Collective Bargaining Agreement
Between
Kansas City Public Schools
And
The Kansas City Federation of Teachers
for Certified Staff

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Preamble

This Collective Bargaining Agreement (hereinafter called the "CBA") is entered into this 1 day of July 2026, by and between Kansas City Public Schools (KCPS or District) and The Kansas City Federation of Teachers and School Related Personnel. It is the intent and purpose of the Parties hereto that this three (3) year agreement promote the mutual interests of Kansas City Public Schools and The Kansas City Federation of Teachers and School Related Personnel.

Kansas City Public Schools and the Kansas City Federation of Teachers & School-Related Personnel, Local 691 share a joint commitment to diversity, equity, and inclusion in the workplace. This commitment includes, but is not limited to, creating, and sustaining school environments that: attract and retain a staff that is diverse in skills and experiences and reflects the diversity of the students we serve; treat all staff with dignity and respect; and implement culturally responsive teaching practices that build upon the strengths of our students.

Article I: Terms of the Agreement

A. Negotiations

1. The term of this Agreement shall remain in effect until July 1, 2029, unless a new agreement has not been reached between the parties. In such a case, the terms of this agreement as written will remain in effect until a new agreement has been reached or impasse declared.

2. The parties will make every effort to reach a new agreement before the expiration date on July 1, 2029.

3. The parties agree to meet to negotiate increases or movement in the certified salary schedules annually. If such proposals are made prior to February 15th of each year, negotiations regarding such proposals will occur as generally provided in this agreement, unless otherwise mutually agreed upon by representatives of the Union and District Administration.

4. On a mutually agreed upon date by July 31st of each preceding negotiation year, the Union President and Chief Human Resources Officer shall meet to discuss their negotiation teams, norms, and dates for negotiations. Any change to the teams shall be presented to the other lead negotiator prior to implementation.

5. The Union President and the Chief of Human Resources will meet at a mutually agreed upon location to exchange negotiation packages no later than 30 days prior to commencement of negotiations.

The parties acknowledge that during the negotiations that resulted in this three (3) year agreement, each had the unlimited right and opportunity to make proposals with respect to all lawful subjects or matters of collective bargaining and that this three (3) year agreement sets out the parties' complete agreement on all subjects on which the parties bargained or could have bargained.

Article II: Union and Management Rights

A. Union Rights

The Board recognizes the right of employees in the Certified Unit:

1. To associate with such legal and recognized labor, social, and fraternal organizations as they desire.

2. To be free from discrimination in personnel practices because of their membership in unions or other employee organizations.

3. To speak to the media as a representative of the union and to promote union events, activities, and endorsements on social media outside of the workday, in accordance with district administrative policies.

B. Recognition

Scope of the Bargaining Unit

The KCFT & SRP is recognized as the exclusive bargaining representative of the unit consisting of teachers, counselors, school librarians and other full-time, certificated, non-supervisory employees performing tasks similar to the positions listed above. This unit shall be referred to as the Certified Unit.

C. Non-Discrimination by the Majority Representative

KCFT & SRP agrees to comply with all national AFT, federal, state and local anti-discrimination policies, laws and regulations concerning sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation, gender identity, genetic information, or any other factor prohibited by law or based upon a belief that such a factor exists.

D. Exclusive Representative Information

The District will make available, upon request by the Union, at appropriate times to the KCFT President all existing reports, information, and statistics pertinent to the welfare of the unit's membership.
The District shall provide the following information to the Union quarterly upon request for outside agency employees serving as a teacher of record or therapist (i.e. Kelly Services, TPT, Stepping Stones, Quantum):

- School/Location(s)
- Designated Job Title
- Date of Placement

E. Reclassifications and New Job Titles or Categories of Positions

If the District reclassifies job titles or categories of positions or employs a new job title for employees in the existing bargaining unit, employees in such new job title or category of position shall be included within the existing bargaining unit.

F. Prohibition on Displacement

No bargaining unit employee shall be laid off as a result of the district subcontracting out bargaining unit work.

G. Union Communications

Union communications may be placed in employee district emails, mailboxes, subject to Board and Administrative Policy. A copy of district-wide KCPS Communications shall be transmitted to the Union President simultaneously with its transmission to employees.

H. Visits to Schools

Union representatives may visit schools only before and after school, or during lunch periods. A prescheduled meeting including administration, or a building emergency shall not constitute as a "visit." Union representatives shall report to the administrator in charge upon entering a school location. In the event the building administrator is not available, the union representative shall report to the school office. Union representatives shall follow the building procedures for visitors by signing in at the office and/or security desk.

I. Release Time for Union Negotiation Team Members

Individuals employed by the District and chosen by the KCFT President to represent members of the Certified Unit in negotiations with representatives of the District shall be given release time from their duties as an employee of the District to participate in these negotiations within prescribed limits and timetables to be worked out by mutual consent.

J. Deduction of Dues OR (COPE) Contributions for KCFT&SRP Local 691

Deduction of dues or COPE Contributions for membership in the Union shall be allowed subject to the following conditions:

1. Each authorization for dues deduction or COPE Contributions shall be in writing and signed by the employee.

2. Authorizations for dues deduction or COPE Contributions shall be on a form provided by the Union, approved by the Payroll Department.

3. An authorization to begin dues deduction or COPE Contributions shall be received in the Payroll Department at least thirty (30) days prior to the date of the first deduction.

4. Dues deductions or COPE Contributions for an individual employee shall be canceled within thirty (30) days of receipt by the Payroll Department of a written request for such cancellations signed by an employee. The employee must contact both the Union office and the Payroll Department before their dues are canceled. No Union dues deductions will be canceled between May 1 and August 15 of each year.

5. No more than one deduction of dues for the union membership shall be made for any employee.

6. The union executes an agreement satisfactory to the District, to hold the District, the Board and its agents and employees harmless for the consequences of deducting such membership dues.

7. Membership dues shall be forwarded to the appropriate employee organization within ten (10) days after deduction.

K. Publication of the Collective Bargaining Agreement (CBA) for Certified Staff

The District and the Union will post the CBA on their respective websites within 30 days after final approval and signatures.

L. Exclusive Representative Parking Space

The District shall provide one (1) parking space at the Board of Education for the KCFT President at no cost. Continued use of the space will be subject to all the rules and regulations applying to employees using the facilities.

M. Management Rights Clause

Nothing in this Agreement shall be interpreted as a waiver by the District of its rights and responsibilities to create and maintain schools that serve its constituency. In that regard, the general intent of this Agreement is to establish terms and conditions of employment with the Union. Accordingly, the District, on its own behalf and that of the electors in the District, retains and reserves the following rights and duties:

1. Exercising according to the law the executive management and administrative control of the District and all of its properties, facilities, and equipment, and the activities of the employees during work hours
.
2. Adopting policies, rules and regulations.

3. Managing and controlling all fiscal affairs of the District.

4. Determining the number and location of relocation of its facilities, including the establishment or relocations of new school, buildings, or departments, and the relocation or closing of schools, offices, departments, buildings, or other facilities.

5. Determining the type and quantity of supportive services, including all supplies and equipment necessary to operate the District system and to establish the procedures necessary to manage and control the operations of the District.

6. Determining employee qualifications, establishing hiring procedures, and hiring all employees, determining employee assignments and the condition of their continued employment, dismissal, or promotion.

7. Determining job content and providing timely notice of any changes to the employee.

8. Determining the size of the management organization and its function.

9. Approving in-service training activities for employees.

10. Establishing and conducting an evaluation program to determine the effectiveness and competence of all District employees.
11. Determining staffing allocations for all schools, departments, and District operations.

12. Any terms, procedures, policies, or limitations not specifically articulated in the agreement(s) shall be left to the discretion of the Central Office Administration for interpretation and enforcement.

It is understood and agreed that the Board of Education possesses the sole right to operate the District and retains all management rights subject to the terms of this agreement.

Article III: Labor Management Collaboration

The District and the Union agree to collaborate in a respectful manner to address common issues, resolve problems, and identify opportunities for improvement. In addition, they will propose and evaluate solutions and agree on recommendations. The District and the Union agree that it is in their mutual interest to be involved in a collaborative process in the following areas:

- The strategic direction of the District;
- Training and professional development;
- Curriculum and Assessment;
- Teacher performance evaluation;
- Local school governance;
- Dispute and resolution;
- Employee benefits programs; and
- Teacher retention.

Collaboration Committees:
All district and building committee members will participate on a voluntary basis without undue influence. Committee members will serve without additional KCPS compensation. All committee meetings will occur outside of the workday.

Committees may submit recommendations to the Superintendent (or designee) for consideration and final approval. The Superintendent (or designee) is not required to follow the recommendation(s) of any committee.

A. Academic Advisory Committee

1. To facilitate and ensure teacher input, the Union and the District agree to the following:
    a. The Academic/Advisory Committee (AAC) will be organized.
        i. The AAC will consist of seven administrators appointed by the District and seven members appointed by the Union.
        ii. The AAC will meet at the beginning of each academic quarter, with a planning and preparation meeting in July.

2. To organize subcommittees whenever the District considers the adoption of district wide curriculum and instructional materials, assessment, grading policy and procedures, academic programs or initiatives, in any specific subject area, program or grade level.

3. Purpose of the AAC: The AAC will review the recommendations of the subcommittees and determine a final recommendation based on a majority vote.

Subcommittees

1. The Subcommittee will consist of a mutually agreed upon an equal number of District teachers from the appropriate subject area or grade level including ELL and SPED who wish to serve and District members which can include curriculum coordinators and other district administrators selected by the Superintendent or their designee.
    a. The subcommittee shall have a co-chair from the Union and the District appointed from within the subcommittee members of the respective units.
    b. The Subcommittee shall meet as determined by the AAC.
2. The purpose of the Subcommittee will be to research, evaluate and make recommendations regarding the adoption of district wide curriculum and instructional materials, assessment,

academic programs, or initiatives, in any specific subject area, program or grade level.

a. The Subcommittee shall determine its final recommendation by majority vote and report its recommendation to the AAC. The report shall include its recommendation, data to support the Subcommittee's decision and any comments from Subcommittee members who dissented.
b. The AAC will submit the recommendation of the Subcommittees to the Superintendent or designee.

Training

Meaningful, high-quality training will occur before implementation of newly adopted curriculum and instructional materials, academic programs, or initiatives.

B. Committee on Discipline Enforcement

1. The functions of the CODE will be to:
    a. Provide an annual review of the Code of Student Conduct and make recommendations for implementation and consistent application throughout the District to the Student Discipline Officer and/or Superintendent no later than March 31. All other reviews shall be executed to ensure compliance with city, state, and federal regulations;
    b. Examine recommendations from the Faculty Advisory Committees on discipline concerns; and
    c. Investigate complaints concerning non-implementation or non-compliance with the Code of Student Conduct and report on such complaints to the Superintendent.

2. Changes in the Code of Student Conduct shall be completed by the beginning of each school year.

3. The CODE shall consist of fourteen (14) members; seven (7) members each appointed by the Union and the District. At least three (3) of the members appointed by the District should be site-based administrators representing all grade levels and at least five (5) of the members appointed by the Union shall be from the certified unit.

C. Faculty Advisory Committee

1. Each school shall have the opportunity to form a Faculty Advisory Committee (FAC) elected by members of the instructional staff.

2. Each school, who has a minimum of 5 instructional staff willing to serve, shall form a Faculty Advisory Committee (FAC) elected by members of the instructional staff. Where applicable, this committee shall include a representative from the Classified Unit.

3. The elections for the FAC members shall be no later than September 15. The term of office for these members shall be one (1) year. The size of the FAC shall be no less than five (5), but no more than seven (7) members. The FAC shall then select a chair of the committee.

4. The function of the FAC shall include meeting with the Building Administrator, or designee, for the purposes of:
    a. Discussing concerns, recommendations, and/or proposals from the instructional staff and implementation of new programs, regulations, and/or procedures by the administration;
    b. Assist in resolving staff concerns prior to filing a grievance;
    c. Assisting, as requested, with the preparation of agendas for faculty meetings;
    d. Forwarding suggestions regarding modifications on the Code of Student Conduct to the

Committee on Discipline Enforcement (CODE).

e. The FAC may also include analyzing data on discipline and making recommendations to resolve discipline problems.

5. The school administrator or their administrative designee shall, except in emergencies, advise and discuss with the FAC of any new rules and changes in existing rules, regulations, and procedures before they are implemented.

6. The FAC meetings shall be open meetings. School instructional staff other than FAC members may attend the meetings.

7. The building principal will consider but is not bound by any decision of the FAC.

D. Employee Benefits Committee (EBC)

1. The EBC will have the opportunity to participate in discussions concerning medical, dental, and life insurance products. The EBC will examine basic products and coverage made available by KCPS.
    a. The Benefits Department will develop Requests for Proposal (RFPs), at least every five years, to vendors for the medical, dental and life insurance.
    b. The Benefits Department will present at least three (3) options (assuming there are three (3) responsive bids to the RFP) to the Committee with a final recommendation to the Board of Directors, including the recommendation of the EBC.
    c. The EBC shall be comprised of members of the Benefits Department, The CFO, CHRO and other such administrative departments as designated by the District. The Unit shall have five (5) members on the committee.

2. The EBC will hold quarterly insurance update meetings.

E. Joint Training on the Collective Bargaining Agreement

The Union and the District will jointly train the Union Building Representatives, the site-based administrators and all personnel, as identified by the District, responsible for the administration of the Collective Bargaining Agreement. This training will take place prior to the first day of school each year, as mutually agreed to by the Union President and Chief of Human Resources.

F. Monthly Discussion Meetings

1. In order to provide continuous cooperation between the Union and the District, the Superintendent and KCFT & SRP President shall meet on a mutually agreeable day each month during the regular school year at a time convenient to both parties.

2. The purpose of these meetings shall be to review the administration of the Collective Bargaining Agreement and to resolve problems that may arise pertaining thereto. Each party will submit to the other, no later than two (2) days prior to the meeting, an agenda covering what they wish to discuss. If no agenda is submitted by either party, no meeting will be held that month.

3. The parties agree to cooperate in arranging special or emergency meetings to ensure prompt actions in emergencies situations.

G. Certified Evaluation Committee

The District and the Union will each designate an equal number of members to serve on this committee. Team members should include Elementary, Middle, Secondary, Special Education, ELL, and

Administration representatives. The Committee will annually review the Certified Evaluation Assessment for updates/revisions, which shall serve as recommendations but are not binding on the administration in revising the performance assessment tool.

