

**MASTER CONTRACT**

**BETWEEN THE**

**WHITTEMORE-PRESCOTT**  
**AREA SCHOOLS**

**AND THE**

**WHITTEMORE-PRESCOTT**  
**EDUCATION ASSOCIATION**

**2019-2022**

## **BOARD OF EDUCATION**

### **STATEMENT OF ASSURANCE OF COMPLIANCE** **WITH FEDERAL LAW**

The Whittemore-Prescott Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Whittemore-Prescott Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, marital status, sex, or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise subjected to discrimination in any program or activity for which it is responsible for which it receives financial assistance from the United States Department of Education.

This Statement of assurance replaces any and all prior Statements made by the Board. Complaint procedures regarding non-compliance to the above are posted in all school buildings in the school district and list the board designees to hear such complaints.

## **PUBLIC NOTICE**

As a recipient of Federal funds for various educational programs, Whittemore-Prescott Area Schools recognizes and agrees with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, as amended.

Complaints or notices of non-compliance with the articles of either of the above Acts shall be directed in writing in the following manner:

*Step 1.* Initial complaints are to be made to the designated person whose responsibility it is to investigate complaints within the school district. The following person is said designee:

**Joseph J. Perrera**  
**Whittemore-Prescott Area Schools**  
**(989) 756-2500**

If resolution of said complaint has not occurred to the satisfaction of all parties within fifteen (15) calendar days, Step 2 may be initiated.

*Step 2.* Notice to the Superintendent of Whittemore-Prescott Area Schools for resolution of said complaint. If, within fifteen (15) calendar days, a resolution is not found, proceed to Step 3.

*Step 3.* Notice to the Superintendent of Whittemore-Prescott Board of Education for consideration at the next regularly scheduled meeting of the Board. If resolution cannot be found within forty-five (45) calendar days, proceed to Step 4.

*Step 4.* Notice to the Office of Civil Rights, Department of Health and Welfare, Washington, D.C. 20201.

The above format adopted by resolution by the Whittemore-Prescott Area Schools Board of Education on October 11, 1976, and on May 12, 1980, respectively.

**TABLE OF CONTENTS**

<b>ARTICLE I</b>	<b>RECOGNITION</b>	<b>5</b>
<b>ARTICLE II</b>	<b>TEACHER’S RIGHTS</b>	<b>6</b>
<b>ARTICLE III</b>	<b>PROFESSIONAL COMPENSATION</b>	<b>7</b>
	<b>SALARY SCHEDULE</b>	<b>17</b>
	<b>EXTRA-CURRICULAR SALARY SCHEDULES</b>	<b>21</b>
<b>ARTICLE IV</b>	<b>TEACHING HOURS</b>	<b>24</b>
<b>ARTICLE V</b>	<b>TEACHING LOADS, TRANSFERS AND ASSIGNMENTS</b>	<b>25</b>
<b>ARTICLE VI</b>	<b>TEACHING CONDITIONS</b>	<b>27</b>
<b>ARTICLE VII</b>	<b>VACANCIES AND PROMOTIONS</b>	<b>28</b>
<b>ARTICLE VIII</b>	<b>SENIORITY</b>	<b>29</b>
<b>ARTICLE IX</b>	<b>LEAVES OF ABSENCE</b>	<b>29</b>
<b>ARTICLE X</b>	<b>PROTECTION OF TEACHERS</b>	<b>32</b>
<b>ARTICLE XI</b>	<b>NEGOTIATIONS PROCEDURES</b>	<b>33</b>
<b>ARTICLE XII</b>	<b>PROFESSIONAL GRIEVANCE PROCEDURE</b>	<b>35</b>
	<b>GRIEVANCE FORMS</b>	<b>39</b>
<b>ARTICLE XIII</b>	<b>SCHOOL CALENDAR</b>	<b>41</b>
<b>ARTICLE XIV</b>	<b>DURATION/MAINTENANCE OF STANDARDS</b>	<b>42</b>
	<b>LETTER OF AGREEMENT</b>	<b>43</b>
	<b>Copy of Original Grievance</b>	<b>46</b>
	<b>ATTACHMENT #1 (19-20 SALARY BREAKDOWN)</b>	<b>47</b>
	<b>ATTACHEMENT #2 (20-21 SALARY BREAKDOWN)</b>	<b>49</b>
	<b>ATTACHMENT #3 (21-22 SALARY BREAKDOWN)</b>	<b>51</b>
	<b>ATTACHMENT #4 (20-21 SALARY SCHEDULE)</b>	<b>53</b>
	<b>ATTACHMENT #5 (21-22 SALARY SCHEDULE)</b>	<b>54</b>

# MASTER CONTRACT

## *AGREEMENT*

This Agreement entered into this 19<sup>th</sup> day of August 2019, by and between the Whittemore-Prescott Area Schools Board of Education, hereinafter called the “Board” and Whittemore-Prescott Education Association, hereinafter called the “Association.”

The Board reserves and retains full rights, authority and discretion to control, supervise and manage the operation of all schools as prescribed by Michigan school law, and not inconsistent with the terms of this Agreement.

## *WITNESSETH*

The parties subscribe to the following principles:

1. School Building, School Boards, School Administration and Teacher exist for the education of the citizenry.
2. Each part of the education family must exchange ideas and viewpoints in a democratic manner, to work toward the improvement of the educational programs.
3. Under Michigan law, it is necessary to formalize methods and techniques by which democratic exchange may take place.
4. As American culture becomes more urban and school systems grow in size, it is necessary that educational groups rather than individuals express conditions of employment.

In consideration of the following mutual covenants, it is hereby agreed as follows:

## **ARTICLE I—RECOGNITION**

### **A. EXCLUSIVE REPRESENTATIVE**

The Board hereby recognizes the Association as the exclusive bargaining representatives as defined in Section II of Act 379, Public Acts of 1965 (PERA), for all professional personnel, including personnel on tenure, probation, classroom teachers, guidance counselors, and professional librarians. The term “teacher,” when used hereinafter in this Agreement, shall refer to all employees represented by the Association as above defined, and references to male teachers shall include female teachers.

The Board agrees not to negotiate with any teacher’s organization other than the Association for the duration of this Agreement.

**B. CERTIFICATION**

Teachers are professional employees with the responsibilities of maintaining current certification.

**C. SCHOOL IMPROVEMENT PARTICIPATION**

Given the requirements of Section 1277 of the Revised School Code, 1990 PA 25, as amended, the Board recognizes the importance of everyone's input into the educational policies and practices at Whittemore-Prescott and shall make every attempt to insure that all segments of the educational community have input into that process. The Superintendent of Schools will be the monitor of this process and will make recommendations to appropriate program administrators to insure that the qualifications required by law are met concerning this issue.

**ARTICLE II—TEACHER'S RIGHTS**

**A. RECOGNITION OF RIGHTS**

Pursuant to THE PUBLIC EMPLOYMENT RELATIONS ACT (PERA) WHICH REGULATES COLLECTIVE BARGAINING FOR PUBLIC SCHOOL EMPLOYEES the Board hereby agrees that every employee of the Board recognized in Article I, Paragraph A, shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiating and other concerted activities for mutual aid and protection.

**B. MICHIGAN EMPLOYMENT RELATIONS COMMISSION**

The Board and the Association specifically recognizes the right to appropriately invoke the assistance of the Michigan Employment Relations Commission (MERC) including mediation and fact-finding.

**C. FACILITY USE**

The Association and its members shall have the right to use school buildings and facilities in accordance with set School Board Policies.

**D. INFORMATIONAL REQUESTS**

The Board agrees, in response to request of the Association, to make available within one (1) week information concerning the financial resources of the district, tentative budgetary requirements and allocations that will assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of its members. This information shall be available in the Board Office and under the direction of the Superintendent of Schools. Also available shall be information which may be necessary for the Association to process any grievance or complaint of a teacher with written

permission of the involved teachers, except confidential information. This does not require the board to compile information.

**E. DISCIPLINARY ACTION**

If a teacher is to be disciplined, suspended, discharged or reprimanded by the Board or its agents, he or she shall be entitled to have a requested representative of the Association present to the extent allowed by law.

**F. SENIORITY LIST**

The Superintendent of Schools shall provide the Association with an updated seniority list by October 1<sup>st</sup> of each year.

**ARTICLE III—PROFESSIONAL COMPENSATION**

**A. SALARIES**

The salaries of professional personnel covered by this Agreement are set forth in salary schedules, which are incorporated in the terms of the Agreement. It is agreed, that if the term of this Agreement exceeds one (1) year, either party may request the reopening of said salary schedules by written notice to the other party at least sixty (60) days prior to the first of April of every year of this Agreement.

The salary schedule is based upon the professional person's normal teaching duties, which shall occur within a regular school day and a regular school year. It is recognized that due to the nature of the teaching profession, the regular school day may include activities before or after the end of the student's day such as attendance at IEP meetings and conferences with parents/guardians and students. This section does not include parent-teacher conferences that occur in the fall and spring as scheduled in the District-wide calendar.

No teacher can advance more than one (1) step vertically at a time. A teacher may advance one or more steps horizontally and one step vertically at a time. To qualify for horizontal movement, a teacher must take classes that are part of a planned program for a master's degree or recertification; and/or classes of the graduate level in their field or specialization. A teacher will qualify for a horizontal step movement on either September 1 or February 1. Official documentation will be presented to the Superintendent's Office prior to these dates of September 1 or February 1 in order to qualify for a horizontal step movement by those dates.

**B. MEET AND CONFER**

The parties further agree to meet and confer should the District experience financial exigencies and request that the Association assists in addressing and remediating exigencies.

**C. MISCELLANEOUS BENEFITS**

1. The Board of Education shall provide for the employee an insurance package as follows:

**A. Health Benefits:**

PAK A – For employees electing health insurance.

Health – MESSA ABC Plan 1

- Medical: MESSA ABC Plan 1
- IN Deductible: Currently \$1,350 (1P)/\$2,700 (2P & FF), changes are determined by law
- 0% Co-insurance
- OV/UC/ER Copay: N/A
- RX Drug Copay: ABC Rx
- Riders Included: EA1

PAK C – For employees electing health insurance.

Health – MESSA ABC Plan 1

- Medical: MESSA ABC Plan 1
- IN Deductible: Currently \$1,350 (1P)/\$2,700 (2P & FF), changes are determined by law
- 0% Co-insurance
- OV/UC/ER Copay: N/A
- RX Drug Copay: 3 Tier Mail
- Riders Included: EA1

PAK D – For employees electing health insurance.

Health – MESSA ABC Plan 1

- Medical: MESSA ABC Plan 1
- IN Deductible: Currently \$1,350 (1P)/\$2,700 (2P & FF), changes are determined by law
- 20% Co-insurance
- OV/UC/ER Copay: N/A
- RX Drug Copay: 3 Tier Mail
- Riders Included: EA1

**B. Non-medical Benefits:**

PAK A, B, C, or D—Ancillary benefits.

