will be paid the hourly rate as determined from the previous paragraph for all service/therapy/instructional hours and for all travel time from the designated base to the place or places to provide services and back to the designated base at the end of the work day.

All mileage will be reimbursed from the designated base to all destinations for service/therapy/instruction and back to the designated base at the end of the work day.

- E. Inservice credit may be applied to movement on the salary matrix as outlined in the approved PDC Plan.
- F. The total amount paid by colleges to MCSEC or the school district the employee is teaching in for the supervision of student teachers will be paid to the supervising teachers involved.

A student teacher shall be assigned only to a cooperating teacher who is willing to work with the student teacher.

- G. The MCSEC Executive Director may request that employees attend inservice beyond the normal school year whether on a non-contracted day such as a weekend or vacation period during the school year or during non-contracted time between school years. Employees who accept such assignments will be compensated at the individual's salary rate of pay.
- H. If the local district where the MCSEC employee is assigned closes or cancels school, and the local district counts the day as a working day, the MCSEC employee will also count it as a working day.
- I. A stipend of five hundred (\$500.00) shall be paid to all full-time licensed staff members who conceive, develop, and draft individualized educational programs (IEPs). Those staff who are less than full-time will receive a stipend proportionate to the time (FTE) employed by the MCSEC Board.
- J. The salary schedules shall be printed and put online as a part of the negotiated agreement.
- K. The MCSEC Board and MCSEA representatives will meet within forty-five days of the salary schedule matrix being completed to ensure accuracy of the steps and columns.
- L. The employee and the MCSEC Executive Director shall agree on a designated base to be considered the starting and ending point for each day of the employee's regular contract. All mileage will be reimbursed from the designated base to all destinations for service/therapy/instruction and back to the designated base at the end of the work day.

**ITEM 8: FRINGE BENEFIT Section 125 Cafeteria Plan (salary reduction agreement)**

- A. The Board shall establish a fringe benefit program to comply with Section 125 of the Internal Revenue Code. The Board shall allocate \$470.00 toward Option 3 - \$2,000 deductible of the EHIG Health Insurance Plan, per month per full-time employee as defined by the Affordable Care Act and outlined in our ACA Eligibility Policy. The Board shall pay to the program on behalf of each part-time employee an amount of money proportionate to the amount of time the employee is employed by the Board.

All employees must apply the allocation by the Board to the MCSEC group health insurance or they will lose the benefit, except that a staff member whose spouse has insurance from the same group (ESSDACK) as MCSEC may apply the benefit toward the cost of that insurance; i.e., MCSEC will pay the allocation to the district of the spouse.

If membership in the entire health insurance program drops below 70%, the Board will purchase a single health insurance policy for each certified teacher, prorated for part-time employees and there will be no cash in lieu of benefit.

Employees will be eligible for continued participation in the MCSEC group health plan at resignation or retirement if they are eligible for retirement under KPERs, they qualify for disability retirement under KPERs, and otherwise qualifies under the provisions of KSA 12-5040 as outlined in our MCSEC Early Retiree Health Insurance Continuation Plan, approved in Board policy on August 17, 2015.

- B. **MCSEC EARLY RETIREE HEALTH INSURANCE CONTINUATION PLAN**  
Upon satisfaction of the following provisions, any MCSEC employee eligible for our group health insurance plan has the option to continue participation in the Cooperative's group health plan beyond retirement. This policy is intended to comply with Kansas Statute Annotated 12-5040, which includes but is not limited to the following provisions:
  - 1. Early retiree must have been employed by our Coop for not less than 10 years.
  - 2. The early retiree is an employee who has terminated employment and is receiving a retirement or disability benefit for service with the Cooperative from which they terminate employment.
  - 3. Early retiree will pay the full monthly health insurance premium as established by the Cooperative.
    - a. The full monthly premium is due in the Coop office by the 1<sup>st</sup> of the month of coverage.
    - b. The Coop will not send the member monthly invoices, it is the members responsibility to pay premiums timely.
  - 4. Early retiree may continue coverage for eligible spouses and dependents that are covered under our group health plan at the time of your retirement and activation of this extension of coverage.
  - 5. Retired employees who wish to elect this extension of coverage, should make a written request for continued participation in the group health plan to the Cooperative's Business Office within thirty (30) days following retirement (in lieu of electing any available COBRA continuation coverage).

This continuation plan and continued health plan coverage will be terminated in any of the following situations occur:

6. Cooperative no longer provides a group health plan to its active employees.
7. The premium for the health plan coverage is not paid by the retiree or member in a timely manner.
  - a. If the full monthly premium is not received in the Coop office by the 10<sup>th</sup> of the month, payment is not timely and cancellation of the coverage will be made to coincide with the date to which coverage has been paid.
8. The member becomes eligible for coverage under another employers health plan.
  - a. It is the responsibility of the covered member, whether the member is the retiree or the spouse and/or dependent of the retiree, to notify the Coop in writing that they have become eligible to be covered under a plan of another employer. The member will lose eligibility to continue health insurance coverage under our Cooperative health plan even if the member does not elect to enroll in the other employer coverage for which they become eligible.
  - b. If the member becomes eligible for coverage as an active full time employee again in our Coop, the member transfers back to our active group health plan. The provisions of this continuation plan are again offered at the subsequent early retirement.
9. The retired employee attains age 65. (It is the intent of this policy to terminate coverage when the retiree employee becomes eligible for Medicare, which, at the time of adoption of this policy, is age 65. Should federal laws change the age of eligibility for Medicare, this policy will mirror such changes.)
10. Covered spouses and/or dependents will lose eligibility when the retiree loses eligibility.
11. In the event of the death of a retired employee, the surviving spouse and eligible dependents, covered under the retiree's group health plan, will have a right to elect applicable COBRA continuation coverage.
12. Once a retiree or eligible dependent is no longer eligible for coverage according to these provisions, there will be no reinstatement of coverage.

