

NEGOTIATED AGREEMENT

For

2025-2026 School Year

The following agreements were reached as the result of negotiations between the negotiating teams for the Board of Directors of Marion County Special Education Cooperative #617, Marion County, Kansas and the Marion County Special Education Association, as representatives of the teachers of Marion County Special Education Cooperative #617, pursuant to the provisions of K.S.A. 72-5413, et seq,

These negotiated agreements, upon ratification, shall become effective July 1, 2025 and shall expire June 30, 2026.

These agreements are hereby approved this 1st day of Aug, 2025 by the respective negotiating teams.

Kathy Koop

Kathy Koop, Chief Negotiator
Marion County Special Education Association

Jared Jost

Jared Jost, Chief Negotiator
Board of Directors
Marion County Special Education
Cooperative #617

These agreements are ratified by a majority of the teachers of Marion County Special Education Cooperative on the 1st day of August, 2025

Kathy Koop

Kathy Koop, President
Marion County Special Education Association

Jared Jost

Jared Jost, Chairman
Board of Directors
Marion County Special Education Cooperative

MARION COUNTY
SPECIAL EDUCATION COOPERATIVE #617

MEMORANDUM OF AGREEMENT
2025-2026

Marion County Special Education Association (MCSEA) (The
Association)

Marion County Special Education Cooperative (MCSEC) Board of Directors (The
Board)

RECOGNITION: *The Marion County Special Education Cooperative #617 Board of Directors exclusively recognizes the Marion County Special Education Association, affiliated with the Kansas National Education Association and the National Education Association, for the purposes of professional negotiations under K.S.A. 7205413, et.Seq.*

The bargaining unit shall include all persons employed by the Board in a position requiring a certificate/license issued by the State Board of Education or employed in a professional, education, or instructional capacity by the Board.

Marion County Special Education Cooperative #617

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ITEM 1. Licensed Staff Professional Contract will designate the exact number of contract days according to the Licensed Staff member's home district, for bookkeeping purposes only.

2025-2026

LICENSED STAFF 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 "licensed staff," that licensed staff is hereby employed by the Marion County Special Education Cooperative #617. Salaries will be based on a work year. Licensed staff will work according to their designated home calendar () and will perform the following services in conformity with Kansas statutory guidelines.

Tentative Assignment: «Tentative_Position_Assignment» at «District_Assignment»

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

For these services, the Board shall pay licensed staff in accordance with applicable Kansas statutory guidelines.

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

This contract is accepted by licensed staff:

Licensed Staff _____ Date _____

This contract approved by the Board of Directors on:

Chairperson of the Board _____ Date _____ Date _____

Clerk of the Board

ITEM 2: DURATION

The negotiated items shall govern the rights of the Board and the Association during the effective period from July 1, 2023 through June 30, 2024.

All negotiated items shall continue in force and effect to June 30, 2024, 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 licensed staff will be assigned the equal amount of preparation time that general education licensed staff receive in their assigned building, or 200 minutes **weekly** of preparation time, whichever is greater. Licensed staff will not be assigned to other duties at this time and it will be in addition to their lunch period.

The duty day, length of duty-free lunch period, amount of travel time, and amount of planning time for employees assigned to multiple school districts will be determined by school principals and the Executive Director with input from the licensed staff. The duty day will include adequate time for the licensed staff to travel safely between buildings, as well as comparable amounts of time for planning and duty-free lunch as that received by licensed staff assigned to a single school building. Speech Language Pathologists and/or other itinerants will be required to sign-in/sign-out of various buildings.

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

Licensed staff 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 licensed staff, if this can be accomplished without weakening the educational programs. 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 licensure, educational degrees and relevant training
- Length of service to MCSEC
- Licensed Staffs evaluation reports, current and past
- Recommendations of building principals and administrative staff

B. Termination or Nonrenewal for Licensed Staff

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.

ITEM 5: WORKDAY AND WORK YEAR

A. Workday

MCSEC would like to establish 8 hours as the standard for one work day, for bookkeeping purposes only and does not reflect the length of the contract day. Licensed staff shall arrive at their first assignment at the same time as licensed staff of the district being serviced. Licensed staff may depart consistent with the district housing their afternoon assignment.

MCSEC Teachers who serve students virtually, workday expectations shall align with the defined school day of the sponsoring district. Virtual service providers shall not be expected to be available to provide instruction outside of the sponsoring districts' established student contact hours. During this period, students shall receive all designated special education services. Teachers shall not be compelled to work beyond the standard school day; however, if they choose to do so, any additional hours must receive prior approval from the Special Education Director. Compensation for such additional hours shall be at the teacher's current hourly wage.