Non-Medical—MESSA PAK B:



- Dental: 80/80/80 Class I, II, III Annual Max \$2,000; 80 Class IV, Lifetime Max \$2,000, Riders: 2-Cleanings
  - Vision: VSP 3
  - LTD (Long Term Disability) Benefit: 60%, Max \$2,500, Maximum monthly salary \$4,167, Waiting Period 60 CDMF
  - Alcohol/Drug: Same as any other illness
  - Mental/Nervous: Same as any other illness
  - Family Social Security Offset
  - Pre-existing Condition Waiver: Yes
  - COLA: No
  - Negotiated Life: \$30,000
  - AD&D (Accidental Death and Dismemberment): \$30,000
2. Insurance will be provided with employee premium co-pays in accordance with the law for a twelve (12) month period from September 1 until August 31.
  3. It is understood that the Board or Association may open this Agreement for the express purpose of reviewing Medical and Non-Medical Benefits insurance bids. The bid from the carrier must be equal to or exceed the specifications as contained in this Article. A change in benefits will only take place if both parties are in agreement.
  4. The District shall pay eighty (80%) of the total cost of the medical premiums (which includes non-medical benefits) as described above, eighty (80%) of the non-medical premiums as described above, and eighty (80%) of the annual deductible funding to the employee's "Health Equity" (HEQ) Health Savings Account (HSA) for each medical benefit plan coverage year for employees enrolling in an ABC medical plan.
  5. Employees who enroll in a MESSA ABC Plan shall have eighty (80%) percent of the IRS deductible minimums for HSA eligible health plans deposited into their HEQ HSA account no later than January tenth (10<sup>th</sup>) annually by the employer.

The IRS deductible minimums for HSA eligible ABC 1 health plans are currently one thousand three hundred fifty (\$1,350) dollars for self only and two thousand seven hundred (\$2,700) dollars for two person and full family. As of January 1, 2020, the IRS deductible minimums for HSA eligible ABC 1 health plans are one thousand four hundred (\$1,400) dollars for self only and two thousand eight hundred (\$2,800) dollars for two person and full family.

The parties understand that in the event the minimum deductible necessary for a medical plan to comply with the HSA eligibility is increased beyond the current deductible, the deductible will automatically adjust to meet the federal minimum requirement.

6. Each employee enrolled in a MESSA PAK A, C, or D Plan that includes both medical and non-medical benefits shall pay twenty (20%) percent of the premium and twenty

(20%) percent of the annual deductible funding to their HEQ HSA for their elected medical benefit plan coverage year. The employee is also responsible for one-hundred (100%) percent of the annual deductible unfunded by the District (currently fifty (\$50) dollars for self only and one-hundred (\$100) dollars for two party and full family plans).

7. The employee's premium contribution will be payroll deducted, in equal bi-weekly amounts from the employee's first paycheck through a qualified Section 125 Plan and, as such, will not be subject to withholding. The employer's "qualified Section 125 Plan" shall include any and all of the provisions necessary for pre-tax contributions to employee's HSA accounts administered through HEQ.
8. Employees may contribute, through payroll deduction and electronic transfer, additional money towards their HEQ HSA up to the maximum amounts allowed by Federal Law.
9. The Board's annual premium for employees electing Medical and Non-Medical Insurance shall be in compliance with one of the two insurance payment calculations identified in current legislation (PA 54 and PA 152). Employees will pay their portion of the premium co-pays divided equally over 21 or 26 bi-weekly pays. The Board may adjust employee's payroll deductions as necessary in order to be compliant with PA152. The employee's contributions shall be communicated in a timely manner with supporting documentation to the employee and/or the Association upon request.
10. In the event that the District moves from an 80/20 to hard cap premium co-pay, on January 1, 2020, the 2020 hard cap implementation shall be aligned with the January 1 through December 31 medical plan year. This, and each subsequent hard cap implementation, shall occur on January 1 per MCL 15.563 and specified in the Michigan Department of Treasury annual memorandum and as determined by law.
11. In the event that the District moves from an 80/20 to hard cap premium co-pay, employees who enroll in a Medical Insurance Plan shall have the IRS deductible minimums for HSA eligible ABC 1 health plans (currently one thousand three hundred fifty (\$1,350) dollars for self only and two thousand seven hundred (\$2,700) dollars for two person and full family) deposited into their HEQ HSA account no later than January tenth (10<sup>th</sup>) annually by the employer.

Employees who enroll in a Medical Insurance Plan shall have the deductible amounts for ABC 2 health plan (currently two thousand (\$2,000) dollars for self only and four thousand (\$4,000) dollars for two person and full family) deposited into their HEQ HSA account at the ABC 1 minimum (currently one thousand three hundred fifty (\$1,350) dollars for self and two thousand seven hundred (2,700) dollars for two person and full family) no later than January tenth (10<sup>th</sup>) annually by the employer. The remainder of the deductible amounts for ABC 2 health plan will be deposited into current employees HEQ HSA account no later than September tenth (10<sup>th</sup>) annually by the employer.

The parties understand that in the event the minimum deductible necessary for a medical plan to comply with the HSA eligibility is increased beyond the current deductible, the deductible will automatically adjust to meet the federal minimum requirement.

12. In the event that the District moves from an 80/20 to hard cap premium co-pay, the member's portion will be determined by subtracting the annual hard cap from the medical portion of PAK A, C, or D plus the IRS deductible minimum. The remaining amount will be the member's co-pay. For example, if the PAK A, C, or D premium for a single subscriber is \$588.59 per month then the annual medical premium would be \$7,063.08. If the annual IRS deductible amount is \$1,350. Added together, the annual medical portion for MESSA PAK A is \$8,413.08. If the annual hard cap amount is \$6,685.17, then the medical premium portion for the District is \$6,685.17 and the employee's is \$1,727.91.
13. In the event that the District moves from an 80/20 to hard cap premium co-pay, the District will pay for one hundred (100%) percent of the non-medical cost of PAK A, B, C, and D Plans.
14. For employees electing out of medical insurance coverage (PAK A, C, or D), the District shall provide without cost to the employee PAK B non-medical insurance coverage as listed above. An additional amount will be paid by the Board as a cash option according to the schedule below and in accordance with the plan adopted by the Board pursuant to section 125 of the Internal Revenue Code.

<u># Of Staff</u>	<u>Cash-in-Lieu Amounts</u>
1-6	\$2000
7 +	\$3500

Employees may use the cash option to purchase annuities. Annuity plans available are:

- American United Life
- Capital Guardian Trust Co.
- Design Underwriting
- Equitable
- Farm Bureau Ins.
- Jackson national Life
- Janus Service Group
- Legends Group
- Penn Mutual
- Paradigm Equities
- USAA Insurance
- Valic
- Vanguard

**D. WORKERS COMPENSATION**

If a teacher is receiving workers compensation benefits due to an on-the-job injury, the Board shall pay the difference between the teacher's regular salary and the workers compensation benefits for the period ending the date that the teacher becomes eligible to receive long term disability benefits or the date which falls thirty (30) days after the teacher's accumulated sick leave is exhausted, whichever occurs sooner. The Board, teacher and Association shall take an active part regarding settlement of any workers compensation claim.

**E. PROFESSIONAL ASSOCIATION DAYS**

Professional Association days will be granted with full pay and shall not count as personal leave, at the discretion of the Superintendent.

**F. PROFESSIONAL DAYS**

Mileage may be paid for professional days, if a school car is not used, at the discretion of the Superintendent.

**G. PAYROLL ADJUSTMENTS AND HOURLY WAGES**

Payroll adjustments and hourly wages will be based on one hundred ninety-one (191) days for the term of this Agreement according to the following calculation: One Hundred Eighty (180) school days plus the paid holidays, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, and five (5) in-service days. Contracts will be issued based on the number of days listed above or as determined by law.

**H. PAID TIME OFF (PTO)**

Each employee shall be credited with fifteen (15) paid time off days at the start of each school year. All twelve (12) month employees shall be credited with seventeen (17) days at the start of each school year. These days may accumulate to one hundred (100) paid time off days.

Teacher's contracts may be based on twenty-one (21) or twenty-six (26) bi-weekly payments (twenty-two (22) or twenty-seven (27) bi-weekly payments are required in some years to ensure accurate bi-weekly payments continue) at the option of the teacher. All twelve (12) month employees must be paid on the twenty-six (26) (or twenty-seven (27) in some years) bi-weekly payment system.

**I. UNUSED PAID TIME OFF DAYS REIMBURSEMENT**

For any unused paid time off days over the one hundred (100) accumulated days, teachers or their beneficiary will be reimbursed thirty-five dollars (\$35) per day at the end of each

school year. The number of accumulated paid time off days shall be stated on the first paycheck stub of each year.

**J. PAID TIME OFF DAYS REIMBURSEMENT AT RETIREMENT**

The Board shall reimburse the teacher or his/her beneficiary at retirement for each unused paid time off days up to a maximum of one hundred (100) days. To receive retirement pay all of the following criteria must be met:

1. The teacher must meet the retirement guidelines of Michigan Public School Employee Retirement System (MPERS). The money from the sick day reimbursement may be used to satisfy MPERS guidelines.
2. The teacher must have a minimum of ten (10) years of service at Whittemore-Prescott Area Schools.
3. The request for payment must be made to the Board according to the following schedule:

<u>Notification Date</u>	<u>Amount per Day</u>	<u>Maximum Amount</u>
By April 1	\$110.00	\$11,000.00
By May 1	\$105.00	\$10,500.00
By Last teacher workday up to the 1 <sup>st</sup> day of the following school year.	\$100.00	\$10,000.00

The teacher will have the option of a lump sum payment by June 30<sup>th</sup> of the current year, or after January 1<sup>st</sup> and before January 31<sup>st</sup> following the separation. If used to purchase years of service, the amount must be paid by the last teacher workday of the current year.

All teachers meeting all of the criteria above will receive this payment.

**K. JURY DUTY**

No paid time off days will be charged against a teacher who must serve jury duty or is subpoenaed to appear in court. The teacher shall receive his full salary less the per diem pay. A teacher shall not be entitled to compensation for being subpoenaed to appear in court if:

1. The subpoena involves a criminal proceeding in which the teacher is a party.
2. A member of his/her immediate family subpoenaed the teacher.

No paid time off days will be charged against a teacher when school is not in session.

**L. EXPERIENCE CREDITS**

The Board shall have discretion to grant experience credit on the salary schedule when hiring new teachers. There shall be no limit upon the amount of salary schedule experience credit, which may be given for experience in an accredited school for teachers who did not forfeit tenure in the previous school. No more than five (5) years of salary schedule experience credit will be given to teachers for experience in a non-accredited school or teachers who forfeited tenure in the previous school.

**M. PRO-RATED TIME**

Teachers working for more than the regular school year will be paid in accordance with the pro-rated salary schedule and time worked. These would include: the teachers of home economics, counselor and librarian. In order to qualify for this extra salary, these teachers must be in regular teaching situations and not in jobs that can be done by non-professional employees.

**N. QUALIFICATIONAL REQUIREMENTS**

No new teacher will be employed by the Board for a regular K-12 teaching assignment who does not possess a bachelor's degree from an accredited college or university, a provisional, a permanent, or a continuing certificate, and a prescribed student teaching experience under the direction of a certified teacher or teachers in a K-12 district. Except in the area of special vocational programs, every effort will be made to hire a teacher with a bachelor's degree. If there are two qualified candidates, preference will be given to the person with a bachelor's degree. This section shall not be construed as limiting the Board's right to hire non-certified teachers in accordance with Section 1233 of the Revised School Code.

**O. EXTRA-CURRICULAR ITEMS**

Extra-curricular items may be included in the contract, but are not actually paid to the teacher until the activity has been terminated or at the end of the school year, provided the activity has been satisfactorily carried out. If the activity is not completed satisfactorily, the teacher shall be notified within five (5) work days of completion of the items that need attention. Otherwise the activity shall be considered successfully completed. This is to be determined by the superintendent, principal, and, in the case of a person in athletics, the athletic director. These persons would also have the responsibility of counseling a teacher if said teacher is not working up to standard in the assigned capacity.