Any employee electing such continuation acknowledges that they will be given the option to change deductible options at subsequent plan anniversary dates, as might be allowed by the Cooperative's group health insurance plan in place at the time. However, once participating under KSA 12-5040 continuation, the plan does not allow for the addition of future dependents to the retiree's insurance coverage.

The Marion County Special Education Cooperative expressly reserves the right to terminate or modify any or all coverage under this provision which is not required by Federal and State law and regulations.

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The Board shall also provide the opportunity for each employee to execute a revised salary reduction agreement once annually. Once the annual allocation is made for each selected benefit, the only changes which will be allowed are those permitted by the rules of Section 125.

- C. Each teacher executing a salary reduction agreement for benefits shall allocate a monthly sum to be used for the purchase of:
  1. Group Term Life Insurance & Accidental Death
  2. Group Health Insurance
  3. Salary Protection Insurance
  4. Dental Insurance
  5. Cancer Insurance
  6. Dependent Care
  7. Medical Reimbursement Account
  8. Heart/Stroke
  9. Vision
  10. Accident Insurance
- D. The Board shall provide each employee a description of the benefit coverage provided within ten (10) days at the beginning of the school year or date of employment, which shall include a clear description of conditions and limits of coverage as provided above. When requested by the employee the Board shall provide applications and, when necessary, information about the program.

- E. Companies wishing to provide 403(b) options and companies wishing to provide Section 125 options to MCSEC eligible staff will document that five MCSEC eligible staff will enroll with them. Companies providing this service to MCSEC staff as of January 1, 1999 shall be exempt from this requirement. A company shall not be dropped from the register of participating companies after eligibility is once determined.

**ITEM 9: UNIVERSAL LEAVE**

- A. Universal Leave is granted at the rate of sixteen (16) days per year. Universal Leave includes days that were formally termed sick leave and personal leave.
  - 1. The Executive Director must approve leave of more than five (5) consecutive days. The request shall be submitted to the principal/Executive Director no less than 5 school days in advance of the anticipated dates of leave so that a substitute may be arranged. In exceptional circumstances and for good cause show, the Executive Director may waive the 5 day restriction. A doctor's verification may be required by the Executive Director. Incremental use of leave days may be taken in one (1) hour increments.
  - 2. Teacher may accumulate leave previously referred to as sick days and personal leave from year to year to a maximum of 75 days. The sixteen (16) new days will be added on at the beginning of the year bringing the total to no more than 91 days. Universal Leave will not exceed 75 days at the end of the school year. At the end of each school year, any unused Universal Leave days will be added to accumulated Universal Leave to the maximum of 75 days. Accumulated sick leave may be used for sick leave and not for Universal Leave. After completion of the annual contract, the Interlocal will reimburse teachers who have accumulated Universal Leave days in excess of 75 days at \$25.00 per day.
  - 3. Accumulated Universal Leave shall be used for the employee's own illness, family illness, critical illness or death of the immediate family. The employee's immediate family shall include spouse/partner, mother, father, brother, sister, children, grandchildren, grandparents, such in-laws of the employee and any other relative who resides in the teacher's home (Critical illness means illness that is sufficiently serious to require the employee's presence). Verification from an attending physician may be required by the Executive Director.
  - 4. By obtaining approval from the Executive Director, teachers who wish to attend a funeral will be granted Universal Leave absence.
  - 5. After a teacher has used all of his/her accumulated Universal Leave, his/her salary will be deducted at the daily rate of the employee's total salary, as determined by the salary matrix. Stipends shall likewise be adjusted.
  - 6. Leave for less than 4 hours shall be allowed if a substitute for that period of time is available, or if a substitute is not needed for that period.
  - 7. Teachers shall be paid \$25.00 per day for each day of unused sick leave in excess of 75 days on completion of their annual contract. Such pay shall be limited to a maximum of 16 days and shall be paid as soon as processing of such pay can be completed after the completion of the teacher's contract. All partial days, less than 8 hours, shall be forfeited.
- B. Early Retirement and Resignation Incentive  
Educators who provide written notification of a retirement or resignation to the Executive Director, on or before the following dates shall be entitled to the financial incentives as listed below. Retirement or Resignation notification received by:

February 1 <sup>st</sup>	\$1,000.00
March 1 <sup>st</sup>	\$ 500.00
April 1 <sup>st</sup>	\$ 250.00

Employees who provide written notification of Retirement to the Executive Director by February 1<sup>st</sup> will receive payment of unused sick leave at the rate of \$25.00 per day. Payment for said days shall be made no later than June 30<sup>th</sup> of the same year following the February 1<sup>st</sup> notification date.

- C. Illness and Disability Pool  
This pool is established to provide assistance to professional employees in extraordinary circumstances. Membership in the sick leave pool shall be voluntary. Only members shall be eligible to use sick leave pool days. A committee composed of the director and three teachers selected by the association shall be established to screen the bank disbursements.

Members shall donate two days per year to the pool. A donation card authorizing the transfer of sick leave must be signed along with other beginning of the year payroll information. Teachers hired after the beginning of the school year may sign at the time of employment, and these initial days will be deducted from the current year total. The transfer of two days for each member will take place after the total individual accumulation has been adjusted at the end of the school year, and only if the total accumulated pool days fall below 200 days. If the total falls between 200 and 250 days, each member shall donate one day rather than two days. If the total exceeds 250, no days will be transferred to the pool that school year, except that new applicants to the pool must donate two days to become members of the pool. The total number of pool days will be counted during the pre-service days of each school year after new staff wishing to join has donated their two days. Then, a decision will be made as to whether continuing members will be required to donate additional days per this section.

