

**NEGOTIATED AGREEMENT**

Between

NORFOLK PUBLIC SCHOOL DISTRICT 59-0002  
512 Philip Ave.  
Norfolk, Nebraska

And

Norfolk City Education Association  
Norfolk, Nebraska

FOR THE ACADEMIC YEARS  
2018-2019

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NORFOLK PUBLIC SCHOOLS  
NORFOLK, NEBRASKA

NEGOTIATED AGREEMENT  
2018-2019

I. DURATION OF AGREEMENT

This agreement shall be effective as of August 1, 2018 and shall continue in effect until July 31, 2019. If a new and substitute contract has not been duly entered into prior to July 31, 2019, the terms of this contract shall continue in full force and effect until such substitute contract is adopted, which shall then be fully retroactive to August 1, 2019. (Payroll, benefits, and other agreement changes will become effective with the start of a new school year specified on the official school calendar and with the September pay period annually.)

II. RECOGNITION

Recognition shall not preclude any employee, regardless of whether or not he/she is a member of the Association, from bringing matters to the attention of the Board. Such consultations shall not alter any collective bargaining agreement which may be in effect.

III. COMPENSATION

A. Salary. The base salary for the 2018-2019 school year shall be \$36,495. Certificated staff salaries for the 2018-2019 school year shall be determined using the foregoing base salary and the salary schedule attached hereto and incorporated herein as Appendix "A1."

- (1) New certificated staff entering the District who are eligible for initial placement on the BA, BA+9, BA+18, and BA+27 columns shall be credited with up to five years of previous experience. The maximum placement under each column for new certificated staff subject to this provision shall be Step 6.
- (2) New certificated staff entering the District who are eligible for initial placement on the MA, MA+9, MA+18, MA+27, MA+36 and MA+45 columns shall be credited with up to six years of previous experience. The maximum placement under each column for new certificated staff subject to this provision shall be Step 7.
- (3) Placement on the salary schedule for new positions created for certificated staff shall be negotiated between the Board of Education and the Norfolk City Education Association.
- (4) The superintendent and/or his/her designee shall be able to deviate six times from the salary schedule placement requirements of which two occasions per year must be for new hires in hard to fill areas and on two occasions per year may be on the extra-duty salary schedule. Should the same new staff member qualify for and use one of each type of deviation, that particular circumstance shall count as two of the six allowable.

- (5) Horizontal advancement on the salary schedule shall be available for graduate level hours which have been previously approved by the superintendent and/or his/her designee. The maximum horizontal movement for certificated staff shall be two steps per school year.
- (6) Only those certificated staff members frozen on Step 15 in the MA+45 column are eligible for longevity pay. The certificated staff members who are frozen will receive longevity increments of 1% of the base salary starting with the first year they are frozen. An additional 1% shall be added each year for up to a total of 15%.
- B. Insurance For the 2018-2019 school year the School District shall make available for all certificated staff Dual Choice PPO Plan health insurance with available \$900/\$3,500 HSA Eligible option and dental insurance with Option 2 coverage established annually by the EHA. Premium rates for the group health and dental plans will be in a four-tier structure with the four tiers defined as follow: employee ("self only"), employee/child(ren), employee/spouse, and employee/spouse and child(ren).
- (1) Certificated Staff Employed During or Prior to 2012-2013. Certificated staff employed by the School District during or prior to the 2012-2013 school year and having a total annual salary, including Flat Salary Stipend and extra duty/extended contract salary, that meets or exceeds the "Affordability Threshold" (annual premium cost of the higher deductible health insurance option under the EHA Dual Choice Plan made available each year divided by .095) shall be eligible to receive one of the identified Flat Salary or Fringe Benefit Package in subsections (a) and (b) below, subject to limitations provided therein:
- (a) *Flat Salary Stipend*. If elected prior to September 1, 2013, eligible full-time certificated staff may receive a Flat Salary Stipend equal to \$8,183 (\$682/month) for the 2018-2019 school year.
- (i) Flat Salary payments shall be subject to all applicable federal and state tax withholdings, including FICA and NPERS employer and employee contributions.
- (ii) The failure of an eligible certificated staff member to elect the Flat Salary Stipend prior to September 1, 2013, will result in the waiver of the right to such election in future school years, and such eligible certificated staff members shall be provided the Fringe Benefit Package, and options thereunder, as set forth in paragraph (2) below.
- (iii) All certificated staff members eligible for the Flat Salary Stipend may continue to receive such benefits through the 2020-2021 school year. The Flat Salary Stipend shall cease as an available option effective for the 2021-2022 school year and all remaining certificated staff members shall begin to receive the Fringe Benefit Package.
- (iv) The Flat Salary Stipend provided herein shall be prorated for part-time certificated staff based on full-time equivalency.
- (b) *Fringe Benefit Package*. Eligible certificated staff may receive the Fringe Benefit Package as set forth in section B(2) below.