H. District Professional Development Committee

1. The Union and the District shall appoint 7 members from each party to serve on a district level Professional Development Committee. The committee shall meet three times annually to plan for the implementation of quality professional development.

2. The committee shall meet to prepare for teacher institute and other professional development including New Teacher Orientation. The committee shall meet once each semester and once in the summer.

3. The committee shall collaborate in the development of a system wide professional evaluation tool to be implemented for all district level PD.

4. The results of professional development surveys will be evaluated as part of the work of the committee to ensure staff are receiving relevant, high quality, instructional focused professional development.

I. Building Code of Conduct

The Student Behavior Plan and the Code of Student Conduct will be enforced in every school. In schools where district data demonstrates that there are serious student behavior problems school-wide, a special committee may include the individuals listed below to discuss and resolve issues:

- Assistant Superintendent of School Leadership or their designee
- Principal or their designee
- Union President or their designee
- Union Building Representative(s)
- Members of the Faculty Advisory Committee

J. Calendar Development Committee

The Union and the District shall appoint an equal number of members from each party to serve on a district level Calendar Development Committee. The committee shall meet to develop the District Calendar for upcoming school years.

Article IV: General Provisions

A. Academic Freedom

Employees do not give up their constitutional rights during work hours. Academic freedom shall be accorded to teachers, subject to the requirement that teachers teach within the District curriculum, MSIP standards as outlined by the state of Missouri, and as further defined by federal law. Students will be encouraged, through class discussions and independent inquiry, to reach their own conclusions regarding controversial issues.

B. Classroom Interruptions

Classroom interruptions should always be kept to a minimum. The intercom and handheld transceivers are not intended for communication which could be addressed through an individual call to a classroom or via the use of other technology to staff.

1. A general schedule for announcements will be included in every school's handbook. Use of unscheduled school-wide announcements shall be kept to a minimum and in line with the goals and needs of the school.

2. Construction and Repairs - Reasonable efforts will be made to notify the affected teachers and relocate students to a suitable learning environment.

C. Privacy of Employees

1. The right of management to reprimand employees shall not be abrogated. However, oral or written criticisms or reprimands shall be handled in a private and professional manner.

2. When the Administration has a need to meet with the employee, the employee will be given specific reasons for the meeting, and if the need for the meeting is disciplinary or may lead to discipline, the employee will be given the opportunity to arrange for representation by the Union prior to the start of the meeting.

3. Administration shall not be obligated to postpone the meeting for more than forty-eight (48) hours if the employee's representative is unable to meet. KCFT & SRP will make every reasonable effort to accommodate the meeting request within twenty-four (24) hours.

4. Representation is limited to the AFT President, AFT Office Staff, or Building Representative of the Union.

D. Employee Meetings

Subject to notification of no less than 24 hours to the building principal, employees may schedule meetings with other building staff and/or Union representatives in the buildings to which they are assigned, provided that such meetings shall not be held before 6:30am or later than 5:30pm and are subject to previously scheduled school or professional activities.

E. Inclement Weather Communications

On days that schools are closed due to extreme weather conditions or emergencies; the administration will make every reasonable effort to notify employees of closing by 5:15am. The District will utilize the automated phone contact system, the District Web Page, social media outlets, radio, and television stations for school closure announcements to employees.

School closings will be for a full school day except for early release of schools due to inclement weather

or unforeseen emergencies. If an Early Release is called, schools will follow staggered release schedules. The District will determine the release time.

F. New Policies Affecting Unit

Content of all new policies affecting the employment or working conditions of members of the Certified Unit shall be communicated to all members of the Unit and the KCFT President within thirty (30) days of approval.

G. Caregiver/Teacher Communication

1. Caregiver/Teacher Communication shall be arranged by appointment, at a time mutually acceptable to the caregiver and teacher. Communication arrangements shall occur only during non-teaching time. They shall not occur during the duty-free lunch period. Teacher shall make every reasonable effort to meet within 48 hours.

2. In those situations, where a principal recommends that a caregiver/teacher communication occur:
    a. The teacher shall communicate with the caregiver at the first opportunity, or
    b. The teacher shall attempt to contact the caregiver within twenty-four (24) hours.
    c. All attempts shall be logged into the student information system. Where a caregiver/teacher communication cannot be established the teacher will work with the principal to determine the best next steps to communicate with the parent.

3. Conduct during Caregiver/Teacher meetings shall be subject to Administrative Policies KK, and GBCB, *Visits to District/Property Events and Staff Conduct*.

4. KCPS will not tolerate any verbal or physical abuse or harassment during a meeting with a caregiver.

H. Personnel Records

1. A central personnel record shall be kept for each employee of the District. Except for confidential reference documents, an employee shall have access to their central personnel record.

2. Provisions shall be made to assure privacy of personnel records and to protect the records from examination or other than legitimate purposes. A copy of any material that relates to activities during employment by the District placed in an employee's central personnel record shall be transmitted to the employee at the time of insertion in the record.

3. Members of the School Board shall not have access to employees' personnel record except on action of the Board.

I. Schedules Within a Building for Encore Staff

1. The District determines the building-by-building schedules of the Encore Staff.

2. In each elementary school building the Principal will consult and receive assistance and input from the affected Encore staff prior to determining the schedule.

3. Scheduling for Encore Staff should allow for the maximum possible instruction, as well as providing release time for elementary classroom teachers on an equitable basis. Encore staff schedules shall be made to allow for a minimum of five (5) minutes passing time between classes.

4. When Encore staff provide supervision for PLC, instructional materials will be provided or they

shall provide instruction based on their content and curriculum.

J. Seniority

Seniority (length of service) shall be defined as the number of consecutive days of employment with the District. Such days shall include authorized absences. Seniority may not be applicable in any circumstance where it is not explicitly defined or identified as a factor.

K. Professional Dress

1. Professional dress, in the Kansas City Public Schools, shall be worn whenever school is in session for students and will be defined as attire that is appropriate for the specific position of employment and in general terms shall be described as business casual.

2. Business casual shall be defined as:
    a. Neat and clean, free from holes and rips, slacks, pants, jeans and suit pants, skirts, and dresses are acceptable. Knee-length shorts may be worn if staff is participating in an outdoor school-sponsored event.
    b. Collared shirts, blouses, and jackets, t-shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks, suit jackets, and sports jackets are acceptable attire for work.
    c. Shoes and footwear - conservative athletic or walking shoes, sandals, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work.

3. Attire such as gym clothes (unless specific to employment position), miniskirts, beach wear (including flip-flop shoes), see-through clothing, halter tops or blouses, which expose the midriff area, backless sun dresses, sagging pants, and tight-fitting athletic wear or leggings worn together with oversized tee shirts are not acceptable. Leggings may be worn with skirts, dresses, or sweaters, that are no shorter than the mid-thigh. Denim fabric may be worn except for overalls and coveralls.

L. Itinerant Personnel

Every effort shall be made to provide appropriate space for itinerant bargaining unit members.

M. Teacher Responsibility for Grades

1. The classroom teacher shall be responsible for assigning grades, in compliance with district grading policies and procedures, along with the obligation to participate in any review of the grades by the Building Administrator and Superintendent. However, a classroom teacher shall not be required to revise a grade without a written directive from the Superintendent or their designated central office instructional administrator.

2. Teachers will be given at least three (3) full working days after the end of the quarter or mid-quarter grading periods to submit report cards or grade sheets, except for the final grading period.

3. PreK-11th grade teachers shall submit report cards or grade sheets on the last day of the teacher work year unless they have made arrangements with the Building Administrator to submit them at a later date.

4. Teachers of senior students shall submit report cards or grade sheets one week before graduation unless they have made arrangements with the Building Administrator to submit them at a later date.

N. District Responsibility for Grades

1. Staff will be trained on the Grading Policy prior to the first day of school. The grading Policy will be accessible for staff to view on the district website.

2. The district will open the window for grade submission two (2) days prior to the end of the term.

O. Unsafe and Hazardous Conditions

1. Employees shall report unsafe or hazardous conditions to their Building Administrator or immediate supervisor. The concern will be assessed by appropriate District staff to identify the source and/or extent of the condition.

2. Employees shall not be required to work under unsafe or hazardous conditions, or to perform tasks that endanger their safety. Once the hazard has been resolved and/or removed, staff is required to return to their normal work assignments.

3. KCPS shall report any unsafe and/or hazardous conditions that are disruptive to the learning environment to the KCFT&SRP President within 30 minutes of Cabinet being notified.

P. Staff Restrooms

There shall be adequate restrooms for all employees which are not used by students.

Q. Technology and Supplies

Teachers will be provided sufficient materials, supplies, and technologies to efficiently and effectively teach the course or grades assigned. Every reasonable effort will be made for such materials to be available prior to the first day of school. Every reasonable effort shall be made for newly hired members of this Unit to have access to emails and district logins no later than 5 days after their start date.

Article V: The Certified Work Year

A. Work Year for Teachers, Elementary Counselors, and Speech Language Pathologist

1. Members of the Teachers' Unit, except secondary counselors and librarians, shall work one hundred and eighty-seven (187) days.

2. For the 2026-2027 School Year, teachers shall be required to report on Monday, August 10th. The teachers shall have 9 days of work prior to the beginning of the students' school year on Monday, August 24th. The 9 teacher workdays prior to the start of the student year shall be seven-hour days designated as such:

2026-2027 School Year

Activity	Date
Principal PD	Monday, August 10, 2026
District PD	Tuesday, August 11, 2026
District PD	Wednesday, August 12, 2026
0.5 Principal PD / 0.5 District PD	Thursday, August 13, 2026
0.5 Principal PD / 0.5 Teacher Workday	Friday, August 14, 2026
Principal PD	Monday, August 17, 2026
0.5 Safe Schools AM / 0.5 Convocation PM	Tuesday, August 18, 2026
Workday	Wednesday, August 19, 2026
Workday	Thursday, August 20, 2026
Non-workday (Buildings Open for Optional Work)	Friday, August 21, 2026

3. For the 2027-2028 School Year, teachers shall be required to report on Monday, August 9th. The teachers shall have 9 days of work prior to the beginning of the students' school year on Monday, August 23rd. The 9 teacher workdays prior to the start of the student year shall be seven-hour days designated as such:

2027-2028 School Year

Activity	Date
Principal PD	Monday, August 9, 2027
District PD	Tuesday, August 10, 2027
District PD	Wednesday, August 11, 2027
0.5 Principal PD / 0.5 District PD	Thursday, August 12, 2027
0.5 Principal PD / 0.5 District PD	Friday, August 13, 2027
Principal PD	Monday, August 16, 2027
0.5 Safe Schools AM / 0.5 Convocation PM	Tuesday, August 17, 2027
Workday	Wednesday, August 18, 2027
Workday	Thursday, August 19, 2027
Non-workday (Buildings Open for Optional Work)	Friday, August 20, 2027

4. KCPS & AFT #691 will meet no later than February of 2028 to discuss the 2028-2029 calendar.

5. Holidays which are observed on normal school days are unpaid.

6. The school calendar will include the following days on which Unit members will not be required to report: Labor Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, and Juneteenth. The school calendar will also include the following as designated by the Board: one full week at the Fall Vacation-Thanksgiving, two full weeks at the Winter Vacation, and one full week at the Spring Vacation.

B. Work Year for Secondary Counselors

1. Secondary Counselors will work fifteen (15) days longer than teachers, to include no more than 10 days before the regular work year, with the remaining 5 days to be worked after the regular school year ends.

2. Secondary Counselors shall receive their regular daily rate of pay for all extra days worked. The salary for the extra fifteen (15) days will be incorporated into the twenty-four (24) pay cycle.

3. Secondary Counselors will be notified of their starting date prior to the close of the preceding school year.

4. Secondary Counselors may be asked to report early for duty before the beginning of their work year.
    a. All work shall be on a voluntary basis and must be pre-approved by the Superintendent and/or designee.
    b. Counselors shall receive their regular rate of pay for such voluntary assignments.

C. Work Year for Librarians

Librarians shall work five (5) days longer than teachers.

1. Librarians shall work three (3) days before the regular teacher work year to prepare the library for the opening of school and two (2) days after the regular teacher work year to inventory and close down the library for the summer.

2. Librarians shall receive their regular daily rate of pay for all extra days worked. The salary for the extra five (5) days will be incorporated into the twenty-four (24) pay cycle.

D. Work Year for ESL Resource Teachers

ESL Resource Teachers shall work twenty (20) days longer than the regular teachers.

1. ESL Resource Teachers shall work no more than five (5) days before the regular work year with the remaining days to be worked after the regular school year ends.

2. ESL Resource Teachers shall receive their regular daily rate of pay for all extra days worked. The salary for the extra twenty (20) days will be incorporated into the twenty-four (24) pay cycle.

E. Work Year for Missouri Options and Middle College Teachers

1. Missouri Option Teachers & Middle College will work fifteen (15) days longer than traditional teachers as scheduled by the program supervisor. These days will be used for student data collection, admissions testing, student-parent Missouri Option & Middle College Orientations and transportation set up so students may begin on the first day of school.

2. Missouri Option Teachers & Middle College will be notified of their starting date prior to the close of the preceding school year. Should the program supervisor desire to split the 15 days between the beginning of school and the end of school, the teacher will be notified at that time.

3. Missouri Option Teachers & Middle College may be asked by the program supervisor to report early for duty before the beginning of their work year.
    a. All work shall be on a voluntary basis.
    b. Missouri Option Teachers & Middle College shall receive their regular rate of pay for such voluntary assignments.

4. Missouri Option Teachers & Middle College will receive first preference for Missouri Option & Middle College Summer School if it is deemed by the department that such a class is necessary for student success, with the approval of the program supervisor.

Article VI: The Certified Work Day

A. Teacher Workday

1. The workday of a teacher shall be seven (7) hours and 35 minutes Monday through Friday.

2. The teacher shall have a twenty (20) minute preparation time at the beginning of each student day unless supervision is needed. If student supervision is needed before the start of the student day, a teacher may be required to be on duty no more than fifteen (15) minutes five (5) times a week.

3. Fifteen (15) minutes after the student day may be used for supervision.

4. The Faculty Advisory Committee and administration will develop a fair and equitable duty schedule to determine the specific duties of certified staff not assigned to a classroom receiving students during student arrival. A rotation of duty assignments will be created and distributed quarterly or by semester.