Members who have used all of their own accumulated sick leave may draw no more than 30 days each year, up to the maximum stated in "2.h. Criteria for Approval", on a first-come, first-served basis, subject to approval of the committee.

The above policy pertains to full-time employees only. Any assignment other than full time will be prorated accordingly.

1. Procedures to Borrow Sick Days

- a. Obtain a written statement from your medical doctor or dentist recommending that you continue to be absent due to your health or to the health of your immediate family member or minor children in employee's custody.
- b. Employee shall complete the Sick Leave Bank application form and will submit it along with the doctor's recommendation to the chairperson of the Sick Leave Bank.
- c. A decision concerning the request will be made by the committee based on the criteria outlined in the Sick Leave Bank agreement. All decisions of the committee will be final.
- d. Extraordinary circumstances shall be defined as major non-elective surgery, illness, or accident which requires hospitalization and/or convalescence or recuperation in an extended care facility or at home. Employees receiving workers compensation benefits or KPERS disability shall not be eligible.
- e. If the sick leave days are requested for a condition of someone other than the employee making the request, additional criteria may be considered, such as the life-threatening aspect of the situation.
- f. In some cases, it may be considered possible for the employee to make alternative arrangements with other family members or caretakers to attend to the person involved, or to provide the care needed.

2. Criteria for Approval

- a. Use of the pool is open only to employees who are currently members of the pool.
- b. Application must be made within the contract year in which the accumulated sick leave days are depleted.
- c. Pool days cannot be used until all the applicant's accumulated sick leave days have been depleted.
- d. Pool days may only be used for absences due to the illness or disability of the employee, members of the employee's immediate family, or minor children in the employee's custody.
- e. The sick or disabled person must be under the care of a medical doctor or dentist.
- f. Approved sick leave pool days shall not exceed 30 days in any one contract year. At no time may a member owe more than 42 days to the pool.
- g. Employee agrees that upon return to full-time service, the borrowed pool days will be repaid at a rate of not less than 3 days per year, whether or not the employee continues to participate in the pool.
- h. Employees shall be allowed to accumulate deficit days based on the number of years employee has been with the MCSEC, as follows:

1 to 6 years = 24 days maximum  
7 to 12 years = 36 days maximum

13 or more years = 42 days maximum

- i. An employee who leaves the employment of the Cooperative owing sick days to the illness and disability pool shall forfeit any remaining sick leave days they have accrued. If the employee still owes sick leave days to the illness and disability pool, they shall, at the discretion of the committee, have deducted from his/her salary an amount equal to his/her daily rate, as determined by the experience and education matrix for salary determination, multiplied by the number of days owed.

D. Professional Leave

MCSEC employees may attend professional meetings at the discretion of the MCSEC Executive Director. Such professional leave may also include professional improvement days such as classroom visitation. The Cooperative may pay for the transportation, registration, and lodging/meals. The employee(s) should request attendance to the professional meeting at least two weeks in advance and shall file a written report concerning the meeting with the director. The employee must have the leave request approved prior to the date of desired leave.

E. Jury Duty

Employees shall be released for jury duty. A substitute teacher, or other substitutes where applicable, will be provided at MCSEC expense. Employees will reimburse the MCSEC for the amount received for jury duty. The amount received for transportation expense will be retained by the employee.

F. Association Leave

At the beginning of every school year the Association shall be provided with a total of four days of leave to be used by employees who are members of the Association. At an official board meeting the Association will provide the Board the name of the officer authorized by the Association to approve Association leave.

The officer authorized by the Association will notify the Director in writing no less than 48 hours in advance of taking leave. The notice will identify the individuals taking Association leave and the dates of the leave. The Association will pay the cost of the substitute when hired. Association leave will not be used by more than two employees on the same day.

G. Extended Leave/Sabbatical Leave

Certified staff members may request, subject to approval of the MCSEC Executive Director and the Board of Directors, a leave of absence for study, foreign teaching, serving in a political office, travel, health, maternity, adoption, family care, professional activities and professional related employment, etc. Request for leaves of longer than one month except for adoption, travel, health reasons, or family care should be made prior to March 15. Length and conditions of the leave will be agreed upon at that time. All leaves shall be subject to the following provisions; the certified staff member shall:

1. Receive no salary from MCSEC when on leave
2. Retain accumulated sick leave
3. Return to the experience level on the salary matrix held prior to the leave of absence, unless said employee qualifies for a higher income bracket
4. Upon return from leave, the staff member will be assigned to the position held before the leave was taken or such other position for which the staff member is certified
5. Have been employed by the cooperative for at least six years (except health, family care or maternity leave)
6. Be permitted to retain the health coverage and other fringe benefit options at the employee's expense
7. Receive benefits including sick leave on a prorated basis if leave is taken part time
8. Maintain all rights accruing under Kansas Public Employees Retirement System, if any.

Leave may be granted for as long as one year.  
Leave may be granted full time or part time

H. Leave Resulting from Assault/Battery

In the event that an employee is assaulted/battered in the course of his/her job, which results in that employee taking sick leave, that leave shall not be charged against paid leave for employees, but shall be considered Board approved leave without reduction in compensation.

1. Reporting

A professional educator who has suffered an assault and/or battery in connection with his/her employment, where such even occurs in school, on school grounds, or while the professional educator is engaged in duties at a regularly scheduled school event, shall, within 3 days thereafter, make a written report of the circumstances to his/her principal and the MCSEC Executive Director.

2. Injury Benefits

Whenever a professional educator is absent as a result of personal injury caused by the assault and/or battery reported under Paragraph 1 and the MCSEC Executive Director finds that the professional educator has used reasonable judgment, he/she shall be paid his/her full salary, less any other MCSEC provided disability benefits, without having such absence charged to sick leave. Such payments shall not extend beyond the end of contract days or until the professional educator is fully recovered, whichever occurs first. The MCSEC Executive Director may require medical reports to verify the disability.

