

MASTER AGREEMENT  
Between  
WEST BRANCH – ROSE CITY  
AREA SCHOOL DISTRICT  
And  
WEST BRANCH – ROSE CITY  
EDUCATION ASSOCIATION  
2021-2023

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## **AGREEMENT**

This Agreement is entered into by and between the West Branch-Rose City School District, hereafter called the “Board”, and the West Branch-Rose City Education Association, hereafter called the “Association”.

### **ARTICLE 1. Recognition**

- A. The Board hereby recognizes the Association as the exclusive and sole bargaining representative for all teaching personnel, including teachers, counselors, school social workers, school speech pathologists, school occupational therapists, early-on coordinators employed by the West Branch-Rose City Area Schools including fully certificated and permit teachers but excluding supervisory and executive employees, substitute teachers, office, clerical, and other employees. The term “teachers”, when used hereinafter in this Agreement, shall refer to all teachers represented by the Association in the bargaining unit as above defined, and reference to male teachers shall include female teachers. The term “Board” shall include its officers and agents.
- B. The Board agrees not to negotiate with any teachers’ organization other than the Association for the duration of this Agreement.

### **Article 2. Association and Teacher Rights**

- A. Nothing contained herein shall be construed to deny or restrict any teacher of rights afforded by laws and/or regulations.
- B. The Association and its representatives shall have the right to use the school buildings upon requisition approved by the building principal.
- C. The Association shall have the right to use school facilities and equipment, including typewriters, duplicating equipment, computers, calculating machines, and audiovisual equipment at reasonable times, when such equipment is not otherwise in use, provided they have the approval of the building principal. The Association shall not use materials of the District unless arrangements are made to purchase such materials.
- D. The Association shall have the right to post notices of its activities and matters of Association concern on teacher Association bulletin boards provided such notices are not controversial in nature and relate to normal routine Association business of the West Branch-Rose City Education Association. The Association may use the teacher mailboxes for communication to teachers. No teacher shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off school premises.
- E. Upon request in writing by the Association the following reports shall be made available, if the report is completed, and in possession of the school system: 1. Annual Financial Report for the year ending June 30, after completion of the audit; 2. Copy of the budget that is presented for adoption by the Board; 3. List of personnel covered by this Agreement, including salaries, degree and years of experience in the system and out; 4. Information on revenue of the District for current fiscal year; 5. Current monthly financial

report; 6. Minutes of the Board meetings are available in the administration office and may be reviewed by the Association. The Association shall reimburse the Board for the extra expenses incurred when furnishing information or making records available.

- F. Upon timely notice by the West Branch-Rose City Education Association, provisions shall be made to include it on the Board's agenda.

### **Article 3. Rights of the Board**

- A. The Board, on its own behalf and on behalf of the electors of the School District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by laws and the Constitution of the State of Michigan and of the United States, including, but without limiting any generality of the foregoing, the right:
  - 1. To execute management and administrative control of the school system and its properties and facilities, and the activities of its employees.
  - 2. To hire all teachers, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such teachers.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then to the extent such specific and express terms thereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

### **Article 4. Teaching Conditions**

- A. Teachers shall not be under obligation to supervise a spectator bus to athletic events.
- B. Teachers will not be required to drive buses.
- C. The Board shall make available in each school adequate restrooms and lavatory facilities for teacher use and at least one (1) room appropriately furnished, which shall be reserved, for the use as a faculty workroom. Provision for such facilities will be made in all future buildings.
- D. Existing telephone facilities shall be made available to teachers for use in conducting school business.
- E. Parking facilities shall be provided for each teacher's use.
- F. Beginning teachers shall be given special consideration in regard to number of preparations and class size.
- G. Work at athletic games outside of regular school hours shall be on a voluntary basis.
- H. The Board will not require teachers to report for work on days/hours school is called off due to road conditions or other causes. Should State statutes or regulations change, the parties will comply with the new statute or regulations. Any required make up days or hours will be at no added cost to the District.

- I. The Board shall provide for each teacher a separate desk and a locked file cabinet, or secured storage space in each building to which they are assigned.
- J. Teachers will be provided supplies for their teaching assignments. Supplies and equipment will be ordered on a timely basis so as to be available when they are needed. If the supplies are not available four (4) weeks prior to their need, the teacher will advise the principal who will advise central office. Central office will make reasonable efforts to obtain said materials from another vendor. Defective supplies will be returned to central office for appropriate credit and replacement.
- K. Subject to the provisions of Board policy, teachers may obtain a key to the outside entrance door of the school the teacher is assigned to for use during the school year.
- L. Teachers in grades K-4 shall be provided two (2) half-day release times at the end of the first and second marking periods for card marking and record keeping.
- M. Principals of each building and EA representatives shall mutually agree to establish an appropriate and reasonable professional dress code for staff.

## Article 5. Transfers and Assignments

- A. Transfers
  - 1. A transfer is defined as a change between school buildings.
- B. Assignments
  - 1. An assignment is defined as a change within a building.
  - 2. All teachers shall be given notice of their tentative assignments for the forthcoming year by the last day of school. In the event that changes in their tentative assignments occur, teachers affected shall be notified as soon as possible.
  - 3. Should an involuntary change in a full-time assignment be necessary after the start of the school year, the teacher will be compensated four hundred (\$400) dollars in lieu of being provided release time for preparation of curriculum, etc.
  - 4. Supplementary Services:
    - a. All reimbursement for supplementary duties shall be made according to provisions of this Agreement.
    - b. No duty position shall be assigned any teacher without his/her consent.
    - c. In case of a vacancy in a supplementary duty position, appropriate notices should be posted and members of the bargaining unit shall be allowed to make application and receive first consideration provided they are as well or better qualified. If no Association member applies for the position the Board may seek volunteers without pay for the vacant position for that school year. The Board reserves the right not to fill the posted position.
    - d. Assuming satisfactory performance in the position as determined by the Board of Education, incumbents shall be given the opportunity to remain in the position unless there are other candidates with notably superior qualifications. (Exception: Class Advisors).