If extra-curricular activities are taken care of during the regular school day, no extra pay will be given. Compensation for curriculum and school improvement work beyond the school day as approved and verified by building administrator will be at the rate of twenty-five dollars (\$25) per hour (see page 21-24).

**P. PERSONAL CAR USE**

Teachers, who use their personal car for school business, or to drive between buildings as part of their assignment, shall be entitled to compensation. The Board will reimburse at the current IRS rate for mileage. This reimbursement must be approved in advance by the Superintendent and used only when a school vehicle is not available.

**Q. TIME OF DISBURSEMENT**

Disbursement of extra pay (i.e. Schedule B, Summer School, etc.) shall be paid in a separate check within three (3) weeks from receipt of required documentation with the Central Office Payroll Administrative Assistant.

**R. DEPARTMENT CHAIRS**

(Department Chair choices should encourage rotation throughout the staff, but is not mandatory.)

1. The responsibilities for Secondary Department Chairs, Middle School and High School-each building shall have a Department Chair for each department (7-12). (The chair must be a Tenured Teacher. With not less than six (6) departments (ie.: Mathematics, Social Studies, English Language Arts, Science, Special Education, and Fine Arts)):
  - a. Responsible for preparing requisition list for texts, materials, and supplies for their individual Department.
  - b. Keep a running record of material available for each department. Have that inventory available for Administration.
  - c. Coordinate Department meetings with Administration concerning programs and practices within their Department and School Administration.
  - d. Act as liaison between Administration and members of their Department.
  - e. Aid new members of the staff who may not be acquainted with the programs and practices within their Department and School Administration.
2. Responsibilities for Elementary Grade Level (K-6) and Special Education Department Chair (One (1) per Grade Level and Special Education. Must be a Tenured Teacher):
  - a. Responsible for preparing requisition lists for texts, materials, and supplies for their individual Departments.

- b. Keep a running record of material available for each Department. Have that inventory available for Administration.
  - c. Coordinate Grade Level and Special Education meetings with Administration concerning programs and practices within their Grade Level, Special Education, and School Administration.
  - d. Act as liaison between Administration and their Department.
  - e. Aid new members of the staff who may not be acquainted with the programs and practices within their Department and School Administration.
3. Selection of the Department Chair in the Middle School and the High School shall be as follows:
- a. Each Teacher shall be assigned to one or more Departments.
  - b. Teachers within each Department shall recommend two (2) candidates for Department Chair, who will be appointed by the Superintendent and Building Administrator.
  - c. This annual position is reassigned each school year.
  - d. A committee of two (2) Teachers and the High School and Middle School Principals shall work to establish each Department and assign respective Teachers to these Departments. There shall be not less than six (6) Departments.
4. Selection of the Elementary Grade Level and Special Education Department Chair:
- a. Each Teacher shall be assigned to a K-6 Grade Level or Special Education assignment.
  - b. Teachers within each Department shall recommend two (2) candidates for Building Chair, who will be appointed by the Superintendent and Building Administrator.
  - c. This annual position is reassigned each school year.
5. Department Chairs shall be full time, certified, tenured employees.
6. Pay for Department Chair/Grade Level Chair/Special Education Chair:
- |             |       |
|-------------|-------|
| Grades 7-12 | \$300 |
| Grades K-6  | \$300 |



Said payments can be paid only at the end of the year after all duties are successfully completed. Successful completion to be determined by an overall evaluation (oral and/or written) by the Superintendent and Building Administrator.

- S. The following statements are not subject to the grievance procedure: In compliance with Section 164h(1)(d) of PA 108 of 2017 and section 1250 of the Michigan Revised School Code, the Board will implement a policy that will include job performance and job accomplishments as a significant factor in determining compensation and communicate such policy to the Association by October 1 of each year. This policy will not alter the terms of this agreement.

T. **SALARY SCHEDULE AND LONGEVITY**

Salary Schedule for 2019 – 2022

Teachers will receive steps each year for the 2019-2020, 2020-2021, and 2021-2022 school years.

See the attached Letter of Agreement for steps and salary.

The 8 teachers that current step is not aligned with their actual step will be made whole over the 3 years of this contract.

During the 2019-2020 school year, Tiffany Bischoff will be on step 7, Mindy Davis will be on step 6, Matt Jakubik will be on step 9, David Lucas will be on step 6, Shannon Mason will be on step 6, Kandace Steinley will be on step 6, Heidi Vanauken will be on step 6, and Amy Walsh will be on step 9. During the 2019-2020 school year, David Lucas, Shannon Mason, Kandace Steinley, and Heidi Vanauken will be made whole on the salary scale. They will continue to add one step per year from this point forward.

All longevity payments will become part of the teacher's base salary and are based upon the following schedule:

Step 15 (Eligible after 14 years with the District) = Step 11 + \$1,500.00  
Step 20 (Eligible after 19 years with the District) = Step 11 + \$2,000.00  
Step 25 (Eligible after 24 years with the District) = Step 11 + \$3,000.00

<b>2019-20 SALARY SCHEDULE</b>					
			<i>B.S.+30 OR</i>	<i>B.S.+50 OR</i>	<i>B.S.+60 OR</i>
<i>STEP</i>	<i>B.S.</i>	<i>B.S.+20</i>	<i>M.A.</i>	<i>M.A.+20</i>	<i>M.A.+30</i>
1	\$ 34,692	\$ 35,885	\$ 37,089	\$ 38,309	\$ 39,509
2	\$ 36,608	\$ 37,869	\$ 39,137	\$ 40,418	\$ 41,695
3	\$ 38,625	\$ 39,953	\$ 41,296	\$ 42,648	\$ 43,993
4	\$ 40,757	\$ 42,152	\$ 43,574	\$ 45,000	\$ 46,414
5	\$ 42,998	\$ 44,479	\$ 45,972	\$ 47,477	\$ 48,673
6	\$ 45,368	\$ 46,930	\$ 48,505	\$ 50,095	\$ 51,673
7	\$ 47,867	\$ 49,508	\$ 51,177	\$ 53,174	\$ 54,517
8	\$ 50,500	\$ 52,238	\$ 53,992	\$ 55,762	\$ 57,516
9	\$ 52,359	\$ 54,121	\$ 55,903	\$ 57,700	\$ 59,480
10	\$ 54,988	\$ 56,807	\$ 58,640	\$ 60,493	\$ 62,325
11	\$ 55,538	\$ 57,375	\$ 59,226	\$ 61,098	\$ 62,948

During the 2020-2021 school year, Tiffany Bischoff will be on step 10, Mindy Davis will be on step 9, Matt Jakubik will be on step 11, and Amy Walsh will be on step 11. During the 2020-2021 school year, Matt Jakubik and Amy Walsh will be made whole on the salary scale. They will continue to add one step per year from this point forward.

All longevity payments will become part of the teacher’s base salary and are based upon the following schedule:

- Step 15 (Eligible after 14 years with the District) = Step 11 + \$1,500.00
- Step 20 (Eligible after 19 years with the District) = Step 11 + \$2,000.00
- Step 25 (Eligible after 24 years with the District) = Step 11 + \$3,000.00

<b>2020-21 SALARY SCHEDULE</b>					
			<i>B.S.+30 OR</i>	<i>B.S.+50 OR</i>	<i>B.S.+60 OR</i>
<i>STEP</i>	<i>B.S.</i>	<i>B.S.+20</i>	<i>M.A.</i>	<i>M.A.+20</i>	<i>M.A.+30</i>
1	\$ 33,782	\$ 34,941	\$ 36,120	\$ 37,513	\$ 38,480
2	\$ 35,649	\$ 36,875	\$ 38,113	\$ 39,366	\$ 40,599
3	\$ 37,618	\$ 38,914	\$ 40,217	\$ 41,534	\$ 42,846
4	\$ 39,691	\$ 41,056	\$ 42,436	\$ 43,825	\$ 45,207
5	\$ 41,882	\$ 43,315	\$ 44,777	\$ 46,242	\$ 47,695
6	\$ 44,185	\$ 45,707	\$ 47,241	\$ 48,787	\$ 50,016
7	\$ 46,620	\$ 48,225	\$ 49,844	\$ 51,478	\$ 53,099
8	\$ 49,188	\$ 50,874	\$ 52,589	\$ 54,642	\$ 56,022
9	\$ 51,894	\$ 53,680	\$ 55,482	\$ 57,301	\$ 59,103
10	\$ 53,804	\$ 55,615	\$ 57,446	\$ 59,293	\$ 61,122
11	\$ 56,506	\$ 58,375	\$ 60,258	\$ 62,163	\$ 64,045

During the 2021-2022 school year, Tiffany Bischoff will be on step 11 and Mindy Davis will be on step 11. During the 2021-2022 school year, Tiffany Bischoff and Mindy Davis will be made whole on the salary scale. They will continue to add one step per year from this point forward.

All longevity payments will become part of the teacher’s base salary and are based upon the following schedule:

- Step 15 (Eligible after 14 years with the District) = Step 11 + \$1,500.00
- Step 20 (Eligible after 19 years with the District) = Step 11 + \$2,000.00
- Step 25 (Eligible after 24 years with the District) = Step 11 + \$3,000.00

**2021-22 SALARY SCHEDULE**

			<i>B.S.+30 OR</i>	<i>B.S.+50 OR</i>	<i>B.S.+60 OR</i>
<i>STEP</i>	<i>B.S.</i>	<i>B.S.+20</i>	<i>M.A.</i>	<i>M.A.+20</i>	<i>M.A.+30</i>
1	\$ 34,120	\$ 35,291	\$ 36,481	\$ 37,888	\$ 38,864
2	\$ 36,006	\$ 37,244	\$ 38,494	\$ 39,760	\$ 41,005
3	\$ 37,995	\$ 39,303	\$ 40,619	\$ 41,949	\$ 43,274
4	\$ 40,088	\$ 41,466	\$ 42,860	\$ 44,263	\$ 45,659
5	\$ 42,301	\$ 43,749	\$ 45,224	\$ 46,704	\$ 48,172
6	\$ 44,627	\$ 46,164	\$ 47,713	\$ 49,275	\$ 50,517
7	\$ 47,086	\$ 48,708	\$ 50,342	\$ 51,992	\$ 53,630
8	\$ 49,680	\$ 51,383	\$ 53,115	\$ 55,188	\$ 56,582
9	\$ 52,413	\$ 54,217	\$ 56,037	\$ 57,874	\$ 59,694
10	\$ 54,342	\$ 56,171	\$ 58,020	\$ 59,885	\$ 61,733
11	\$ 57,071	\$ 58,959	\$ 60,861	\$ 62,784	\$ 64,686

## EXTRA-CURRICULAR SALARIES

### ATHLETICS

Base Salary:	\$5,015
Longevity:	An additional 2.5% After 5 years an additional 5.0% After 10 years an additional 2.5% After 15 years an additional 10.0%