3. Property Damage

If a professional educator's clothing or personal effects worn or on his/her person are damaged or destroyed as a result of a physical attack or willful malice which arises out of and occurs in the course of his/her employment, the district shall reimburse the employee for the cost of repair or reasonable replacement value in an amount not to exceed a total of \$500.00, provided that:

- a. the MCSEC Executive Director or designee shall determine whether or not the professional educator has used reasonable judgment in the incident;
- b. any property damage covered by insurance will be excluded from the amount paid by MCSEC;
- c. the professional educator shall furnish the district with a signed statement either that he/she has no insurance to cover the loss or that a claim had been denied by his/her insurance company; and
- d. a police report shall be filed at the time of the incident.

I. Professional Work Leave

Each special education teacher may request two (2) non-student contact days per year for the purpose of completing necessary IEP work. These days may be requested in one-half day increments. The decision to use these days will be at the individual teacher's discretion, but approval or the specific day(s) to be used is at the discretion of the building principal/Executive Director to insure availability of substitutes.

**ITEM 10: PAYROLL DEDUCTIONS**

The Board will follow guidelines established by Kansas statutes for payroll deductions. Within thirty (30) days after receipt of written authorization from the teacher the Board shall deduct from the salary of the employee and make appropriate remittance for:

A. Association Dues

Such authorization shall continue in effect from year to year. Pursuant to such authorization the Board shall deduct one-twelfth (1/12) or an appropriate amount of such dues from the regular salary check of the employee each month. Amounts to be deducted shall be supplied the Board through a schedule established by the Association. Prior authorizations existing on the effective date of this agreement shall continue in full force and effect into this and successor agreements unless and until revoked in writing by the employee July 15 and September 1 of any school year. The Board shall transmit to the Association the total monthly deduction for the professional dues within ten (10) days following each regular period.

B. Tax Sheltered Annuities

Deductions for tax sheltered annuities shall be in accordance with applicable Kansas Statutes.

**ITEM 11: DISCIPLINE**

A. The Board will follow guidelines as defined by Kansas Statutes.

B. The MCSEC Executive Director and the employee, in private, shall discuss informally the action of the employee which is considered to be detrimental to the learning process of children. The Executive Director may also informally discuss other duties that are assigned to the employee but have not been completed. The principal (s) may be invited where appropriate.

Disciplinary Actions for Duties Not completed

1. The employee shall submit paperwork (IEP, Progress Reports, etc) no more than two (2) weeks after said paperwork is due (IEP meetings, end of quarter grades, etc). Failure to complete these duties within said timelines shall result in an oral reprimand. The Executive Director shall have the right to assign the employee up to an additional five (5) working days during the contract year or at the conclusion of the contract year.
  2. The additional day(s) shall be in addition to the number of stated days in the teacher's contract at no additional pay.
  3. Written notice of required completion date will be given to the teacher at the time of the oral reprimand and a copy placed in the employee's personnel file. Following completion of the duties, the documentation will be removed from the teacher's personnel file.
  4. The specific day(s) (excluding all Sundays and legal holidays) and place for working the additional day (s) will be designated in writing by the Executive Director.
  5. The additional designated day(s) assigned will end when the specified requirements are completed as determined by the Executive Director.
- C. If this action is repeated, a written reprimand will be given to the teacher listing the undesirable behavior and suggestions for improvement.
- D. If the undesirable behavior continues after receipt of the written reprimand, formal disciplinary procedures may be taken such as suspension, removal, or dismissal in accordance with Kansas statutes.
- E. Employee Files

1. Number of Files  
All personnel records shall be construed as the file for each employee and such file will be maintained at the Cooperative office.
2. Open to Employee  
All material obtained during the period of employment which is placed in the employee's file and which may be used to determine the employee's continued employment or advancement in the school system, shall be available for inspection by appointment, during normal business hours, to be schedule within five (5) working days of the request. At the employee's request and with written authorization, a representative of the Association may inspect the employee's file.
3. Right to Reproduce Contents  
The employee and/or his/her representative shall have the right to reproduce any of the contents of his/her file.
4. Data/Employee Response  
There shall be no anonymous data placed in the employee's file. All data placed in an employee's file must be signed by the originator, dated, and a copy presented to the employee for review prior to placement in the employee's file.

An employee shall have the right to respond, in writing, to any material filed subsequent to employment, and the response shall be affixed to the material and placed with it in the employee's file.

Additionally, the employee may have any evidence of competence, professionalism, or outstanding performance or service he/she chooses placed in his/her file.

5. Complaints  
Any written complaints regarding a professional employee made to an administrator by any parent, student, or other person shall be promptly called to the professional employee's attention. The professional employee shall receive a copy of the complaint.

The professional employee shall have an opportunity to answer the complaint. The professional employee's written response will be communicated to the complainant and will be attached to any retained written record of the complaint.

The employee will be notified within ten days of the written complaint, and will sign, signifying receipt of notification. Unsigned complaints will not be accepted.

## ITEM 12: EVALUATION PROCEDURE

The Board shall follow Kansas statutory guidelines and the approved MCSEC evaluation instrument.

- A. Pre-Evaluation Conference  
The evaluation instrument and applicable Kansas statutes shall be discussed at teacher inservice. Additional conferences may be arranged at the request of the teacher.
- B. Classroom Visitation  
Classroom visitations shall be at least two average class periods per evaluation, to be arranged by mutual consent. Evaluations will also be based on informal observations and contacts.
- C. All evaluations will be done either by the MCSEC Executive Director, the Assistant Director, or by a principal who has been trained in special education practices, procedures, law and expectations. The MCSEC Executive Director or the Assistant Director will provide inservice to the principals annually, and each principal who will evaluate special education employees must receive that training annually.