- (2) Fringe Benefit Package. Certificated staff employed by the School District prior to September 1, 2013, not electing the Flat Salary Stipend and those certificated staff members employed after the 2012-2013 school year shall be provided the Fringe Benefit Package as described herein. Benefits provided under the Fringe Benefit Package shall be prorated for part-time certificated staff based on full-time equivalency. Certificated staff provided the Fringe Benefit Package shall be eligible to receive the following benefit packages identified in subsections (a) and (b) below, subject to limitations provided therein:

(a) *Insurance Plus Fringe Benefit Stipend*. Full-time certificated staff eligible for the Fringe Benefit Package may receive employee ("self only") health insurance coverage at the higher deductible rate under the EHA Dual Choice Plan offered each year and employee ("self only") dental coverage, with 100% of the premium cost paid by the School District, plus an additional Fringe Benefit Stipend in the amount of the difference between the premium costs of such health and dental coverage and the sum of \$9,128.

- (i) A certificated staff member may elect to receive dependent health and dental insurance coverage and/or the lower deductible health insurance option available under the EHA Dual Choice Plan, provided that all additional premium cost of such coverage above the premium cost of the employee ("self only") higher deductible health and dental coverage offered by the School District is paid by the certificated staff member through a salary reduction agreement under the School District's Section 125 plan.
- (ii) Fringe Benefit Stipends shall be subject to all applicable state and federal tax withholdings, but shall not be subject to NPERS employer and employee contributions.

(b) *Cash-in-Lieu*. Full-time certificated staff eligible for the Flat Salary / Fringe Benefit Package may elect not to enroll in the health and dental insurance plan offered by the School District and decline the School District's contribution towards such health and dental insurance and, instead, receive a Cash-in-Lieu of insurance stipend in the amount of \$9,128 (\$761/month) for the 2018-2019 school year provided that the certificated staff member has filed with the business office on the form attached hereto and incorporated herein as Appendix "C-3" an acknowledgement which serves as evidence of alternative coverage in accordance with the conditions of an "eligible opt out payment" as set forth in Treas. Prop. Reg. 26 CFR § 1.36B-2(c)(v)(A)(7), as may be amended from time to time. Cash-in-lieu payments shall be subject to all applicable state and federal tax withholdings, but shall not be subject to NPERS employer and employee contributions.

#### IV. IRS 125 PLAN

Each teacher covered by this agreement shall have the option of participating in an IRS Section 125 Plan. The employee may enter into a salary reduction agreement to fund the purchase of items and services covered by 125 plans. The administration and participation costs of this benefit shall be paid for by the Board of Education. This fund shall be administered according to law.

V. SUMMER SCHOOL PAY

Those certificated staff members who elect to teach summer school shall be compensated at the following rate:

Bachelor's Degree	\$25.00 Per Hour
Master's Degree	\$28.00 Per Hour

The Norfolk Public Schools will provide expanded educational services during the summer at the above hourly rate for qualified students based on their IEP or any other required plan. For any of these services that cannot be provided by the Norfolk Public School's staff, the District will contract with other educational institutions including Educational Service Units and/or the State of Nebraska. The length of the summer school service will be determined by the IEP.

Staff members who work for summer school programs and High Achievers from the Norfolk Public Schools will be compensated based on the above hourly rates. Such programs include, but are not limited to the ESL/Migrant summer school.

Staff members who work during the summer or other approved times in non-student contact hours such as curriculum work will be compensated at the rate of \$20.00 per hour.

The Norfolk Public Schools reserves the right to determine the length of these programs and the number of days they meet during the summer months, or whether the program shall even be offered. The salary shall be prorated based upon the hourly rate mentioned above.

Staff members who are working as part of a state or federal grant will be paid the hourly rate established in the grant, not the hourly rate stated in this agreement. Because the hourly rates in grants vary, both teachers and administrators should be aware of what the rates are before writing or applying for a grant.

VI. EXTRA DUTY SCHEDULE

The extra duty salary schedule is based upon the base salary of \$36,495 for 2018-19.

- See Appendix B-1, B-2 for the Extra Duty Salary Schedules
- See Appendix C-1 for placement on the Extra Duty Salary Schedule

VII. NEGOTIATIONS CONCERNING THE ENTIRE AGREEMENT

Either party to this negotiated agreement may bring any item from it or any additional item to the bargaining table to be discussed. However, that does not mean that it is necessarily going to be agreed upon as a negotiated item for that year.

VIII. SICK LEAVE

The Norfolk Public School provides for the following sick leave plan for all full-time certificated staff members. Part-time staff receive sick leave on their prorated (FTE) basis. At the beginning of the school year a sick leave benefit for personal illness for the employee or members of the immediate family (husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, niece, nephew, aunt, and uncle) equivalent to ten (10) days on full pay shall be granted to the teacher. This benefit

shall be cumulative from year to year not to exceed seventy-five (75) days. Certificated staff members may use a maximum of seventy-five (75) sick leave days during any one contract year. Days used in excess of the accumulated sick leave shall be counted as leave with an annual salary per diem loss in pay. Certificated staff members considering elective surgery should consider planning the surgery for a time that will not interfere with their contractual duties. Ten (10) of the seventy-five (75) available sick leave days may be used for a member of the immediate family not residing in the household. An employee shall notify the superintendent of schools of any planned absence under the sick leave procedure as soon as the employee knows such absence will occur. The date or approximate dates of the planned absence shall be communicated to the superintendent of schools as soon as they are reasonably available. The employee shall terminate leave taken under this procedure and return to work as soon as the illness or disability has sufficiently subsided so that it no longer jeopardizes the health or well-being of the employee.