B. Work Year

Licensed staff will be paid based on a work year. The salary schedule (refer to item 7A) will determine the salary for that individual not how many hours or days worked. All licensed staff will be required to work the state mandated minimum number of hours per year, which is 1116. Licensed staff 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 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. Any licensed staff who is selected to serve on a committee that is approved by the 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, PDC (Professional Development Council) and the Autism/SEL 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 licensed staff 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 Executive Director any two consecutive absences of a member at properly called meetings.

- B. Speech-Language Pathologists will receive a \$5,000.00 stipend annually. Speech-Language Pathologists 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.

ITEM 7: SALARY

- A. Salaries will be based on a work year. Licensed staff will work according to their designated home calendar days. Licensed itinerant staff will work a total of 184 days (total for all assigned buildings). All licensed staff will be required to work the state mandated minimum number of hours per year, which is 1,116. The 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.

Licensed staff 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 schedule by the Board. 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 Executive Director for approval to be used toward advancement on the salary schedule. If licensed staff disagrees with the Executive Director's decision, he/she may appeal to the PDC (Professional Development Council).

If licensed staff 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 the licensed staff 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 salary schedule. The non-educational bachelor degrees will not be counted for column advancement on the bachelor's salary schedule.

Column advancement across the salary schedule 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.

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

- B. Licensed staff will notify the Executive Director in writing prior to June 1 of proposed horizontal movement on the Salary Schedule. It is the licensed staff member's responsibility to keep their records updated.
- C. Payment will follow procedures outlined in applicable statutes. Licensed staff shall receive their pay by direct deposit. It is the licensed staff's responsibility to keep their bank depository account records updated. Direct deposits will have their pay deposited in their bank accounts on the 5th of each month or the 1st business day preceding the 5th if the 5th is not a business day. (If a paper check is approved by the director for special reason, it will be available to be picked up in the MCSEC Office on the 5th or the 1st business day preceding the 5th if the 5th is not a business day or the earliest day possible if the deposit was not made by direct deposit. If the 5th is on a weekend or holiday, the preceding business day will be the pay date.)
- D. The pay for a licensed staff member accepting a summer assignment will be paid according to their current placement on the salary schedule effective on the January 1 immediately before the summer term of employment. These positions will be offered first to MCSEC licensed staff.

Licensed staff and the Executive Director shall agree on a designated base to be considered the starting and ending point for each day of licensed staff's summer assignment. Licensed staff 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. Unless starting and ending point is closer than designated base at which time the lesser amount may be used.

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

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

- G. The Executive Director may request that licensed staff attend in-service 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. Licensed staff who accept such assignments will be compensated at the individual's daily salary rate of pay.
- H. If the local district where the licensed staff is assigned closes or cancels school, and the local district counts the day as a working day, the MCSEC licensed staff will also count it as a working day.
- I. A stipend of **six hundred (\$600.00)** shall be paid to all full-time licensed staff 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 Board.
- J. The salary schedules shall be put online as a part of the negotiated agreement.
- K. The Board and The Association representatives will meet within forty-five days of the salary schedule being completed to ensure accuracy of the steps and columns.
- L. Licensed staff and the Executive Director shall agree on a designated base to be considered the starting and ending point for each day of the licensed staff'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.

- M. The Association seeks to create a committee of two (2) Board Members, the Executive Director, and two (2) Association Members to develop a salary schedule for MCSEC employees that is independent of the five cooperating school districts.

MCSEC desires to retain quality, professional staff members who have made the commitment to serve our MCSEC students for the next school year through a retention stipend. Retention stipends shall be paid to those licensed staff members who are current, full-time employees (or FTE equivalency) who have committed to stay for the next school year for the following amount: \$2,000 to be paid in June. If for any reason the staff member leaves before the beginning of the school year and has already been paid the stipend, it would be expected that the stipend be repaid within 30 days. This would also be in addition to liquidated damages as stated in the negotiated agreement item 19.

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 as well as defined by the Affordable Care Act and outlined in our ACA policy. **The Board shall allocate \$700.00 per month toward any plan of the Edvantage 4 tier options. If the plan chosen is less than \$700 per month, the remainder will be deposited into a health savings account (HSA).** (The Board shall pay to the program on behalf of each part-time licensed staff an amount of money proportionate to the amount of time licensed staff is employed by the Board.)

All licensed staff must apply the allocation by the Board to the MCSEC group health insurance or they will lose the benefit,

except that a licensed staff 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 group health insurance program drops below 70%, the Board will purchase a single health insurance policy for each licensed staff, prorated for part-time licensed staff and there will be no cash in lieu of benefit.