5. Professional learning days will be designated as mutually agreed upon in the school calendar. Professional learning days shall include, but are not limited to, Professional Learning Communities (PLC). A PLC is defined as a group of educators who meet regularly to share expertise, analyze student work, plan instruction, and collaborate to improve teaching skills and academic performance of students.

6. Professional Development Days During Instructional Calendar - Each of the five (5) Professional Development Days as ratified on the calendar shall be a seven-hour day with an hour lunch. Following each Parent Teacher Conference Day, there shall be .5 Professional Development Day and .5 Teacher Workday. On these days the Teacher Workday shall occur in the afternoon. Lunch may be taken at the end of the day.

7. The School Leadership Team in consultation with the building PD chair will work with the principal and administration to develop the schedules and topics for building level professional development. A schedule will be collaboratively created, with district approval from School Leadership and distributed by the end of the pre-service week. If changes are necessary due to academic performance or staff needs, adjustments will be submitted to and approved by School Leadership.

8. The building principal has the discretion to allow teachers to work at their sites or other locations during these times as needed to best meet the needs of the students.

9. In situations where the professional development being offered is not applicable to the certified employee, the certified employee and principal shall mutually agree to another activity.

10. Any minutes not used for professional development will revert to individual data analysis and/or teacher related tasks or duties.

11. The full-time teacher shall have a minimum of 250 minutes of on-site individual planning time each week. The daily plan time shall be scheduled as a continuous block. Principals may meet an individual during their plan time no more than two times per week to:
    a. To discuss an observation or evaluation
    b. To discuss a performance issue
    c. To meet with the IEP team, if needed
    d. Any plan time minutes beyond the 250 minutes may be used for grade level teams,

subject area teams or clusters for data analysis and planning.

12. A third meeting may be scheduled during the planning time if the teacher is on an approved PGP.

13. The length of the non-student workday will be seven (7) hours with one (1) hour provided for a lunch break that may be taken at the end of the day if it does not conflict with planned professional development.

14. The workday duties of a teacher shall be teaching classes or planning instructional activities, or assessing student work, including assigning grades.

15. The teacher shall have a (30) thirty-minute duty-free lunch period. Teachers who leave the building for lunch must sign out and back in at the office.

B. Other Workday Provisions

1. **Professional Development**: Certified Staff shall participate in the professional development days during the student school year.
    a. The professional development will be relevant to the certified employee's job. If there is no reason or need for a teacher to participate in the professional development, then the teacher and principal may mutually agree to another activity. The teacher shall request an alternate professional development opportunity with evidence of proposed instructional activity no less than 24 hours in advance. In extenuating circumstances, the 24 hours' notice may be waived at the principal's discretion.
    b. The professional development will be evaluated by the participants, and the results will be shared with KCFT & SRP and the Board of Education upon request.

2. **Safe Schools Training:** Safe Schools training will take place during the allocated half day defined in the pre-service week for certified staff.
    a. Safe Schools training will be differentiated based on district, state and federal guidelines.
    b. Safe School training will not exceed seven hours per academic year, unless state or federal guidelines require additional training.
    c. Safe Schools training will be completed by October 31.

3. Teachers will have 3.5 workdays to work in their rooms.

4. No professional development, staff meetings or department/grade level meetings will be scheduled during the hours allotted for teacher workday.

5. **Conferences and Activities:** Certified Staff will attend and participate in caregiver/teacher conferences as defined below:
    a. Two officially designated caregiver/teacher conferences as mutually agreed upon in the calendar.
    b. Participation at three public-oriented programs per year is expected. Public-oriented events are generally all-school activities like Back to School Night, Curriculum Night, etc. All staff at the secondary level will attend high school graduation, which will count as a public-oriented program.
    c. Staff participation shall be limited to two (2) hours or less.

6. In the case of an emergency or extenuating circumstance, a faculty meeting may take place beyond the regular scheduled school day but only with the prior approval of the Superintendent. The Superintendent or designee shall notify the KCFT President of the meeting. An emergency is defined as a serious, unexpected, and often dangerous situation requiring immediate action.

7. **Scheduling of Teachers' Classes:**
    a. Teachers will be scheduled for no more than three (3) hours without a planning period or duty-free lunch except in situations where master scheduling does not allow for such flexibility. No teacher, however, will be scheduled for more than four (4) clock hours in succession without a planning period or duty-free lunch period. A clock hour is defined as one (1) hour or sixty (60) minutes.
    b. In scheduling of secondary school classes, the number of lesson preparations shall be kept at the minimum consistent with the teacher's subject or field, size of the department, and special offerings of the department. Every effort shall be made to schedule the number of lesson preparations not to exceed the maximum of three (3) per semester. However, in cases of emergency or when additional planning periods exist in a teacher's schedule, a fourth lesson preparation may be added.

8. Portions of the workday not designated for particular use in this provision shall be used for individual planning time.

C. Counselor and Librarian Workday and Provisions

1. The workday for counselors or librarians shall be the same as the workday for teachers.

2. Counselors and librarians shall adhere to the provisions as listed in Workday Provisions for Certified Staff and shall have a thirty (30) minute duty-free lunch period.

3. School counselors shall:
    a. Not be assigned duties that require taking punitive disciplinary action in respect to student violations of school rules or applicable laws. This statement of exemption in no way relieves counselors of the duty to assist students so involved with further adjustment services.
    b. Have the right to exercise confidentiality in protecting the counselor/student relationship in accordance with American School Counseling Association code of ethics. While this code gives certain professional privilege to the counselor in respect to confidentiality between counselor and counselee, it makes the counselor responsible to "an appropriate responsible authority" if they discover "an imminent and clear danger to the counselee or client or others."
    c. Counselors shall not be designated as the school Title IX Coordinator.

4. School libraries and resource centers fulfill an important role in the school's instructional program.
    a. Librarians should not be used as substitute teachers. If, however, a clear emergency situation exists, librarians may be utilized as substitute teachers if given released time from library responsibilities during the period librarians are serving as substitute teachers.
    b. Libraries shall not be used as disciplinary centers.
    c. Elementary librarians who are full-time librarians in one elementary school and who are required to teach classes will have one extra individual preparation time for shelving and other library duties per week.
    d. Elementary librarians who work in more than one elementary school and who are required to teach classes will have one extra preparation time each week for shelving, library administration and other library duties at each school in which they work if there is no full-time librarian at the school.
    e. When the workload of a librarian is such that they are unable to keep up with the requirements of shelving, library administration and other library duties, the building

principal will evaluate the situation and may seek additional assistance if needed.

D. Instructional Coaches Workday and Provisions

The workload of an Instructional Coach shall not generally include supervision of staff except in extenuating circumstances. Instructional coach observations shall not be used to evaluate members of the unit.

E. Teachers of Multilingual Learners Workday and Provisions

1. Teachers of Multilingual Learners shall not generally be required to substitute, except in extenuating circumstances.

2. Teachers of Multilingual Learners shall be provided a space on an as needed basis to work with students in each building in a private and professional manner.

F. Speech-Language Pathologist

1. Speech-Language Pathologists shall be provided a space on an as needed basis to work with students in each building in a private and professional manner.

2. Speech-Language Pathologists should not be used for duty purposes as itinerate personnel in buildings.

3. Speech-Language Pathologists shall have a minimum of (50) minutes per day of office hours to complete necessary paperwork and documentation for the district and the department.

4. Speech-Language Pathologists who are Nationally Certified Speech Pathologists (NCSP) shall qualify for an additional stipend of $3,500 dollars per year.

5. Employees designated in the Speech-Language Pathologist unit shall not qualify for overtime.

G. Special Education Teacher Workday

1. Special Education teachers will have one additional fifty (50) minute individual preparation period each week for writing Individual Education Plans (IEPs) and/or holding IEP meetings when needed.

2. When Special Education teachers need additional time for the IEP process, they may work with their building principal or call the Director of Special Education to request additional time be found for them to complete their work. This may occur by being released from another class period by the principal or being allocated a sub day to work by the Director of Special Education.

3. Special Education teachers shall not be required to substitute for a general education teacher.

H. Virtual Academy Work Year

1. Teachers in Virtual Academy will work the same work year as teachers.
2. Teacher workday will be a 7-hour and 35-minute workday. The daily schedule is flexible but will include:
    a. 1-hour uninterrupted plan time
    b. 30-minute duty-free lunch
    c. 1-hour PLC twice a week
3. Every reasonable effort will be made to ensure KCVA staff are provided appropriate space that allows for virtual direct instruction in a professional manner.

I. AMI (Alternative Method of Instruction) Days

1. **8:15-8:45 Check-In w/ Principal and/or Instructional Coach:** This time should be used to plan and prepare for AMI Days. (30 min)
    a. All staff must attend check in meeting to be counted present for the day.

2. **8:45-9:00 Teacher Planning:** (15 min)

3. ***9:00-12:00 AMI Day Instruction / Office Hours Support:** This time should be used to post and share lessons, provide instructional support to students, engage and assist parents, conduct IEP meetings if needed for compliance purposes, and any other AMI Day related activity. Teachers should be accessible for students, parents and administrators during this time. This time should not be used for staff meetings, PD, or other activities unrelated to AMI Days. (3 hrs)

4. **Instruction for Elementary Students (PK-6)** will utilize the district instructional choice boards that contain activities for core subject areas and exploratory classes and district learning packets that contain assignments in reading/writing, math, science and social studies.
    a. Schools will send home district choice boards and learning packets for students to complete, and the choice boards will be accessible on the district website.
    b. These assignments will be due back the day students return to school. Students will receive attendance credit for the day for work attempted or completed.
    c. Teachers can assign additional supplementary activities and resources in addition to but not in lieu of the district instructional choice boards and learning packets.
    d. Elementary teachers will be available via email or Microsoft Teams to assist students from 9:00 am to 12:00 pm.

5. **Instruction for Middle, and High School Students, KCVA and Evening Academy (6-12)** will engage in asynchronous instruction (students accessing assignments online).
    a. Classroom teachers will post assignments in Canvas and/or Edgenuity.
    b. Students will be expected to log into their accounts and complete assignments.
    c. Assignments will be due the day students return to school to receive attendance credit and grades for the day.
    d. Teachers will be available via Canvas, email, or Microsoft Teams to assist students from 9:00 am to 12:00 pm.

6. **12:00-12:15 Check-Out w/ Principal and/or Instructional Coach:** This time should be used to close out the day and respond to any questions/concerns. (15 min)
    a. All staff must attend check out meeting to be counted present for the day.

Article VII: Assignment, Reassignment, Reorganization and Transfers

A. Assignment of Certified Staff Within a School or Program

1. The principal of each building will be responsible for room assignments, class assignments and grade level or subject area assignments. Each year by March 15, teachers may express in writing to their principal their preferences of room assignments, class assignments and grade level or subject area assignments. Employee preference, qualifications, and seniority shall be a factor that is considered in the placement.

2. At least fifteen (15) business days preceding the opening of a semester each certified employee will be informed in writing of his/her grade level/subject assignment. Necessary changes in an employee's program shall be discussed with the certified employee by the principal.

B. Reassignment Within a School and Reorganization Within the District

1. Reassignment/reorganization is the moving of students and/or certified employees to different teaching assignments or classrooms in response to changes in enrollment.

2. Reassignments/reorganization shall be made no later than after the first grading period of each semester. Other school reassignment/reorganization necessitated by emergencies may be made upon the recommendation of the Superintendent.

3. The principal, the certified employees affected, and the KCFT President shall be notified in writing at least two weeks prior to such reassignment/reorganization.

4. Reassigned staff shall be given two (2) teacher workdays to move and set up their new classroom before beginning the new assignment.

C. Transfer of a Certified Employee from One School or Program to Another

No certified employee under contract shall be transferred from one school or program to another unless Procedure A or B is followed as described below. Such transfers should be voluntary, if possible.

Procedure A: Voluntary Transfer

Members of the Certified Unit desiring to transfer to vacancies in another school or program for the following school year shall file a written request via the TalentEd Application (or whatever automated system KCPS uses) process with the Human Resources Department during the transfer window period of January 1-January 21 of the year immediately preceding the year for which the transfer is desired.

Whenever a certified employee requests a voluntary transfer, that certified employee may not cause the transfer of another certified employee. Each member of the Certified Unit may list up to three possible transfer moves. In the comment section of the application, the certified employee may identify preferences of grade level, subject and/or school.

1. Employees on Paid Administrative Leave shall be permitted to apply for a voluntary transfer during the transfer window upon request.

2. Principals will screen all applicants who have applied to their building. All applicants will be notified as to whether they have been selected or not for an interview. Upon request, a list of all transfer requests shall be provided to the KCFT President. Human Resources will send a list of the applicants to each principal, but it is the intent of this policy that principals stay abreast of requested transfers and consider them in all hiring decisions. Interviews may be done over the

phone or virtual.

3. If a vacancy becomes available before April 1, members of the Certified Unit who applied for a transfer during the transfer window but were not selected, may then request in writing to Human Resources to be considered for an available vacant position(s).
    a. Applicants will be notified via an email from HR whether or not their transfer was granted no later than May 15th.

4. A principal is not required to select a teacher that requests a transfer to their building. In selecting transfer teacher candidates, seniority shall be a factor considered by the principal/HR in making a decision.

5. After May 15, all parties involved must agree in order for the transfer to occur. The parties are:
    a. Receiving Principal
    b. Employee
    c. Sending Principal

If all parties do not agree, the transfer decision will be submitted to HR for review and final determination.

Procedure B: Involuntary Transfer

1. **Disciplinary:** Disciplinary transfers, when necessary, shall be for just cause and shall follow a conference with HR.

2. **School Closing:** When an involuntary transfer is necessitated due to closing of a school, the principal, in conjunction with the Chief Human Resource Officer, shall inform the faculty of the closing and provide staff with the information regarding the process that will be followed. The process will be:
    a. A list of the members of the Unit affected by the school closing will be developed by HR that identifies the most recent hire date and teaching certifications of each member.
    b. A list of available vacancies will be developed by HR. This will include non-certified staff filling certified positions.
    c. A date will be set for members of the Unit to select placement, and teachers will be scheduled by seniority.
    d. Vacancies will be made available by seniority.
    e. The transfer window shall not be opened until all involuntary transfers due to school closures are placed.