- e. Teachers in the bargaining unit who have written applications in applying for a vacant position shall receive written notifications as to the decision within five (5) school days following the decision and before public announcement.
- C. Procedure
  1. Vacancies shall be emailed electronically by the school network and posted on the school website for (10) calendar days.
  2. After August 1, the Administration may fill any opening regardless of the ten (10) calendar days waiting period.
- D. Vacancies and Transfers for Bargaining Unit Members Recognized in Article 1 Whose Employment is Not Regulated by the Teacher Tenure Act
  1. A vacancy under this provision is defined as a bargaining unit position that the District intends to fill. Individuals may request consideration for an assignment or transfer to any of these positions. All remaining vacancies will be posted.
  2. Vacancies under this provision shall be filled on the basis of certification, experience, qualifications, seniority (see article 7-A), and other relevant factors.
  3. Under this provision only, vacancies between the start of the school year and December 1 shall be posted and filled on a permanent basis. Vacancies occurring after December 1 shall be filled on a temporary basis until the end of the school year, at which time the position shall be declared vacant and posted.
  4. Individuals in the bargaining unit whose employment is not regulated by the Michigan Teacher Tenure Act shall be given first consideration for the filling of vacancies.
  5. Under this provision only, transfers will be made on a voluntary basis whenever possible. In the case of involuntary transfer, the consideration and wishes of the individual will be honored to the extent that this consideration does not conflict with the requirements of the school and the legal placement rights of the employer.

## Article 6. Seniority

- A. For purposes of this Agreement, "seniority" shall mean continuous employment as a teacher or as an administrator. The original date of seniority will be determined by the date the Board of Education adopts a motion to employ the individual. Further, the Board shall make employment dates retroactive to the actual date a teacher begins his/her duties with the District if the teacher started work prior to the Board adopting the motion.
- B. In the event two or more teachers have the same date of hire, placement will be determined by a drawing (lottery). A representative of the Association will be provided the opportunity to attend the drawing.

## Article 7. Daily Leave

- A. Each teacher shall be credited with a twelve (12) day leave allowance to be used for absences caused by illness or physical disability to the teacher, or for personal business. After having been on duty at least one (1) workday of the school year, each teacher

having one (1) or more years of seniority shall be credited with his/her twelve (12) day leave allowance. Probationary teachers who have less than one (1) year of seniority shall be credited with six (6) leave days after having worked at least one (1) workday of the first semester and an additional six (6) days after having worked at least one (1) workday of the second semester.

- B. Each teacher will be able to establish a maximum accumulation of either ninety (90) days or the total number of workdays in a given school year or any number of days between (90) and the total number of teacher workdays in a given school year.
- C. Teachers will designate a maximum accumulation of ninety (90) days of leave or between (90) days and either one hundred eight-nine (189) days and the total number of teacher workdays in a given school year if higher than one hundred eighty-nine (189).  
If a teacher has not made a designation through the business office in writing, the teacher will be assumed to have selected the highest number of teacher workdays option. Designations will remain in effect from year to year unless the teacher provides notice to the business office by November 1 requesting a change.  
Teachers making a designation of over ninety (90) days who want to cash in the accumulated days in excess of ninety (90) days, will provide notice in writing to the business office by November 1 each year and will be paid for the days in excess of ninety (90) days at one-half of the current third-party substitute rate for each day or forty-two dollars and fifty cents (\$42.50) per day, whichever is higher. Payment will be made on the first pay in December.
- D. Teachers who are above their designated maximum accumulation at the end of the school year under section C due to the credit of the twelve (12) days under section A for that year, will be paid for these excess accumulated leave days above the teacher's designated maximum at the current third-party substitute rate or eighty-five dollars (\$85.00) per day, whichever is higher. Excess accumulated leave is that number of days remaining over an accumulation maximum in a given year. The payment will be made on the last pay in June.
- E. Documentation regarding an absence of two (2) consecutive days may be required by the Board.
- F. The Board will allow the following leave days without charge against the teacher's allocated leave allowance:
  - 1. Teachers required to report for jury duty or as a result of a subpoena to appear in court (unless such subpoena is served by the Association or any of its attorneys or representatives) shall receive their regular rate minus any sums allocated from the court or as a fee for appearing.
  - 2. Visitations to other schools, conferences and conventions approved by the Administration.
  - 3. Time necessary to take selective service exams.
  - 4. Absence with mumps, scarlet fever, measles, chicken pox, scabies, lice, strep, or pink eye.

5. A maximum of three (3) days per occurrence for death in the immediate family. (Time may be extended for long distance upon request).
  6. Immediate family shall include the teacher's spouse, children, grandchildren, parents or foster parents, parents-in-law, grandparents, brothers, sisters, or any person for whose financial or physical care the teacher is principally responsible.
  7. When a student (or parent/guardian of a student) passes away, one teacher representative shall be allowed to attend the funeral and shall not be charged a day to attend.
- G. A teacher planning to use a personal business day shall arrange with the teacher's principal at least one (1) day in advance, stating reasons.
1. Requests for personal business days of one to two (1-2) days in length will require a written statement of "personal business" only.
  2. Requests for personal business days of more than two (2) consecutive days in length will require specific reasons for consideration by the principal.
  3. No personal business/leave days are to be used for the purpose of vacation.
- H. The District administration will develop a standard form for leave days that will be used in each building.
- I. Any teacher who has completed fifteen (15) or more years of service as defined by the seniority list and whose employment with the Board is severed due to death (paid to the employee's estate) or retirement under the Michigan Public School Employees Retirement system, shall receive one (1) day's pay at the current substitute rate for every two (2) days of accumulated leave.
- The payment under this section is understood by the parties to qualify as a nonelective employer contribution under the internal revenue code in order to exempt the payment from FICA contributions. As such and for as long as it qualifies, all payments will be made exclusively to an IRS qualified 403B plan of the teacher's election that is available in the business office.
- In the event the internal revenue code limit for the tax year toward section 403B plans will be exceeded for a teacher by payment of the foregoing, that portion of the payment creating the excess will be delayed until the first month of the next tax year.