<u>ACTIVITY</u>	<u>BASE%</u>
Varsity Football	95.0%
Varsity Assistant Football	70.0%
J.V. Football	65.0%
J.H. Football	35.0%
Varsity Girls' Basketball	95.0%
J.V. Girls' Basketball	70.0%
J.H. Girls' Basketball	35.0%
Varsity Volleyball	85.0%
J.V. Volleyball	65.0%
Freshman Volleyball	40.0%
J.H. Volleyball 7 <sup>th</sup> Grade	25.0%
J.H. Volleyball 8 <sup>th</sup> Grade	25.0%
Varsity Wrestling	85.0%
Assistant Wrestling	60.0%
Varsity Boys' Basketball	95.0%
J.V. Boys' Basketball	70.0%
Freshman Boys' Basketball	45.0%
J.H. Boys' Basketball	35.0%
Varsity Baseball	75.0%
J.V. Baseball	60.0%
Varsity Softball	75.0%
J.V. Softball	60.0%
Varsity Track	70.0%
Tennis	70.0%
Varsity Soccer	70.0%
Junior High Track (Both)	25.0%
Fall Cheerleading	35.0%
Winter Cheerleading	40.0%
J.H. Winter Cheerleading	30.0%
Bowling	40.0%
Bowling Assistant	20.0%

**EXTRA-CURRICULAR SALARIES**

**NON-ATHLETICS**

Base Salary:	\$5,015
Curriculum/School Improvement:	\$25.00 per hour
Longevity:	An additional 2.5%
	After 5 years an additional 5.0%
	After 10 years an additional 2.5%
	After 15 years and additional 10.0%

<b><u>ACTIVITY</u></b>	<b><u>BASE%</u></b>
Yearbook	65.0%
H.S. Student Council	35.0%
J. H. Student Council	20.0%
Senior Band	60.0%
Junior Band	30.0% or (15%)
Pep Band	25.0%
FFA	65%
FCCLA	40.0%
Senior Advisor	60.0%
Junior Advisor	60.0%
Junior/Senior Co-Advisor	60.0%
Sophomore Advisor	30.0%
Freshman Advisor	30.0%
6 <sup>th</sup> Grade Advisor	10.0%
7 <sup>th</sup> Grade Advisor	25.0%
8 <sup>th</sup> Grade Advisor	25.0%
National Honor Society	35.0%
Knowledge Bowl	35.0%
Science Olympiad	40.0%
S.A.D.D.	25.0%
Varsity Club	35.0%
French Club	25.0%
Drama Club	60.0%
Junior High Drama Club	30.0%
Building Test Coordinator	15.0% each
HS/MS (3); Elem. (2)	
Robotics	40.0%
Robotics Assistant	20.0%

Coaches/sponsors of athletic or non-athletic extra-curricular activity that extend beyond the regular schedule through Board approved competition will receive additional compensation as listed:

	<u>Head Coach</u>	<u>Varsity Assistant</u>	<u>*Head Coach</u>	<u>*Assistant Coach</u>
District Team Championship	\$250	\$200	NA	NA
Regional Team Championship	\$300	\$250	\$300	\$250
State Team Championship or Runner Up	\$400	\$300	\$400	\$300

\*Competitions where districts are not held.

1. Teachers/Coaches may be paid on a pro-rated basis before their extra-curricular activity is completed if unforeseen circumstances\* make it impossible for him/her to complete their assignment. (*\*Illness, death, accident, termination of employment.*)
2. Teachers in a yearlong activity (i.e., Yearbook) may have the option of half payment at the end of their first semester and half payment at the end of the second semester.
3. All employees with extra-curricular duties shall be paid on the BS Salary Schedule.
4. Other activities not included shall be determined by committee of the WPEA and the Superintendent.
5. These percentages shall include the extra week of football in the fall, and any extra tournament play in the spring sports schedule. It shall also include extra band performances during the summer and getting ready for all football half-time shows.
6. Within ten (10) days after an extra-curricular activity has ended, the Superintendent or his designee must notify, in writing, the coach, advisor and sponsor that he/she will not be recommended to the board at a regularly scheduled meeting for that position for the next school year. Extra-curricular activity assignments are non-tenured assignments. The Board shall have the discretion to not employ or re-employ a teacher in an extra-curricular assignment. Following the regular Board meeting, the coach, advisor, or sponsor will within ten (10) days notify the Superintendent, or his designee, his or her acceptance or rejection of said activity. Except for those positions directly connected with an assigned class (i.e., band, choir, yearbook, play/drama) any assignment in addition to the normal teaching schedule during the regular school year (i.e., driver education, coaching positions) shall not be obligatory, but shall be with consent of the teacher.

Senior Band extra-curricular shall also include the performance of the choir during concert programs. If Junior Band performance occurs on the same evening as the Senior Band, then the Junior Band reimbursement shall be reduced to fifteen percent (15%) of base. The elementary music teacher will be responsible for an after school elementary performance for each grade level. A job description will provide additional clarification.

7. There will be a minimum job description available for all extra-curricular activities, which if not completed; their pay will be pro-rated accordingly.

## **ARTICLE IV—TEACHING HOURS**

### **A. TEACHING HOURS**

The teacher's normal teaching hours in the Whittemore-Prescott Area Schools shall be as follows:

1. Teachers will check into their classroom fifteen (15) minutes prior to the beginning of the school day.
2. Teachers will remain at the school at least fifteen (15) minutes after school is dismissed.
3. Unless the building principal grants permission, teacher shall leave no earlier than the above time.

### **B. ELEMENTARY PREPARATION TIME**

Elementary preparation time shall be within ten (10) minutes per week of secondary teacher preparation time exclusive of the time before arrival and the time after departure of the students for the school day as scheduled by the building principal unless there are no non-certified personnel to supervise the building.

In the event that all or any portion of said preparation time is used while students are on recess and there are no non-certified personnel to supervise the recess(es), faculty members may only then be asked to supervise the playground area and they shall be paid on the BS, Step 1 scale, prorated (one hundred ninety-one (191) days/six (6) hours per day). When volunteers are not numerous enough, members of the staff at that building shall be assigned on a rotating basis. Lunch recess shall be duty free. In the event that a teacher's preparation time falls below the designated preparation time in any given week, the teacher will be paid for the lost time at the rate stated above.

### **C. MIDDLE & HIGH SCHOOL PREPARATION TIME**

Middle School and High School teachers shall be entitled to one (1) preparation period per day with said preparation time being no longer than fifty-five (55) minutes per day. However, in the event substitute teachers are not available to substitute for other faculty



who are absent, teachers on preparation period may be asked to substitute. They shall be paid on the BS, Step 1, prorated (one hundred ninety-one (191) days/six (6) hours per day).

**D. BUILDING MEETINGS**

Teachers may be required to attend building meetings whenever requested by the building principal but not to exceed two (2) per month one (1) hour in length. It shall be the Administration's responsibility that all teachers are notified (except in cases of emergency) at least three (3) days in advance of any meeting. Teachers are required to attend building meetings except those absent from school that day or those excused by the Administration.

**ARTICLE V—TEACHING LOADS, TRANSFERS AND ASSIGNMENTS**

**A. DEFINITIONS**

A transfer shall be defined as a change from one (1) building to another. A reassignment shall be defined as a change in the teacher's grade assignment in the elementary school grades and a change in the teacher's subject assignment in the secondary and middle grades.

**B. DISTRIBUTION OF WORK**

The Board shall hold the Administration responsible for the equitable distribution of work among members of the staff.

**C. CLASS PERIODS**

Whenever possible, teachers shall teach no more than six (6) periods where a secondary day consists of seven (7) periods, or no more than five (5) periods where a secondary day consists of six (6) periods. In the event that the District adopts the "block scheduling" concept, the Association agrees that each teacher will receive the equivalent of five (5) periods of release time (no scheduled class) per week as was scheduled during the 1997-98 school year. No teacher in the secondary schools shall have more than four (4) preparations per marking period unless requested by the teacher.

**D. SUBSTITUTES**

The Superintendent of Schools shall maintain an active list of persons qualified to act as substitute teachers.

**E. ASSIGNMENT WITHIN SCOPE OF TEACHING CERTIFICATE**

The parties recognize that it is desirable to have teachers working within their area of competence and will strive to achieve that objective.

**F. NOTIFICATION OF TRANSFER**

The Superintendent of Schools shall be responsible for the transfer of all faculty personnel. Whenever a teacher is transferred to a different school building, he/she may request a consultation with the Superintendent of Schools.

Teachers who will be affected by a transfer or change in grade assignment in the elementary school grades and by changes in subject assignment in the secondary and middle school grades will be given written notice and consulted with by their building principals as soon as possible.

**G. ASSIGNMENTS**

All teachers shall be given written notice of their class assignments for the forthcoming year by the last day of school whenever practical. In the event that changes in such assignments occur, teachers affected shall be notified and consulted with as soon as possible.

**H. CLASS SIZE**

1. Because the pupil-teacher ratios are an important aspect of an effective educational program, the parties agree that class size should be lowered whenever or wherever possible with the following maximums recommended.

- a. Young 5's & Kindergarten            23 Students
- b. Grades 1-2                                25 Students
- c. Grades 3-4                                26 Students
- d. Grades 5-6                                28 Students
- e. Grades 7-12                               150 Students per day\*

*\*Music and Physical Education classes excluded. An additional twenty (20) students will be added to the one hundred fifty (150) students per day if the day consists of seven (7) periods and the day includes a non-prep homeroom.*

2. For teachers in Young 5's through 6<sup>th</sup> grade, a payment of three dollars (\$3.00) per student per day shall be incurred whenever teachers have more than the number of students specified above, up to an including three (3) students. A payment of two additional dollars (\$2.00) per student per day will be paid on the fourth (4<sup>th</sup>) and above students.

*Example:*

- 1-3 students overload                        \$3.00 per day*
- 4 student overload                            \$5.00 per day\*\**

*\*\*Calculation: 1-3 students = \$3.00 per day  
4 students = \$2.00 additional per student per day*

3. Teachers in grades 7-12 shall be paid at a rate of three dollars (\$3.00) per student for each day the limits are exceeded.

4. No overload pay will be paid to a teacher with a full-time aide for the class(es) in which there is an overload.
5. For the class(es) in which there is an overload, one-half (1/2) overload pay will be paid to teachers with a half-time aide. In the case of a Title I aide, the “no overload pay” portion of this Section does not apply.
6. Given that “Inclusion” is an educational philosophy and practice in Michigan’s public schools, data concerning time restraints, pupil-teacher ratios, and time on task is inconclusive.

**I. TEAM-TEACHING**

When working in a team-teaching situation, the special education teacher and the regular education teacher will formulate the team’s guidelines and responsibilities. The written guidelines and responsibilities must be submitted to the Building Administrator and the Special Education Director for approval prior to implementation.

**ARTICLE VI—TEACHING CONDITIONS**

**A. PHILOSOPHY**

The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both the Teacher and the Board. It is acknowledged that the primary duty and responsibility of the teacher is to teach.

1. We believe provisions should be made for the under achiever, the poorly motivated, or the hyperactive child, in classes having a lower pupil-teacher ratio, which would help these children take full advantage of the educational opportunities provided in the community.
2. We continue to encourage experimentation with class size where careful consideration is given to the age, intellectual maturity, and motivation of the students.

**B. BUS DRIVING**

Under no conditions shall a teacher be required to drive a school bus as part of his regular assignment.

**C. REST ROOMS**

The Board shall make available rest rooms and lounge facilities in each building.

**D. PARKING**

Adequate parking facilities shall be provided for teacher use.

**E. OFF DUTY ACTIVITY**

Teachers shall be entitled to full rights of citizenship. The private and personal life of any teacher is not usually within the appropriate concern or attention of the Board.

**F. EXTRA-CURRICULAR ACTIVITIES**

Both parties recognize that teacher participation in extra-curricular school connected activities is important and will encourage such participation.

**G. TELEPHONE**

The Board shall make a phone available to the teachers for their professional use.