The maximum number of sick leave days an employee will be allowed to carry over from one school year to the next shall be seventy-five (75). Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than seventy-five (75). When the accumulated sick leave falls below seventy-five (75), the staff member covered by this agreement shall be granted a maximum of ten (10) days or the number required to bring the staff member leave balance back to seventy-five (75). The granting of this additional leave shall be done once at the beginning of each school year.

Employees who have a sick leave balance in excess of seventy-five (75) days at the end of the 2017-2018 school year will be able to maintain that balance, except that no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than seventy-five (75). When the accumulated sick leave falls below seventy-five (75), the staff member covered by this agreement shall be granted a maximum of ten (10) days or the number required to bring the staff member leave balance back to seventy-five (75). The granting of this additional leave shall be done once at the beginning of each school year.

Employees are not eligible for paid leave upon becoming eligible for disability insurance benefits. Employees who have a sick leave balance of less than seventy-five (75) days shall be eligible to receive this benefit after the exhaustion of those days. For those employees who have an accumulated balance of seventy-five (75) days or more, they shall become eligible for this benefit after having used seventy-five (75) days. The Norfolk Public Schools and the Norfolk City Education Association acknowledge that the purpose of sick leave is to provide income protection for those employees who are absent from work for sickness or other medical reasons. The superintendent or his/her designee reserves the right at any time to request the submission of a certificate signed by a medical practitioner for any illness in excess of five (5) working days certifying that the employee was unable to carry out his/her duties due to illness.

#### IX. BEREAVEMENT LEAVE

The Norfolk Public Schools provides the following bereavement leave procedures: All full-time certificated employees are eligible for a bereavement leave of up to five (5) days for the funeral of a member of the immediate family. One (1) day of bereavement leave will be granted for the funeral of a friend or relative. Additional bereavement days may be requested for each occasion. Additional days may be allowed at the discretion of the superintendent.

The maximum number of bereavement leave days shall be no more than twelve (12) days in any one year. Bereavement leave is non-cumulative. If you are prevented from returning to work after your

leave has expired, because of extenuating circumstances (such as weather), your pay will be docked an amount equal to the pay of a substitute teacher.

## X. PROFESSIONAL LEAVE

The Norfolk Public School provides professional leave for all full-time certificated staff members according to the following procedure: All full-time certificated staff members will be eligible for three (3) days of professional leave each school year. Requests for leave shall be submitted in writing on forms provided by the school district to the building or immediate supervisor at least seven (7) calendar days in advance of the beginning date of the leave. The superintendent may make exceptions to this time requirement when unusual circumstances arise. The administrator will act upon each request for leave within (3) calendar days from the time it is received in his/her office and will submit the leave request along with his/her recommendation to the superintendent for final action. The superintendent will act upon the request within three (3) calendar days after he/she receives it and will communicate his/her decision in writing to the staff member and the supervising administrator. Requests for leave may be denied when a majority of the staff members within a department request a leave at the same time or when properly qualified substitutes are not available or when the superintendent determines that such a leave would not be in the best interest of the Norfolk Public School system. Professional leave may be available for the following kinds of activities which are directly related to the staff members' assignment in the Norfolk School System.

1. Serving as a member of a North Central of Nebraska State Department of Education visitation team.
2. Attending a clinic or workshop in the discipline or area to which the teacher is assigned when no students are being supervised.
3. Attending a state or national meeting sponsored by the state or national organization made up of members of the discipline in which the teacher is assigned. Attendance will be allowed only if the staff member is an active member of the state or national organization.
4. Attendance at a music or coaching clinic or other similar activity which relates directly to the extra-curricular assignment of the staff member.
5. To act as a judge or official in activities such as music, drama, speech, and debate contests, agricultural activities, science fairs and athletic events. If a staff member is paid to judge or officiate in any of the above activities or events then that pay must be turned over to the District. Reimbursement for expenses may be kept by the judge or official.
6. To visit exemplary programs in the instructor's area of assignment to other schools.
7. The practice of granting leave for coaches to attend state tournaments shall be written into administrative procedures.

Professional leave as described in this policy is not cumulative. Absences to attend professional activities which are initiated as a direct result of a request from supervising or other district administrators in the Norfolk Public School System shall not count against the professional leave allowance. Staff members pay and fringe benefit program will continue on an uninterrupted basis during approved professional leave absences. The school district will be responsible for the payment of a substitute teacher's salary when the staff member takes approved professional leave. The school district will pay no travel, food or lodging, registration, or other expenses incurred when a staff member initiates the request for professional leave and such leave is granted under this policy.