## Article 8. Sabbatical Leave

Pursuant to Section 380.1235 of the Revised School Code the following provisions will govern the granting of sabbatical leaves.

- A. Qualifications
1. The teacher must possess a Michigan Life, Permanent, or Continuing Certificate and has attained a B.A. plus level on the salary schedule.
  2. Sabbatical leaves may be granted by the Board upon recommendation of the Superintendent after receiving the recommendation of a committee, which will be appointed to review all applications. The committee will consist of six (6) members:



three (3) appointed by the Superintendent and three (3) appointed by the Association. The committee shall consider, among other qualifications, the following: need of specialized teacher, benefit to the Board and aptitude of teacher to curriculum.

3. Any applicant for sabbatical leave of absence shall file with the application form an outlined program for the period requested for Sabbatical leave. This plan shall be indicated on an attached statement and include details for either study in an approved college or university, or a problem or project (research, writing, travel to be pursued independently by the applicant).
  4. Sabbatical leaves granted shall not exceed one percent (1%) of the total certified staff in that current year.
  5. A sabbatical leave shall not exceed two (2) semesters.
- B. Salary Protection
1. A teacher on sabbatical leave will be paid up to fifty percent (50%) of the teacher's scheduled salary. However, the teacher may apply for an unpaid sabbatical leave.
  2. A teacher granted such leave shall advance on the salary schedule the same number of steps the teacher would have advanced had the teacher been on the staff in the West Branch-Rose City Area School District.
- C. Status While on Sabbatical Leave
- A teacher on sabbatical leave shall be considered to be in the employment of the West Branch-Rose City Area School District and shall have a contract and shall be provided insurance coverage. However, the West Branch-Rose city Area School District shall not be held liable for death or injury sustained by any teacher while on sabbatical leave.
- D. Status Upon Return from Sabbatical Leave
- A teacher, upon return from a sabbatical leave, shall be restored to the teacher's former position if possible, or a position of like nature, retirement status and seniority.

## Article 9. Military Leave

- A. Teachers shall be granted a military leave for the purpose of completing their legal obligations to serve in the United States armed forces. Law determines the period of the leave for which return rights and other entitlements are assured.
- B. Whenever teachers are required to report for active duty for training during the school year, every effort shall be made by the Superintendent to secure an alternate training date. If the teacher is still required to report, the teacher will be paid the same as required under the jury duty provision.

## Article 10. Unpaid Leaves of Absence

- A. The Board may grant an unpaid leave of absence. Eligibility shall be based on a minimum of two (2) years continuous employment in the District.
- B. A teacher may request and be granted a non-paid child care leave. This applies to teacher and spouse for up to twelve (12) months. Additional time may be granted upon

application. Request for extension must be made at least sixty (60) days prior to the expiration of the existing leave.

### **Article 11. General Provisions for Leave**

- A. Request for leaves shall be in writing.
- B. All leaves shall be limited to one (1) year except military and childcare. Extensions shall be at the will of the Board.
- C. In cases other than military, written notice of intention to either return or resign shall be given to the Superintendent by April 1 of the year in which the leave expires.
- D. All leaves, except military, shall be granted only by Board action.
- E. With the exception of return rights governed by law for those on military leaves, re-employment during the school year shall be at the discretion of the Board. Upon return at the beginning of a new school year a teacher shall be assigned to a position for which the teacher is qualified/certified, if a vacancy exists.
- F. Teachers returning from a leave of absence shall be credited with the unused portion of sick leave.

### **Article 12. Professional Behavior**

- A. Teachers are expected to comply with reasonable rules, regulations and directions presently in effect and from time to time adopted by the Board, or its representatives, which are not inconsistent with the provisions of this Agreement.
- B. Bargaining Unit Members whose employment is not regulated by the Teacher Tenure Act, and have completed the probationary period, shall not be disciplined or discharged without just cause. Information forming the basis for disciplinary action or discharge will be made available to the teacher and the Association upon request. Those teachers who are not subject to the Tenure Act (i.e. social workers) will serve a two (2) year probationary period.
- C. 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 representative of the Association present to the extent allowed by law.

### **Article 13. Professional Improvement and Development**

- A. The Administration will, whenever financial resources allow, endeavor to provide upon application and approval of the building principal the necessary funds for teachers who desire to attend professional conferences. Travel, meals, lodging and registration fees shall be deemed reasonable expenses of the Board as well as the cost of a substitute teacher if needed to relieve the teacher attending such conference.
- B. In-service days for all certified personnel-conferences, workshops and visitations: The curriculum study areas, i.e. language arts, mathematics, etc., are not to be included in the following guidelines for workshops, conferences, or visitations. This guideline will not cover conferences, workshops or visitations for Counselors, Librarians, Title I personnel

or Special Education personnel. Since some of the above-mentioned areas are not included in the regular curriculum studies, these areas will be provided with additional time for conferences, workshops or visitations.

Teachers interested in attending conferences, workshops or visitations will be expected to meet with their principals early each school year to clear requests.

Final considerations must be considered each and every year as to the number of conferences, workshops and visitations that will be possible under this guideline.

## **Article 14. No Strike Pledge**

The Association and the Board recognize that strikes and other forms of work stoppage by teachers are contrary to law and public policy. The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association therefore agrees that its officers, representatives, and members shall not authorize, instigate, cause, aide, encourage, ratify or condone, nor shall any teacher take part in any strike, slowdown or stoppage of work, boycott, picketing or other interruption of activities in the school system. Failure or refusal on the part of any teacher to comply with any provision of this Article shall be cause for whatever disciplinary action is deemed necessary by the Board.