All newly hired teachers without at least one year of certified special education experience will be evaluated in a collaborative effort by the MCSEC Executive Director and the principal. A first year principal would evaluate a special education employee in a collaborative effort with the special education administrator.

The MCSEC Executive Director or the Assistant Director will be the primary evaluator of all itinerant personnel.

The MCSEC Executive Director or the Assistant Director shall seek input from the principal (s) of the building(s) in which the employee spends his/her working day. Written responses received from building principals will be available for teacher reviewing the comments.

An evaluatee who deems that his/her evaluation, which was done by a principal, is unsatisfactory may choose to discuss the evaluation with the Director or the Assistant Director. If this procedure does not resolve the problem to the employee's satisfaction, and if the employee requests it, the MCSEC Executive Director or the Assistant Director will then evaluate the employee.

- D. Post-Evaluation Conference  
The post-evaluation conference will be arranged by the MCSEC Executive Director, the Assistant Director, or the principal after notifying the employee. Should the evaluation contain areas marked unsatisfactory, suggestions for improvement will provided in writing.
- E. Copies of Evaluation  
The employee shall receive a copy of his/her signed evaluation and any supplemental evaluation documents involved.
- F. Feedback  
Feedback for performance efficiencies and deficiencies will be provided.
- G. An Advisory Evaluation Committee will be formed with representatives agreed upon by the association and director to review the piloted McRel evaluation tool and its implementation and make recommendations about its success and usefulness during the 2016-2017 school year. This will be an approved committee and subject to supplemental pay as stated in Item 6B.

## ITEM 13: GRIEVANCE PROCEDURE

- A. Purpose  
The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances of individual employees of the Marion County Special Education Cooperative as the lowest level.
- B. Definition  
A grievance is a complaint involving the alleged violation, misinterpretation, or misapplication of a written provision of the Negotiated Agreement entered into between the MCSEC Board of Directors and the MCSEC.
- C. Procedures
  1. The adjustment of grievances will be accomplished as rapidly as possible.
  2. After the initial private conference with the immediate administrative superior, the aggrieved employee may be accompanied by others or represented by legal counsel.

3. All discussions and hearings shall be conducted at times other than when school is in session unless arranged otherwise by the director.
4. Only the employee affected may file a grievance.
5. Time limits may be extended or reduced by mutual consent of the aggrieved employee and the Board of Directions.

Level I

1. An aggrieved employee will first discuss the grievance with the director in a private and informal conference. The employee will cite and define the grievance. Effort will be made to adjust the grievance in an informal manner.
2. If the aggrieved employee is dissatisfied with the outcome of the initial private conference, he/she may request a formal conference with the director. Effort should be made to develop an understanding of the facts and the issues in order to create a climate which leads to a solution. The formal conference will occur within ten (10) working days of the last informal conference. It is understood that at the formal level the grievance shall be submitted in writing.

Level II

1. If the grievance is not adjusted to the satisfaction of the aggrieved person, the aggrieved person may appeal the grievance to the Board for the purpose of final adjustment of the grievance.
2. The Board will meet with the grievant no later than the next Board meeting. The Board will meet and confer with the aggrieved person and render a decision to be submitted to the aggrieved person in writing within thirty (30) working days. This will be the final disposition of the grievance by the Board.

The aggrieved shall be advised of his/her right to appeal the Board's decision to a court of competent jurisdiction.

D. Other Conditions

1. All employees involved, and all others who might contribute to the adjustment of a grievance, are authorized to testify with full assurance that no reprisal will follow because of such participation.
2. Upon settlement of the grievance, all records shall be kept on file.
3. Should either party tape or transcribe the meeting at any level, the other party may request a copy of the tape or transcription (at his/her own expense for duplication).

### INSTRUCTIONS

The purpose of the grievance procedure is to facilitate free, easy and effective communication between teachers and the administrative staff in order to secure, in good faith, equitable solutions to problems which may arise from time to time. Careful attention to contract requirements for a grievance and the proper procedure for completing a grievance form and the filing of same, as hereinafter detailed, will help to insure an expeditious and thorough consideration of each grievance.

Grievance Report Forms may be secured from the Special Education Office and the Association, and should be filed at each level of the grievance procedure.

1. Each portion of the Grievance Report Form should be completed fully in as much detail as possible. The statement of facts upon which the grievance is based should include all relevant facts, including details of time, date, place, persons involved, and what occurred.

Detailed information of the facts involved, the relevant contract provisions, and the manner in which those facts relate to the contract provisions are extremely important in order to provide a basis upon which a fair, thorough, and expeditious decision may be made.

2. Under Section B of the Grievance Report Form those relevant contract provisions which the grievant contends have been violated, misinterpreted, or misapplied, should be specified.
3. Under Section C the grievant should state his or her claim by describing the manner in which the factual contentions are related to the relevant contract provisions and how a violation, misinterpretation, or misapplication of the contract has occurred.
4. Under Section D the grievant should specify the relief which he or she desires as a result of the grievance.



**ITEM 14: HOMEBOUND INSTRUCTION**

The pay for a licensed MCSEC employee accepting Homebound instruction after contracted hours will be paid according to their current placement on the salary matrix effective for that school year.

**ITEM 15: PARAEDUCATOR EMPLOYMENT**

When possible, educators should have a part in the selection of the paraeducators assigned to their programs. However, the ultimate authority to employ a paraeducator rests with the Director and the Board.

**ITEM 16: REPRODUCTION OF AGREEMENT**

Each party shall notify the other, in writing, within twenty-four (24) hours of the ratification of the negotiated agreement. Representatives will sign the written document within thirty days of ratification by both parties.