A staff member will be responsible for the payment of a substitute teacher's salary if the staff member applies for professional leave to attend activities directly relating to or as a representative of the



Norfolk City Education Association, the Nebraska State Education Association, or the national Education Association.

Professional leave will not be allowed for the absence of a staff member for any reason covered by other leave benefits provided by the Norfolk Public School System. If you are prevented from returning to work after your leave has expired, because of extenuating circumstances (such as weather), your pay will be docked an amount equal to the pay of a substitute teacher.

## XI. PERSONAL LEAVE

The Norfolk Public School provides two (2) personal leave days with pay each year for full-time certificated staff members

- A. Extenuating circumstances may dictate an exception at the discretion of the superintendent of schools:
  - 1. It may not be used when Norfolk athletic teams qualify for district or state playoffs or other such occasion when use of this day would create teacher substitute shortages.
  - 2. The personal leave day may not be taken preceding or following vacations or other non-contract days except for extenuating circumstances.
  - 3. This leave may not be taken after April 30 except for extenuating circumstances.
  - 4. Those certificated staff members who have a son or daughter participating in district or state competition during the month of May may use a personal day to attend, if substitute teachers are available.
- B. Personal leave shall be allowed to accumulate to six (6) days, and may be used consecutively following the conditions listed above.
- C. Personal leave will not be allowed for any absence when such absence is covered by other leave benefits provided by the Norfolk Public School System.
- D. If an employee is prevented from returning to work after personal leave has expired, because of extenuating circumstances (such as weather), the employee will be docked in an amount equal to the pay of a substitute teacher.
- E. Request for leave will be submitted in writing on forms provided by the school district to the supervising administrator at least seven (7) calendar days in advance of the date leave is to commence. The supervising administrator will consider any other leave request and submit it to the superintendent of schools with a recommendation for approval or disapproval. The superintendent of schools will act upon the request with dispatch and will promptly notify the staff member and the supervising administrator as to the disposition of the leave request.
- F. Teachers will be paid \$200 in June if they did not use any of the two (2) personal leave days or \$50 if they used one (1) of the personal leave days. Teachers can be reimbursed at the end of each school year for any or all unused personal leave days.
- G. Staff members who are unable to get to work due to inclement weather may use a personal day. If no personal days are available then a staff member will be docked in an amount equal to the pay of a substitute teacher.

Any additional leave without pay requests are subject to these additional guidelines:

1. Additional days of personal leave without pay but with a reason are available at the discretion of the superintendent.
2. A staff member's salary will be docked an equal amount of pay of a substitute teacher on the first day of a salary reduction event.
3. On the second and all subsequent days of salary reduction events shall be 1/188<sup>th</sup> of the contract amount in 2018-2019.
4. These days are subject to the personal leave guidelines XI, A-G, listed above.
5. Leave may not be taken immediately preceding or following vacations or other non-contract days unless approved by the superintendent.
6. Leave will be granted only if a properly qualified substitute can be hired to replace the staff member who wishes to take such leave.
7. Leave without pay is non-cumulative.
8. Request for leave must be submitted in writing to the building principal at least seven (7) calendar days in advance of the leave. This request must be approved by the building principal and the superintendent of schools.

XII. NSEA LEAVE

When the Nebraska State Education Association pays the salary of a substitute teacher in order for a staff member to attend activities directly related to or as a representative of the Norfolk City Education Association, the Nebraska State Education Association, or the National Education Association, the day(s) shall not count against any leave allowance. This leave will be limited to a maximum of seven (7) days per year for each member.

XIII. GRIEVANCE POLICY

Any employee, group of employees, or the Education Association, hereafter known as the grievant, is eligible to claim a grievance. A grievance is any alleged violation of an employment agreement, a collective bargaining agreement, or a board policy covering employment matters. The grievant shall pursue resolution of a grievance through the process set forth below. The grievance procedure may be terminated by the grievant at any point in the process. The Board of Education's decision rendered in Level IV pertaining to a grievance of a certificated employee or the Education Association is final. The superintendent's decision rendered in Level III pertaining to a grievance of a classified or non-certificated employee is final.

Either the grievant or the person or persons against whom the grievance is filed may have someone accompany them at each level and may be represented by legal counsel. Notice that a representative or person will accompany a party must be given to the other party at least two (2) calendar days prior to the meeting or conference. The notice shall include the name and position of the person or persons who shall accompany the party. No reprisals of any kind shall be taken against the grievant who utilizes the grievance procedure. Grievances, responses to grievances, and appeals shall be placed in a separate grievance file and not placed in the personnel file of any of the participants. The time lines at each level may be extended by mutual written agreement of the parties involved.

Level I:

In an effort to resolve a grievance at Level I, it should be orally communicated first with the administrator or the supervisor who made the decision allegedly causing the grievance. This oral communication must take place within ten (10) calendar days of the alleged grievance.

Level II:

If the grievance remains unresolved, the grievant shall present the grievance in writing to the grievant's administrator or supervisor within twenty-five (25) days from the date when the alleged grievance occurred. The administrator or supervisor shall provide a written response to the grievance within five (5) days of the receipt of the written grievance.