## **Article 15. Grievance Procedure**

### **A. Definition**

1. Grievance shall mean a complaint by a teacher in the bargaining unit that there has been as to him/her a violation, misinterpretation or inequitable application of a specific provision of this Agreement, except that the term "grievance" shall not apply to any matter as to which a method of review is prescribed by law. Where there is method of review prescribed by law, the issue will be deferred to discussions between the Superintendent and the Association President.
2. As used in this Article, the term "teacher" may mean a group of teachers having the same grievance.
3. The Association shall have the right to file a policy grievance when it appears that the Agreement has been violated in such a manner that no specific liability rests or will be properly paid to an individual teacher.
4. The term "working days" when used in this article is defined as teacher work days during the school year and days that the central office is open during the summer months.

### **B. Procedure**

1. The teacher who has a grievance should first take the matter up verbally with the principal who will attempt to resolve it with him/her.
2. If this fails to resolve the grievance, the teacher shall within twenty (20) working days following the act or condition which is the basis for a grievance reduce the grievance

- to writing, specifying the section of the Agreement he/she alleges is violated, the events that caused the alleged violation, and the remedy he/she seeks.
3. Within five (5) working days of receipt of the grievance, the principal shall attempt to arrange a conference with the view of satisfactorily resolving the grievance. At the time of conference, the teacher may appear personally or may be represented by an Association representative (of the teacher's choice) or both. Such conferences shall be scheduled at a time when there is no disruption of normal school routine and duties of the teacher(s).
  4. Within five (5) working days of such conference, or longer if mutually agreed to, the principal shall answer such grievance in writing.
  5. If the grievance is not appealed from the written answer within five (5) working days, the principal's decision will be final.
  6. If the Association does not accept the principal's answer, the grievance may be appealed to the Superintendent by sending such notice to the Superintendent within five (5) working days from the date of the principal's decision.
  7. Within ten (10) working days of receipt of the appeal, the Superintendent or his/her designated representative will arrange for a conference to satisfactorily resolve the grievance. Such a conference shall be scheduled at a time when there is no disruption of normal school routines and duties of the teacher(s).
  8. Within five (5) working days, or longer if mutually agreed to, the Superintendent or a designated representative shall answer such grievance in writing.
  9. If the grievance is not settled at the preceding step, the Association may submit it to binding arbitration. Within ten (10) working days of the receipt of the Superintendent's answer, the party choosing to arbitrate must give written notice to the other party, setting forth specifically the nature of the dispute to be arbitrated. Following this written notice, the parties will meet within ten (10) days to select an arbitrator according to the following procedure:
    - a) The parties shall maintain a panel of arbitrators. Only arbitrators acceptable to both parties shall be placed on the list. Names of new arbitrators to be added to the list may be proposed at any time by either the Association or the Board.
    - b) Each party shall alternate striking one name from the panel of arbitrators until all arbitrators are eliminated except one. That arbitrator shall be selected for hearing the grievance.
    - c) The parties will alternate the initiation of the elimination process with each successive grievance.
    - d) Upon selection by the parties, the arbitrator shall conduct the arbitration hearing and other related matters in accordance with the rules and regulations of the American Arbitration Association.
    - e) Should either the Board or the Association wish to terminate the use of the preselected panel arrangement for selection of grievance arbitrators, the party wishing to terminate the panel shall give one year's notice to the other party.

Prior to formation and/or after termination of the panel selection arrangement, selection shall be through the American Arbitration Association and subject to its rules.

10. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15<sup>th</sup> of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. The grievance shall be carried forward by the grievant within the same time limit as allocated to the Superintendent, or the grievance shall be waived.
11. This Agreement constitutes a contract between the parties and shall be interpreted and applied by the parties and by the arbitrator in the same manner as other EA collective bargaining agreements. The function and purpose of the arbitrator is to determine disputed interpretation of terms actually found in the Agreement, or to determine disputed facts upon which the application of the Agreement depends. The arbitrator shall therefore not have authority, nor shall it consider his/her function to include the decision of any issue not submitted or to do so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. The arbitrator shall not give any decision that in practical or actual effect modifies, revises, detracts from or adds to any of the terms or provisions of this Agreement. Past practice of the parties in interpreting or applying terms of the Agreement can be relevant evidence, but may not be used so as to justify, or result in what is in effect a modification (whether by addition or detracting) of written term of this Agreement. The arbitrator has no obligation or function to render a decision or not to render a decision merely because in his/her opinion such decision is fair or equitable or because his/her opinion it is unfair or inequitable.  
The arbitrator shall have no power to rule on any of the following:
  - a. The termination of services of or failure to re-employ any probationary teacher.
  - b. Any claim or complaint for which there is another remedial procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teacher's Tenure Act (Act IV Public Acts, Extra Session of 1937 of Michigan, as amended).
  - c. Discretionary action reserved to the Board.
  - d. Curriculum, textbook selection and course content.
  - e. Procedural matters concerning evaluation of Bargaining Unit Members whose employment is not regulated by the Teacher Tenure Act may be arbitrated.
  - f. Any matter involving a prohibited subject of bargaining under the Public Employment Relations Act
12. If either party shall claim before the arbitrator that a particular grievance fails to meet the test of arbitrability, as the same are set forth in this Article, the arbitrator

shall proceed to decide such issue before proceeding to hear the case upon the merits. The arbitrator shall have the authority to determine whether the arbitrator will hear the case on its merits at the same hearing in which the jurisdictional question is presented. In any case where the arbitrator determines that such grievance fails to meet said test of arbitrability, the arbitrator shall refer the case back to the parties without recommendation to the merits. The arbitrator shall issue his/her decision that shall be final and binding.