The negotiated agreement may be viewed and obtained from the MCSEC website. The MCSEC will maintain a viable website during the length of the agreement. Hard copy of the negotiated agreement will be provided at the expense of the Board to any and all certified employees within thirty (30) days of receipt of request. Up to five (5) hard copies will be provided to the Association at Board expense within thirty (30) days following the signing of the agreement by the Association and the Board.

**ITEM 17: REIMBURSEMENT FOR BACKGROUND CHECKS AND FINGERPRINTING**

Educators will be reimbursed for all costs incurred to perform a background check and fingerprinting required for KSDE teacher licensure.

**ITEM 18: SAVING CLAUSE**

If any of these items are held to be contrary to law, then such items shall not be deemed valid or subsisting, except to the extent permitted by law: but all other items shall continue in full force and effect.

**ITEM 19: LIQUIDATED DAMAGES**

In the event whereby it may become necessary for the teacher to leave the district after the statutory notification date, the Board of Directors shall accept the resignation of the teacher upon receipt of the following financial compensation:

- \$750.00 if resignation is submitted after June 20, or the first business day following the 20<sup>th</sup> if the 20<sup>th</sup> is not a business day
- \$2,000.00 if resignation is submitted after the second Friday in July
- \$3,000.00 if resignation is submitted after July 30<sup>th</sup>.

The liquidated damages may be waived with Executive Director and Board of Directors approval based upon extenuating circumstances that are beyond the employee's control (i.e. spouse transfers).

**Marion County Special Education Cooperative  
 Experience and Education Matrix for Salary Determination  
 Bachelor's Degree Portion  
 2016-2017 School Year**