**H. DRESS CODE**

Appearance affects how students and parents perceive us. All employees will dress as professionals in clothing that is appropriate to the school setting. Clothing that may be considered inappropriate could include, but is not limited to, short skirts, low tops, spandex, offensive or abusive content. Casual clothing, including shorts, may be allowed in certain circumstances such as field trips, messy projects, and field days. Blue jeans will be allowed on Fridays, paired with tops containing school colors, higher education and other supporting education.

**ARTICLE VII—VACANCIES AND PROMOTIONS**

**A. POSTING**

If vacancies, including summer school, in the district shall occur, for positions not regulated by the teacher tenure act, the Board shall post notice of that vacancy and give written notice to the Association.

**B. CRITERIA**

Any teacher may apply for such vacancy. In filling such vacancy, the Board agrees to consider professional background and qualifications of all applicants. The Board recognizes and supports the idea of promotion from within its own teaching staff when consistent with the best interests of the school system. The Board shall classify any position as being Administrative or Teaching. The Board's decision regarding the filling of Administrative vacancies shall be final and not subject to the grievance procedure.

## **ARTICLE VIII—SENIORITY**

### **A. SENIORITY DEFINED**

“Seniority” shall be defined as the length of continuous service with the School District since the last date of hire. Periods of time spent on leaves of absence shall not constitute a break in continuous service and seniority shall accrue during such periods. For purposes of this article only, service at less than the full teacher load shall count as if the service was at the full teaching load. Seniority will be in order of Board hire.

### **B. SENIORITY LIST**

A Whittemore-Prescott Education Association bargaining unit seniority, based on the length of continuous service within this District shall be established. The seniority list shall also contain information regarding the employees’ certification. The Association shall have thirty (30) days from receipt of the list to object. Any objection must be in writing. Failure to object shall be construed as an agreement that the list is accurate.

### **C. CERTIFICATION**

It is the teacher’s duty to make sure the Board’s records are correct and to notify the Board in writing of any inaccuracies or changes.

## **ARTICLE IX—LEAVE OF ABSENCE**

### **A. MEDICAL LEAVE**

Medical leave (without pay) shall be granted to teachers who have been employed in the local school system two (2) years or more, if recommended by a doctor (in writing). Such leave shall not exceed one (1) year plus the balance of the unfinished year. If the teacher has completed one (1) semester, or more of the year, one (1) increment will be granted.

### **B. MILITARY LEAVE**

Any regular employee who may enlist during a national emergency or prior to being drafted, or be conscripted into the defense forces of the United States for service or training, shall be granted a military leave. He/She shall be reinstated to his/her position in this school system with full credit including the annual increment(s) under the salary schedule, upon written request supported by complete proof that said applicant is fully qualified to perform the duties of said position. The application for reinstatement shall be made within a reasonable time after discharge or release from military service and not later than ninety (90) days from the date of said release or discharge.

**C. SABBATICAL LEAVE (WITHOUT PAY)**

To encourage professional growth, a teacher who has taught three (3) or more years in the system may be granted a leave of absence not to exceed one (1) year for advanced professional training or academic travel, on the recommendation of the Superintendent of Schools, and with approval of the Board. An increment shall be allowed for the year of advanced professional training or academic travel or advancement of the professional level on the salary schedule.

**D. SPECIAL LEAVES**

The Board may grant on request a special leave of absence when appropriate circumstances warrant.

**E. GENERAL REGULATIONS AFFECTING LEAVE OF ABSENCE**

1. **Leave of Absence-Extension:** A leave of absence may be extended at the discretion of the Board.
2. **Application for Return:** Application for return from leave of absence shall be filed with the Superintendent of Schools by October 1, if the return is to take place with the beginning of the second semester, and June 1 if the return is to take place with the beginning of the first semester.
3. **Qualifications for Return:**
  - a. **Qualifications:** Competent proof must be given to the Board that the teacher applying for return from leave of absence is competent and qualified to perform the duties of a teaching position for which an application is made.
  - b. **Policy and Intent:** It is the intent and it shall be the policy of the Board to return a teacher on leave of absence to the same position, status and pay, unless circumstances make it impossible to return the teacher to a position of like nature. In addition, a teacher will be granted an increment if not at the maximum step.

**F. USE OF PAID TIME OFF**

1. Paid Time Off (PTO) shall be used for any day that a teacher is taking leave from work.
2. When a teacher takes Paid Time Off:
  - a. Every effort should be made to report to school on the following days:

- i. First Teacher Day.
  - ii. Last Teacher Workday.
  - iii. Parent-Teacher Conference Day(s).
  - iv. In-service Day(s).
  - v. The day before or after a vacation. Vacation is defined as those days during which school is not in session according to the negotiated calendar.
- b. After five (5) consecutive paid time off days, the Superintendent may require a doctor's statement of condition to return to work.
  - c. Maternity—Maternity sick leave will commence when the teacher and her attending physician determine she is no longer physically able to perform her duties and shall last after the termination of the pregnancy until such time as in the opinion of her physician she is able to adequately assume her regular teaching duties.
  - d. Adoption—A maximum of thirty-five (35) days. Provided the leave is not qualifying leave under The Family and Medical Leave Act (FMLA).
  - e. When a teacher must be absent from school more than the allowable paid time off days he/she shall have deducted from his/her salary only the amount paid to his/her substitute teacher. The absence must be pre-arranged with the Principal and approved by the Superintendent.
  - f. A teacher desiring to use paid time off day must provide prior notification of twenty-four (24) hours, except in emergencies, which preclude such notification.
  - g. No paid time off days shall be charged against a teacher when school is not in session.
  - h. Teachers are responsible for requesting a substitute teacher through the current system.

**G. VACATION DAYS**

As of the date of this Agreement, vacation day language will sunset. As a result, accumulated vacation days shall be converted to teacher's accumulated paid time off days. In the event that the conversion of days is over one hundred (100) paid time off days, that teacher will be compensated according to Article III, Section K.

**H. BEREAVEMENT**

A bereavement leave for a maximum of three (3) days shall be given without charge against the teacher's allocated paid time off for a death in the immediate family: Spouse, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, children, grandchildren, and grandparents.

A bereavement leave for a maximum of one (1) day shall be given without charge against the teacher's allocated paid time off for a death in the extended family: Uncle and aunt.

Additional bereavement time, if needed, shall be charged against the teacher's paid time off allotment.

**ARTICLE X—PROTECTION OF TEACHERS**

**A. ADMINISTRATIVE SUPPORT**

Since the teacher's authority and effectiveness in the classroom is undermined when students discover there is insufficient Administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.

**B. ASSAULT OF TEACHER**

The Principal shall promptly report any case of assault upon a teacher to the Board or its designated representative. The Board will provide legal counsel for consultation to advise the teacher of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

**C. TIME LOST**

Time lost by a teacher in connection with any incident mentioned in Article X shall not be charged against the teacher.

**D. COMPLAINTS**

The Principal shall promptly call any complaint by a parent of a student directed toward a teacher to the teacher's attention unless law enforcement is involved. The bargaining unit member may submit a written notation or reply regarding any information, including complaints, and the same shall be attached to the file copy of the information in question. When information is to be placed in the bargaining unit member's file, the affected bargaining unit member shall review and sign said information, such signature shall be understood to indicate awareness of the information but may not necessarily mean agreement with the content of the information. If the bargaining unit member chooses not to sign within ten (10) days, the information will still be placed in the file. If the



information to be placed in the member's file is deemed to be inappropriate by the member and Board or designee, the information will be corrected or expunged from the file. All recommendations, written or oral, shall be based solely on the contents of the bargaining unit member's personnel file.

**E. STUDENT PROMOTION/RETENTION**

Promotion or retention of the pupil in a grade or class shall be made by the teacher with the approval of the Principal and Superintendent of Schools. No student's mark may be changed without the consent of the teacher.

Because the Michigan School Law places final authority to classify and control the promotion of pupils in the Superintendent of Schools, the Superintendent may be expected to assist with unusual or contested cases.

**F. SUPPORTIVE WORK ENVIRONMENT**

Whittemore-Prescott Area Schools promotes a supportive work environment. Therefore, all employees should be treated with respect in a fair and just way. Any persistent, unwarranted behavior that intimidates another employee is not acceptable and violates Board policy. The employee has the responsibility of reporting said behavior, *in writing*, to their immediate supervisor. If the concern is with said person, it can be reported to the Superintendent and/or Board.

**ARTICLE XI—NEGOTIATIONS PROCEDURES**

**A. 90 DAY REQUIREMENT**

At least ninety (90) days prior to the expiration of this Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment of members in the bargaining unit employed by the Board.

**B. BARGAINING TEAMS**

In any negotiations described in this article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party. Each party may select its representatives from within or outside the School District. It is recognized that no final Agreement between the parties may be executed without the ratification by a majority of the membership of the Association, but the parties mutually pledge that the representatives selected by each side shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to ultimate ratification.

**C. DISPUTE RESOLUTION PROCEDURES**

If the parties fail to reach an Agreement in any such negotiations, either party may invoke that mediation machinery or the Michigan Employment Relations Commission (MERC) or take any other lawful measure it may deem appropriate.

**D. MONTHLY MEETINGS**

Upon the request of either party, representation of the Board and the Association's bargaining committee, or representatives, will meet on the second Thursday of each school year/month for the purpose of reviewing the Administration of the contract, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. Each party will submit to the other, through the Superintendent who will attend the meeting, on or before Monday prior to the meeting, an agenda covering that which they wish to discuss. The Administration will make every effort to keep the Association informed by using the monthly meetings to discuss anticipated revision of educational, construction, or fiscal problems.

**E. TIME OF MEETINGS**

All meetings between the parties will regularly be scheduled to take place as promptly as possible at times when the teachers involved are free from assigned instructional responsibilities, unless otherwise mutually agreed.

**F. CONTRACT MODIFICATIONS OR ADDITIONS**

Should such a meeting result in a mutually acceptable understanding of the Agreement, then the language of the Amendment shall be subject to ratification by the Board and the Association provided that the Bargaining Committee shall be empowered to effect temporary accommodations to resolve special problems.

**G. INFORMATION**

The Board agrees to furnish the Association such information as is requested for the intelligent development of proposal on behalf of teachers or for the processing of any grievance or complaint. The Association agrees to furnish such information, if requested, in writing to the Board.

**H. BOARD MEETING AGENDA**

The Superintendent will provide the Association with his/her proposed agenda to be considered at each public meeting of the Board of Education, along with whatever reports, agenda, and other information, which is available at the time. Only matters, which by their nature must be kept confidential, shall be withheld. This shall normally be restricted to decisions regarding the acquisition of sites or individual employees or other matters required by law.

**I. PRINTED CONTRACTS**

Printed Master Contracts shall be printed and distributed to every teacher at the beginning of the school year.

**J. PERA**

The parties have negotiated this Agreement in a good faith attempt to comply with PERA. If duly authorized state officials determine that this Agreement is not in conformance with PERA and thus disqualifies the Board from receipt of “best practice” or other funding, the parties agree to commence immediate negotiations with the objective of modifying contract language in such a way that it would enable the Board to receive full state funding.

**ARTICLE XII—PROFESSIONAL GREIVANCE PROCEDURE**

**A. DEFINITIONS**

1. A claim by a teacher or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement or any rule, order, or regulation of the Board may be processed as a grievance hereinafter provided.
2. The “aggrieved person” is the person or persons making the claim.
3. The term “teacher” includes any individual or group who is a member of the bargaining unit covered by this contract.
4. A “Party of interest” is the person or persons who might be required to take action, or against who action might be taken in order to resolve the problem.
5. The term “days” shall mean calendar days.