Level III:

If the grievance is not settled at Level II, the grievant may request a conference with the superintendent and the administrator or supervisor who made the decision causing the grievance within fifteen (15) days of the receipt of the written response. The request shall be sent to the superintendent. If the grievance is with the superintendent, then the request moves directly to Level IV. The request shall contain the written grievance, the written response to the grievance, and a summary of the attempt to settle the grievance at Levels I and II. Upon receipt of the request the superintendent shall direct the administrator or supervisor to submit within three (3) days a summary of the attempt to settle the grievance at Levels I and II. The superintendent shall first try to mediate an agreement between the two parties and, if unsuccessful in reaching agreement, shall render a decision. The conference and agreement or decision rendered will be completed within ten (10) calendar days of the request. A summary of Level III proceedings including an agreement reached or decision made shall be recorded.

Level IV:

If the grievance is not resolved at Level III, the grievant may submit a written request through the superintendent of schools for a meeting with the Board of Education. This request must be made within ten (10) calendar days from the date of the Level III conclusion. The Board of Education will schedule a meeting within thirty (30) calendar days of the request and render its decision within seven (7) calendar days of the conclusion of the meeting. The Board of Education's decision shall be reduced to writing with copies given to the grievant, the person or persons with whom the grievance was filed, and the superintendent.

XIV. ACTIVITY TICKETS

Lifetime school activity passes shall be issued upon request to any certificated or classified staff member who retires at age 55 or older and has fifteen (15) years of service with the Norfolk Public Schools.

## XV. IMPLEMENTATION

This agreement entered into by the Board and the Association shall constitute a commitment by the Board and the Association to the provisions of this agreement for its duration or until amended by an instrument in writing duly executed by both parties.

If any provision of this agreement or any application of it to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

During the term of the agreement, any contract between the Board and a certificated employee for whom the Association has bargained hereafter executed, shall be subject to and consistent with the agreement. This agreement, during the term thereof, shall be controlling.

This agreement shall become effective upon its approval by a majority of the members of the Board and the Association and shall remain in effect until superseded by a successor agreement approved by both parties.

## XVI. TOTALITY OF AGREEMENT

The parties acknowledge that during the negotiations which resulted in this agreement, the Association had the unlimited right and opportunity to present demands and proposals with respect to any and all matters lawfully subject to collective bargaining; that all of the understandings and agreements arrived at thereby are set forth in this agreement; and that it shall constitute the entire agreement between the parties for the 2018-2019.

Both the Board and the Association, during the term of this agreement, voluntarily and unqualifiedly waive the right, and agree that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not referred to or covered by this agreement, even though such matter may not have been within the knowledge or contemplation of the parties at the time they negotiated or signed this agreement. Nothing herein shall, however, preclude the parties from mutually agreeing to alter, amend, supplement, delete, enlarge, or modify in writing any of the provisions of the agreement.


XVII. MANAGEMENT RIGHTS

Anything herein to the contrary notwithstanding, the Board, except as is expressly provided in this agreement, reserves exclusively unto itself all the rights, powers, discretion, authorities, and prerogatives vested in it, whether exercised or not; and nothing herein shall be construed in any manner as constituting a delegation or waiver of any such rights, powers, discretion, authority or prerogative so vested in the Board or its designees

APPROVED:

  
\_\_\_\_\_  
President, Norfolk Board of Education

1-8-2018  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Negotiator

01-08-2018  
\_\_\_\_\_  
Date

APPROVED:

  
\_\_\_\_\_  
President, Norfolk City Education Assn.