Step	Bachelor's +8	Bachelor's +9	Bachelor's +10	Bachelor's +11	Bachelor's +12	Bachelor's +13	Bachelor's +14	Bachelor's +15	Bachelor's +16	Bachelor's +17	Bachelor's +18	Bachelor's +19	Bachelor's +20	Bachelor's +21	Bachelor's +22	Bachelor's +23	Bachelor's +24	Bachelor's +25	Bachelor's +26	Bachelor's +27	Bachelor's +28	Bachelor's +29	Bachelor's +30	Bachelor's +31	Bachelor's +32	Bachelor's +33	Bachelor's +34	Bachelor's +35	Bachelor's +36	Bachelor's +37	Bachelor's +38	Bachelor's +39	Bachelor's +40	Bachelor's +41	Bachelor's +42	Bachelor's +43	Bachelor's +44	Bachelor's +45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
1	33,668	33,852	34,194	34,378	34,438	34,730	34,914	34,984	35,276	35,400	35,480	35,642	35,804	35,884	36,088	36,250	36,290	36,534	36,696	36,724	36,812	36,890	37,052	37,214	37,264	37,350	37,512	37,674	37,724	37,812	37,974	38,136	38,274	38,436	38,598	38,760	38,922	39,084	39,246	39,408	39,570	39,732	39,894	40,056	40,218	40,380	40,542	40,704	40,866	41,028	41,190	41,352	41,514	41,676	41,838	41,999	42,161	42,323	42,485	42,647	42,809	42,971	43,133	43,295	43,457	43,619	43,781	43,943	44,105	44,267	44,429	44,591	44,753	44,915	45,077	45,239	45,401	45,563	45,725	45,887	46,049	46,211	46,373	46,535	46,697	46,859	47,021	47,183	47,345	47,507	47,669	47,831	47,993	48,155	48,317	48,479	48,641	48,803	48,965	49,127	49,289	49,451	49,613	49,775	49,937	50,099	50,261	50,423	50,585	50,747	50,909	51,071	51,233	51,395	51,557	51,719	51,881	52,043	52,205	52,367	52,529	52,691	52,853	53,015	53,177	53,339	53,501	53,663	53,825	53,987	54,149	54,311	54,473	54,635	54,797	54,959	55,121	55,283	55,445	55,607	55,769	55,931	56,093	56,255	56,417	56,579	56,741	56,903	57,065	57,227	57,389	57,551	57,713	57,875	58,037	58,199	58,361	58,523	58,685	58,847	59,009	59,171	59,333	59,495	59,657	59,819	59,981	60,143	60,305	60,467	60,629	60,791	60,953	61,115	61,277	61,439	61,601	61,763	61,925	62,087	62,249	62,411	62,573	62,735	62,897	63,059	63,221	63,383	63,545	63,707	63,869	64,031	64,193	64,355	64,517	64,679	64,841	65,003	65,165	65,327	65,489	65,651	65,813	65,975	66,137	66,299	66,461	66,623	66,785	66,947	67,109	67,271	67,433	67,595	67,757	67,919	68,081	68,243	68,405	68,567	68,729	68,891	69,053	69,215	69,377	69,539	69,701	69,863	70,025	70,187	70,349	70,511	70,673	70,835	70,997	71,159	71,321	71,483	71,645	71,807	71,969	72,131	72,293	72,455	72,617	72,779	72,941	73,103	73,265	73,427	73,589	73,751	73,913	74,075	74,237	74,399	74,561	74,723	74,885	75,047	75,209	75,371	75,533	75,695	75,857	76,019	76,181	76,343	76,505	76,667	76,829	76,991	77,153	77,315	77,477	77,639	77,801	77,963	78,125	78,287	78,449	78,611	78,773	78,935	79,097	79,259	79,421	79,583	79,745	79,907	80,069	80,231	80,393	80,555	80,717	80,879	81,041	81,203	81,365	81,527	81,689	81,851	82,013	82,175	82,337	82,499	82,661	82,823	82,985	83,147	83,309	83,471	83,633	83,795	83,957	84,119	84,281	84,443	84,605	84,767	84,929	85,091	85,253	85,415	85,577	85,739	85,901	86,063	86,225	86,387	86,549	86,711	86,873	87,035	87,197	87,359	87,521	87,683	87,845	88,007	88,169	88,331	88,493	88,655	88,817	88,979	89,141	89,303	89,465	89,627	89,789	89,951	90,113	90,275	90,437	90,599	90,761	90,923	91,085	91,247	91,409	91,571	91,733	91,895	92,057	92,219	92,381	92,543	92,705	92,867	93,029	93,191	93,353	93,515	93,677	93,839	94,001	94,163	94,325	94,487	94,649	94,811	94,973	95,135	95,297	95,459	95,621	95,783	95,945	96,107	96,269	96,431	96,593	96,755	96,917	97,079	97,241	97,403	97,565	97,727	97,889	98,051	98,213	98,375	98,537	98,699	98,861	99,023	99,185	99,347	99,509	99,671	99,833	100,000	100,162	100,324	100,486	100,648	100,810	100,972	101,134	101,296	101,458	101,620	101,782	101,944	102,106	102,268	102,430	102,592	102,754	102,916	103,078	103,240	103,402	103,564	103,726	103,888	104,050	104,212	104,374	104,536	104,698	104,860	105,022	105,184	105,346	105,508	105,670	105,832	105,994	106,156	106,318	106,480	106,642	106,804	106,966	107,128	107,290	107,452	107,614	107,776	107,938	108,100	108,262	108,424	108,586	108,748	108,910	109,072	109,234	109,396	109,558	109,720	109,882	110,044	110,206	110,368	110,530	110,692	110,854	111,016	111,178	111,340	111,502	111,664	111,826	111,988	112,150	112,312	112,474	112,636	112,798	112,960	113,122	113,284	113,446	113,608	113,770	113,932	114,094	114,256	114,418	114,580	114,742	114,904	115,066	115,228	115,390	115,552	115,714	115,876	116,038	116,200	116,362	116,524	116,686	116,848	117,010	117,172	117,334	117,496	117,658	117,820	117,982	118,144	118,306	118,468	118,630	118,792	118,954	119,116	119,278	119,440	119,602	119,764	119,926	120,088	120,250	120,412	120,574	120,736	120,898	121,060	121,222	121,384	121,546	121,708	121,870	122,032	122,194	122,356	122,518	122,680	122,842	123,004	123,166	123,328	123,490	123,652	123,814	123,976	124,138	124,300	124,462	124,624	124,786	124,948	125,110	125,272	125,434	125,596	125,758	125,920	126,082	126,244	126,406	126,568	126,730	126,892	127,054	127,216	127,378	127,540	127,702	127,864	128,026	128,188	128,350	128,512	128,674	128,836	129,000	129,162	129,324	129,486	129,648	129,810	129,972	130,134	130,296	130,458	130,620	130,782	130,944	131,106	131,268	131,430	131,592	131,754	131,916	132,078	132,240	132,402	132,564	132,726	132,888	133,050	133,212	133,374	133,536	133,698	133,860	134,022	134,184	134,346	134,508	134,670	134,832	134,994	135,156	135,318	135,480	135,642	135,804	135,966	136,128	136,290	136,452	136,614	136,776	136,938	137,100	137,262	137,424	137,586	137,748	137,910	138,072	138,234	138,396	138,558	138,720	138,882	139,044	139,206	139,368	139,530	139,692	139,854	140,016	140,178	140,340	140,502	140,664	140,826	140,988	141,150	141,312	141,474	141,636	141,798	141,960	142,122	142,284	142,446	142,608	142,770	142,932	143,094	143,256	143,418	143,580	143,742	143,904	144,066	144,228	144,390	144,552	144,714	144,876	145,038	145,200	145,362	145,524	145,686	145,848	146,010	146,172	146,334	146,496	146,658	146,820	146,982	147,144	147,306	147,468	147,630	147,792	147,954	148,116	148,278	148,440	148,602	148,764	148,926	149,088	149,250	149,412	149,574	149,736	149,898	150,060	150,222	150,384	150,546	150,708	150,870	151,032	151,194	151,356	151,518	151,680	151,842	152,004	152,166	152,328	152,490	152,652	152,814	152,976	153,138	153,300	153,462	153,624	153,786	153,948	154,110	154,272	154,434	154,596	154,758	154,920	155,082	155,244	155,406	155,568	155,730	155,892	156,054	156,216	156,378	156,540	156,702	156,864	157,026	157,188	157,350	157,512	157,674	157,836	158,000	158,162	158,324	158,486	158,648	158,810	158,972	159,134	159,296	159,458	159,620	159,782	159,944	160,106	160,268	160,430	160,592	160,754	160,916	161,078	161,240	161,402	161,564	161,726	161,888	162,050	162,212	162,374	162,536	162,698	162,860	163,022	163,184	163,346	163,508	163,670	163,832	163,994	164,156	164,318	164,480	164,642	164,804	164,966	165,128	165,290	165,452	165,614	165,776	165,938	166,100	166,262	166,424	166,586	166,748	166,910	167,072	167,234	167,396	167,558	167,720	167,882	168,044	168,206	168,368	168,530	168,692	168,854	169,016	169,178	169,340	169,502	169,664	169,826	169,988	170,150	170,312	170,474	170,636	170,798	170,960	171,122	171,284	171,446	171,608	171,770	171,932	172,094	172,256	172,418	172,580	172,742	172,904	173,066	173,228	173,390	173,552	173,714	173,876	174,038	174,200	174,362	174,524	174,686	174,848	175,010	175,172	175,334	175,496	175,658	175,820	175,982	176,144	176,306	176,468	176,630	176,792	176,954	177,116	177,278	177,440	177,602	177,764	177,926	178,088	178,250	178,412	178,574	178,736	178,898	179,060	179,222	179,384	179,546	179,708	179,870	180,032	180,194	180,356	180,518	180,680	180,842	181,004	181,166	181,328	181,490	181,652	181,814	181,976	182,138	182,300	182,462	182,624	182,786	182,948	183,110	183,272	183,434	183,596	183,758	183,920	184,082	184,244	184,406	184,568	184,730	184,892	185,054	185,216	185,378	185,540	185,702	185,864	186,026	186,188	186,350	186,512	186,674	186,836	187,000	187,162	187,324	187,486	187,648	187,810	187,972	188,134	188,296	188,458	188,620	188,782	188,944	189,106	189,268	189,430	189,592	189,754	189,916	190,078	190,240	190,402	190,564	190,726	190,888	191,050	191,212	191,374	191,536	191,698	191,860	192,022	192,184	192,346	192,508	192,670	192,832	192,994	193,156	193,318	193,480	193,642	193,804	193,966	194,128	194,290	194,452	194,614	194,776	194,938	195,100	195,262	195,424	195,586	195,748	195,910	196,072	196,234	196,396	196,558	196,720	196,882	197,044