13. If an individual teacher has a personal complaint the teacher desires to discuss with a supervisor, the teacher is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement.
14. Cost of Arbitration: The fees and expenses of the impartial arbitrator, the cost of transcript (if such be requested by the arbitrator), and the cost of the room shall be borne equally by the Association and the Board. The party incurring them shall pay all other expenses incurred.

C. Miscellaneous

1. The filing of a grievance shall in no way interfere with the right of the Board to proceed in carrying out its responsibilities, subject to the final decision of the grievance.
2. Two or more grievances on the same provision may be handled by the Board as one grievance. When such a situation occurs, the Association shall be notified and the answer directed to the Association representative or the Association.
3. No teacher shall file a grievance after the effective date of their resignation unless said grievance can be directly related to the contract effective on the date of their resignation. However, if a member has an issue with his or her severance pay, he or she may file a grievance if the problem is not resolved.
4. Any grievance filed during the life of this Agreement shall be processed through the steps of this procedure regardless of whether such time required may go beyond the expiration date of this document.
5. Any grievance occurring during the period between the termination date of this Agreement and the effective date of a new Agreement shall not be processed to arbitration.
6. Settlements of grievances reached at Step One of the grievance procedure shall not be considered precedent setting nor shall they prejudice either party in either promulgating or responding to later grievances.

## Article 16. Negotiation Procedures

- A. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective

bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

- B. Should it become apparent during the course of this Agreement that it should be mutually advisable to both parties to negotiate any given items, the parties may do so upon mutual consent.
- C. Neither party in any negotiations shall have any control over the selection of the bargaining representatives of the other party. Each party may select its representatives from within or outside the School District. While the Association and Board shall execute no final agreement without ratification, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals and make concession in the course of negotiations.
- D. If the parties fail to reach an agreement in any such negotiations, either party may invoke mediation through the Michigan Employment Relations Commission, or take any other lawful measures it may deem appropriate.

### **Article 17. Review Committee**

The Board representatives agree to have meetings during the school year with the West Branch-Rose City Education Association to discuss problems that may or may not be covered by the provisions of this Agreement; said meetings and problems pertaining to the West Branch—Rose City Area Schools must have a reasonable advance notice and tentative agenda.

### **Article 18. Accountability**

The Board and the Association recognize that the ability of pupils to progress and mature academically is a many-faceted and complex process combining not only school achievement but home background, and economic and social environment, and to that end teachers alone will not be held solely accountable for the academic achievement of the pupils in the classroom.

### **Article 19. Miscellaneous Provisions**

- A. Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms of this Agreement, or subsequent agreements, to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration shall be controlling.
- B. This Agreement shall supersede any rules, regulations, policies or practices of the Board that are contrary to or inconsistent with its terms.

- C. If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. Contracts are available online on the District's website. Teachers may make a copy of the contract, at school, for their personal use.
- E. The parties agree that this Agreement incorporates their full and complete understanding and any prior oral agreements or practices are superseded by the terms of this Agreement. The parties further agree that no such oral understanding or practice will be recognized in the future unless committed to writing and signed by the parties as supplement to this Agreement.

## **Article 20. Association Conferences**

- A. The Board shall permit a person(s) designated by the Association a maximum of twelve (12) days total absence, without loss of pay, to attend Association business. The Association shall make such request one (1) week prior to the date of utilization.
- B. The Board shall permit the Association President or designee a maximum of ten (10) days during the school year, without loss of pay, to conduct Association business. The Association will reimburse the District for the substitute cost for each day a substitute is necessary under this subsection. The Association President shall make the request one (1) week prior to the use of any days under this subsection. The one (1) week prior notice shall be waived in special situations and/or circumstances.
- C. Requests for time off under this article are to be directed in writing to the Superintendent with a copy to the building principal.

## **Article 21. Tenure Policy**

In the event that the Michigan Teacher Tenure Act is repealed by the Michigan Legislature, the Board agrees that effective with the date of repeal and upon request of the Association, to negotiate relative to any conditions of employment previously covered by the act that are not already covered by this Agreement and not specifically prohibited by law.

## **Article 22. Teacher Evaluation Procedure**

- A. Each teacher shall have the right upon request to review the contents of the teacher's own personnel file with the exception of confidential documents excluded by law. A teacher shall receive a copy of material(s) being placed in the teacher's own personnel file along with notice of same.
- B. Each teacher shall have the right to file a response to the material being placed in the teacher's personnel file and have the response included as part of that material.



## Article 23. Class Size

The following class size shall be observed by the Board and additional salaries paid to the teacher in accordance with the schedule whenever the total pupil loads are exceeded. Overload pay for 7-12 grades for class size over 32 and 29 will be paid on a per class basis, not on a daily average as was previously done:

### A. Elementary

1. Kindergarten: twenty-five (25) maximum number of students assigned per class. Overload of two dollars and fifty cents (\$2.50) per student per day above twenty-five (25) students will be paid. In the event that Kindergarten numbers exceed the maximum allowed, the administration will work with the WBRC EA to develop a mutually agreed upon solution.
2. Grades 1–2: twenty-eight (28) maximum number of students assigned to each teacher; but the teacher, with administrative approval, may cooperate with other teachers in the exchange and sharing of students in a particular subject to utilize the expertise of certain teachers. Overload of two dollars and fifty cents (\$2.50) per student per day above twenty-eight (28) students will be paid.
3. Grades 3–4: thirty (30) maximum number of students assigned to each teacher; but the teacher, with administrative approval, may cooperate with other teachers in the exchange and sharing of students in a particular subject to utilize the expertise of certain teachers. Overload of two dollars and fifty cents (\$2.50) per student per day above thirty (30) students will be paid.
4. Grades K–4 Art, Physical Education, Band, Music: total pupil load shall not exceed two hundred fifty (250) students per day without overload of fifty cents (\$.50) per student per day being paid.
5. Under no circumstances may the class maximum be exceeded by more than ten percent (10%). Kindergarten, see A-1 exception.
6. Overloads will be computed starting with the third week of each semester. Overloads will be computed on a daily basis to be paid within three (3) weeks after the end of each marking period. Teachers shall have the responsibility of accurately reporting overloads by the end of the first week following each marking period.