1/8/18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Negotiator

1/8/18  
\_\_\_\_\_  
Date

Appendix A-1										
<b>NORFOLK PUBLIC SCHOOLS</b>										
<b>2018-2019 Salary Schedule</b>										
<b>\$ 36,495</b>										
Vertical: 4.5% of Base (5% on Steps 9 and up on M.A. through M.A. 45)										
Horizontal: 4.5% of Base										
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
<b>Step</b>	<b>BA</b>	<b>BA+9</b>	<b>BA+18</b>	<b>BA+27</b>	<b>MA</b>	<b>MA+9</b>	<b>MA+18</b>	<b>MA+27</b>	<b>MA+36</b>	<b>MA+45</b>
<b>1</b>	\$ 36,495 1.000	\$ 38,137 1.045	\$ 39,780 1.090	\$ 41,422 1.135	\$ 43,064 1.180	\$ 44,706 1.225	\$ 46,349 1.270	\$ 47,991 1.315	\$ 49,633 1.360	\$ 51,275 1.405
<b>2</b>	\$ 38,137 1.045	\$ 39,780 1.090	\$ 41,422 1.135	\$ 43,064 1.180	\$ 44,706 1.225	\$ 46,349 1.270	\$ 47,991 1.315	\$ 49,633 1.360	\$ 51,275 1.405	\$ 52,918 1.450
<b>3</b>	\$ 39,780 1.090	\$ 41,422 1.135	\$ 43,064 1.180	\$ 44,706 1.225	\$ 46,349 1.270	\$ 47,991 1.315	\$ 49,633 1.360	\$ 51,275 1.405	\$ 52,918 1.450	\$ 54,560 1.495
<b>4</b>	\$ 41,422 1.135	\$ 43,064 1.180	\$ 44,706 1.225	\$ 46,349 1.270	\$ 47,991 1.315	\$ 49,633 1.360	\$ 51,275 1.405	\$ 52,918 1.450	\$ 54,560 1.495	\$ 56,202 1.540
<b>5</b>	\$ 43,064 1.180	\$ 44,706 1.225	\$ 46,349 1.270	\$ 47,991 1.315	\$ 49,633 1.360	\$ 51,275 1.405	\$ 52,918 1.450	\$ 54,560 1.495	\$ 56,202 1.540	\$ 57,845 1.585
<b>6</b>	\$ 44,706 1.225	\$ 46,349 1.270	\$ 47,991 1.315	\$ 49,633 1.360	\$ 51,275 1.405	\$ 52,918 1.450	\$ 54,560 1.495	\$ 56,202 1.540	\$ 57,845 1.585	\$ 59,487 1.630
<b>7</b>		\$ 47,991 1.315	\$ 49,633 1.360	\$ 51,275 1.405	\$ 52,918 1.450	\$ 54,560 1.495	\$ 56,202 1.540	\$ 57,845 1.585	\$ 59,487 1.630	\$ 61,129 1.675
<b>8</b>			\$ 51,275 1.405	\$ 52,918 1.450	\$ 54,560 1.495	\$ 56,202 1.540	\$ 57,845 1.585	\$ 59,487 1.630	\$ 61,129 1.675	\$ 62,771 1.720
<b>9</b>				\$ 54,560 1.495	\$ 56,385 1.545	\$ 58,027 1.590	\$ 59,669 1.635	\$ 61,312 1.680	\$ 62,954 1.725	\$ 64,596 1.770
<b>10</b>					\$ 58,210 1.595	\$ 59,852 1.640	\$ 61,494 1.685	\$ 63,136 1.730	\$ 64,779 1.775	\$ 66,421 1.820
<b>11</b>					\$ 60,034 1.645	\$ 61,677 1.690	\$ 63,319 1.735	\$ 64,961 1.780	\$ 66,603 1.825	\$ 68,246 1.870
<b>12</b>						\$ 63,501 1.740	\$ 65,144 1.785	\$ 66,786 1.830	\$ 68,428 1.875	\$ 70,070 1.920
<b>13</b>							\$ 66,968 1.835	\$ 68,611 1.880	\$ 70,253 1.925	\$ 71,895 1.970
<b>14</b>								\$ 70,435 1.930	\$ 72,078 1.975	\$ 73,720 2.020
<b>15</b>									\$ 73,902 2.025	\$ 75,545 2.070

Staff members new to the District who will be placed in the BA, BA+9, BA+18, and BA+27 columns may bring in up to 5 years of experience and will be placed on Step 6. Staff members new to the District who will be placed in the MA, MA+9, MA+18, MA+27, MA+36 and MA+45 columns may bring in up to 6 years of experience and will be placed on Step 7.

