

**ADMINISTRATIVE**

**PROCEDURE**

**BOARD OF DIRECTORS  
COTTONWOOD SCHOOL DISTRICT NO. 242**

**2024-2025**

## LEAVES

### Personal Illness

Each certificated employee shall be entitled to eleven (11) days of sick leave per year with full pay. Sick leave may be used for illness within the immediate family which shall be defined as spouse, children, siblings, parents and parents-in-law. Unused sick leave may be accumulated without limit for retirement purposes and for sick leave use within the district. The Board of Trustees may require proof of illness adequate to protect the District against malingering and false claims of illness.

### Sick Leave Bank

1. Employees of the district may participate in the Sick Leave Bank. To participate, each employee shall contribute a prescribed number of his/her earned sick leave days as determined by the Sick Leave Bank Committee. Sick leave days thus contributed shall be deducted from the individual's annual sick leave entitlement. The contributed sick leave days shall form a fund of sick leave days that will be available to all eligible participating employees upon recommendation of the Sick Leave Bank Committee for the purpose of alleviating the hardship caused by absence from work necessitated by extended or recurring illness extending beyond the employee's accumulated sick leave.
2. Application for use of the Bank shall be submitted to the Sick Leave Bank Committee for their recommendation. The Committee shall review the request and determine the eligibility of the employee. If the committee deems necessary, it shall require proof of illness at the time of application and from time to time after a grant has been made.
3. The Committee shall have the authority to establish such guidelines as it deems necessary to implement this program. Guidelines shall have the approval of the Association's Executive Board. After complete review of the application, the Committee shall have the authority to make final decisions within the guidelines as to the disposition of the case.
4. In order for an employee to be eligible to apply for sick leave benefits from the Sick Leave Bank, the employee must first: (1) be a contributor to the Bank and (2) have been absent from work due to illness or accident for all his accumulated sick leave days.
5. The Sick Leave Bank Committee shall determine the number of sick leave days each participant must contribute in order to keep the Bank solvent.

6. The maximum number of days that can be granted in any one fiscal year will be the remaining number of days an employee is scheduled to work under his current contract. In no case will the granting of leave cause an employee to receive more than his annual salary for that year.
7. The number of sick leave days granted shall not exceed the number of days absent from work due to illness or accident.
8. Bank grants to individual employees will not be carried over from one fiscal year to another and all such grants will end at the termination of the fiscal year. If an employee does not use all of the days granted by the Bank, the unused sick leave days will be returned to the Bank.
9. The Sick Leave Bank Committee shall consist of two teachers, one classified employee appointed by the Superintendent, one board member and one district administrator. The Committee shall develop and distribute rules and procedures for orderly administration of the Bank not inconsistent with the terms of this Agreement. The Committee shall be responsible for reporting to the district's accounting office the names of contributors and the number of days contributed. It shall report all days granted by the Bank and all other information necessary for the employees' records.

#### Parental Leave

A professional employee shall be granted a leave for child rearing purposes of up to one (1) year without pay. Upon return from such leave, the professional employee shall be guaranteed the same position or a position as close as possible to the position held prior to the commencement of the leave. All rights of retirement, accrued sick leave, salary increments and other benefits provided herein shall be preserved and available to the professional employee upon his/her return to the district.

#### Personal Leave

Personal leave shall be granted for any reason deemed necessary by the employee at the rate of three (3) days per year. Personal leave days may be taken as full or half days at the discretion of the professional employee. The district shall ask each employee at the close of each school year to choose either cash back or accumulation of unused days. Those choosing cash back shall receive the amount equal to the regular substitute rate times the number of unused days in the June paycheck. Only the three (3) days earned in that immediate year are eligible for cash back. Those choosing accumulation may do so up to a total of thirteen (13) days, which may be carried from year to year. Use of personal days for those with accumulation shall be deducted from prior years first.

If all personal leave days are exhausted and an employee needs an extra day, one will be granted at sub pay paid by the employee.

If more than 5 days at one time is being requested, the employee must give two to three (2-3) weeks advance notice. The Superintendent has to approve a leave of more than 10 days and he/she is not obligated to approve the request.

No more than two (2) employees per building shall receive personal leave at the same time. In the event of more notices than the limit, leave shall be granted on a first come basis. The superintendent shall be authorized to grant leave in excess of this limit where a personal emergency exists for an employee. Employees will give seventy-two (72) hours notice except in an emergency situation. Personal leave will not be taken when such leave would, in the professional opinion of the employee, seriously impair the health and safety or instructional opportunities of the students.

### Bereavement Leave

Five (5) days of leave per occurrence will be given for funerals within the immediate family, including parents, children, grandparents, brothers, sisters, and the same in-laws. Two (2) days of leave will be granted for funerals outside the immediate family.