3. **Additional Involuntary Transfers:**
    a. When other involuntary transfers are necessitated due to declining enrollment, decline in district or school funding, emergencies unforeseen by normal school operation, or specialized academic needs of a given school or program, the principal, in conjunction with the Chief Human Resource Officer, shall inform the faculty of the necessity to reduce the number of certified employees and provide faculty with the opportunity to request transfer to a vacancy at another school.
    b. Certified employees who volunteer must be meeting all certified employee expectations on the certified employee evaluation system. Certified employees who volunteer will be allowed to choose their placement from the available vacancies.
    c. When no certified employee or not enough certified employees volunteer, the certified employees with the least seniority (unless the certifications and/or unique skill set specific to the job for one of the potentially impacted certified employees needs to be

considered) in the building will have an opportunity to review a master list of all existing vacancies and will be asked to identify their top three choices for reassignment.

i. The certified employees will have an opportunity to interview with the principals of their three choices.
ii. Following the interviews and beginning with the most senior certified employee, Human Resources and the affected principals will then work on best matches for these reassignments assigning the certified employee to one of their three priority choices.
iii. If a situation arises where the three vacancies selected by a certified employee are already filled, the certified employee will be allowed to re-select from the available vacancies.
iv. HR will send confirmation letters to the certified employees and principals.

4. **Reconstitution:** The reconstitution of schools, if necessary, will comply with all applicable state and federal laws/rules/regulations.

Article VIII: Layoff, Recall and Termination of Probationary Employees

A. Probationary Status

According to state law, the first five (5) years of employment of all certified employees entering the employment of school district shall be deemed a period of probation during which period all appointments of teachers shall expire at the end of the school year. The Superintendent of Schools on or before the fifteenth (15th) day of April in each year shall notify probationary certified-employees who will not be retained by the school district of the termination of their services. Any probationary certified employee who is not so notified shall be deemed to have been appointed for the next school year.

After completion of satisfactory probationary services, appointments of teachers shall become permanent, subject to removal for any one or more causes herein described. In determining the duration of the probationary period of employment in this section specified, the time of service rendered as a substitute teacher shall not be included.

B. Layoff

1. When the Superintendent determines that layoff of probationary certified employees is necessary, the following criteria for selecting probationary certified employees to be placed on unrequested leave of absence shall be followed in the order listed below:
    a. Certification
    b. Programmatic needs as identified below, may be considered in the following order:
        i. Employee has certifications pertinent to the job
        ii. Employee has a unique skill set specific to the job.
        iii. Employee has training and professional development relative to the job.
    c. Seniority
    d. Professional preparation, which includes:
        i. Educational based coursework (graduate study)
        ii. Professional development training in or outside the District
        iii. Advanced degrees

C. Recall

1. The criteria for recalling probationary certified employee shall be followed in the order listed below:
    a. Certification
    b. Seniority
    c. Programmatic needs as identified below, may be considered in the following order:
        i. Employee has certifications pertinent to the job.
        ii. Employee has a unique skill set specific to the job.
        iii. Employee has training and professional development relative to the job.
    d. Professional preparation, which includes:
        i. Education based coursework (graduate study)
        ii. Professional development training in or outside the District
        iii. Advanced degrees
2. If a probationary certified employee on unrequested leave of absence under this policy is sent a recall notice, that teacher shall have ten (10) calendar days to affirmatively respond. Failure to respond within this period shall constitute a resignation from the District.

D. General Provisions

1. No probationary-certified employee who is furloughed for more than two (2) calendar years will

be recalled under this policy.

2. No contracting of new certified employees for a particular unit shall be made while there are available probationary certified employees from that unit on unrequested leave of absence who are properly qualified, including appropriate certification and professional preparation, to fill such vacancies.

3. Termination of probationary certified staff shall comply with applicable state law(s) at the time of termination.

Article IX: Permanent (Tenured) Certified Employees

A. On the first day of their sixth year, certified employees will attain permanent status. No permanent certified employee shall be laid off until all probationary certified employees with the same certification and professional preparation have been laid off. There will be no new hires until all certified employees with proper certification and that meet the programmatic needs are recalled. Permanent certified employees with proper certification will follow the same recall/layoff procedure as probationary employees of the certified unit.

B. Termination of a permanent certified employee shall comply with the applicable state law(s) at the time of termination.

Article X: Grievance Procedure

A. Declaration of Purpose

1. Whereas, the establishment and maintenance of a harmonious and cooperative relationship between KCPS and its professional staff is essential to the operation of schools, it is the purpose of this grievance procedure to secure, at the lowest possible administrative level, resolution of filed grievances of employees in the unit represented by the Kansas City Federation of Teachers and School-Related Personnel (KCFT). In furtherance of this purpose, no employee shall be disciplined or discharged except with just cause.

2. When the Administration has a need to meet with the employee, the employee will be given specific reasons for the meeting, and if the need for the meeting is disciplinary or may lead to discipline, the employee will be given the opportunity to arrange for representation by the Union prior to the start of the meeting. Administration shall not be obligated to postpone the meeting for more than forty-eight (48) hours if the employee's representative is unable to meet. Representation is limited to a Building Representative, AFT Office Staff or KCFT President, and does not include legal representation prior to the filing of a formal grievance.

B. Definitions

1. A "grievance" is an alleged violation, claimed misinterpretation or claimed misapplication of the express terms and conditions of this Collective Bargaining Agreement, a KCPS Board Policy, or KCPS Administrative Policy, directly related to working conditions of employees in the Certified Unit.

2. A "class grievance" is an alleged violation, claimed misrepresentation, or claimed misapplication of the express terms and conditions of this Collective Bargaining Agreement, or KCPS Board Policy, or KCPS Administrative Policy, directly related to working conditions of employees in the Certified Unit filed by a group of employees in the Certified Unit or filed by the Union on behalf of a group of employees in the Certified Unit. Every effort will be made to identify all members of the group no later than the date of the Step One filing. A group of employees is defined as three (3) or more members of the Certified Unit.

3. "Grievant" shall mean an individual member of the bargaining Unit or a group of members of the bargaining Unit, or the Union when filing on behalf of a group of employees in the Unit, who file a grievance as described in paragraph two (2) immediately above.

4. The term "step" refers to the separate and distinct procedures to be followed in the processing of grievances.

5. "Union" shall mean the Kansas City Federation of Teachers & School-Related Personnel (KCFT).

6. "KCPS" shall mean the Kansas City Public Schools.

7. "Hearing Officer" shall mean the individual charged with the duty of rendering decisions at a designated step of the grievance procedure.

C. Procedures and Timelines

1. Details of grievance proceedings shall be kept confidential, unless otherwise required by legal process.

2. When new, relevant, information becomes known after the grievance has been filed, and subsequent to any step in the grievance procedure, the grievance shall revert to the preceding step where such information would have been relevant, had it been known. The Union and KCPS shall use good faith best efforts to agree to which step the grievance shall revert. Failure to agree will result in the grievance reverting to the previous step prior to the step immediately prior to the step then pending when the information became known. The new information shall be presented at that previous step, and the grievance shall proceed thereafter in accordance with the regular procedure as if that step had not been taken previously.

3. Except for decisions rendered during the informal pre-grievance resolution process, all grievance decisions shall be rendered in writing at each step of the grievance procedure and transmitted to the Grievant and the Union.

4. At any step, upon request, the Grievant may be accompanied by a Union Representative.

5. All grievances shall be in writing and shall include the following:
    a. Name and location of the employee or group of employees involved;
    b. Identification of the specific CBA section, Board Policy sections, or Administrative Policy section directly related to working conditions alleged to have been violated or misinterpreted;
    c. Conditions and specific statements of all the facts giving rise to the grievance and the nature of the allegation that the CBA, Board Policy, or Administrative Policy have been violated or misinterpreted directly related to working conditions; and
    d. Specific relief desired/requested by Grievant and/or Union.

6. Time limits specified in the procedure may be modified by mutual agreement between the Grievant or their KCFT Representative, the Administrator appointed to hear the grievance, and the Chief Human Resource Officer (or designee). In the event of an approved absence of the Grievant or the Administrator, time limits shall be temporarily suspended.

7. The KCFT President and/or their designee shall receive copies of all filed written grievance responses by Administration, provided the Grievant is identified to KCPS as member of the Union. The Chief of Human Resources (or designee) shall be provided with a copy of all filed grievances and written responses no later than the time such are provided to the KCFT President and/or their designee.

8. The Union and KCPS agree to facilitate any investigations which may be required and to make available any and all non-privileged, non-confidential material and otherwise relevant documents, communications and records concerning the grievance to the other party.

9. The Union and KCPS shall have the right at all steps of a grievance proceeding to confront and cross-examine all witnesses.

10. Disciplinary Grievances or grievances arising from the action of an Administrator other than the immediate supervisor of the certified employee, can be initiated at Step One by filing the grievance with the Chief of Human Resources (or designee).

11. After any grievance proceeding that has reached Step One, any party shall have the right, at his/her expense, to legal and/or stenographic assistance.

12. Any hearing pursuant to this grievance procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Representatives so designated may investigate, discuss, and present a grievance of an employee or employees during regular work hours, subject to the provision relating to the Visits to Schools (Article II, Union and Management Rights, F, page 6). Time spent investigating, discussing and/or presenting a grievance shall not be unreasonable or excessive. The President of the Union or the Grievant's representative, shall not be coerced, or interfered with during the performance of his/her duties of investigating and representing the grievant. There will be no retaliation against any employee(s) who files a grievance.

13. Resorting to the grievance procedure shall not constitute an election of remedies by an employee, but if appropriate and after exhausting the grievance procedure, an employee shall have the right to pursue any legal remedies which they might otherwise possess.

14. Discrimination and harassment complaints shall be reported pursuant to Board Policy and/or Administrative Policy.

15. Unless otherwise agreed to by the parties, any settlement documents, orders, and monetary payments resulting from any step of the grievance process shall be satisfied within forty (40) calendar days from the date of the award.

16. An employee has a right to pursue any and all courses of action they believe exist in a court of law; filing a grievance does not preclude an employee from pursuing legal action. However, if an employee files a complaint (or petition) in state or federal court or with any administrative agency (such as but not limited to EEOC, MCHR, or KCHRC), the grievance procedure for that grievance shall be suspended immediately until the legal proceeding is completed or dismissed and any further grievances to which the employee wishes to file may be filed with the Chief of Human Resources (or designee), but shall be stayed immediately after the filing until the original grievance has been decided or disposed, regardless of whether or not the two grievances concern the same or similar section of the Collective Bargaining Agreement, certificated section of Board Policy, or certificated section of Administrative Policy alleged to have been violated, misapplied, or misinterpreted.

17. If an employee is successful in his or her grievance appeal and is awarded monetary relief, KCPS shall not be responsible for back-pay and/or benefits for any days that a claim, filed by the Grievant, was also pending in a court of law or administrative agency, causing the grievance procedure to be delayed.
18. The timelines contained herein shall be strictly adhered to. The party that fails to follow the timeline guidelines will automatically lose the grievance unless the parties have agreed in writing to modify any applicable timelines.

19. Step 5 (arbitration) shall only be available for the following grievance categories:
    a. Nonpayment of services rendered
    b. Class action grievance

D. Steps of the Grievance Process

Pre-Grievance Procedure

Prior to filing a first step grievance, the employee shall request an informal conference with the individual Supervisor/Administrator allegedly violating, misapplying, or misinterpreting the CBA, or Board Policy, or Administrative Policy directly related to working conditions within five (5) working days of notice of the issue giving rise to the pre-grievance.

Upon such written notice, the individual Supervisor/Administrator will schedule a meeting within five (5) working days with the employee and their representative, in an effort to resolve the matter informally. By agreement of the employee and/or their representative and the individual Supervisor/Administrator, such conference time may be extended, not to exceed a total of five (5) working days.

This process shall constitute the informal pre-grievance resolution process. If such pre-grievance resolution efforts are not successful, the Grievant and/or their representative may, within five (5) working days of receiving written notice that the informal efforts were unsuccessful, initiate a formal grievance starting at Step One.

If the Grievant and/or their representative do not receive written notice within five (5) working days after the pre-grievance conference, the grievance may be filed at Step One (1).

Steps of the Grievance Procedure

Step One: Human Resources

1. Within five (5) working days of receiving written notice that the informal efforts were unsuccessful, the Grievant may initiate a formal grievance starting at Step One.

2. The Grievant or the Union may appeal to Step One by filing the "Employee Grievance Form" with the Chief Human Resource Officer (or designee).

3. If the Chief Human Resource Officer (or designee) does not rule in favor of the Grievant or to the Grievant's satisfaction, the grievance may be filed at Step Two.

4. The Chief Human Resource Officer (or designee) shall meet with the parties to review the grievance, if requested. The Chief Human Resource Officer (or designee) will issue a decision and rationale, in writing, within ten (10) working days of the Step One filing.

Step Two: Grievance Review Panel (GRP)

1. The Grievance Review Panel will consist of the KCFT President (or designee), KCFT legal counsel, KCPS Chief Human Resource Officer (or designee), and KCPS legal counsel.
2. The GRP will meet as necessary to review grievances appealed to Step Two (2).

3. The GRP will attempt to resolve the grievance to the satisfaction of all parties. If the GRP is able to reach agreement it will be reduced to writing. If the GRP is unable to reach agreement the GRP will state so in writing and the grievance may be filed at step three.

Step Three: Superintendent Review

1. Within twenty (20) working days of receiving the GRP's notice of non-resolution, the Grievant or KCFT representative may file at Step Three.

2. No less than fifteen (15) working days from receipt of the Step Two GRP notice of non-resolution, the Superintendent (or designee) shall review the documentation and written position statements from both parties, shall hold a Superintendent review meeting with the KCFT President (or designee), Grievant, and Administration representative.

3. At the discretion of the Superintendent or their designee, all parties may call additional witnesses and present evidence at step 3.

4. The Superintendent or their designee shall issue a decision within ten (10) working days following said Superintendent review meeting.

5. The Chief Human Resources Officer and the Grievant/Union may develop additional timelines/guidelines for the orderly submission of documentation and written position statements.

6. The decision of the Superintendent or designee shall be considered final, unless such grievance qualifies under Step 4, but in no event, shall such decision preclude the Grievant/Union from pursuing legal action for any such alleged violation, misapplication, or misinterpretation of the CBA, certificated section of KCPS Board Policy, or certificated section of KCPS Administrative Policy directly related to working conditions.