**B. PURPOSE**

1. The primary purpose of this procedure is to secure, at the lowest level possible, equitable solution to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the right of any teacher with a grievance to discuss the matter informally with any appropriate member of the Administration or proceeding independently as described in Section E of these procedures.

**C. STRUCTURE**

1. There shall be one or more Association Representatives (Building Representatives) for each school building to be selected in a manner determined by the Association.
2. The Association shall establish a Professional Rights and Responsibilities Committee, which shall be broadly representative and which shall serve as the Association Grievance Committee. In the event that any Association Representative or any member of the PR & R Committee is a party of interest to any grievance, he shall disqualify himself and the Association shall name a substitute.
3. The Building Principal shall be the Administrative representative when the particular grievance arises in that building.
4. The Board hereby designates the Superintendent as its representative when the grievance arises in more than one building.

**D. PROCEDURE**

1. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits may be extended by mutual written consent.

If the grievance is filed on or after June 1, the limit shall be reduced in order to effect a solution prior to the end of the school year or as soon thereafter as is practicable.

2. The grievance discussed and the decision rendered at Level one (1) shall both be placed in writing upon request of either party. Decisions rendered at all other levels shall be in writing and shall promptly be transmitted to all parties of interest.
3. No reprisals of any kind shall be taken by or against any party of interest or any participants in the grievance by reason of such participation.
4. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the participants.
5. Information and records shall be made available in accordance with Article II, Part D of this Agreement.
6. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the

terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment.

7. Failure of the aggrieved party to comply with the foregoing procedures cancels the grievance.
8. Steps of Procedure:
  - a. **STEP 1:** Within ten (10) calendar days of the occurrence or the act or condition-giving rise to the dispute, the aggrieved employee and the committee person shall meet with the Supervisor to discuss and attempt to resolve the matter. The employee must identify the discussion as involving a grievance matter and use the "Grievance Forms" attached. The supervisor must give an answer within ten (10) calendar days after such meeting.
  - b. **STEP 2:** If the grievance is not settled in Step 1, the employee or employee's committee person shall within ten (10) calendar days from the receipt of Step 1 answer, meet with the Supervisor to file a grievance in writing on forms furnished by the Association, and present two (2) copies to the Supervisor who shall have ten (10) calendar days in which to reply in writing. In such meeting, specific reasons why the grievance is not resolved will be given. When the grievance is reduced to writing, the grievance will be limited to the scope of the written grievance and the Board's written answer.
  - c. **STEP 3:** If the grievance is not resolved in Step 2, the Grievance Committee shall, within ten (10) calendar days from receipt of the Supervisor's answer then submit a copy of the grievance to the Board's designated representative or Superintendent. A meeting will then be held as soon as possible, but not later than ten (10) calendar days after submission of the grievance at Step 3, between the Board representatives or Superintendent and the Grievance Committee with the employee for the discussion of the grievance. The decision of the Board's designated representative or Superintendent shall be made in writing within ten (10) calendar days after the meeting.
  - d. **STEP 4:** If the grievance is not settled in Step 3, the Association may, at its option, within fifteen (15) calendar days from the receipt of the Board's designated representative or Superintendent's answer, request the mediation services of the Michigan Employment Relations Commission (MERC) in resolving the dispute.
  - e. **STEP 5:** If the grievance is not resolved in Step 4, the Grievance Committee shall within ten (10) calendar days from the date of the MERC medication hearing notify the Board/Superintendent, in writing, of their

desire for a meeting with the Board Personnel Committee. Such meeting, which will include the employee, committee person and the Staff Representative, shall be held within ten (10) working days from the receipt of such notice and the Board Personnel Committee must give its written recommendation to the Board within ten (10) calendar days after the meeting with a copy to the Grievance Committee. Within thirty-one (31) calendar days, or as soon as possible, after receipt of the written recommendation from the Board Personnel Committee, the Board shall render a decision regarding the grievance.

- f. **STEP 6:** If the grievance is not resolved through mediation, the Association may within thirty (30) days submit the grievance to arbitration through the American Arbitration Association or an Arbitrator mutually agreed upon. The proceeding shall be governed by the rules of the AAA. The decision of the Arbitrator shall be binding on both parties. Costs of the Arbitrator shall be borne by the losing party.
  - 1. The Arbitrator shall have no power to amend or modify this Agreement and shall not rule on any claim, which is subject to the jurisdiction of the Teacher Tenure Commission or the District's decision to terminate the services of a teacher.
- g. **Rights to Representation:** Any party of interest may be represented at all meetings and hearings at any level of the grievance procedure by another teacher or another person. However, that teacher may in no event be represented by an officer, agent or other representative of any organization other than the Association. Further, when a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at the adjustment of the grievance.
- h. **Withdrawal of a Grievance:** a grievance may be withdrawn at any level without prejudice or record. However, if, in the judgment of the Association Representative or the PR & R Committee, the grievance affects a group of teachers, the PR & R Committee may process the grievance at the appropriate level.

## WHITTEMORE-PRESCOTT SCHOOL DISTRICT Certified Staff Grievance Form

Grievance #: \_\_\_\_\_ Distribution of Form: 1. Superintendent  
2. Association  
3. Teacher

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>

### STEP ONE

A. Date Cause of Grievance Occurred: \_\_\_\_\_

B. 1. Statement of Grievance:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Relief Sought:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	<u>Signature</u>	<u>Date</u>
--	------------------	-------------

C. Disposition by Principal:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	<u>Signature</u>	<u>Date</u>
--	------------------	-------------

D. Position of Grievant and/or Association:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	<u>Signature</u>	<u>Date</u>
--	------------------	-------------

**STEP TWO**

A. Date Received by Superintendent or Designee: \_\_\_\_\_

B. Disposition of Superintendent or Designee:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Position of Grievant and/or Association:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STEP THREE**

A. Date Received by Board of Education or Designee: \_\_\_\_\_

B. Disposition by Board:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STEP FOUR**

A. Date Submitted to Arbitration: \_\_\_\_\_

B. Disposition and Award of Arbitrator:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **ARTICLE XIII—SCHOOL CALENDAR**

A representative from the Whittemore-Prescott Education Association, the Whittemore-Prescott Board of Education and the Whittemore-Prescott Support Staff Association will work cooperatively to develop a calendar for the following year by May 1 of the preceding year. The calendar will be contained in Appendix B.

Three (3) of five (5) in-service days will qualify for SCECH Credits.

*If the increase in required days is delayed as per the State School Aid, the calendar will be adjusted accordingly.*

**ARTICLE XIV—DURATION/MAINTENANCE OF STANDARDS**

This Agreement shall be effective as of August 19, 2019 and shall continue in effect until June 30, 2022. This agreement is restricted to the Whittemore-Prescott Education Association (K-12 general education teachers) and the Board of Education.

**A. MAINTENANCE OF STANDARDS**

The parties agree that their undertakings in this Agreement are mutual. Any previously established practice, policy, rule, or regulation which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement, except that no employee shall suffer any loss or reduction in benefits nor have less favorable conditions than the highest conditions in effect for such employee at the time this Agreement is executed.

**WHITTEMORE-PRESCOTT  
EDUCATION ASSOCIATION**

By: Kelly Ruckle  
Kelly Ruckle, WP EA President

By: Karie Rossen-Cohée  
Karie Rossen-Cohée, WP EA Negotiator

By: Cynthia Decker  
Cynthia Decker, WP EA Negotiator

By: Tiffany Bischoff  
Tiffany Bischoff, WP EA Negotiator

By: Rhonda Kruch  
Rhonda Kruch, MEA SNAP

**WHITTEMORE-PRESCOTT AREA SCHOOLS  
BOARD OF EDUCATION**

By: Elizabeth Prescott  
Elizabeth Prescott, President

By: Sandy Wilson  
Sandy Wilson, Vice-President

By: Lynn Mervyn  
Lynn Mervyn, Secretary

By: George Reeve  
George Reeve, Treasurer

By: Dean Horn  
Dean Horn, Trustee

By: \_\_\_\_\_  
Mary Phinney, Trustee

By: April Mason  
April Mason, Trustee

By: Joseph J. Perrera  
Joseph J. Perrera, Superintendent

An Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act may reject, modify or terminate this Agreement as provided therein.

An Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act may reject, modify or terminate this Agreement as provided therein.

IN RE MEDIATION BETWEEN:

WHITTEMORE-PRESCOTT AREA  
SCHOOLS BOARD OF EDUCATION

MERC Case No.: 20-A-0125-GM  
20-B-0329-CB

and

WHITTEMORE-PRESCOTT EDUCATION  
ASSOCIATION

WPEA Grievance No: 2019-2020 #1

### LETTER OF AGREEMENT

1. The Parties to this Letter of Agreement (“Agreement”) between, the Whittemore-Prescott Area Schools Board of Education (“Board”) and the Whittemore-Prescott Education Association (“Association”), have in place a collective bargaining agreement known as the MASTER CONTRACT BETWEEN THE WHITTEMORE-PRESCOTT AREA SCHOOLS AND THE WHITTEMORE EDUCATION ASSOCIATION 2019-2022 which has a grievance procedure invoking the grievance mediation procedures of the Michigan Employment Relations Commission (“MERC”);

2. On November 1, 2019, Association Grievance No 2019-2020 #1 was filed concerning a pay dispute under the Master Contract (Attachment A) which proceeded through Step 4 (Mediation) under the contractual grievance procedure.

3. After multiple meetings with the Mediator, the Parties have agreed to the following resolution for Grievance #2019-2020 #1 for the duration of the Master Contract which establishes new salary schedules as detailed below. Once this Agreement is ratified and signed by both Parties, Grievance #2019-2020 #1 will officially be withdrawn with prejudice by the Whittemore-Prescott Education Association/MEA.

As set forth below, the attached 2019-2020 salary schedule contains adjustments for the 2019-2020 school year. The attached salary schedules #4 and #5 in this Agreement will replace the 2020-2021 and 2021-2022 salary schedules in the 2019-2022 Contract. The salary schedules in the existing Agreement identify by name the step placement of certain teachers. The Parties intend to maintain those step placement designations and have incorporated them into the new salary schedules.

#### 4. 2019-2020 Salary/Steps

Salaries and Steps for the 2019-2020 school year will be as outlined for all Teachers on Attachment #1, which includes the following features:

- a. Step 11 Teachers received a 1% increase for the 19-20 school year.

- b. Steps were given for Teachers between Steps 2-10 and step adjustments will be made according to Attachment #1.
- c. The eight (8) Teachers named in the existing contract will receive their salary and steps as outlined in Attachment #1.

#### **5. 2020-2021 Salary/Steps**

Salaries and Steps for the 2020-2021 school year were established by applying a 2.76% increase to the 2018-2019 Salary Schedule, which created a new salary schedule for the 2020-2021 school year (Attachment #4). Salaries and steps for the 2020-2021 school year will be as outlined for all Teachers on Attachment #2, which includes the following features:

- a. Step 11 Teachers will receive a 1.76% increase for the 2020-2021 school year.
- b. Steps 1-10 Teachers will receive a 2.76% increase for the 2020-2021 school year.
- c. New hires from the 2019-2020 will receive a 2.76% increase only as their steps and salary increase is combined.
- d. The four (4) teachers named in the existing contract will receive salaries and steps as outlined in Attachment #2.

#### **6. 2021-2022 Salary/Steps**

Salaries and Steps for the 2021-2022 school year were established by applying a 1% increase to the 2020-2021 Salary Schedule (Attachment #4) which, created a new salary schedule for the 2021-2022 school year (Attachment #5). Salaries and steps for the 2021-2022 school year will be as outlined for all Teachers on Attachment #3 subject to the following.