Licensed staff will be eligible for continued participation in the MCSEC group health insurance 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 licensed staff 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 licensed staff eligible for MCSEC group health insurance plan has the option to continue participation in the MCSEC group health insurance 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 retirees must have been employed by MCSEC for not less than 10 years.
2. The early retiree is a licensed staff who has terminated employment and is receiving KPERS retirement or disability benefit for service with MCSEC from which they terminate employment.
3. Early retiree will pay the full monthly health insurance premium as established by the Board.
 - a. The full monthly premium is due in the MCSEC office by the 1st of the month of coverage.
 - b. MCSEC will not send the retiree monthly invoices, it is the retiree's 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. Early retiree who wishes to elect this extension of coverage, should make a written request for continued participation in the group health insurance plan to the MCSEC 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. MCSEC no longer provides a group health insurance plan to its active employees.
 7. The premium for the group health insurance plan coverage is not paid by the retiree in a timely manner.
 - a. If the full monthly premium is not received in the MCSEC office by the 10th 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 early retiree becomes eligible for coverage under another employer's health insurance plan.
 - a. It is the responsibility of the early retiree, whether the member is the retiree or the spouse and/or dependent of the retiree, to notify MCSEC office in writing that they have become eligible to be covered under a plan of another employer. The early retiree will lose eligibility to continue health insurance coverage under the MCSEC group health insurance plan even if the early retiree does not elect to enroll in the other employer coverage for which they become eligible.
 - b. If the early retiree becomes eligible for coverage as an active full time employee again for MCSEC, the early retiree transfers back to the MCSEC group health insurance plan. The provisions of this continuation plan are again offered at the subsequent early retirement.
 9. The early retiree attains age 65. (It is the intent of this policy to terminate coverage when the retiree 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.) Covered spouses and/or dependents will lose eligibility when the retiree loses eligibility.
- C. In the event of the death of a retired employee, the surviving spouse and eligible dependents, covered under the retiree's group health insurance plan, will have a right to elect applicable COBRA continuation coverage.
- D. Once a retiree or eligible dependent is no longer eligible for coverage according to these provisions, there will be no reinstatement of coverage.

Any early retiree 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 MCSEC 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.

MCSEC 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.

The Board shall also provide the opportunity for each licensed staff member 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.

- E. Each licensed staff executing a salary reduction agreement for benefits shall allocate a monthly sum to be used for the purchase of:
1. Term Life Insurance
 2. Group Health Insurance
 3. Dental Insurance
 4. Cancer Insurance
 5. Dependent Care (Flex spending)
 6. Medical Reimbursement Account (Flex spending)
 7. Identity Theft Protection
 8. Vision
 9. Accident Insurance
 10. Critical Illness
 11. Short Term Disability
- F. The Board shall provide each licensed staff member 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 licensed staff the Board shall provide applications and, when necessary, information about the program.
- G. The Board of Directors will contribute matching funds into the MCSEC Contributory 403(b) consistent with the plan document. The Board contribution will match employees' contribution dollar for dollar with a minimum employee contribution of \$30 per month and a maximum board contribution of \$100 per month as long as the total contribution by the board does not exceed a total of \$60,000. Once employee contribution matches would exceed the \$60,000 maximum, matches will be scaled back so the funding does not exceed \$60,000 of board contributions for the current school year. Each employee is responsible for statutory compliance of all federal regulations set for qualified deferred compensation plans. The employee salary reduction contributions and employer contributions to the program will be within eligible limits as set out in IRS regulations. Each employee shall be individually responsible for determination of those limits and for all penalties of non-compliance. This will not be the responsibility of MCSEC. The matching dollars from the board will only be with the MCSEC chosen plan. NOTE: Employees must sign up by September 15th or the first business day following September 15th if the 15th falls on a holiday or weekend to participate in the matching dollars. The following vesting schedule will be implemented for board contributions:

Year 1	20%	Year 2	40%	Year 3	60%	Year 4	80%	Year 5	100%
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Companies **other than the Board-selected Contributory 403(b) plan** 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 initially determined.

- H. Tuition Pool - Guidelines:
- a. The Board shall provide a tuition pool of \$10,000 per school year, from July 1 through June 30. There shall be no carryover for unused funds from one year to the next.
 - b. Licensed staff are eligible for up to six (6) hours of tuition assistance per semester, not to exceed fifteen (15) hours per contract year.
 - c. If the licensed staff is in an education-related degree-granting program, he/she is eligible for an additional three (3) hours of special education tuition assistance per year.
 - d. The following restrictions apply to the tuition pool:
 1. Credits must be from a Kansas postsecondary institution or by the approval of the Executive Director, and
 2. Graduate classes related to the teacher's content area or as approved by the Executive Director.
 - e. A licensed employee should submit a form to the Executive Director indicating his/her intention to take a class, including the course name and number and estimated costs. This will allow MCSEC to estimate the amount of the fund encumbered at any given point in time.

- f. MCSEC will pay 50% of the tuition per credit hour including fees, excluding books and materials, upon proof of the successful completion of the course. Successful completion is defined as a "B" or better in a graded course and a "Pass" in a non-graded course.
- g. Proof of completion, typically in the form of a grade sheet, along with copies of receipts that indicate the cost of the tuition, shall be made within 30 days of the end of the term.
- h. In the event the total amount of the pool is exhausted, tuition will be paid in the order the requests for assistance were submitted.
- i. Employees who receive tuition reimbursement through the MCSEC Tuition Pool agree to a service commitment of five (5) full contract years with MCSEC following the academic year in which the tuition reimbursement was granted.