Step Four: Arbitration

This step shall be available for the following grievance categories only:

- Nonpayment for services rendered
- Class action grievance

1. Within ten (10) working days of the conclusion of the Superintendent's review, the Grievant, the Union, or KCPS, may file a demand for arbitration provided the grievance is for nonpayment for services and/or is a class action grievance.

2. In the event that the Grievant or the Union, makes a demand for arbitration, the Grievant, the Union, and KCPS, through their respective representatives shall attempt to select an arbitrator within ten (10) working days of the appeal. In the event that the parties are unable to mutually agree, they shall make mutual application to the Federal Mediation and Conciliation Service for a panel of seven (7) arbitrators.

3. Within ten (10) working days of receiving the list of the seven (7) arbitrators, the parties will, absent mutual agreement, alternately, beginning with KCPS, strike names from the list until the final name is reached. Thereafter, the arbitrator shall be notified of his/her selection by either party or jointly.
4. Within ten (10) working days of the appointment of the arbitrator by the FMCS, the date of the arbitration hearing will be selected.

5. The arbitrator shall have no power to add to, delete from, or modify the terms of the negotiated Agreement.

6. Each party shall bear the full cost of its representation in the arbitration process. The cost of

the arbitrator will be divided equally between the parties.

7. The decision of the arbitrator shall be final and binding on the Grievant, the Union, and KCPS, and shall be enforceable in the Circuit Court of Jackson County.

8. Nothing contained herein shall limit the rights of tenure and/or due process provided to certificated teachers as provided in the statutes of the state of Missouri.

Article XI: Benefits, Absences, Leaves and Holidays

A. Attendance Incentive

Members of the Certified Unit will earn 1 additional PTO day for each semester in which they have missed one day or less. Members of the Certified Unit who miss one day or less during the entire school year will earn an additional PTO day.

B. Paid Time Off (PTO)

1. PTO is monitored on a regular basis. If an employee utilizes more than three (3) PTO days in a quarter which are not approved under FMLA, the employee may be asked to submit documentation regarding the additional absences.

2. When it is necessary for an employee in the Certified Unit to be absent, except in emergency situations, the employee will notify the principal or building administrator at least seventy-two (72) hours before they are to be absent by completing a PTO form. In emergency/unforeseen situations, Tier 1 employees shall notify the principal by 5:30am, Tier 2 and Tier 3 employees shall notify the principal by 6:00 am by entering the absence in the system and contacting the principal. If an emergency occurs during the workday or the morning of the workday, the employee contacts the principal/designee to report the absence and submits the absence in the system to inform them of a need for a substitute.

3. Each employee in the Certified Unit shall be given thirteen (13) preloaded PTO days at the beginning of the school year. If an employee separates from KCPS early and if they have used more than earned, the days will revert to "No Pay" and be deducted from the final calculation of pay owed.

4. PTO that is used for personal business is intended to cover matters that the employee could not schedule at another time.

5. PTO days not used by the end of the current school year will accumulate each year.

6. Paid Time Off (PTO) may be used in hourly increments.

7. PTO is not intended for:
    a. Vacation leave
    b. To facilitate other employment opportunities
    c. Mission trips
    d. Unscheduled absences that could have been scheduled 72 hours in advance.

8. Other guidelines for PTO use:
    a. PTO cannot be used on the first or last day of school, the day before or after a school holiday unless the employee is ill or has an approved emergency/extenuating circumstance, in which case medical or other documentation may be requested.
    b. PTO cannot be used on scheduled state assessment days.
    c. PTO cannot be used on days in which the employee is scheduled to administer or proctor an exam or portion of an exam.
    d. If an employee misses any of the above black out days for reasons not related to illness or an approved emergency/extenuating circumstance, the employee will not be paid for the day. Disciplinary action may follow for failure to report for work.
    e. PTO days may not be retroactively designated, unless the conditions for an emergency

are met.

f. PTO days are subject to exhaustion as part of FMLA leave.

Emergencies/Extenuating Circumstances

1. If there are extenuating circumstances necessitating an absence on any of these specific black out days which is not due to illness, the employee will be required to put the request in writing to the attention of the building administrator and/or Human Resources.

2. If an emergency arises necessitating the use of PTO which could not be foreseen, the employee may request use of PTO through Human Resources.

Additional PTO Provisions

1. Employees are required to complete and submit a PTO form identifying whether the absence was for PTO, Bereavement, District PD, Out-of-District PD, or Other (i.e. jury duty).

2. An employee may be required to provide medical documentation to the principal or building administrator(s):
    a. If an employee is absent three (3) consecutive days or more for personal illness or injury; or
    b. In the event that misuse of PTO days is reasonably suspected.

3. Failure to provide requested confirmation of injury or illness may result in non-certification of time for duration of absence and/or disciplinary action, up to and including termination.

C. Excessive Absences

Excessive Absences are defined as unexcused absences of six (6) days per semester. Unexcused absences are not associated with FMLA, Approved Workers Compensation, Jury Duty, PTO approved 72 hours in advance, Bereavement Leave, or Professional Development.

Excessive absences may lead to progressive discipline, up to and including termination.

D. Serious Health Condition of Certain Family Members

Each employee shall be allowed to use up to five (5) PTO days, or if the employee does not have five (5) days of PTO, an employee may take an unpaid leave of absence for up to a total of five (5) paid and unpaid combined because of the serious health condition of the employee's grandparent, parent, sibling, spouse, partner, child, grandchild, anyone of like relationship by marriage, or on a case-by-case analysis of an undefined relationship.

E. Bereavement Policy

In the event of a death of either an immediate family member or a person who was a close non-family member to a regular, full-time employee:

1. The employee shall be granted bereavement leave of absence with pay and without loss of Paid Time Off (PTO) benefits for up to a maximum of three (3) regularly scheduled days within a two (2) week period.
2. The employee shall be allowed to use an additional two (2) days PTO if the employee has no remaining PTO, they may take an unpaid leave of absence for the two (2) additional days; and

3. The employee may request additional bereavement leave from administration, which shall be approved by the District if it determines such leave is operationally feasible. The employee must

use PTO or unpaid time for such additional approved leave.

4. For purposes of the Bereavement Policy:
    a. "Immediate family member" is defined as a child, spouse/domestic partner, parent, grandparent, sibling, grandchild, or anyone of the same relationship by marriage.
    b. A "close non-family member" or extended family member is defined on a case-by-case analysis of a legally undefined relationship between the employee and the decedent. Final decision made by Human Resources.
    c. Paid bereavement leave shall not count as hours worked in determining eligibility for weekly overtime or consecutive days pay.

The District reserves the right to require supporting documentation (e.g., death certificate, obituary, or documentation from the funeral home).

F. Work Related Assault Leave

Any member of the bargaining unit, acting in the course of their assigned duties, who sustains an injury of a duty-related assault, shall be eligible to "paid assault leave", subject to the following conditions:

1. To be eligible for assault leave, the member must apply for and be granted workers' compensation, subject to the workers' compensation laws and procedures of the State of Missouri.

2. The member shall be granted assault leave for the initial three (3) day waiting period as identified by the Workers' Compensation Law for Missouri and by District policy. The waiting period is contingent upon the employer's authorized medical provider removing the employee from work completely as a result of an injury. If an employee is required to remain off work, by directive from the authorized medical provider, in excess of fourteen (14) days (consecutively or combined total of days) the workers' compensation insurance claim will be informed that the employee has been compensated by the employer for the three (3) day waiting period, and therefore shall not be paid for any other absences.

3. The court appearance of any employee so assaulted or called as a witness in connection with the prosecution of a work-related assault shall be without loss of pay or use of PTO days. Upon request, the employee shall provide a copy of a subpoena requiring attendance in court pursuant to this paragraph.

G. Jury Service

All school personnel will be awarded full pay during the period of jury service under the following conditions:

1. Such employee shall turn in the jury summons, or copy of the summons, to the building administrator prior to any absence for service;

2. Such employee shall turn in a certification of completion as verification of serving jury duty to the building administrator upon their return; and
3. For jury service, there shall not be a charge against the employee's benefit days.

H. Excused Absences for Employees for Their Child's Parent/Teacher Conferences

Employees will be allowed up to two (2) hours per semester without loss of pay or use of a benefit day to attend parent-teacher conferences for biological children or children in the employee's custody or control, under the following conditions.

1. This time can be taken when District teachers have parent-teacher conferences scheduled for their students.

2. The time for meeting with a teacher or attending a parent-teacher conference is approved, in writing, at least 72 hours in advance by the Building Administrator.

3. Employee may be required to provide documentation of the conference, upon request.

I. Extended Leaves Without Pay for Up to One Year

Health Leave

1. An employee who has used up all current and accumulated days of PTO allowance, and who has used up all leave available pursuant to the Family Medical Leave Act, who presents a request supported by a doctor's statement that they are unable to return to work for medical reasons, may be placed by administrative action on extended health leave as required for the remainder of a current semester.

2. By approval of the Chief of HR, the health leave may be extended for up to one (1) year upon written request of the employee and submission of a doctor's statement that the employee continues to be unable to resume normal duties. The doctor's statement shall include an estimate of the probable necessary length of the leave.

3. A person on health leave granted by Chief of HR, may request reinstatement when a return to work is anticipated. Such notification shall be accompanied by a certification by a doctor that the person's health should permit a return to full duty.

4. Return from an extended leave shall be to an equivalent position.

Parental Leave

1. Leave without pay for up to twelve (12) months may be granted to members of the bargaining units to provide extended care for a child following the termination of maternity leave, adoption, or for long-term illnesses of children.

2. Requests for utilization of parental leave shall be made to the Chief of HR or their designee and shall include the reason for the leave and the anticipated start date and expiration date of the leave. The Chief of HR or their designee shall review each request and determine whether approval of the request is in the best interest of the District and shall approve or disapprove the request. Approved requests for parental leave shall be forwarded to the Chief of HR or their designee and shall be subject to Board approval.

3. When an employee returns to work at the expiration of an approved parental leave, the employee will be returned to an equivalent position.

4. Failure to return to work at the expiration of an authorized parental leave shall be deemed a resignation.

J. Authorization of Professional Activities

Employees may attend meetings in the interest of the District at local, state, or national professional meetings without pay deduction and with expenses paid by the District according to established allowance. Requests for travel must be directly related to the teacher's field of certification. Travel

requests must be pre-approved by the teacher's principal/supervisor and School Leadership. The total cost of such leave is subject to budget limitations for employing substitutes, travel, meals, and lodging.

K. Paid Parental Leave at Adoption and Birth

1. Every parent who takes leave pursuant to the Family Medical Leave Act provisions regarding the birth or adoption of their child is eligible for paid leave during the first two (2) weeks of FMLA. Parental leave shall not be counted against PTO and holidays.

2. Any additional leave is subject to the provisions of the Family Medical Leave Act.

Article XII: Benefits, Compensation, and Insurance

A. Compensation

1. Members of the Unit who are eligible will receive a step each year on the board approved salary schedule. Members of the unit who are eligible shall receive column movement for educational advancement.

2. Any employee in the bargaining unit who has been on step 30 of the certified salary schedule for more than one (1) full school year, shall receive additional compensation of $2,000. Payment will be made in 24 equal installments through direct deposit. To qualify for payment, the employee must maintain employment at KCPS throughout the school year.

B. National Board Certification

1. Members of the Teachers' Unit who successfully obtain National Board Certification will receive an annual stipend of $3,500. Once certification has been received and verified by Human Resources, employees shall receive 24 equal semi-monthly checks of approximately $145.83 through direct deposit.

2. This payment will be paid annually as long as certification is maintained.

C. Additional Education Training

1. KCPS professional development approved for Continuing Education Units (CEUs) as designated on My Learning Plan outside the teacher workday will qualify for movement on the teachers' salary schedule.

2. Each 15 hours of KCPS professional development approved for CEUs will equal one hour of college credit. CEU opportunities outside of the workday provided by other institutions require prior designation and approval through the Office of Professional Learning. Appropriate written documentation of participation will be required.

3. Graduate credit accepted for movement on the Certified salary schedule shall be from an accredited college or university and relevant to the work performed on behalf of KCPS.

4. Graduate credit hours shall be approved in the following areas:
    a. Appropriate official transcripts will be submitted to Human Resources by the teacher by September 30 and February 16.
    b. For official transcripts received by February 16, employee's pay will be retroactive to the beginning of the school year. The Human Resources Department shall give written confirmation to the employee within 3 business days of receipt.

5. The increase for educational advancement shall be dispersed equally among the employees remaining pay periods. The exception shall be the retro check.

D. Method of Payment

Certified Employees shall receive 24 equal semi-monthly checks through direct deposit. No early checks will be issued. Employee pay stubs will include all sources of income including stipends and special pay and be available on the employee portal. Required deductions shall be equally divided among all checks.

E. Reimbursement Funds

The District will maintain a fund to cover loss of employee's personal property due to physical assaults, theft, or vandalism in school buildings that are not covered by existing insurance.

1. Employees requesting reimbursement will, if physically able, file within one (1) week of the incident with the Risk Management Department, a verified security report of the incident, including a copy of the police report and a description of the property lost, and verification of its value. Repeated occurrences may be more strictly scrutinized and may result in denial of the claim.

2. Reimbursement from the District will be limited to two hundred dollars ($200) per occurrence. After the first claim for loss of jewelry, reimbursement for jewelry loss will be limited to one hundred dollars ($100) per occurrence. A maximum payment of three hundred dollars ($300) per occurrence will be made for vandalism to an employee's vehicle. Employees may be required to submit a police report, insurance coverage and other documents as required by the District to be eligible for payment.

3. An employee's personal cell phone will not be reimbursable if lost or stolen.

F. Teacher Substitution Duties

The District will compensate teachers performing substitution/extra hour assignment duties according to the following guidelines:

1. Teachers may volunteer for substitution duties. In cases where no volunteers are available, the Administration shall assign these duties on a rotating basis. No teacher shall be required to assume a disproportionate share of substituting duties.

2. Substituting for a self-contained elementary teacher's class shall be paid at the rate of $225 per day and the class may be divided among no more three (3) teachers sharing that rate, except four (4) teachers may be used in an emergency. When two (2) or more teachers split a class, the daily rate of pay will be split accordingly.

3. Extra hour assignments or substituting during the planning/preparation period shall be paid at a rate of $37.50 per 45/50-minute period or $75 per 90-minute period. When two (2) or more teachers split a class, the daily rate of pay will be split accordingly.

G. Mileage

Employees whose regular assignments require travel from one District location to another shall be reimbursed for mileage per IRS policies, plus parking expenses, as needed.