### B. Middle School

1. Grades 5–6: thirty-two (32) maximum number of students assigned to each teacher; but the teacher, with administrative approval, may cooperate with other teachers in the exchange and sharing of students in a particular subject to utilize the expertise of certain teachers. If classes are self-contained or partially self-contained, overload of two dollars and fifty cents (\$2.50) per student per day above thirty-two (32) students will be paid. If classes are totally arranged as high school, overload of fifty cents (\$.50) per student per day will be paid.

2. Grades 7-8: English: thirty (30) maximum number of students assigned to each teacher per period. Total pupil load per teacher per day where class maximum exceeds thirty (30) shall be paid fifty cents (\$.50) per student per day.
  3. Band, Vocal Music, and Physical Education: two hundred (200) students per teacher, per day. Overload of fifty cents (\$.50) per student per day above two hundred (200) students will be paid.
  4. Grades 7-8 Woodshop: thirty (30) maximum number of students assigned to each teacher per period. Total pupil load per teacher per day where class maximum exceeds thirty (30) shall be paid fifty cents (\$.50) per student per day.
  5. Other subjects: thirty-two (32) students per class. Total pupil load per teacher per day where class maximum exceeds thirty-two (32) shall be paid fifty cents (\$.50) per student per day.
  6. Under no circumstances may the class maximum be exceeded by more than ten percent (10%).
  7. Overloads will be computed starting the third week of each semester. Overloads will be computed on a daily basis to be paid within three (3) weeks after the end of each marking period. Teachers shall have the responsibility of accurately reporting overloads by the end of the first week following each marking period.
- C. High School
1. Grades 9-12 English: twenty-nine (29) maximum number of students assigned to each teacher per period. Total pupil load per teacher where class maximum exceeds twenty-nine (29) shall be paid fifty cents (\$.50) per student per day.
  2. Band, Vocal Music, and Physical Education: two hundred (200) students per teacher. Overload of fifty cents (\$.50) per student per day above two hundred (200) students will be paid.
  3. Other subjects: thirty-two (32) students per class. Total pupil load per teacher where class maximum exceeds thirty-two (32) shall be paid fifty cents (\$.50) per student per day.
  4. Under no circumstances may the class maximum be exceeded by more than ten percent (10%).
  5. Overloads will be computed starting with the third week of each semester. Overloads will be computed on a daily basis to be paid within three (3) weeks after the end of each marking period. Teachers shall have the responsibility of accurately reporting overloads by the end of the first week following each marking period.
- D. Overload pay will be calculated as follows for those Art, Physical Education, Band and Music teachers with an elementary and middle school, or elementary and high school assignment: for every student over two hundred-fifty (250), fifty cents (\$.50) per student per day will be paid.
- E. The Director of Special Education, or his/her designee, shall notify regular education teachers of students on specific special education teacher caseloads when those students are scheduled into the regular education teachers' classroom(s). The special education

teacher and the regular education teacher shall share in the responsibility of communicating with each other whenever a special education student is encountering difficulties within the regular education classroom.

Teachers of students who have been identified for service under Section 504 will be advised by the building principal, or his/her designee, of special accommodations needed by the student. Teachers of students who have suspected section 504 handicaps will be invited to attend a meeting, its purpose which will be to develop an appropriate plan for the student.

- F. In the event that a teacher encounters difficulty with the behavior of a student, the District's discipline code, IEP, or 504 plan is to be followed.
- G. Whenever a special education student is being placed in regular education programs through an IEPC, the following shall occur:
  - 1. In-service training shall be made available to the regular education teacher regarding curriculum accommodations and behavior management either prior to or as soon as possible after full time placement of the special education student in the regular education program.
  - 2. Appropriate teacher consultant, paraprofessional and other support personnel as necessary to meet the goals of the IEPC for the special education student shall be provided.
  - 3. All teachers involved with a student for whom an IEPC is scheduled shall be notified of the IEPC. Release time shall be provided for those teachers who would like to attend and participate in the IEPC.
  - 4. In addition, if the behavior of a special education student becomes a problem, the regular education teacher is to consult with the special education teacher who has that student on the teacher's caseload. If difficulties persist, the regular education and special education teachers are to consult with the building principal for the purpose of resolving the problem.

## **Article 24. Medically Fragile Students**

- A. If a teacher will be providing instructional services, excluding those typical classroom responsibilities, to a medically fragile student, the teacher or another adult who will be present when the instruction services are being provided will be advised of the steps to be taken in the event an emergency arises related to the student's medical condition.
- B. The Board shall provide the services of an individual with appropriate medical training to meet the needs of the medically fragile student enrollment.
- C. On a case-by-case basis, prior to placement of a medically fragile student, the Board will provide training by a licensed health professional and other support to any teacher who will be providing instructional services to a medically fragile student. The Board shall pay all costs in connection with the training, including the time taken by the member to receive the training, calculated on a pro rata basis.

- D. Information: Any teacher required to provide school health services to a student shall have the right upon request to review a copy of the student's multi-disciplinary evaluation team report, IEPC, Individual Family Service Plan (IFSP), and any other information in the student's educational records relating in any way to the student's health status or any school health service being provided to the student. The teacher is reminded that the teacher is subject to confidentiality provisions of the Family Educational Rights and Privacy Act and the regulations promulgated pursuant to the Act, for all students.
- E. Liability and Indemnification: The Board shall provide and maintain liability insurance on behalf of each teacher who is required to provide school health services. Insurance coverage shall include personal liability in an amount not less than currently set forth in the Board's insurance policies or one million dollars, whichever is greater.