If an employee separates from MCSEC employment prior to completing the five-year service obligation, they agree to repay a prorated amount of the reimbursement, as outlined below:

Years Completed Post-Reimbursement	Repayment Obligation
1 year	100% repayment
2 years	75% repayment
3 years	50% repayment
4 years	25% repayment
5 years	0% repayment (obligation fulfilled)

Example:

If tuition pool funds were utilized during the 2025–2026 school year:

- The employee must remain employed through the end of the 2030–2031 school year to fulfill the five-year obligation.
- If the employee resigns after the 2026–2027 school year, 100% of the reimbursed amount must be repaid.
- If the employee resigns after the 2028–2029 school year, 50% must be repaid.
- No repayment is required after completion of the 2030–2031 school year.

Consecutive Year Reimbursements:

Each separate year that tuition reimbursement is received resets the five-year service obligation for that amount. Multiple reimbursements across different years result in overlapping but distinct service commitments tied to each year of tuition pool usage.

- j. Tuition Pool Application:

Application for MCSEC #617 Tuition Pool

Payment will be made in the order this application is received by the Executive Director.

Please complete a separate form for each course.

1. Complete and submit application form to Executive Director at least 30 days before beginning of course, unless approved by the Executive Director.
2. The Executive Director will approve or deny the request for tuition assistance.
 - a. If the request is denied, no further action is necessary and the individual will not receive tuition assistance.
 - b. If the request is approved, go to Step 3
3. When the course is completed, submit documentation of completion, grade earned, and tuition charges to the Executive Director. Documentation shall be submitted within 30 days of the end of the term.
4. If all requirements are met, reimbursement will be remitted to applicant. Reasons why coursework might be denied:
 - a. Classes are not in applicant's subject area or related to pedagogical improvement
 - b. Classes are not directly related to a special education endorsement or degree
 - c. Application does not meet all requirements as outlined in Negotiated Agreement
 - d. Funds are depleted for the year

To be completed by Licensed Staff:

Employee Name: _____ Course _____ District: _____ Course#: _____
Name: _____ Date of _____
First Class: _____
College/University: _____
(if other than a Kansas postsecondary institution, documentation must be provided)

If working towards a degree, please list degree: _____

Cost per Credit Hour: _____ (tuition & fees

only) Number of Credit Hours: _____

Total Cost of Course: _____

Total Requested: _____

MCSEC will pay 50% of the tuition credit hour including fees

Licensed Staff Signature

Date Submitted

Please keep a copy for your records and submit original to Executive Director.

☐ Approved

☐ Denied

Reason for Denial:

4a

4b

4c

4d

MCSEC Executive Director

Date

ITEM 9: LEAVE

A. Universal Leave

Leave, formally known as sick and personal leave, shall be combined with Universal Leave at the beginning of the 2017-2018 school year. Such leave is now known as Universal Leave.

1. Universal Leave is granted at the rate of sixteen (16) days (128 hours) per year. Days will pro-rated based on FTE.
2. The Executive Director must approve leave of more than five (5) consecutive days. The request shall be submitted to the building principal and the 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 shown, 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.
3. Licensed staff may accumulate leave from year to year to a maximum of 75 days (600 hours). The sixteen (16) new Universal days (128 hours) will be added on at the beginning of the year bringing the total to no more than 91 days (728 hours). Accumulated Leave will not exceed 75 days at the end of the school year.
4. Licensed staff shall be paid \$40.00 per day for each day of unused Accumulated Leave in excess of 75 days (600 hours) on completion of their annual contract. Such pay shall be limited to a maximum of 16 days (128 hours) and shall be paid as soon as processing of such pay can be completed after the completion of the licensed staff's contract. All partial days, less than 8 hours, shall be forfeited.
5. If all Universal Leave has been used; Accumulated Leave shall be used for licensed staff's own illness, family illness, critical illness or death of the immediate family. licensed staff's immediate family shall include spouse/partner, mother, father, brother, sister, children, grandchildren, grandparents, such in-laws of licensed staff and any other relative who resides in the licensed staff's home (Critical illness means illness that is sufficiently serious to require licensed staff's presence). Verification from an attending physician may be required by the Executive Director.
6. By obtaining approval from the Executive Director, licensed staff who wish to attend a funeral will be granted Universal Leave absence.
7. After a licensed staff has used all of his/her Universal and Accumulated Leave, his/her salary will be deducted at the daily rate of licensed staff's total salary, as determined by the salary schedule. Stipends shall likewise be adjusted.
8. 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.