H. Accumulated Days and Severance Pay: Payout Formula

1. **Accumulated Days:**
    a. Employees hired prior to January 1, 2009: PTO allowance to which an employee becomes entitled but does not use during each school year shall be accumulated to a maximum of two hundred (200) days.
    b. Employees hired after January 1, 2009: PTO allowance to which an employee becomes entitled but does not use during each school year shall be accumulated to a maximum of one hundred seventy-five (175) days.
2. **Severance Pay: Payout Formula:**
    a. **Employees hired prior to January 1, 2009:**
    Upon separation from the District, employees in the Teachers' Unit shall be issued

payment for all earned, but unused PTO days computed at their current rate of compensation according to the following formula, provided the same is permitted by applicable law:

i. Employees shall use the two hundred (200) day limitation for accumulated PTO days when computing their severance pay.
ii. Employees shall receive three percent (3%) credit for each year of service, from their most recent appointment date in the District, up to a maximum of thirty (30) years.
iii. Employees shall use their current hourly rate of pay when computing severance pay.
iv. Severance pay shall be computed using this formula: *Years of service, from the most recent appointment date in the District, (maximum of 30 years), times three percent (3%), times the number of accumulated days (maximum of 200 days), times the current hourly rate of pay.*

b. Employees hired after January 1, 2009:

i. Employees shall use the one hundred seventy-five (175) day limitation for accumulated PTO days when computing their pay.
ii. Employees shall receive three percent (3%) credit for each year of service, from their most recent appointment date in the District, up to a maximum of thirty (30) years.
iii. Employees shall use their current hourly rate of pay when computing severance pay.
iv. Severance pay shall be computed using the following formula: *Years of service, from the most recent appointment date in the District, (maximum of 30 years) times three percent (3%) times the number of accumulated days (maximum of 175 days), times current hourly rate of pay.*

3. A minimum of seven (7) months' service during a fiscal year shall constitute one (1) year of service.

4. Payment to employees for accumulated PTO shall be funded in keeping with the current funding formula. The Union will be provided with a copy of any audit or analysis of the severance pay/accumulated PTO day programs as is maintained in the normal course of business.

I. Insurance Products

1. Medical and Dental Benefits

The District shall provide at least one no cost plan to employees. If an employee selects a High Deductible Plan, the difference between the cost of the plan and the no cost plan will be contributed to a Health Savings Account (H.S.A.) in the employee's name. Unless the employee declines health insurance, the employee shall select insurance plans from options provided by the District. Should the employee select a plan, other than the no-cost option, the employee will pay the premium difference between the chosen plan and the no-cost option. Employee share of premium cost and dependent premium cost shall be paid through payroll deduction.

2. Life Insurance

The District shall provide $20,000 of life insurance coverage to eligible employees in the Unit, with an option to purchase additional life insurance through payroll deduction. The Employee Benefits Committee shall participate in discussions concerning life insurance.

Article XIII: Extra Duty Pay and Coaching Positions

A. Extra Pay Positions

All extra pay positions shall be processed annually by Human Resources in accordance with Administrative Policy GBCB, *Recruiting and Employment of Staff*.

1. Employees serving in extra pay positions must be issued and sign the appropriate extra duty contract or assignment agreement prior to beginning the extra duty assignment.

2. Extra Duty Agreements and/or contracts shall include the following:
    a. Job description and expectations (including specific date(s) for performances or events)
    b. Pay: Documentation required for pay (including date of turn in)

3. Employees shall submit all required documentation to the Building Administrator for approval of any extra pay request.

4. Building Administrators or District Level Supervisors will evaluate extra duty assignments.

B. School Based Stipends

1. **Hiring Process:** All extra duty stipend positions shall be approved and processed by the building administrator.
    a. If multiple teachers are interested in sponsoring a school-based activity, the stipend may be split between no more than two teachers.
    b. Clubs and/or activities shall meet at a minimum of twice per month.
    c. Rosters must be collected for each meeting, to include date, location, and student signatures (digital or physical).
    d. Clubs and/or activities must be able to provide artifacts relative to the specific club or activity at the time of submission for payment.

2. **Pay:** Employees serving in extra pay positions shall be paid the applicable rate shown on the Extra Pay Assignment Schedule (in Appendix Section) when they have completed the assignment and provided all necessary documentation.
    a. Prior to stipend being paid, you must submit roster for each activity/organization/rehearsal/practice, from start of activity to conclusion, to include date, location, and student signatures (digital or physical).
    b. Employees shall be paid according to the frequency identified with the individual stipend.
    c. Stipends will be prorated based on the employee's start date and completion of all required criteria.
    d. Pay will be issued within forty-five (45) days of the employee's submission, with the administrator's signature, to the School Business Analyst or payroll department.
    e. Theatre/Musical Stipends will be paid at conclusion of event.
    f. Upon District approval, coaches and activity sponsors who possess the appropriate licensure and drive a district activity bus for a MSHSAA sanctioned event or other pre-approved activity, shall be eligible to receive $100 per event. This section does not circumvent District procedures and requirements for activity buses. Driving a District activity bus shall be done on a voluntary basis.

3. **Removal from Duties:**
    a. When an employee is notified that they are being removed from their extra pay position the employee shall receive the reason(s) in writing.
    b. Only removal from an extra pay position during the school year shall be grievable.

C. Fine Arts

Hiring Process

All fine arts extra pay positions shall be processed by the building administrator. Preference will be given to qualified candidates from within the district.

1. A teacher assigned to two schools may be eligible to receive two stipends, provided the full criteria are met at each school.
2. A teacher who teaches two distinct fine arts disciplines may be eligible to receive two stipends if all criteria are fully met for each stipend.
3. Any alternative festivals in replacement of identified festivals in stipend criteria must receive prior approval from Building Administration or District Leadership.

D. Coaching Positions

All coaching positions are extra pay positions and therefore shall be processed by Human Resources in the same manner as all other extra pay positions.

1. Athletic coaches will report and initiate practice on the official opening date established by the Missouri State High School Activities Association.

2. Coaches who begin practice after the established opening date will receive compensation prorated to the number of days worked.

3. Coaches are expected to attend and assist at all practices.

4. Coaches are not able to begin attending practice until all required documentation has been submitted and they have been cleared by Human Resources.

5. Each coach in a particular sport/activity must maintain active coaching status until the school's last contest of the sport/activity. Failure to maintain active coaching status through the final contest of the sport/activity will result in decreased compensation in proportion to the number of days not worked.

6. Certified Staff acting as the site-based Athletic Director shall not be considered a supervisor of bargaining unit members within the meaning of this Agreement with respect to hiring, discipline, disciplinary investigations, or formal job evaluations.

7. The coaching staff and/or activity sponsor for High School athletic/activity teams that advance to MSHSAA post season or nationally sanctioned competitions shall receive additional compensation. Compensation will be split evenly among all active coaches, excluding volunteer coaches.
    a. Regional: $800
    b. State/National: $1,000

E. Secondary Team Leaders/Department Chairpersons

The following process for selecting Team Leaders/Department Chairpersons will be utilized:

1. A member of the school administrative team will send out an email to all staff members regarding team leader/department chairs election. Interested candidates have a minimum requirement of 2 years teaching experience (unless no teacher in the department meets that requirement) and can successfully complete the following essential duties and responsibilities of the job:
    a. Attend leadership meeting and submit required documentation
    b. Facilitate department meetings/ PLC meetings and submit required documentation

c. Meet monthly with District content coordinators
d. Additional duties as defined under the Extra Duty section of the CBA

2. Each department will have their own ballot with names of the teachers who are interested. Ballots will be sent to teachers in their specific departments through Google Classroom, Survey Monkey or similar formats.

3. Results from the election platform will be sent to staff.

4. The team leader/department chairperson shall be assigned to classes on the same basis as other faculty members.

5. Team leaders/department chairpersons shall be compensated at the rate indicated on the extra pay schedule.

6. Team leaders/department chairpersons shall be compensated at the rate indicated on the extra pay schedule.

F. KCPS Stipend Criteria

The athletic and fine arts stipends approved in this document pertain to additional duties an employee must complete to enhance the extra or co-curricular experience of our students. See Appendix E for stipend information and criteria.

Article XIV: Summer School Provisions

A. Summer School Assignment

1. Information regarding summer school employment opportunities and application procedure shall be made available via the District website to all employees by April 15.

2. Employees on Paid Administrative Leave shall be permitted to apply for a summer school position during the application window upon request.

3. Employees on professional growth plans or rated overall as "emerging" on the summative evaluation are not eligible to apply to summer school.

4. All applicants hired shall be notified of their assignment no later than May 15.

5. Human Resources will furnish to the union, by June 1 of each year, one complete list of all employees hired in summer school positions.

6. If a reduction in summer school staff is necessary due to enrollment, the reduction shall begin with the last employee hired at the particular site.

7. Summer school staff shall receive notification of the workday prior to the first reporting day for Summer School.

8. Certified staff shall be returning for the following school year to be eligible to teach summer school.

B. Summer School Compensation

The employee shall be paid their hourly rate of pay.

C. Substitution in Summer School and Compensation

If the district is unable to supply a regular substitute for a vacancy or teacher absence, extra compensation will be paid to existing summer school teachers according to the extra hour assignment or temporary substituting rate on the Extra Pay Assignment Schedule.

D. Summer School Workday

Teachers in the full-day summer school programs shall have:

1. A duty-free lunch period of a minimum of thirty minutes.

2. Forty-five to fifty minutes of individual professional preparation (planning period) each day, with the exception of days when a scheduled field trip interferes with the planning period.

Appendix A: Certified Teacher Salary Scale 2026-2029 187 Teachers

KANSAS CITY PUBLIC SCHOOLS 2026 - 2027 CERTIFIED TEACHERS - 187 PAID DAYS							
Schedule Step	Bachelor's Degree - I T01	Bachelor's Degree + 12 - II T02	Bachelor's + 36 Grad Hours or Master Degree- III T03	Master's Degree + 15 Grad Hours - IV T04	Master's Degree + 36 Grad Hours - V T05	Master's Degree + 60 Grad Hours or Ph.D. - VI T06	Schedule Step
1	$ 50,558	$ 50,558	$ 50,733	$ 51,233	$ 51,933	$ 52,733	1
2	$ 51,569	$ 51,569	$ 52,001	$ 52,514	$ 53,231	$ 54,051	2
3	$ 52,601	$ 52,601	$ 53,301	$ 53,827	$ 54,562	$ 55,403	3
4	$ 53,653	$ 53,653	$ 54,634	$ 55,172	$ 55,926	$ 56,788	4
5	$ 54,726	$ 54,726	$ 56,000	$ 56,552	$ 57,324	$ 58,207	5
6	$ 55,820	$ 55,820	$ 57,400	$ 57,965	$ 58,757	$ 59,663	6
7	$ 56,937	$ 56,937	$ 58,835	$ 59,415	$ 60,226	$ 61,154	7
8	$ 58,075	$ 58,075	$ 60,306	$ 60,900	$ 61,732	$ 62,683	8
9	$ 59,237	$ 59,237	$ 61,813	$ 62,422	$ 63,275	$ 64,250	9
10	$ 60,421	$ 60,570	$ 63,359	$ 63,983	$ 64,857	$ 65,856	10
11	$ 61,630	$ 61,932	$ 64,943	$ 65,583	$ 66,479	$ 67,503	11
12	$ 62,863	$ 63,326	$ 66,566	$ 67,222	$ 68,141	$ 69,190	12
13	$ 64,120	$ 64,751	$ 68,230	$ 68,903	$ 69,844	$ 70,920	13
14	$ 65,402	$ 66,208	$ 69,936	$ 70,625	$ 71,590	$ 72,693	14
15	$ 66,710	$ 67,697	$ 71,684	$ 72,391	$ 73,380	$ 74,510	15
16	$ 67,377	$ 68,713	$ 73,477	$ 74,201	$ 75,214	$ 76,373	16
17	$ 68,051	$ 69,743	$ 75,313	$ 76,056	$ 77,095	$ 78,282	17
18	$ 68,732	$ 70,790	$ 77,196	$ 77,957	$ 79,022	$ 80,239	18
19	$ 68,732	$ 71,497	$ 79,126	$ 79,906	$ 80,998	$ 82,245	19
20	$ 68,732	$ 72,212	$ 81,104	$ 81,904	$ 83,023	$ 84,302	20
21	$ 68,732	$ 72,212	$ 83,132	$ 83,746	$ 85,098	$ 86,409	21
22	$ 68,732	$ 72,212	$ 85,002	$ 85,630	$ 87,225	$ 88,568	22
23	$ 68,732	$ 72,212	$ 86,277	$ 86,914	$ 89,187	$ 90,783	23
24	$ 68,732	$ 72,212	$ 87,572	$ 88,219	$ 90,526	$ 92,826	24
25	$ 68,732	$ 72,212	$ 88,447	$ 89,101	$ 91,658	$ 94,219	25
26	$ 68,732	$ 72,212	$ 88,890	$ 89,991	$ 92,573	$ 95,160	26
27	$ 68,732	$ 72,212	$ 89,334	$ 90,890	$ 93,498	$ 96,110	27
28	$ 68,732	$ 72,212	$ 89,781	$ 91,343	$ 94,432	$ 97,070	28
29	$ 68,732	$ 72,212	$ 90,230	$ 91,799	$ 95,375	$ 98,040	29
30	$ 68,732	$ 72,212	$ 90,681	$ 92,257	$ 96,328	$ 99,020	30