## Article 25. Calendar

The school calendar will consist of the number of teacher days and student attendance days as indicated in Appendix A.

The first day for teachers will be held at the discretion of administration. One full workday (or two half days) during the week prior to students attending school will be for teachers to be in the building of their teaching station and shall be used by the teacher for individual classroom preparation.

Three (3) or four (4) days of the first week of school for teachers will be devoted to professional development. The specific days will be determined by the building principal. This time is mandatory for all teachers and it is expected that all teachers will avoid scheduling any personal activities that conflict with this professional obligation. The building principal will set the schedule and content for these professional development hours following consultation with teaching staff, subject to the following:

1. Unless approved by the Superintendent, the time may not be scheduled on day(s) when teachers have an obligation to attend scheduled athletic games or scrimmages, plays, concerts or other events associated with their assignments under Article 30 (pay for supplementary services).

If approved to be scheduled on these days by the Superintendent, coaches and those holding positions covered by Article 30 who do have a scheduled game or scrimmage, play, concert or similar activity or who are taking a college class to maintain their teaching certificate, will be excused with no charge being made to the teacher's daily leave under Article 7 or a loss of pay.

Scrimmages applies only to teachers in paid positions recognized in Article 30 and to events scheduled by the athletic director and/or the building principal.

2. Those teachers in assignments under Article 30 will not be excused for practices, rehearsals or similar activities.

## Article 26. Fringe Benefits

- A. The Board shall provide, without cost to the teacher, Ancillary Benefits insurance coverage for a twelve (12) month period for the entire family. Medical insurance will be provided with employee premium co-pays in accordance with the law for a twelve (12) month period for the entire family.
- B. It is understood that the Board may open this Agreement for the express purpose of reviewing Medical and Ancillary Benefits insurance bids with the Association. Change of carriers will be subject to negotiations with the Association. The bid from the carrier must be equal to or exceed the specifications as contained in this paragraph C. If the Association does not agree with the carrier after the bidding process takes place, the following shall apply:
1. A panel of three (3) evaluators shall be selected to determine whether or not the carrier's program meets or exceeds the specifications as bid, but does not provide less coverage than specified. The decision of this panel is final and binding on both parties.
  2. The Association shall select one (1) evaluator; the Board shall select one (1) evaluator; and these evaluators shall select a third member to deliberate on this panel.
- C. For teachers electing Medical and Ancillary Benefits insurance:
- Medical Insurance –
- MESSA Choices II (Pak C Plan):
- Saver Rx Drug Card
  - \$500/\$1,000 Deductible
  - \$20 Office Visit
  - \$25 Urgent Care
  - \$50 Emergency Room
  - 0% Co-insurance
- MESA ABC Plan 1 (Pak A Plan):
- Medical: MESSA ABC Plan 1
  - IN Deductible: Currently \$1,400/\$2,800, changes are determined by law
  - OON Deductible: Currently \$2,800/\$5,600, changes are determined by law
  - OV/UC/ER Copay: N/A
  - RX Drug Copay: ABC Rx
  - 0% Co-insurance

The MESSA plan year begins January 1 each year, which aligns with the deductible year, so as single open enrollment in late fall prior to December 1 shall suffice to accommodate teachers planning to switch between PAK A, PAK C.

The District shall fund the initial deductible to each eligible employee's individual Health Savings Account in January. For the initial year of enrollment into the HSA, the

employee's premium contribution will be payroll deducted in equal installments spread out over twenty-six (26) pays. Equal installments will be spread out over twenty-one (21) pays, for teachers electing a twenty-one (21) pay option (no pay for the five [5] weeks of summer).

- Ancillary Benefits (Pak B Plan):
  - \*LTD (Long Term Disability) Benefit: 66-2/3%, maximum monthly income \$5,000
    - Maximum monthly salary \$7,500
    - Waiting Period: 90 CDMF
  - Alcohol/Drug – 2-year limitation
  - Mental/Nervous – 2-year limitation
  - Family Social Security Offset
  - Pre-existing Condition Waiver – YES
  - COLA – NO
- Negotiated Life: \$50,000
- AD&D (Accidental Death and Dismemberment) \$50,000
- Vision: VSP-2 Plan year July to July
- Delta Dental: 100/60/60 \$2,000 Class I, II, II – IV Max. 60%
  - Orthodontics Lifetime Max \$2,000
  - Cleanings: two (2) in Plan year July to July

Teachers not electing MESSA Medical Insurance will receive the Ancillary Benefit (Pak B Plan).

Cash in lieu of Medial Insurance (Pack B Plan): \$1,800 per fiscal year prorated throughout the year.

- D. Fringe benefits in this agreement shall be prorated for teachers having less than a six (6) period teaching assignment in grades 7 through 12, or less than a full seven (7) hour assignment in self-contained classrooms. This includes all other eligible teachers in non-teaching assignments who are assigned less than a full workload. This applies to teachers hired after June 30, 1988. Such proration shall be based on hours of work as in the following examples:
- Employee A:* A High School Counselor with 4-hour assignment. 4/6ths workload insurance premium is \$250/month Board pays \$166.68/month employee pays \$83.32/month
- Employee B:* 3<sup>rd</sup> Grade Instructor with shared teaching assignment. 4/7ths workload insurance premium is \$250/month Board pays \$142.84 employee pays \$107.16/month
- E. It is the responsibility of each teacher to apply for said insurance coverage. No teacher shall be eligible for insurance coverage until having worked one day and until expiration of the waiting period, if any, and until the effective date of the coverage determined by the carrier. The Board is not responsible for benefits available under said insurance coverage for any period when the carrier does not cover the employee.
- F. The employee shall report changes in family status to the Business Office within thirty (30) days of such change. (Exceptions shall be made in cases of extenuating circumstances). The teacher shall be responsible for any overpayment of premiums

made on his/her behalf by the Board during the current fiscal year for failure to comply with this paragraph. Nothing in this paragraph shall preclude the Board from notifying the teacher and making changes in coverage if the Board should become aware of changes.