B. Early Retirement and Resignation Incentive

Licensed staff, working for MCSEC three (3) years or more, 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 1st	\$1,000.00
March 1 st	\$ 500.00
April 1 st	\$ 250.00

Licensed staff, working for MCSEC three (3) years or more, who provide written notification of their Retirement to the Executive Director by February 1st will receive payment of unused universal leave at the rate of \$40.00 per day. Following the notification, payment for said days shall be paid as soon as processing of such pay can be completed after the completion of the licensed staff's contract.

C. Illness and Disability Pool (the pool)

This pool is established to provide assistance to licensed staff in extraordinary circumstances. Membership in the pool shall be voluntary. Only members shall be eligible to use illness and disability pool days. A committee composed of the director and three licensed staff selected by the association shall be established to screen the pool disbursements.

For Membership, licensed staff shall donate two days per year to the pool. A donation card authorizing the transfer of leave must be signed along with other beginning of the year payroll information. Licensed staff 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 licensed staff 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 licensed staff 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 licensed 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.

Licensed staff Members who have used all of their own accumulated 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 licensed staff only. Any assignment other than full time will be prorated accordingly.

1. Procedures to Borrow Days From the Illness & Disability Pool

- a. Obtain a written statement from your Physician recommending that you continue to be absent due to your health or to the health of your immediate family member or minor children in licensed staff's custody.
- b. Licensed staff shall complete the Illness & Disability Leave Pool application form and will submit it along with the doctor's recommendation to the chairperson of the Illness & Disability Leave Pool Committee.
- c. A decision concerning the request will be made by the committee based on the criteria outlined in the Illness & Disability Pool 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. Licensed staff receiving workers compensation benefits or KPERS disability shall not be eligible.
- e. If the leave days are requested for a condition of someone other than licensed staff 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 licensed staff 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 licensed staff who are currently members of the pool.
- b. Application must be made within the contract year in which the accumulated leave days are depleted.
- c. Pool days cannot be used until all the applicant's accumulated leave days have been depleted.
- d. Pool days may only be used for absences due to the illness or disability of licensed staff, members of licensed staff's immediate family, or minor children in licensed staff's custody.
- e. The ill or disabled person must be under the care of a Physician.
- f. Approved 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. Licensed staff 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 licensed staff continues to participate in the pool.
- h. Licensed staff shall be allowed to accumulate deficit days based on the number of years employee has been with 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. A licensed staff who leaves the employment of the Cooperative owing leave days to the pool shall forfeit any remaining leave days they have accrued. If licensed staff still owes leave days to the 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 salary schedule, multiplied by the number of days owed.
- D. Professional Leave
Licensed staff may attend professional meetings at the discretion of the Executive Director. Such professional leave may also include professional improvement days such as classroom visitation. MCSEC may pay for the transportation, registration, and lodging/meals. Licensed staff should request attendance to the professional meeting at least two weeks in advance and shall file a written report concerning the meeting with the Executive Director. Licensed staff must have the leave request approved prior to the date of desired leave.
- E. Jury Duty
Licensed staff shall be released for jury duty. A substitute teacher or other substitutes where applicable, will be provided at MCSEC expense. Licensed staff will reimburse MCSEC for the amount received for jury duty. The amount received for transportation expense will be retained by licensed staff.
- 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 licensed staff 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 Executive 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
Licensed staff may request, subject to approval of the Executive Director and the Board, 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, and 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 licensed staff shall:
 - 1. Receive no salary from MCSEC when on leave
 - 2. Retain accumulated universal leave
 - 3. Return to the experience level on the salary schedule held prior to the leave of absence, unless said licensed staff qualifies for a higher income bracket
 - 4. Upon return from leave, the licensed staff will be assigned to the position held before the leave was taken or such other position for which the licensed staff has endorsement
 - 5. Have been employed by MCSEC for at least six years (except health, family care or maternity leave)
 - 6. Be permitted to retain the group health insurance coverage and other fringe benefit options at licensed staff's expense
 - 7. Receive benefits including 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 a licensed staff is assaulted/battered in the course of his/her job, which results in that licensed staff taking leave, that leave shall not be charged against paid leave for licensed staff, but shall be considered Board approved leave without reduction in compensation.
 - 1. Reporting
Licensed staff who has suffered an assault and/or battery in connection with his/her employment, where such event occurs in school, on school grounds, or while the licensed staff is engaged in duties at a regularly scheduled school event, shall, within days thereafter, make a written report of the circumstances to his/her building principal and the Executive Director.

2. Injury Benefits

Whenever a licensed staff is absent as a result of personal injury caused by the assault and/or battery reported under Paragraph 1 and the Executive Director finds that the licensed staff 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 their leave. Such payments shall not extend beyond the end of contract days or until the licensed staff is fully recovered, whichever occurs first. The Executive Director may require medical reports to verify the disability.