**Marion County Special Education Cooperative  
 Experience and Education Matrix for Salary Determination  
 Master's Degree Portion  
 2016-2017 School Year**

Step	Master's +8	Master's +10	Master's +12	Master's +16	Master's +20	Master's +24	Master's +30	Master's +32	Master's +35	Step
1	36,362	36,362	36,654	36,854	37,146	37,346	37,638	37,638	37,718	1
2	36,818	36,818	37,110	37,310	37,602	37,804	38,096	38,096	38,178	2
3	37,274	37,274	37,566	37,766	38,058	38,260	38,552	38,552	38,634	3
4	37,730	37,730	38,022	38,222	38,514	38,716	39,008	39,008	39,090	4
5	38,186	38,186	38,478	38,678	38,970	39,172	39,464	39,464	39,546	5
6	38,642	38,642	38,934	39,134	39,426	39,628	40,020	40,020	40,102	6
7	39,098	39,098	39,390	39,590	39,882	40,084	40,476	40,476	40,558	7
8	39,554	39,554	39,846	40,046	40,338	40,540	40,932	40,932	41,014	8
9	40,010	40,010	40,302	40,502	40,794	41,096	41,488	41,488	41,570	9
10	40,466	40,466	40,758	40,958	41,250	41,552	41,944	41,944	42,026	10
11	40,922	40,922	41,214	41,414	41,706	42,008	42,400	42,400	42,482	11
12	41,378	41,378	41,670	41,870	42,162	42,464	42,856	42,856	42,938	12
13	41,834	41,834	42,126	42,326	42,618	42,920	43,312	43,312	43,394	13
14	42,290	42,290	42,582	42,782	43,074	43,376	43,768	43,768	43,850	14
15	42,746	42,746	43,038	43,238	43,530	43,832	44,224	44,224	44,306	15
16	43,202	43,202	43,494	43,694	43,986	44,288	44,680	44,680	44,762	16
17	43,658	43,658	43,950	44,150	44,442	44,744	45,136	45,136	45,218	17
18	44,114	44,114	44,406	44,606	44,898	45,190	45,582	45,582	45,664	18
19	44,570	44,570	44,862	45,062	45,354	45,656	46,048	46,048	46,130	19
20	45,026	45,026	45,318	45,518	45,810	46,112	46,504	46,504	46,586	20
21	45,482	45,482	45,774	45,974	46,266	46,568	46,960	46,960	47,042	21
22	45,938	45,938	46,230	46,430	46,722	47,024	47,416	47,416	47,498	22
23	46,394	46,394	46,686	46,886	47,178	47,480	47,872	47,872	47,954	23
24	46,850	46,850	47,142	47,342	47,634	47,936	48,328	48,328	48,410	24
25	47,306	47,306	47,598	47,798	48,090	48,392	48,784	48,784	48,866	25
26	47,762	47,762	48,054	48,254	48,546	48,848	49,240	49,240	49,322	26
27	48,218	48,218	48,510	48,710	49,002	49,304	49,696	49,696	49,778	27
28	48,674	48,674	48,966	49,166	49,458	49,760	50,152	50,152	50,234	28
29	49,130	49,130	49,422	49,622	49,914	50,216	50,608	50,608	50,690	29
30	49,586	49,586	49,878	50,078	50,370	50,672	51,064	51,064	51,146	30
31	50,042	50,042	50,334	50,534	50,826	51,128	51,520	51,520	51,602	31
32	50,498	50,498	50,790	50,990	51,282	51,584	51,976	51,976	52,058	32
33	50,954	50,954	51,246	51,446	51,738	52,040	52,432	52,432	52,514	33
34	51,410	51,410	51,702	51,902	52,194	52,496	52,888	52,888	52,970	34
35	51,866	51,866	52,158	52,358	52,650	52,952	53,344	53,344	53,426	35
36	52,322	52,322	52,614	52,814	53,106	53,408	53,800	53,800	53,882	36
37	52,778	52,778	53,070	53,270	53,562	53,864	54,256	54,256	54,338	37
38	53,234	53,234	53,526	53,726	54,018	54,320	54,712	54,712	54,794	38
39	53,690	53,690	53,982	54,182	54,474	54,776	55,168	55,168	55,250	39
40	54,146	54,146	54,438	54,638	54,930	55,232	55,624	55,624	55,706	40
41	54,602	54,602	54,894	55,094	55,386	55,688	56,080	56,080	56,162	41
42	55,058	55,058	55,350	55,550	55,842	56,144	56,536	56,536	56,618	42
43	55,514	55,514	55,806	56,006	56,298	56,600	57,092	57,092	57,174	43
44	55,970	55,970	56,262	56,462	56,754	57,056	57,448	57,448	57,530	44
45	56,426	56,426	56,718	56,918	57,210	57,512	57,904	57,904	57,986	45