Guideline: If the State Aid per pupil loss is greater than five hundred (\$500) dollars per pupil for the 2020-2021 school year, the 2021-2022 salary schedule will revert back to the 2020-2021 salary schedule (Attachment #4) with no salary increase for the 2021-2022 school year. Steps will be given as outlined on Attachment #3.

- a. Steps will be given as outlined on Attachment #3 regardless of the impact of the guideline on salary.
- b. The two (2) teachers named in the existing contract will receive salaries and steps as outlined on Attachment #3.
- c. Steps 1-11 Teachers will receive a 1% increase for the 2021-2022 school year (Attachment #5).

WHITEMORE-PRESCOTT  
EDUCATION ASSOCIATION

By: Kelly Ruckle  
Kelly Ruckle, WP EA President

By: Karie Rossen-Cohee  
Karie Rossen-Cohee, WP EA Negotiator

By: Cynthia Decker  
Cynthia Decker, WP EA Negotiator

By: Tiffany Bischoff  
Tiffany Bischoff, WP EA Negotiator

By: Rhonda Kruch  
Rhonda Kruch, MEA SNAP

Dated: 6-29-2020

WHITEMORE-PRESCOTT AREA SCHOOLS  
BOARD OF EDUCATION

By: Elizabeth Prescott 6-29-20  
Elizabeth Prescott, President

By: Mary Phinney 7/3/20  
Mary Phinney, Vice-President

By: Lynn Mervyn 6/29/2020  
Lynn Mervyn, Secretary

By: George Reeve 6/29/2020  
George Reeve, Treasurer

By: Deann Horn 6/29/2020  
Deann Horn, Trustee

By: Sandy Wilson 6/29/2020  
Sandy Wilson, Trustee

By: April Mason 6-29-2020  
April Mason, Trustee

By: Joseph J Perrera 6/29/2020  
Joseph J Perrera, Superintendent

WHITTEMORE-PRESCOTT SCHOOL DISTRICT  
Certified Staff Grievance Form

Grievance #: 2019-2020 #1

Distribution of Form:

1. Superintendent
2. Association
3. Teacher

Building: All

Name of Grievant: Association Grievance

Assignment: NA

Date Filed: November 1, 2019

Articles Violated: Article III. T. by failing to advance all teachers one step on the salary schedule and all others that apply.

STEP ONE

A. Date Cause of Grievance Occurred: October 25, 2019. Continuous and on-going for each pay of the 2019-2020 school year.

B. 1. Statement of Grievance:

In negotiations for the 2019-2022 contract, salary schedules for each year of the contract were created and agreed to. The parties also bargained that teachers would receive step increases for each year of the contract (except for the eight specified teachers whose current step is not aligned with their actual step. The agreement is to advance them more than 1 step/year over the three-year contract in order to "make them whole" for past step freezes).

The District has moved some teachers up a step on the 2019-20 salary schedule but has not given all teachers their step increase, per the Contract.

2. Relief Sought:

All teachers not specified in the "make whole" provisions of the contract will advance one step on the salary schedule for each year of the 2019-2022 contract. Additionally, follow the "make whole" provisions detailed for the eight specified teachers over the course of the 2019-2022 school years. Teachers will be made whole for all lost wages and benefits.

*Kerri Baantchee*  
Signature  
(grievance chair)

11/01/2019  
Date

**Attachment #1: 2019-2020 Salary Breakdown June 11, 2020**

YRS SERV 19-20	LAST NAME	STEP 18-19	STEP 19-20	SCALE	18-19 Salary	19-20 Salary	Longevity	District TOTALS
3	3	3	4	B.S.+30	\$ 39,137	\$ 41,296		\$ 41,296
24	4	11	11	B.S.+60	\$ 64,325	\$ 62,948	\$ 3,000	\$ 65,948
1	5	1	2	B.S.	\$ 32,875	\$ 34,692		\$ 34,692
26	6	11	11	M.A.	\$ 61,640	\$ 59,226	\$ 3,000	\$ 62,226
10	7	5	7	B.S.+60	\$ 46,414	\$ 54,517	\$ -	\$ 54,517
2	8	2	3	M.A.	\$ 37,089	\$ 39,137	\$ -	\$ 39,137
17	9	11	11	B.S.+60	\$ 63,825	\$ 62,948	\$ 1,500	\$ 64,448
0	10	NA	1	BA		\$ 34,692		\$ 34,692
0	11	NA	1	BA		\$ 34,692		\$ 34,692
3	12	3	4	B.S.	\$ 36,608	\$ 38,625		\$ 38,625
1	13	1	2	M.A.	\$ 35,150	\$ 37,089		\$ 37,089
2	14	2	3	B.S.	\$ 34,692	\$ 36,608		\$ 36,608
2	15	2	3	M.A.	\$ 37,089	\$ 39,137		\$ 39,137
9	16	4	6	.M.A.+20	\$ 42,648	\$ 50,095		\$ 50,095
27	17	11	11	M.A.+20	\$ 63,493	\$ 61,098	\$ 3,000	\$ 64,098
20	18	11	11	M.A.	\$ 60,640	\$ 59,226	\$ 2,000	\$ 61,226
20	19	11	11	M.A. + 30	\$ 64,325	\$ 62,948	\$ 2,000	\$ 64,948
6	20	10	11	M.A. +30	\$ 59,480	\$ 62,325		\$ 62,325
12	21	7	9	BS +30	\$ 46,930	\$ 55,903		\$ 55,903
29	22	11	11	M.A.	\$ 61,640	\$ 59,226	\$ 3,000	\$ 62,226
1	23	1	2	B.S.	\$ 32,875	\$ 34,692	\$ -	\$ 34,692
3	24	3	4	M.A.	\$ 39,137	\$ 41,296		\$ 41,296
28	25	11	11	B.S.+20	\$ 59,807	\$ 57,375	\$ 3,000	\$ 60,375
1	26	1	2	B.S.	\$ 32,875	\$ 34,692		\$ 34,692
5	27	4	6	B.S.	\$ 38,625	\$ 45,368		\$ 45,368
0	28	NA	1	MA		\$ 37,089		\$ 37,089
5	29	4	6	B.S.	\$ 38,625	\$ 45,368	\$ -	\$ 45,368
18	30	11	11	B.S. +20	\$ 58,307	\$ 57,375	\$ 1,500	\$ 58,875
28	31	11	11	M.A. +20	\$ 36,191	\$ 34,826	\$ 1,710	\$ 36,536
16	32	11	11	B.S.+60	\$ 63,825	\$ 62,948	\$ 1,500	\$ 64,448
1	33	1	2	B.S.	\$ 32,875	\$ 34,692		\$ 34,692
18.5	34	11	11	B.S.+30	\$ 60,140	\$ 59,226	\$ 1,500	\$ 60,726
28	35	11	11	B.S. +60	\$ 65,325	\$ 62,948	\$ 3,000	\$ 65,948
13.5	36	10.5	11	B.S.+60	\$ 60,903	\$ 62,637		\$ 62,637
23	37	11	11	B.S.+30	\$ 60,640	\$ 59,226	\$ 2,000	\$ 61,226
23	38	11	11	B.S. + 30	\$ 60,640	\$ 59,226	\$ 2,000	\$ 61,226
17	39	11	11	B.S.+60	\$ 63,825	\$ 62,948	\$ 1,500	\$ 64,448
1	40	2	3	B.S.	\$ 34,692	\$ 36,608	\$ -	\$ 36,608

15	41	10	11	B.S.+30	\$ 57,307	\$ 58,640	\$ 1,500	\$ 60,140
5	42	4	6	M.A.	\$ 41,296	\$ 48,505		\$ 48,505
16	43	11	11	B.S.+20	\$ 58,307	\$ 57,375	\$ 1,500	\$ 58,875
5	44	4	6	B.S.	\$ 38,625	\$ 45,368		\$ 45,368
12	45	7	9	B.S.+60	\$ 51,673	\$ 59,480		\$ 59,480
3	46	3	4	B.S.	\$ 36,608	\$ 38,625		\$ 38,625
					\$ 2,011,123	\$ 2,182,961	\$ 38,210	\$2,221,171
<b>YRS</b>			<b>Contract</b>			<b>District</b>		<b>District</b>
<b>SERV</b>	<b>LAST</b>	<b>STEP</b>	<b>STEP</b>					
<b>19-20</b>	<b>NAME</b>	<b>18-19</b>	<b>19-20</b>	<b>SCALE</b>	<b>18-19 Salary</b>	<b>19-20 Salary</b>	<b>Longevity</b>	<b>TOTALS</b>



**Attachment #2: 2020-2021 Salary Breakdown June 11, 2020**

YRS SERV 20-21	LAST NAME	STEP 20-21	SCALE	19-20 Salary	20-21 Salary	Longevity	Totals
4	3	5	B.S.+30	\$ 41,296	\$ 44,777		\$ 44,777
2	4	3	B.S.	\$ 34,692	\$ 37,618		\$ 37,618
27	5	11	M.A.	\$ 62,226	\$ 60,258	\$ 3,000	\$ 63,258
11	6	10	B.S.+60	\$ 54,517	\$ 61,122	\$ -	\$ 61,122
3	7	4	M.A.	\$ 39,137	\$ 42,436	\$ -	\$ 42,436
18	8	11	B.S.+60	\$ 64,448	\$ 64,045	\$ 1,500	\$ 65,545
1	9	2	BA	\$ 34,692	\$ 35,649		\$ 35,649
1	10	2	BA	\$ 34,692	\$ 35,649		\$ 35,649
4	11	5	B.S.	\$ 38,625	\$ 41,882		\$ 41,882
2	12	3	M.A.	\$ 37,089	\$ 40,217		\$ 40,217
3	13	4	B.S.	\$ 36,608	\$ 39,691		\$ 39,691
3	14	4	M.A.	\$ 39,137	\$ 42,436		\$ 42,436
10	15	9	M.A.+20	\$ 50,095	\$ 57,301		\$ 57,301
28	16	11	M.A.+20	\$ 64,098	\$ 62,163	\$ 3,000	\$ 65,163
21	17	11	M.A.	\$ 61,226	\$ 60,258	\$ 2,000	\$ 62,258
21	18	11	M.A. + 30	\$ 64,948	\$ 64,045	\$ 2,000	\$ 66,045
7	19	11	M.A. +30	\$ 62,325	\$ 64,045		\$ 64,045
13	20	11	BS +30	\$ 55,903	\$ 60,258		\$ 60,258
30	21	11	M.A.	\$ 62,226	\$ 60,258	\$ 3,000	\$ 63,258
2	22	3	B.S.	\$ 34,692	\$ 37,618	\$ -	\$ 37,618
4	23	5	M.A.	\$ 41,296	\$ 44,777		\$ 44,777
29	24	11	B.S.+20	\$ 60,375	\$ 58,375	\$ 3,000	\$ 61,375
2	25	3	B.S.	\$ 34,692	\$ 37,618		\$ 37,618
6	26	7	B.S.	\$ 45,368	\$ 46,620		\$ 46,620
1	27	2	MA	\$ 37,089	\$ 38,113		\$ 38,113
6	28	7	B.S.	\$ 45,368	\$ 46,620	\$ -	\$ 46,620
19	29	11	B.S. +20	\$ 58,875	\$ 58,375	\$ 2,000	\$ 60,375
29	30	11	M.A. +20	\$ 36,536	\$ 35,433	\$ 1,710	\$ 37,143
17	31	11	B.S.+60	\$ 64,448	\$ 64,045	\$ 1,500	\$ 65,545
2	32	3	B.S.	\$ 34,692	\$ 37,618		\$ 37,618
19.5	33	11	B.S.+30	\$ 60,726	\$ 60,258	\$ 2,000	\$ 62,258
29	34	11	B.S. +60	\$ 65,948	\$ 64,045	\$ 3,000	\$ 67,045
14.5	35	11	B.S.+60	\$ 62,637	\$ 64,045	\$ 1,500	\$ 65,545
24	36	11	B.S.+30	\$ 61,226	\$ 60,258	\$ 3,000	\$ 63,258
24	37	11	B.S. + 30	\$ 61,226	\$ 60,258	\$ 3,000	\$ 63,258
18	38	11	B.S.+60	\$ 64,448	\$ 64,045	\$ 1,500	\$ 65,545
2	39	4	B.S.	\$ 36,608	\$ 39,691	\$ -	\$ 39,691
16	40	11	B.S.+30	\$ 60,140	\$ 60,258	\$ 1,500	\$ 61,758