3. Property Damage

If a licensed staff'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 licensed staff for the cost of repair or reasonable replacement value in an amount not to exceed a total of \$500.00 provided that:

- a. the Executive Director or designee shall determine whether or not the licensed staff 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 licensed staff 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 licensed staff 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 staff's discretion, but approval for the specific day(s) are to be used at the discretion of the building principal/Executive Director to ensure availability of substitutes. Up to three additional days may be requested by the staff member or the Director, and must be approved by the Director. Additional approved additional days must be completed at the MCSEC building.

J. The Family and Medical Leave Act (FMLA) provides certain employees with up to with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

FMLA applies to all public agencies, all public and private elementary and secondary schools, and companies with 50 or more employees. These employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- For the birth and care of the newborn child of an employee;
- For the placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work in a location where the company employs 50 or more employees within 75 miles.

Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

Time taken off work due to pregnancy complications can be counted against the 12 weeks of family and medical leave.

A final rule effective on January 16, 2009, updates the FMLA regulations to implement new military family leave entitlements enacted under the National Defense Authorization Act for FY 2008.

ITEM 10: PAYROLL DEDUCTIONS

The Board will follow guidelines established by Kansas statutory guidelines for payroll deductions. Within thirty (30) days after receipt of written authorization from the licensed staff the Board shall deduct from the salary of licensed staff 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 licensed staff 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 licensed staff between 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 statutory guidelines.

ITEM 11: DISCIPLINE

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

B. The Executive Director and licensed staff, in private, shall discuss informally the action of licensed staff, 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 licensed staff but have not been completed. The principal(s) may be invited where appropriate.

Disciplinary Actions for Duties Not completed

1. Licensed staff 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 licensed staff 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 licensed staff's contract at no additional pay.
 3. Written notice of required completion date will be given to the licensed staff at the time of the oral reprimand and a copy placed in licensed staff's personnel file. Following completion of the duties, the documentation will be removed from the staff'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 licensed staff 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 statutory guidelines.
- E. Licensed staff Files
1. Number of Files
All personnel records shall be construed as the file for each licensed staff and such file will be maintained at the MCSEC office.
 2. Open to Licensed staff
All material obtained during the period of employment which is placed in licensed staff's file and which may be used to determine licensed staff's continued employment or advancement in the school system, shall be available for inspection by appointment, during normal business hours, to be scheduled within five (5) working days of the request. At licensed staff's request and with written authorization, a representative of the Association may inspect licensed staff's file. The Executive Director or designee shall remain in the designated area where the file is inspected and cannot be removed by employee.
 3. Right to Reproduce Contents
Licensed staff and/or his/her representative shall have the right to reproduce any of the contents of his/her file at his/her cost payable to MCSEC.
 4. Data/Employee Response
There shall be no anonymous data placed in the licensed staff's file. All data placed in the licensed staff's file must be signed by the originator, dated, and a copy presented to licensed staff for review prior to placement in licensed staff's file.

A licensed staff 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 licensed staff's file.

Additionally, licensed staff 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 licensed staff made to an administrator by any parent, student, or other person shall be promptly called to the licensed staff's attention. The licensed staff shall receive a copy of the complaint.

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

Licensed staff 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 statutory guidelines shall be discussed at staff in-service. Additional conferences may be arranged at the request of the licensed staff.

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 Executive Director, the Assistant Director, or by a principal who has been trained in special education practices, procedures, law and expectations. The Executive Director or the Assistant Director will provide in-service to the principals annually, and each principal who will evaluate licensed staff must receive that training annually.

All newly hired licensed staff without at least one year of licensed special education experience will be evaluated in a collaborative effort by the Executive Director and the building principal. The Executive Director will review progress with the licensed staff member regarding the progress of attaining full licensure and/or recertification at least once per semester. A first year principal would evaluate a special education employee in a collaborative effort with the Executive Director.

The Executive Director or the Assistant Director will be the primary evaluator of all itinerant licensed staff.

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

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

D. Post-Evaluation Conference

The post-evaluation conference will be arranged by the Executive Director, the Assistant Director, or the building principal after notifying licensed staff. Should the evaluation contain areas marked unsatisfactory, suggestions for improvement will be provided in writing.

E. Copies of Evaluation

Licensed staff 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.

ITEM 13: GRIEVANCE PROCEDURE

A. Purpose

The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances of individual licensed staff members of MCSEC 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 Board and MCSEC employee.

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 Executive Director.
4. Only licensed staff affected may file a grievance.
5. Time limits may be extended or reduced by mutual consent of the aggrieved employee and the Board.

Level I

1. An aggrieved employee will first discuss the grievance with the Executive Director in a private and informal conference. 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 Executive 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 employee, the aggrieved employee may appeal the grievance to the Board for the purpose of final adjustment of the grievance.
2. The Board will meet with the aggrieved employee no later than the next Board meeting. The Board will meet and confer with the aggrieved employee and render a decision to be submitted to the aggrieved employee in writing within thirty (30) working days. This will be the final disposition of the grievance by the Board.