Appendix B: Certified Librarian Salary Scale 2026-2029

KANSAS CITY PUBLIC SCHOOLS 2026 - 2027 LIBRARIANS - 192 PAID DAYS							
Schedule Step	Bachelor's Degree - I T01L	Bachelor's Degree + 12 - II T02L	Bachelor's + 36 Grad Hours or Master Degree- III T03L	Master's Degree + 15 Grad Hours - IV T04L	Master's Degree + 36 Grad Hours - V T05L	Master's Degree + 60 Grad Hours or Ph.D. - VI T06L	Schedule Step
1	$ 51,910	$ 51,910	$ 52,089	$ 52,603	$ 53,322	$ 54,143	1
2	$ 52,948	$ 52,948	$ 53,392	$ 53,918	$ 54,655	$ 55,497	2
3	$ 54,007	$ 54,007	$ 54,727	$ 55,266	$ 56,021	$ 56,884	3
4	$ 55,087	$ 55,087	$ 56,095	$ 56,648	$ 57,422	$ 58,306	4
5	$ 56,189	$ 56,189	$ 57,497	$ 58,064	$ 58,857	$ 59,764	5
6	$ 57,313	$ 57,313	$ 58,934	$ 59,515	$ 60,328	$ 61,258	6
7	$ 58,459	$ 58,459	$ 60,408	$ 61,003	$ 61,837	$ 62,789	7
8	$ 59,628	$ 59,628	$ 61,918	$ 62,528	$ 63,383	$ 64,359	8
9	$ 60,821	$ 60,821	$ 63,466	$ 64,091	$ 64,967	$ 65,968	9
10	$ 62,037	$ 62,189	$ 65,053	$ 65,694	$ 66,591	$ 67,617	10
11	$ 63,278	$ 63,588	$ 66,679	$ 67,336	$ 68,256	$ 69,308	11
12	$ 64,543	$ 65,019	$ 68,346	$ 69,020	$ 69,963	$ 71,040	12
13	$ 65,834	$ 66,482	$ 70,055	$ 70,745	$ 71,712	$ 72,816	13
14	$ 67,151	$ 67,978	$ 71,806	$ 72,514	$ 73,504	$ 74,637	14
15	$ 68,494	$ 69,507	$ 73,601	$ 74,326	$ 75,342	$ 76,503	15
16	$ 69,179	$ 70,550	$ 75,441	$ 76,185	$ 77,226	$ 78,415	16
17	$ 69,871	$ 71,608	$ 77,327	$ 78,089	$ 79,156	$ 80,376	17
18	$ 70,569	$ 72,682	$ 79,260	$ 80,041	$ 81,135	$ 82,385	18
19	$ 70,569	$ 73,409	$ 81,242	$ 82,043	$ 83,163	$ 84,445	19
20	$ 70,569	$ 74,143	$ 83,273	$ 84,094	$ 85,243	$ 86,556	20
21	$ 70,569	$ 74,143	$ 85,355	$ 85,986	$ 87,374	$ 88,720	21
22	$ 70,569	$ 74,143	$ 87,275	$ 87,919	$ 89,557	$ 90,937	22
23	$ 70,569	$ 74,143	$ 88,584	$ 89,238	$ 91,572	$ 93,210	23
24	$ 70,569	$ 74,143	$ 89,913	$ 90,578	$ 92,947	$ 95,308	24
25	$ 70,569	$ 74,143	$ 90,812	$ 91,484	$ 94,108	$ 96,738	25
26	$ 70,569	$ 74,143	$ 91,266	$ 92,397	$ 95,048	$ 97,704	26
27	$ 70,569	$ 74,143	$ 91,723	$ 93,320	$ 95,998	$ 98,680	27
28	$ 70,569	$ 74,143	$ 92,181	$ 93,786	$ 96,957	$ 99,666	28
29	$ 70,569	$ 74,143	$ 92,642	$ 94,254	$ 97,925	$ 100,662	29
30	$ 70,569	$ 74,143	$ 93,105	$ 94,724	$ 98,904	$ 101,667	30

Appendix C: Certified Secondary Counselor Salary Scale 2026-2029

KANSAS CITY PUBLIC SCHOOLS 2026 - 2027 COUNSELORS - 202 PAID DAYS							
Schedule Step	Bachelor's Degree - I T01C	Bachelor's Degree + 12 - II T02C	Bachelor's + 36 Grad Hours or Master Degree- III T03C	Master's Degree + 15 Grad Hours - IV T04C	Master's Degree + 36 Grad Hours - V T05C	Master's Degree + 60 Grad Hours or Ph.D. - VI T06C	Schedule Step
1	$ 54,613	$ 54,613	$ 54,802	$ 55,343	$ 56,099	$ 56,963	1
2	$ 55,706	$ 55,706	$ 56,173	$ 56,726	$ 57,501	$ 58,387	2
3	$ 56,820	$ 56,820	$ 57,577	$ 58,144	$ 58,939	$ 59,847	3
4	$ 57,956	$ 57,956	$ 59,016	$ 59,598	$ 60,412	$ 61,343	4
5	$ 59,115	$ 59,115	$ 60,492	$ 61,088	$ 61,923	$ 62,876	5
6	$ 60,298	$ 60,298	$ 62,004	$ 62,615	$ 63,471	$ 64,448	6
7	$ 61,504	$ 61,504	$ 63,554	$ 64,180	$ 65,057	$ 66,060	7
8	$ 62,734	$ 62,734	$ 65,143	$ 65,785	$ 66,684	$ 67,711	8
9	$ 63,988	$ 63,988	$ 66,772	$ 67,430	$ 68,351	$ 69,404	9
10	$ 65,268	$ 65,428	$ 68,441	$ 69,115	$ 70,060	$ 71,139	10
11	$ 66,573	$ 66,900	$ 70,152	$ 70,843	$ 71,811	$ 72,917	11
12	$ 67,905	$ 68,405	$ 71,906	$ 72,614	$ 73,606	$ 74,740	12
13	$ 69,263	$ 69,945	$ 73,703	$ 74,430	$ 75,447	$ 76,609	13
14	$ 70,648	$ 71,518	$ 75,546	$ 76,290	$ 77,333	$ 78,524	14
15	$ 72,061	$ 73,128	$ 77,434	$ 78,198	$ 79,266	$ 80,487	15
16	$ 72,782	$ 74,224	$ 79,370	$ 80,153	$ 81,248	$ 82,499	16
17	$ 73,510	$ 75,338	$ 81,355	$ 82,156	$ 83,279	$ 84,562	17
18	$ 74,245	$ 76,468	$ 83,388	$ 84,210	$ 85,361	$ 86,676	18
19	$ 74,245	$ 77,233	$ 85,473	$ 86,316	$ 87,495	$ 88,843	19
20	$ 74,245	$ 78,005	$ 87,610	$ 88,473	$ 89,682	$ 91,064	20
21	$ 74,245	$ 78,005	$ 89,800	$ 90,464	$ 91,924	$ 93,340	21
22	$ 74,245	$ 78,005	$ 91,821	$ 92,498	$ 94,221	$ 95,673	22
23	$ 74,245	$ 78,005	$ 93,198	$ 93,886	$ 96,341	$ 98,065	23
24	$ 74,245	$ 78,005	$ 94,596	$ 95,295	$ 97,788	$ 100,272	24
25	$ 74,245	$ 78,005	$ 95,542	$ 96,248	$ 99,010	$ 101,776	25

Appendix D: Certified Resource Teachers Salary Scale 2026-2027

KANSAS CITY PUBLIC SCHOOLS 2026 - 2027 RESOURCE TEACHER - 207 PAID DAYS							
Schedule Step	Bachelor's Degree - I T01R	Bachelor's Degree + 12 - II T02R	Bachelor's + 36 Grad Hours or Master Degree- III T03R	Master's Degree + 15 Grad Hours - IV T04R	Master's Degree + 36 Grad Hours - V T05R	Master's Degree + 60 Grad Hours or Ph.D. - VI T06R	Schedule Step
1	$ 55,965	$ 55,965	$ 56,159	$ 56,712	$ 57,487	$ 58,373	1
2	$ 57,085	$ 57,085	$ 57,563	$ 58,130	$ 58,925	$ 59,832	2
3	$ 58,226	$ 58,226	$ 59,002	$ 59,584	$ 60,398	$ 61,328	3
4	$ 59,391	$ 59,391	$ 60,477	$ 61,073	$ 61,908	$ 62,861	4
5	$ 60,579	$ 60,579	$ 61,989	$ 62,600	$ 63,455	$ 64,433	5
6	$ 61,790	$ 61,790	$ 63,539	$ 64,165	$ 65,042	$ 66,044	6
7	$ 63,026	$ 63,026	$ 65,127	$ 65,769	$ 66,668	$ 67,695	7
8	$ 64,287	$ 64,287	$ 66,755	$ 67,413	$ 68,334	$ 69,387	8
9	$ 65,572	$ 65,572	$ 68,424	$ 69,099	$ 70,043	$ 71,122	9
10	$ 66,884	$ 67,048	$ 70,135	$ 70,826	$ 71,794	$ 72,900	10
11	$ 68,221	$ 68,556	$ 71,888	$ 72,597	$ 73,589	$ 74,722	11
12	$ 69,586	$ 70,099	$ 73,685	$ 74,412	$ 75,428	$ 76,590	12
13	$ 70,977	$ 71,676	$ 75,528	$ 76,272	$ 77,314	$ 78,505	13
14	$ 72,397	$ 73,289	$ 77,416	$ 78,179	$ 79,247	$ 80,468	14
15	$ 73,845	$ 74,938	$ 79,351	$ 80,133	$ 81,228	$ 82,479	15
16	$ 74,583	$ 76,062	$ 81,335	$ 82,137	$ 83,259	$ 84,541	16
17	$ 75,329	$ 77,203	$ 83,368	$ 84,190	$ 85,340	$ 86,655	17
18	$ 76,083	$ 78,361	$ 85,453	$ 86,295	$ 87,474	$ 88,821	18
19	$ 76,083	$ 79,144	$ 87,589	$ 88,452	$ 89,661	$ 91,042	19
20	$ 76,083	$ 79,936	$ 89,779	$ 90,663	$ 91,902	$ 93,318	20
21	$ 76,083	$ 79,936	$ 92,023	$ 92,703	$ 94,200	$ 95,651	21
22	$ 76,083	$ 79,936	$ 94,094	$ 94,788	$ 96,554	$ 98,041	22
23	$ 76,083	$ 79,936	$ 95,505	$ 96,210	$ 98,726	$ 100,492	23
24	$ 76,083	$ 79,936	$ 96,938	$ 97,654	$ 100,208	$ 102,754	24
25	$ 76,083	$ 79,936	$ 97,907	$ 98,631	$ 101,461	$ 104,295	25
26	$ 76,083	$ 79,936	$ 98,396	$ 99,616	$ 102,474	$ 105,337	26
27	$ 76,083	$ 79,936	$ 98,888	$ 100,611	$ 103,498	$ 106,390	27
28	$ 76,083	$ 79,936	$ 99,383	$ 101,113	$ 104,532	$ 107,452	28
29	$ 76,083	$ 79,936	$ 99,880	$ 101,617	$ 105,576	$ 108,526	29
30	$ 76,083	$ 79,936	$ 100,379	$ 102,124	$ 106,630	$ 109,610	30

Appendix E: Extra Duty Pay 2026-2029

Position	Stipend Amount	Note	Pay Frequency
Site-Based Athletic Director	$10,000.00	High School	Per year (divided equally between Winter/Fall/Spring season)
Cheer Sponsor	$4,000.00/ per season	Fall/Winter Sports	At conclusion of season/ Will be prorated if does not complete season
Asst. Cheer Sponsor	$2,250/ per season	Fall/Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Football	$8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Football	$4,500.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Boys Soccer	$8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Boys Soccer	$4,500.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Volleyball	$8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Volleyball	$4,500.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Cross Country	$8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Cross Country	$4,500.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Boys Swimming	$8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Boys Tennis	$8,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Boys Tennis	$4,500.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Dance Sponsor	$4,000.00	Fall/Winter Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Dance Sponsor	$2,250.00/ per season	Fall/Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Boys Basketball	$8,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Boys Basketball	$4,500.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Fresh Boys Basketball	$4,500.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Girls Basketball	$8,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Girls Basketball	$4,500.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Girls Swimming	$8,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Girls Swimming	$4,500.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Wrestling	$8,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season

Assistant Wrestling	$4,500.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Track	$8,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Track Coach	$4,500.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Head Girls Soccer	$8,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Girls Soccer	$4,500.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Head Baseball	$8,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Baseball	$4,500.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Head Girls Tennis	$8,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Girls Tennis	$4,500.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season

Middle School Athletics			
Position	**Stipend Amount**	**Note**	**Pay Frequency**
Site-Based Athletic Director	$5,000.00	Middle School	Per year (divided equally between Winter/Fall/Spring season)
Cheer Sponsor	$2,000.00/ per season	Fall/Winter Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Cheer Sponsor	$1,000.00/ per season	Fall/Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Boys Soccer	$4,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Boys Soccer	$2,250.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Head Volleyball	$4,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Volleyball	$2,250.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Cross Country	$4,000.00	Fall Sports	At conclusion of season / Will be prorated if does not complete season
Dance Sponsor	$,1000.00/ per season	Fall/Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Boys Basketball	$4,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Boys Basketball	$2,250.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Girls Basketball	$4,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Girls Basketball	$2,250.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season
Head Wrestling	$4,000.00	Winter Sports	At conclusion of season / Will be prorated if does not complete season

Head Track	$4,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Track Coach	$2,250.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Head Girls Soccer	$4,000.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season
Assistant Girls Soccer	$2,250.00	Spring Sports	At conclusion of season / Will be prorated if does not complete season

Fine Arts			
Position	**Stipend Amount**	**Note**	**Pay Frequency**
High School Band	$4,000.00	Band	Per year ($2000 per semester)
Assistant HS Band	$3,000.00	Band	Per year ($1500 per semester)
Middle School Band	$2,500.00	Band	Per year ($1250 per semester)
Marching Band	$4,000.00	Band	Per year ($2000 per semester)
Elementary Band	$1,500.00	Band	Per year ($750 per semester)
Other Ensembles (Pep Band and/or Drumline)	$1,500.00	Band	Per year ($750 per semester)
High School Orchestra	$4,000.00	Orchestra	Per year ($2000 per semester)
Assistant HS Orchestra	$3,000.00	Orchestra	Per year ($1500 per semester)
Middle School Orchestra	$2,500.00	Orchestra	Per year ($1250 per semester)
Select Ensemble (Strolling Strings, Chamber group)	$1,500.00	Orchestra	Per year ($750 per semester)
High School Vocal Music	$4,000.00	Vocal	Per year ($2000 per semester)
Middle School Vocal Music	$2,500.00	Vocal	Per year ($1250 per semester)
Select Choir (Show Choir, Jazz Choir, Chamber Choir)	$2,500.00	Vocal	Per year ($1250 per semester)
Elementary Music (per Building)	$1,500.00	Music	Per year ($750 per semester)
Elementary/Secondary Art (per teacher, per Building)	$1,500.00	Art	Per year ($750 per semester)