Additional days may be granted by the Superintendent with the teacher paying the cost of the substitute.

### Professional Leave

Staff members will be allowed two (2) days each year for elective professional leave (leave for attending professional meetings, classes, clinics, etc. when not requested to do so by the administration or board). Leave in excess of two (2) days will be deducted from personal leave or a deduction in pay.

## ARTICLE II

### INSURANCE

#### Insurance

The District will pay the District Share of each employee for Medical, Vision and Dental. The employee is responsible for the employee portion as well as the dependents on their plan. For 2024-2025, the District shall pay the following actual costs per month:

District Cost - \$1,083.32

The District will institute a full Section 125 fringe benefit program.

COTTONWOOD SCHOOL DISTRICT  
#242

2024 - 2025 SALARY SCHEDULE

0.0375  
0.0375

3%

Exp	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	36537	37907	39329	40803	42334	43921	45568
1	37907	39329	40803	42334	43921	45568	47277
2	39329	40803	42334	43921	45568	47277	49050
3	40803	42334	43921	45568	47277	49050	50889
4	42334	43921	45568	47277	49050	50889	52798
5	43921	45568	47277	49050	50889	52798	54777
6	45568	47277	49050	50889	52798	54777	56832
7	47277	49050	50889	52798	54777	56832	58963
8	49050	50889	52798	54777	56832	58963	61174
9	50889	52798	54777	56832	58963	61174	63468
10		54777	56832	58963	61174	63468	65848
11					63468	65848	68317
12						68317	70879
13							73537

The minimum salary paid will be \$46,160

Credits earned are based on semester hours.

Teachers will be paid on a twelve (12) month basis (September through August).

COTTONWOOD SCHOOL DISTRICT  
EXTRA CURRICULAR ACTIVITIES FOR 2024-2025

COMPENSATION WILL BE BASED ON THE CURRENT BASE OF \$36,537  
UTILIZING THE FOLLOWING PERCENTAGES FOR COMPENSATION.  
COMPENSATION FOR ACTIVITIES WILL INCLUDE THE FOLLOWING:

HIGH SCHOOL ACTIVITIES

ATHLETICS

Athletic Director	20.0%
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BASKETBALL

Head Coach (Boys & Girls)	13.0%
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J.V. Basketball (Boys & Girls)	10.0%
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FOOTBALL

Head Coach	13.0%
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Assistant Coach & J.V.	10.0%
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TRACK

Head Coach (Boys & Girls)	12.0%
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Assistant Coaches	9.0%
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BASEBALL/SOFTBALL

Head Coach	12.0%
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Assistant Coach	9.0%
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VOLLEYBALL

Head Coach	13.0%
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Assistant Coach	10.0%
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WRESTLING

Head Coach	13.0%
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Assistant Coach	10.0%
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CROSS COUNTRY

Head Coach	10.0%
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Assistant Coach	8.0%
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OTHER ACTIVITIES & ADVISORS

MUSIC (BAND)	7.5%
YEARBOOK (If outside of class)	2.5%
PRAIRIE LEAGUE	3.0%
CHEER SQUAD	13.0%
KNOWLEDGE BOWL	5.0%
SENIOR CLASS	2.5%
JUNIOR CLASS	2.0%
SOPHOMORE CLASS	2.0%
FRESHMAN CLASS	1.0%
BPA	2.0%
ASB ADVISORS	5.0%

JUNIOR HIGH ATHLETICS

<u>ATHLETIC DIRECTOR</u>	10%
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BASKETBALL

8th Grade Head Coach (Boys & Girls)	7.5%
7th Grade Head Coach (Boys & Girls)	7.5%

FOOTBALL

Head Coach	7.5%
Asst. Coach	5.0%

KNOWLEDGE BOWL

3.0%

TRACK

Head Coach (Boys & Girls)	6.0%
Assistant	3.0%

VOLLEYBALL

8 <sup>th</sup> Grade Coach	7.5%
7 <sup>th</sup> Grade Coach	7.5%

WRESTLING

Head Coach	6.0%
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CROSS COUNTRY

Head Coach	7.5%
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Salaries are shown in maximum amounts, i.e., eighth grade basketball salary is set for a minimum of twelve (12) games and seventh grade basketball a minimum of ten (10) games. The District may make appropriate reductions in salary if the number of contests are less than those stated.

The District prefers to hire school personnel for the positions appearing on this schedule; however, to get qualified people, that will not always be possible. No employee shall be required to perform these extra duties.

Listing on this schedule guarantees the availability and pay for those duties, however, if the number of students turning out for a particular sport do not justify an assistant, J.V. or "C" team those coaching positions may not be filled