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

D. Other Conditions

1. All licensed staff 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 licensed staff, the Board and/or Executive Director 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 MCSEC 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 way 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 way 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.

GRIEVANCE REPORT FORM

Level I: Level II:

(A)

(B)

Date Filed: _____

(A)

(B)

(Circle one to indicate level of grievance)

Name of Grievant

Building

Assignment

- A. Date cause of grievance occurred: _____
- B. Relevant contract provisions: _____
- C. Statement of grievant claim (statement of facts upon which grievance is based - use additional pages if necessary):

- D. Relief desired: _____

Signature of Grievant: _____ Date: _____

Date Received: _____

- E. Disposition by the appropriate administrator (attach additional pages if necessary):

Signature of Administrator: _____

See Instructions

Date: _____

ITEM 14: HOMEBOUND INSTRUCTION

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

ITEM 15: PARAEDUCATOR EMPLOYMENT

When possible, licensed staff 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 Executive 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 and can be downloaded if desired. MCSEC will maintain a viable website during the length of the agreement. 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

Licensed staff 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 licensed staff to leave the employment of MCSEC after the statutory notification date, the Board shall accept the resignation of the licensed staff upon receipt of the following financial compensation:

- \$3,000.00 if resignation is submitted after May 31st.

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

**Marion County Special Education Cooperative
Experience and Education Matrix for Salary Determination
Bachelor's Degree Portion
2025-2026 School Year**

Step	Bachelor's	Bachelor's +8	Bachelor's +9	Bachelor's +10	Bachelor's +16	Bachelor's +18	Bachelor's +20	Bachelor's +24	Bachelor's +27	Bachelor's +30	Bachelor's +32	Bachelor's +35	Bachelor's +40	Bachelor's +50
1	44,725	44,919	44,969	45,265	45,449	45,509	45,806	45,990	46,060	46,406	46,530	46,610	46,772	46,994
2	45,204	45,398	45,448	45,745	45,929	45,989	46,285	46,469	46,539	46,886	47,010	47,090	47,252	47,474
3	45,684	45,878	45,928	46,224	46,408	46,468	46,765	46,949	47,019	47,365	47,489	47,569	47,731	47,953
4	46,238	46,432	46,482	46,779	46,963	47,023	47,319	47,503	47,573	47,920	48,044	48,124	48,286	48,508
5	46,733	46,927	46,977	47,273	47,457	47,517	47,814	47,998	48,068	48,414	48,538	48,618	48,780	49,002
6	47,232	47,426	47,476	47,773	47,957	48,017	48,313	48,497	48,567	48,914	49,038	49,118	49,280	49,502
7	47,732	47,926	47,976	48,272	48,456	48,516	48,813	48,997	49,067	49,414	49,538	49,618	49,780	50,002
8	48,256	48,450	48,500	48,797	48,981	49,041	49,338	49,522	49,592	49,948	50,072	50,152	50,314	50,536
9	48,691	48,885	48,935	49,322	49,506	49,566	49,862	50,046	50,116	50,483	50,607	50,687	50,849	51,071
10	48,781	49,080	49,240	49,851	50,035	50,095	50,392	50,576	50,646	51,022	51,146	51,226	51,388	51,610
11	48,871	49,275	49,435	50,271	50,455	50,625	50,921	51,105	51,175	51,562	51,686	51,766	51,928	52,150
12	48,871	49,470	49,630	50,466	50,650	50,935	51,456	51,640	51,710	52,106	52,230	52,310	52,472	52,694
13	48,871	49,560	49,720	50,556	50,845	51,245	51,990	52,174	52,244	52,651	52,775	52,855	53,017	53,239
14	48,871	49,560	49,720	50,556	51,040	51,440	52,185	52,369	52,559	53,200	53,324	53,404	53,566	53,788
15	48,871	49,560	49,720	50,556	51,235	51,635	52,380	52,564	52,874	53,805	53,929	54,009	54,171	54,393
16	48,871	49,560	49,720	50,556	51,340	51,740	52,485	52,759	53,069	54,000	54,124	54,329	54,491	54,713
17	48,871	49,560	49,720	50,556	51,340	51,740	52,485	52,954	53,264	54,195	54,319	54,649	54,811	55,033
18	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,059	53,369	54,300	54,514	54,974	55,136	55,358
19	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,164	53,474	54,405	54,709	55,169	55,331	55,553
20	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
21	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
22	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
23	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
24	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
25	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
26	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
27	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
28	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
29	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
30	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
31	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
32	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
33	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
34	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
35	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
36	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
37	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
38	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
39	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
40	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
41	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
42	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
43	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
44	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
45	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
46	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
47	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
48	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
49	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658
50	48,871	49,560	49,720	50,556	51,340	51,740	52,485	53,269	53,579	54,510	54,814	55,274	55,436	55,658