6	41	7	M.A.	\$ 48,505	\$ 49,844		\$ 49,844
17	42	11	B.S.+20	\$ 58,875	\$ 58,375	\$ 1,500	\$ 59,875
6	43	7	B.S.	\$ 45,368	\$ 46,620		\$ 46,620
13	44	11	B.S.+60	\$ 59,480	\$ 64,045		\$ 64,045
4	45	5	B.S.	\$ 38,625	\$ 41,882		\$ 41,882
				\$ 2,155,223	\$ 2,212,944	\$ 39,710	\$ 2,252,654
<b>YRS</b>							
<b>SERV</b>	<b>LAST</b>	<b>STEP</b>	<b>SCALE</b>	<b>19-20 Salary</b>	<b>20-21 Salary</b>	<b>Longevity</b>	<b>Totals</b>
<b>20-21</b>	<b>NAME</b>	<b>20-21</b>					

**Attachment #3: 2021-2022 Salary Breakdown June 11, 2020**

YRS										
SERV 21-22	LAST NAME	STEP 19-20	STEP 20-21	STEP 21-22	SCALE	19-20 Salary	20-21 Salary	21-22 Salary	Longevity	Totals
5	3	4	5	6	B.S.+30	\$ 41,296	\$ 44,777	\$ 47,713		\$ 47,713
3	4	2	3	4	B.S.	\$ 34,692	\$ 37,618	\$ 40,088		\$ 40,088
28	5	11	11	11	M.A.	\$ 62,226	\$ 63,258	\$ 60,861	\$ 3,000	\$ 63,861
12	6	7	10	11	B.S.+60	\$ 54,517	\$ 61,122	\$ 64,686		\$ 64,686
4	7	3	4	5	M.A.	\$ 39,137	\$ 42,436	\$ 45,224		\$ 45,224
19	8	11	11	11	B.S.+60	\$ 64,448	\$ 65,545	\$ 64,686	\$ 2,000	\$ 66,686
2	9	1	2	3	BA	\$ 34,692	\$ 35,649	\$ 37,995		\$ 37,995
2	10	1	2	3	BA	\$ 34,692	\$ 35,649	\$ 37,995		\$ 37,995
5	11	4	5	6	B.S.	\$ 38,625	\$ 41,882	\$ 44,627		\$ 44,627
3	12	2	3	4	M.A.	\$ 37,089	\$ 40,217	\$ 42,860		\$ 42,860
4	13	3	4	5	B.S.	\$ 36,608	\$ 39,691	\$ 42,301		\$ 42,301
4	14	3	4	5	M.A.	\$ 39,137	\$ 42,436	\$ 45,224		\$ 45,224
11	15	6	9	11	.M.A.+20	\$ 50,095	\$ 57,301	\$ 62,784		\$ 62,784
29	16	11	11	11	M.A.+20	\$ 64,098	\$ 65,163	\$ 62,784	\$ 3,000	\$ 65,784
22	17	11	11	11	M.A.	\$ 61,226	\$ 62,258	\$ 60,861	\$ 2,000	\$ 62,861
22	18	11	11	11	M.A. + 30	\$ 64,948	\$ 66,045	\$ 64,686	\$ 2,000	\$ 66,686
8	19	11	11	11	M.A. +30	\$ 62,325	\$ 64,045	\$ 64,686		\$ 64,686
14	20	9	11	11	BS +30	\$ 55,903	\$ 60,258	\$ 60,861	\$ 1,500	\$ 62,361
31	21	11	11	11	M.A.	\$ 62,226	\$ 63,258	\$ 60,861	\$ 3,000	\$ 63,861
3	22	2	3	4	B.S.	\$ 34,692	\$ 37,618	\$ 40,088		\$ 40,088
5	23	4	5	6	M.A.	\$ 41,296	\$ 44,777	\$ 47,713		\$ 47,713
30	24	11	11	11	B.S.+20	\$ 60,375	\$ 61,375	\$ 58,959	\$ 3,000	\$ 61,959
3	25	2	3	4	B.S.	\$ 34,692	\$ 37,618	\$ 40,088		\$ 40,088
7	26	6	7	8	B.S.	\$ 45,368	\$ 46,620	\$ 49,680		\$ 49,680
2	27	1	2	3	MA	\$ 37,089	\$ 38,113	\$ 40,619		\$ 40,619
7	28	6	7	8	B.S.	\$ 45,368	\$ 46,620	\$ 49,680		\$ 49,680
20	29	11	11	11	B.S. +20	\$ 58,875	\$ 60,375	\$ 58,959	\$ 2,000	\$ 60,959
30	30	11	11	11	M.A. +20	\$ 36,536	\$ 37,143	\$ 35,787	\$ 1,710	\$ 37,497
18	31	11	11	11	B.S.+60	\$ 64,448	\$ 65,545	\$ 64,686	\$ 1,500	\$ 66,186
3	32	2	3	4	B.S.	\$ 34,692	\$ 37,618	\$ 40,088		\$ 40,088
20.5	33	11	11	11	B.S.+30	\$ 60,726	\$ 62,258	\$ 60,861	\$ 2,000	\$ 62,861
30	34	11	11	11	B.S. +60	\$ 65,948	\$ 67,045	\$ 64,686	\$ 3,000	\$ 67,686
15.5	35	11	11	11	B.S.+60	\$ 62,637	\$ 65,545	\$ 64,686	\$ 1,500	\$ 66,186
25	36	11	11	11	B.S.+30	\$ 61,226	\$ 63,258	\$ 60,861	\$ 3,000	\$ 63,861
25	37	11	11	11	B.S. + 30	\$ 61,226	\$ 63,258	\$ 60,861	\$ 3,000	\$ 63,861
19	38	11	11	11	B.S.+60	\$ 64,448	\$ 65,545	\$ 64,686	\$ 2,000	\$ 66,686
3	39	3	4	5	B.S.	\$ 36,608	\$ 39,691	\$ 42,301		\$ 42,301
17	40	11	11	11	B.S.+30	\$ 60,140	\$ 61,758	\$ 60,861	\$ 1,500	\$ 62,361

7	41	6	7	8	M.A.	\$ 48,505	\$ 49,844	\$ 53,115		\$ 53,115
18	42	11	11	11	B.S.+20	\$ 58,875	\$ 59,875	\$ 58,959	\$ 1,500	\$ 60,459
7	43	6	7	8	B.S.	\$ 45,368	\$ 46,620	\$ 49,680		\$ 49,680
14	44	9	11	11	B.S.+60	\$ 59,480	\$ 64,045	\$ 64,686	\$ 1,500	\$ 66,186
5	45	4	5	6	B.S.	\$ 38,625	\$ 41,882	\$ 44,627		\$ 44,627
						\$ 2,155,223	\$ 2,252,654	\$ 2,289,000	\$ 43,710	\$ 2,332,710
<b>YRS</b>										
<b>SERV</b>	<b>LAST</b>	<b>STEP</b>	<b>STEP</b>	<b>STEP</b>	<b>SCALE</b>	<b>19-20 Salary</b>	<b>20-21 Salary</b>	<b>21-22 Salary</b>	<b>Longevity</b>	<b>Totals</b>
<b>21-22</b>	<b>NAME</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>						

<b>2020-21 SALARY SCHEDULE</b>					
			<i>B.S.+30 OR</i>	<i>B.S.+50 OR</i>	<i>B.S.+60 OR</i>
<i>STEP</i>	<i>B.S.</i>	<i>B.S.+20</i>	<i>M.A.</i>	<i>M.A.+20</i>	<i>M.A.+30</i>
1	\$ 33,782	\$ 34,941	\$ 36,120	\$ 37,513	\$ 38,480
2	\$ 35,649	\$ 36,875	\$ 38,113	\$ 39,366	\$ 40,599
3	\$ 37,618	\$ 38,914	\$ 40,217	\$ 41,534	\$ 42,846
4	\$ 39,691	\$ 41,056	\$ 42,436	\$ 43,825	\$ 45,207
5	\$ 41,882	\$ 43,315	\$ 44,777	\$ 46,242	\$ 47,695
6	\$ 44,185	\$ 45,707	\$ 47,241	\$ 48,787	\$ 50,016
7	\$ 46,620	\$ 48,225	\$ 49,844	\$ 51,478	\$ 53,099
8	\$ 49,188	\$ 50,874	\$ 52,589	\$ 54,642	\$ 56,022
9	\$ 51,894	\$ 53,680	\$ 55,482	\$ 57,301	\$ 59,103
10	\$ 53,804	\$ 55,615	\$ 57,446	\$ 59,293	\$ 61,122
11	\$ 56,506	\$ 58,375	\$ 60,258	\$ 62,163	\$ 64,045

Longevity	Year	Amount
	15	\$ 1,500
	20	\$ 2,000
	25	\$ 3,000

<b>2021-22 SALARY SCHEDULE</b>					
			<i>B.S.+30 OR</i>	<i>B.S.+50 OR</i>	<i>B.S.+60 OR</i>
<i>STEP</i>	<i>B.S.</i>	<i>B.S.+20</i>	<i>M.A.</i>	<i>M.A.+20</i>	<i>M.A.+30</i>
1	\$ 34,120	\$ 35,291	\$ 36,481	\$ 37,888	\$ 38,864
2	\$ 36,006	\$ 37,244	\$ 38,494	\$ 39,760	\$ 41,005
3	\$ 37,995	\$ 39,303	\$ 40,619	\$ 41,949	\$ 43,274
4	\$ 40,088	\$ 41,466	\$ 42,860	\$ 44,263	\$ 45,659
5	\$ 42,301	\$ 43,749	\$ 45,224	\$ 46,704	\$ 48,172
6	\$ 44,627	\$ 46,164	\$ 47,713	\$ 49,275	\$ 50,517
7	\$ 47,086	\$ 48,708	\$ 50,342	\$ 51,992	\$ 53,630
8	\$ 49,680	\$ 51,383	\$ 53,115	\$ 55,188	\$ 56,582
9	\$ 52,413	\$ 54,217	\$ 56,037	\$ 57,874	\$ 59,694
10	\$ 54,342	\$ 56,171	\$ 58,020	\$ 59,885	\$ 61,733
11	\$ 57,071	\$ 58,959	\$ 60,861	\$ 62,784	\$ 64,686

Longevity	Year	Amount
	15	\$ 1,500
	20	\$ 2,000
	25	\$ 3,000