Appendix B1 2018-2019 Base Salary		EXTRA DUTY SCHEDULE										
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28
SH Head B/G Basketball	0.20	0.21	0.22	0.23	0.24	0.25	\$ 7,299	\$ 7,664	\$ 8,029	\$ 8,394	\$ 8,759	\$ 9,124
SH Head Football	0.20	0.21	0.22	0.23	0.24	0.25	\$ 7,299	\$ 7,664	\$ 8,029	\$ 8,394	\$ 8,759	\$ 9,124
<b>Extra-Duty #2</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28
SH Head Baseball	0.16	0.17	0.18	0.19	0.20	0.21	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934	\$ 7,299	\$ 7,664
SH Head B/G Soccer	0.16	0.17	0.18	0.19	0.20	0.21	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934	\$ 7,299	\$ 7,664
SH Head Softball	0.16	0.17	0.18	0.19	0.20	0.21	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934	\$ 7,299	\$ 7,664
SH Head Swimming	0.16	0.17	0.18	0.19	0.20	0.21	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934	\$ 7,299	\$ 7,664
SH Head B/G Track	0.16	0.17	0.18	0.19	0.20	0.21	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934	\$ 7,299	\$ 7,664
SH Head Volleyball	0.16	0.17	0.18	0.19	0.20	0.21	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934	\$ 7,299	\$ 7,664
SH Head Wrestling	0.16	0.17	0.18	0.19	0.20	0.21	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934	\$ 7,299	\$ 7,664
SH Instrumental Music	0.16	0.17	0.18	0.19	0.20	0.21	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934	\$ 7,299	\$ 7,664
SH Vocal Music	0.16	0.17	0.18	0.19	0.20	0.21	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934	\$ 7,299	\$ 7,664
SH Head Drama	0.16	0.17	0.18	0.19	0.20	0.21	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934	\$ 7,299	\$ 7,664
SH Head Debate/Speech	0.16	0.17	0.18	0.19	0.20	0.21	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934	\$ 7,299	\$ 7,664
FFA	0.16	0.17	0.18	0.19	0.20	0.21	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934	\$ 7,299	\$ 7,664
<b>Extra-Duty #3</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28
SH Head B/G Cross Country	0.14	0.15	0.16	0.17	0.18	0.19	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934
SH Head B/G Golf	0.14	0.15	0.16	0.17	0.18	0.19	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934
SH Head B/G Tennis	0.14	0.15	0.16	0.17	0.18	0.19	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934
SH Asst. B/G Basketball	0.14	0.15	0.16	0.17	0.18	0.19	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934
SH Asst. Football	0.14	0.15	0.16	0.17	0.18	0.19	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204	\$ 6,569	\$ 6,934
<b>Extra-Duty #4</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28
Head 9th Coach	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204
SH Asst. Baseball	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204
SH Asst. B/G Soccer	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204
SH Asst. Softball	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204
SH Asst. Swimming	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204
SH Asst. B/G Track	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204
SH Asst. Volleyball	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204
SH Asst. Wrestling	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204
SH Asst. Instrumental Music	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204
Orchestra	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204
SH Asst. Speech/Debate	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204
SH Publications	0.12	0.13	0.14	0.15	0.16	0.17	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474	\$ 5,839	\$ 6,204
<b>Extra-Duty #5</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28
SH Asst. B/G Cross Country	0.10	0.11	0.12	0.13	0.14	0.15	\$ 3,650	\$ 4,014	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474
SH Asst. B/G Tennis	0.10	0.11	0.12	0.13	0.14	0.15	\$ 3,650	\$ 4,014	\$ 4,379	\$ 4,744	\$ 5,109	\$ 5,474
<b>Extra-Duty #6</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28
Asst. 9th Coach	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,285	\$ 3,650	\$ 4,014	\$ 4,379	\$ 4,744	\$ 5,109
JH Instrumental Music	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,285	\$ 3,650	\$ 4,014	\$ 4,379	\$ 4,744	\$ 5,109
MS Instrumental Music	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,285	\$ 3,650	\$ 4,014	\$ 4,379	\$ 4,744	\$ 5,109
SH Weight Room Coordinator	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,285	\$ 3,650	\$ 4,014	\$ 4,379	\$ 4,744	\$ 5,109
SH Cheerleaders	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,285	\$ 3,650	\$ 4,014	\$ 4,379	\$ 4,744	\$ 5,109
SH Asst. Drama	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,285	\$ 3,650	\$ 4,014	\$ 4,379	\$ 4,744	\$ 5,109
SH Technical Director	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,285	\$ 3,650	\$ 4,014	\$ 4,379	\$ 4,744	\$ 5,109
SH Pink Panthers	0.09	0.10	0.11	0.12	0.13	0.14	\$ 3,285	\$ 3,650	\$ 4,014	\$ 4,379	\$ 4,744	\$ 5,109
<b>Extra-Duty #7</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28
MS/JH Head Coach	0.08	0.09	0.10	0.11	0.12	0.13	\$ 2,920	\$ 3,285	\$ 3,650	\$ 4,014	\$ 4,379	\$ 4,744

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Extra-Duty #8	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28
MS/JH Asst. Coach	0.07	0.08	0.09	0.10	0.11	0.12	\$ 2,555	\$ 2,920	\$ 3,285	\$ 3,650	\$ 4,014	\$ 4,379
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Extra-Duty #9	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28
SH Flags	0.05	0.06	0.07	0.08	0.09	0.10	\$ 1,825	\$ 2,190	\$ 2,555	\$ 2,920	\$ 3,285	\$ 3,650
SH Academic Challenge	0.05	0.06	0.07	0.08	0.09	0.10	\$ 1,825	\$ 2,190	\$ 2,555	\$ 2,920	\$ 3,285	\$ 3,650
SH Mock Trial	0.05	0.06	0.07	0.08	0.09	0.10	\$ 1,825	\$ 2,190	\$ 2,555	\$ 2,920	\$ 3,285	\$ 3,650
JH Vocal Music	0.05	0.06	0.07	0.08	0.09	0.10	\$ 1,825	\$ 2,190	\$ 2,555	\$ 2,920	\$ 3,285	\$ 3,650
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Extra-Duty #10	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24	25 to 28
JH Academic Challenge	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,460	\$ 1,825	\$ 2,190	\$ 2,555	\$ 2,920	\$ 3,285
SH Weight Room Supervisor	0.04	0.05	0.06	0.07	0.08	0.09	\$ 1,460	\$ 1,825	\$ 2,190	\$ 2,555	\$ 2,920	\$ 3,285
DECA	0.04	0.05	0.06				\$ 1,460	\$ 1,825	\$ 2,190			
FBLA	0.04	0.05	0.06				\$ 1,460	\$ 1,825	\$ 2,190			
JH-VSH Student Council	0.04	0.05	0.06				\$ 1,460	\$ 1,825	\$ 2,190			
VICA	0.04	0.05	0.06				\$ 1,460	\$ 1,825	\$ 2,190			
Intramural	0.04	0.05	0.06				\$ 1,460	\$ 1,825	\$ 2,190			
Unified Bowling	0.04	0.05	0.06				\$ 1,460	\$ 1,825	\$ 2,190			
National Honor Society	0.04	0.05	0.06				\$ 1,460	\$ 1,825	\$ 2,190			