Experience and Education Matrix for Salary Determination
Master's Degree Portion
2025-2026 School Year

Step	Master's	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	Master's +36
1	48,067	48,067	48,363	48,563	48,563	48,860	49,060	49,356	49,356	49,436	49,556
2	48,566	48,566	48,863	49,063	49,063	49,359	49,559	49,856	49,856	49,936	50,056
3	49,066	49,170	49,466	49,666	49,666	49,963	50,163	50,460	50,460	50,540	50,660
4	49,650	49,754	50,051	50,251	50,251	50,548	50,748	51,044	51,044	51,124	51,244
5	50,175	50,279	50,576	50,776	50,880	51,176	51,376	51,673	51,673	51,753	51,873
6	50,705	50,809	51,105	51,305	51,409	51,706	51,906	52,202	52,202	52,282	52,402
7	51,234	51,338	51,635	51,835	51,939	52,235	52,539	52,836	52,836	52,916	53,036
8	51,779	51,883	52,179	52,379	52,483	52,780	53,084	53,380	53,380	53,460	53,580
9	52,323	52,427	52,724	52,924	53,028	53,324	53,628	53,925	54,029	54,109	54,229
10	52,873	52,977	53,273	53,473	53,577	53,874	54,178	54,474	54,578	54,658	54,778
11	53,422	53,526	53,823	54,023	54,127	54,423	54,727	55,024	55,128	55,208	55,328
12	53,977	54,081	54,377	54,577	54,681	54,978	55,282	55,579	55,683	55,763	55,883
13	54,531	54,635	54,932	55,132	55,236	55,533	55,837	56,133	56,237	56,317	56,437
14	55,091	55,195	55,492	55,692	55,796	56,092	56,396	56,693	56,797	56,877	56,997
15	55,706	55,810	56,106	56,306	56,410	56,707	57,011	57,307	57,411	57,491	57,611
16	56,270	56,374	56,671	56,871	56,975	57,271	57,575	57,872	57,976	58,056	58,176
17	56,700	56,804	57,235	57,435	57,539	57,836	58,140	58,436	58,540	58,620	58,740
18	57,035	57,139	57,670	57,870	57,974	58,405	58,709	59,006	59,110	59,190	59,310
19	57,240	57,344	57,975	58,305	58,409	58,840	59,144	59,575	59,679	59,759	59,879
20	57,355	57,549	58,180	58,510	58,614	59,145	59,584	60,015	60,119	60,199	60,319
21	57,470	57,754	58,385	58,715	58,819	59,450	60,024	60,455	60,559	60,639	60,759
22	57,585	57,869	58,500	58,830	59,024	59,655	60,369	60,960	61,064	61,144	61,264
23	57,700	57,984	58,615	58,945	59,229	59,860	60,574	61,325	61,429	61,649	61,769
24	57,815	58,099	58,730	59,060	59,344	59,975	60,779	61,530	61,634	61,999	62,119
25	57,930	58,214	58,845	59,175	59,459	60,090	60,984	61,735	61,839	62,349	62,469
26	58,045	58,329	58,960	59,290	59,574	60,205	61,099	61,850	61,954	62,614	62,734
27	58,160	58,444	59,075	59,405	59,689	60,320	61,214	61,965	62,069	62,879	62,999
28	58,275	58,559	59,190	59,520	59,804	60,435	61,329	62,080	62,184	63,149	63,269
29	58,275	58,559	59,190	59,635	59,919	60,550	61,444	62,195	62,299	63,419	63,539
30	58,275	58,559	59,190	59,750	60,034	60,665	61,559	62,310	62,414	63,694	63,814
31	58,275	58,559	59,190	59,865	60,149	60,780	61,674	62,425	62,529	63,969	64,089
32	58,275	58,559	59,190	59,980	60,264	60,895	61,789	62,540	62,644	64,249	64,369
33	58,275	58,559	59,190	59,980	60,264	60,895	61,904	62,655	62,759	64,529	64,649
34	58,275	58,559	59,190	59,980	60,264	60,895	62,019	62,770	62,874	64,814	64,934
35	58,275	58,559	59,190	59,980	60,264	60,895	62,134	62,885	62,989	65,099	65,219
36	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	65,389	65,509
37	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	65,564	65,684
38	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	65,744	65,864
39	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	65,924	66,044
40	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	66,109	66,229
41	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	66,294	66,414
42	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	66,484	66,604
43	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	66,674	66,794
44	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	66,874	66,994
45	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	67,074	67,194
46	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	67,279	67,399
47	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	67,484	67,604
48	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	67,694	67,814
49	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	67,904	68,024
50	58,275	58,559	59,190	59,980	60,264	60,895	62,249	63,000	63,104	68,119	68,239