Theater/ Musical Stipends			
Position	**Stipend Amount**	**Note**	
High School Play Director	$2,250.00	Theater	Per musical event (Paid at the end of semester)
Assistant HS Play Director	$1,250.00	Theater	Per musical event (Paid at the end of semester)
HS Play Technician Director	$1,600.00	Theater	Per musical event (Paid at the end of semester)

HS Play Costumer	$1,500.00	Theater	Per musical event (Paid at the end of semester)
Middle School Play Director	$1,600.00	Theater	Per musical event (Paid at the end of semester)
Assistant Middle School Play Director	$1,100.00	Theater	Per musical event (Paid at the end of semester)
Middle School Play Technician	$1,000.00	Theater	Per musical event (Paid at the end of semester)
Middle School Play Costumer	$1,500.00	Theater	Per musical event (Paid at the end of semester)
High School Musical Director	$3,500.00	Theater	Per musical event (Paid at the end of semester)
High School Musical Vocal Director	$2,000.00	Theater	Per musical event (Paid at the end of semester)
High School Musical Technical Director	$2,000.00	Theater	Per musical event (Paid at the end of semester)
High School Musical Costumer	$2,000.00	Theater	Per musical event (Paid at the end of semester)
High School Musical Accompanists	$1,500.00	Theater	Per musical event (Paid at the end of semester)
High School Musical Choreographer	$1,500.00	Theater	Per musical event (Paid at the end of semester)
High School Musical Orchestra/Pit Director	$1,500.00	Theater	Per musical event (Paid at the end of semester)
Assistant High School Musical Director	$1,750.00	Theater	Per musical event (Paid at the end of semester)
High School Dance (non-drill team/dance team)	$1,500.00	Dance	Per year ($750 per semester)
High School Dance Technical Director	$725.00	Dance	Per year ($362.50 per semester)
Middle School Debate	$2,000.00	Debate	Per year ($1,000 per semester)
High School Speech & Debate	$4,500.00	Debate	Per year ($2250 per semester)

School Based Activities			
Position	**Stipend Amount**	**Note**	**Pay Frequency**
Newspaper	$4,000.00	School Based Activities	Per year ($2000 per semester)
Yearbook	$4,000.00	School Based Activities	Per year ($2000 per semester)
High School Robotics	$4,000.00	School Based Activities	Per year ($2000 per semester)
Middle School Robotics	$3,000.00	School Based Activities	Per year ($1500 per semester)
Elementary Robotics	$2,000.00	School Based Activities	Per year ($1000 per semester)
Math Teams	$1,000.00	School Based Activities	Per year ($500 per semester)

Class Sponsor	$2,800.00	School Based Activities	Per year ($1400 per semester)
ACT Coach	$1,000.00	School Based Activities	Per year ($500 per semester)
Student Council	$1,200.00	School Based Activities	Per year ($600 per semester)
National Junior Honor Society	$1,200.00	School Based Activities	Per year ($600 per semester)
4–20 Students	$1,000.00	School Clubs/Activity Sponsors	Per year ($500 per semester)
21–50 Students	$1,500.00	School Clubs/Activity Sponsors	Per year ($750 per semester)
51+ Students	$2,000.00	School Clubs/Activity Sponsors	Per year ($1000 per semester)

Building Support Stipends			
Position	**Stipend Amount**	**Note**	**Pay Frequency**
Instructional Coach	$2,500.00	Building Support	Per year ($1250 per semester)
Department Chair (Max 7 per HS)	$1,500.00	Building Support	Per semester ($750 per year)
Middle Level Content Leader	$825.00	Building Support	Per semester ($412.50 per year)
Workshop Participant (certified)	$25.00	Building Support	Per hour (paid at semester)
Workshop Participant (classified)	$20.00	Building Support	Per hour (paid at semester)
Montessori Certification	$2,500.00	Montessori School-Based	Per year ($1250 per semester)
Montessori Training	$700.00	Montessori School-Based	Paid at start of Montessori training—summer only
International Baccalaureate Certification	$500.00	IB School-Based	Per year ($250 per semester)
PD Attendance (After School)	$25.00	Building Support	Per hour
PD Attendance (Summer)	$30.00	Building Support	Per hour
Digital Mentor	$1,000.00	Building Support	Per year ($500 per semester)
Tutoring	$35.00	Building Support	Per hour (paid at semester)
Mentor	$500.00	Building Support	Per year
Homebound Instructor	$35.00	Building Support	Per hour
Parentally Placed Private School Program	$35.00	Building Support	Per hour

Appendix E: KCPS Stipend Criteria

I. Fine Arts – Band

A. High School Band

- Present minimum of two concerts outside the school day
- Select students and perform in KCPS Fine Arts Festival
- Participates in MSHSAA Large Group Music Festival
- A minimum of 4 students will audition for KC-Metro All-District Band (or equivalent)
- A minimum of 4 students will participate in MSHSAA District Solo and Small Ensemble contest
- Keeps current inventory of instruments, beginning/end of year instrument preparation/organization, and band music library

B. Middle School Band

- Minimum of two concerts outside the school day
- Participates in KC Metro Middle School Band Festival
- A minimum of 4 students will participate in Middle School Instrumental Solo Festival
- Keep current inventory of instruments, beginning/end of year instrument preparation/organization and band music library
- If a HS teacher teaches middle school at their same school, they also receive this stipend if the criteria is met

C. Elementary School Band

- Minimum of two concerts outside the school day
- Participates in the KCPS Fine Arts Festival
- Keep current inventory of instruments, beginning/end of year instrument preparation/organization and band music library

D. Marching Band

- Minimum of 20 students enrolled and participating
- Summer preparation
- Minimum of 2 rehearsals per week, outside of school day throughout the Fall sports season
- Perform at half of the home football games, including Homecoming
- Apply to participate in at least two (2) local parades with a minimum participation in one local parade, if approved
- Keep current inventory of instruments, uniforms and music library

E. Other Ensembles (Jazz Band, Pep Band, Drumline, etc.)

- Minimum of 10 students enrolled and participating
- Minimum of 2 rehearsals per week, outside of school day, per semester
- All ensembles must be pre-approved by the building principal, district Fine Arts Coordinator, and School Leadership
- This includes smaller jazz combos, trios, quintets that are sub-groups of the whole ensemble and does not pay an additional stipend

F. Pep Band and/or Drumline

- Minimum of eight basketball or football performances
- Minimum of 7 student participants

II. Fine Arts – Orchestra

A. High School Orchestra

- Present minimum of two concerts outside the school day
- Select students and perform in KCPS Fine Arts Festival
- Participates in MSHSAA Large Group Music Festival
- A minimum of four (4) students will participate in MSHSAA District Solo and Small Ensemble contest
- Keeps current inventory of instruments, beginning/end of year instrument preparation/organization and arranging as necessary

B. Middle School Orchestra

- Minimum of two concerts outside the school day
- Participates in KCPS Fine Arts Festival
- A minimum of five students will participate in KC Metro All District Orchestra Festival
- Keeps current inventory of instruments, beginning/end of year instrument preparation/organization and orchestral music library

C. Elementary School Orchestra

- Minimum of two concerts outside the school day
- Participates in the KCPS Fine Arts Festival
- Keep current inventory of instruments, beginning/end of year instrument preparation/organization and orchestral music library

D. Other Ensembles (Chamber Group or Strolling Strings, etc.)

- Minimum of 6 students enrolled and participating
- Minimum of 2 rehearsals per week, outside of school day, per semester
- All ensembles must be pre-approved by the building principal, district Fine Arts Coordinator, and School Leadership

III. Fine Arts – Vocal

A. High School Vocal

- Present minimum of two concerts outside the school day
- Select students and perform in KCPS Fine Arts Festival
- Participates in MSHSAA Large Group Music Festival
- A minimum of 4 students will audition for KC-Metro All-District Choir
- A minimum of 4 students will participate in MSHSAA District Solo and Small Ensemble contest
- Keeps current inventory of classroom keyboard, uniforms, and vocal music library

B. Middle School Vocal

- Minimum of two concerts outside the school day
- Participates in KCPS Fine Arts Festival
- Participate in an area Honors Choir or Festival
- Keeps current inventory of classroom keyboard, uniforms, and vocal music library

C. Other Ensembles (Chamber Choir, Show Choir, Jazz Choir)

- This stipend is for vocal ensembles that meet on a regular basis outside the school day and performances

- Minimum of 8 students enrolled and participating
- Minimum of 2 rehearsals per week, outside of school day, per semester
- Participate in KCPS Fine Arts Festival
- All ensembles must be pre-approved by the building principal, district Fine Arts Coordinator, and School Leadership
- This includes smaller vocal jazz groups, trios, quintets that are sub-groups of the whole ensemble and does not pay an additional stipend

D. Elementary General Music

- Coordinate and direct a minimum of two (2) elementary music concerts per year, to include at least one each semester
- Perform in the Fine Arts Festival
- Keep current inventory of all music supplies

E. Elementary & Secondary Visual Arts

- Preparation, hanging and removing Visual Art displays
- Coordinate, prep and install art displays for a minimum of 2 site-based events, to include 1 per semester
- Participate in KCPS Fine Arts Festival

IV. Fine Arts – Theater/Musical/Dance (play stipends are per completed production)

A. High School/Middle School Play Director

- Maximum of 2 events unless pre-approved
- Oversight and participation in a minimum of 2 rehearsals per week, outside of school hours
- Selects play and secures licensing/rights 3 months prior to the production date.
- Leads casting process and communicates results
- Develops, manages and publishes rehearsal and performance schedule
- Oversees all after-school rehearsals during production period
- Supervises students during rehearsals and performances
- Attends and leads required production meetings
- Oversees execution of all performances outside the school day.

B. Assistant High School/Middle School Play Director

- Maximum of 2 events unless pre-approved
- Oversight and participation in a minimum of 2 rehearsals per week, outside of school hours
- Attends scheduled after-school rehearsals during the production period
- Provides direct support in rehearsal execution, including blocking, transitions, and scene preparation
- Supervises students during all assigned rehearsals and performances
- Attends all dress rehearsals, technical rehearsals, performances, and required production meetings
- Completes assigned production responsibilities to support successful execution of performances

C. High School/Middle School Play Technician

- Attend all rehearsals
- Plan and manage all technical elements (sound, lighting, set, props, and backstage)
- Submit materials budget

- Supervise technical crew during build and rehearsal period
- Oversee setup, operation, and strike of technical elements
- Attend and run technical rehearsals and performances
- Attend required production meetings

D. High School/Middle School Play Costumer

- Responsible for the creative design, preparation, and organization care/cleaning of all costumes necessary for the High School/Middle School Play at least 4 weeks in advance
- Submit materials budget
- Manage the design, care, cleaning, purchase or rental of all required costumes
- Coordinate and supervise all costume changes during rehearsals and performances
- Attends production meetings to support planning and execution

E. High School Musical Director

- Maximum of 2 events unless pre-approved
- Oversight and participation in a minimum of 2 rehearsals per week, outside of school hours
- Selects musical and secures licensing/rights 3 months prior to the production date
- Leads casting process and communicates results
- Develops, manages and publishes rehearsal and performance schedule
- Oversees all after-school rehearsals during production period
- Supervises students during rehearsals and performances
- Attends and leads required production meetings
- Oversees execution of all performances outside the school day

F. High School Musical Vocal Director

- Maximum of 2 events unless pre-approved
- Assists with casting related to vocal needs
- Teaches and rehearses all vocal music
- Attends all scheduled rehearsals
- Attends required production meetings
- Submits final production documentation including rehearsal student rosters

G. High School Musical Technical Director

- Maximum of 2 events unless pre-approved
- Plans and manages all technical elements (sound, lighting, set, props, and backstage)
- Submit materials budget
- Supervise technical crew during build and rehearsal period
- Oversees setup, operation, and strike of technical elements
- Attends and runs technical rehearsals and performances
- Attends required production meetings

H. High School Musical Costumer

- Maximum of 2 events unless pre-approved
- Responsible for creative design, preparation, and organization of all musical costumes
- Submit materials budget
- Manages the design, care, cleaning, purchasing, or rental of all required costumes
- Coordinates and supervises all costume changes during rehearsals and performances
- Attends production meetings

I. High School Musical Accompanists

- Maximum of 2 events unless pre-approved
- Responsible for musical accompaniment at all musical rehearsals, dress and technical rehearsals, performances
- Erasure of rental scores

J. High School Musical Choreographer

- Maximum of 2 events unless pre-approved
- Responsible to create and teach necessary choreography
- Coordinates with Musical Director, costumer and technical director
- Submit materials budget
- Attends choreography rehearsals, musical dress and technical rehearsals, performances, and necessary production meetings

K. High School Musical Orchestra Pit Director

- Maximum of 2 events unless pre-approved
- Responsible for the selection of adult or student participants
- Attends rehearsals, dress and technical rehearsals, music performances
- Erasure of rental scores

L. Assistant High School Musical Director

- Maximum of 2 events unless pre-approved
- Attend scheduled after-school rehearsals during the production period
- Provide direct support in rehearsal execution, including blocking, transitions, and scene preparation
- Supervise students during all assigned rehearsals and performances
- Participates in casting sessions as determined by the Musical Director
- Attends all dress rehearsals, performance, and required production meetings
- Completes assigned production responsibilities to support successful execution of performances

M. High School Dance (Non-Drill team/Dance team)

- Participate and prepare selected students for the KCPS Fine Arts Festival
- Produces at least one dance concert per semester, outside the school day
- Schedules and lead rehearsals outside the contracted workday
- Develops choreography and selects approved music
- Coordinates costuming and technical needs including materials budget
- Supervises students during rehearsals and performances

N. Dance Concert Technical Director

- Plans and manages technical elements (sound, lighting, props, and backstage)
- Oversees setup, operations, and strike
- Attends dress rehearsals and performances
- Attends required production meetings

V. Instruction

A. Instructional Coach

- Input & complete attendance for all Building Level PD Sessions in Frontline
- Provide evaluation surveys to participating staff
- Keep building administrators abreast of survey data

- Gather input from building personnel for future building PD sessions
- Support and participate in 2 additional pre-approved school wide events outside of the workday

KCPS and KCFT agree to the following:

The parties acknowledge and agree to the terms reached under this CBA, contained herein and described, in full, in the preceding pages. This agreement is effective July I, 2026, as approved by the Kansas City Public Schools Board of Directors and the membership of the KCFT & SRP. It shall expire in compliance with the terms contained in the document.

KCPS Signature	KCFT Signature
Printed Name	Printed Name
Date	Date