## Appendix C-1

### Extra-Duty Salary Schedule Placement Guidelines

1. Only those individuals who possess the Special Services Certificate for Coaching or a current State of Nebraska Teaching certificate shall be compensated according to this agreement.
2. Any staff member who is brought in from outside of the District for a Head Coaching/Sponsor position will be granted all of their years of service from outside the district. Experience will be accepted only for the sport/activity for which they are being hired.  
Any staff member who is brought in from outside of the District for an Assistant Coaching/Sponsor position will be granted years of service from outside the district up to Level 2/Step 7.
3. Any coach/sponsor moving from one sport or activity to another within NPS is allowed to transfer their NPS years of service to their new position if that position is in the same sport/activity.  
Examples: Assistant speech to head speech; assistant boy's basketball to assistant girl's basketball; head boy's golf to head girl's golf.  
Any coach/sponsor moving from one sport/activity to another within NPS are allowed to transfer their NPS years of service up to Level 2/Step 7 if that position is not in the same sport/activity and the coach/sponsor initiates the change.  
Example: Assistant football to assistant basketball .
4. Any coach who is hired as a head coach within the NPS District will only be allowed to transfer their NPS years of service. Outside head coaching experience no longer applies.  
Example: Assistant football to head football. This person has twenty (20) years of experience outside the district and six (6) years in the district. The coach will only receive the six (6) years of experience.
5. If sponsors of a club want equal responsibility, and the administrator who oversees that club agrees, the salary may be divided equally upon approval from the District Director of Business Services.
6. Any staff member who retires from NPS shall be able to continue on the same level and step that they were on as long as they resume coaching at the earliest possible time. If not, these individuals will be allowed a maximum placement of Level 2/Step 7.

## Appendix C-2

### SCIP TEAM EXTRA-DUTY COMPENSATION

Beginning with the 1993-94 contract year, all members of the Junior and Senior SCIP Teams (no more than 8 staff members per team) will be granted one (1) personal day per semester as a compensatory day to help make up for the extraordinary amount of time put in outside the normal school day. This additional personal day must be used during that semester and not in conjunction with other personal or professional days. The staff members must give a seven (7) calendar day notice to the building principal to allow for adequate time to secure a substitute. (Please Note: These personal days are an addition to the days already granted to all staff members in the Professional Agreement.)

In addition, all SCIP Team Members who participate in the summer training program will be paid the current substitute teacher rate for up to two (2) days if they complete the course.

Appendix C-3

*Norfolk Public Schools*  
*Declination of Offer to Enroll in Health Insurance Program*

I, \_\_\_\_\_, knowingly and voluntarily decline to enroll or participate in the Norfolk Public School District's health insurance. Instead, I knowingly and voluntarily elect to accept a cash-in-lieu or "opt-out" payment of \$ \_\_\_\_\_ (the "Cash-in-Lieu Payment"). In doing so, I swear and affirm, that the following are true and accurate:

1. I understand that, by declining to enroll in the District's health insurance, I may be assessed taxes, penalties or fines by the IRS for failing to have health insurance but, knowing this, I nevertheless decline to enroll in the District's insurance plan.

2. I, along with all other individuals for whom I reasonably expect to claim a personal exemption deduction for the taxable year or years that begin or end in or with the District's plan year to which the Cash-in-Lieu Payment arrangement applies (my "expected tax family") have or will have minimum essential coverage (other than coverage in the individual market, whether or not obtained through the Marketplace) during the period of coverage to which the Cash-in-Lieu Payment arrangement applies.

3. I understand that the District will not, under any circumstance, make any Cash-in-Lieu Payment to me if the District knows or has reason to know that I, or any other member of my expected tax family, do not have or will not have the alternative coverage.

4. I understand that, by declining to enroll in the District's health insurance program and, instead, electing to receive a Cash-in-Lieu Payment, that, subject to limited circumstances, I may not be eligible to enroll in the District's health insurance after the District's annual open enrollment period ends. I further understand and acknowledge that, if I lose my health insurance from the alternative source after the District's annual open enrollment period ends, I may not be able to enroll in the District's health insurance until the District's subsequent annual open enrollment period. Notwithstanding the foregoing, I still voluntarily and knowingly desire to forego health insurance through the District and elect to receive a Cash-in-Lieu Payment.

5. I recognize that, if the District is ever fined or penalized under the Affordable Care Act as a result of my declination to enroll in the District's health insurance, then the District, in its discretion, may refuse to allow me to receive a Cash-in-Lieu Payment in the future.

6. If any of the statements in this document are not true or accurate, then I will inform the District before signing the document. If any of the statements in this document become untrue or inaccurate in the future, I agree to advise the District as soon as I am reasonably able to do so.

Dated this \_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
(Print Your Name)

\_\_\_\_\_  
(Sign Your Name)