- G. The Board’s annual premium for full time teachers electing Medical Insurance with MESSA Choices II Medical Insurance (Pak C Plan) or ABC Plan 1 (Pak A Plan) shall be in compliance with one of the two insurance payment calculations identified in current legislation (PA 54 and PA 152).

Teachers will pay their portion of the premium co-pays of MESSA Choices II Medical Insurance (Pak C Plan) or ABC Plan 1 (Pak A Plan) divided equally over twenty-six (26) pays. Equal installments will be spread out over twenty-one (21) pays for teachers electing a twenty-one (21) pay option (no pay for the five [5] weeks of summer).

- H. Any premiums in excess of the District’s contribution will be payroll deducted as a condition of this Agreement pursuant to the authority set forth in MCLA 408.477. To the extent afforded under the Internal Revenue Code, any deductions will be made with pre-tax dollars. An employee’s insurance obligation to the District must be paid in full on or before receiving final compensation from the District.
- I. The 2021 hard caps will be used for the 2021 calendar year. On January 1 per MCL 15.563 and specified in the Michigan Department of Treasury annual memorandum and as defined by law, the District will implement each subsequent hard cap. For example, on January 1, 2022 the 2022 hard caps will begin implementation and on January 1, 2023 the 2023 hard caps will begin implementation.

**Article 27. Early Retirement**

Any teacher with twenty (20) years or more of service to the Board shall receive an amount at retirement under the Michigan Public School Employee Retirement System as indicated on the following table:

Minimum 20 years of service to the District	Years under MPERS	Amount to be paid
20	25	\$30,000
20	26	\$25,000
20	27	\$20,000
20	28	\$15,000
20	29	\$10,000

To qualify, a teacher must give notice by executing a voluntary release and waiver of claims form available through the Superintendent’s office prior to April 1 of the year the individual plans to retire.

The payment under this section is understood by the parties to qualify as a non-elective employer contribution under the Internal Revenue Code in order to exempt the payment from FICA contributions. As such and for as long as it qualifies, all payments will be made exclusively to an IRS qualified 403B Plan of the teacher’s election that is available in the business office.

In the event the Internal Revenue Code limit for the tax year toward Section 403B Plans will be exceeded for a teacher by payment of the foregoing, that portion of the payment creating the excess will be delayed until the first month of the next tax year.

## Article 28. Hours

- A. Teachers shall be required to work a seven and one-half (7-1/2) hour day as scheduled by the Board. Preceding morning and afternoon classes and after dismissal of afternoon classes, teachers are to be at their assigned stations as designated by the principal. Such designation by the principal is not to exceed ten (10) minutes.
- B. Teachers shall be required to extend their work day by one of the two following methods at the discretion of individual building principals: One (1) day a month by sixty (60) minutes or two (2) days per month by thirty (30) minutes for a total of sixty (60) minutes per month from September until May during the 2021-2022 and 2022-2023 school years. Building principals will provide a schedule for meeting dates and times by the end of the first week of school each year. This clause will sunset with the contract on June 30, 2023.
- C. All 7-12 grade teachers shall be provided with a thirty (30) minute, duty-free, uninterrupted lunch period and normally a daily preparation period between the start and termination of class time of at least forty-five (45) consecutive minutes. Teachers who volunteer and are subsequently assigned by the administration to work during their lunch period shall be given remuneration. Under the block schedule arrangement, each teacher in grades 9-12 who is assigned preparation during one of the extended blocks will have that preparation period every other day rather than daily. Each teacher in grades 9-12 who has assigned preparation during the shorter period (approximately fifty-five [55] minutes in length) will have the preparation period daily.
- D. All K-6 teachers shall be provided with a thirty (30) minute duty-free, uninterrupted lunch period, one (1) twenty (20) minute relief period per day, and a minimum of one hundred eighty (180) minutes per five (5) day week for preparation time between the start and termination of class time. In the event a teacher at Rose City has a full-time position with a schedule split between the elementary (K-6) and the secondary grade levels and that schedule does not afford for a full allocation of preparation time and the relief period, the teacher will be compensated for the lost time at the teacher's hourly rate of pay. In the event that the high school schedule is shortened to a five (5) hour day, this one hundred eighty (180) minutes may be provided outside of scheduled class time. During this period, no student supervision shall be required (assigned). Teachers may elect to select the period directly before or after scheduled class time.
- E. Preparation periods for all classroom teachers will be for the purpose of preparing lessons, checking student work, meeting with students, meeting with or calling parents, meeting with administration, preparing reports, or developing curricula.
1. An effort will continue to be made to minimize the number of Individualized Educational Planning Committee (IEPC), Student Support Team (SST) and Behavior meetings scheduled during a teacher's preparation period.



2. Teachers shall not be required to use their preparation periods or professional time for District defined Fall and Spring Parent-Teacher Conferences, unless requested by the parent.
- F. If requested, the Board will furnish the following protective clothing for each teacher:
  - Art – one (1) smock or apron per year
  - Home Economics – one (1) apron per year
  - Science – one (1) long lab coat per year
  - Wood Shop – one (1) long lab coat per year
  - Machine Shop/Welding – one (1) coverall per year
  - Prescription safety glasses will be provided for the Machine/Welding Shop Instructor and the Wood Shop Instructor. One (1) pair will be provided for each instructor per year.
- G. Teachers traveling between OHHS and Rose City and between OHHS and Surline shall have included in their workday adequate time to travel between building assignments. There shall be a minimum block of twenty (20) minutes provided, aside from preparation time, to proceed to building-to-building assignments. Teachers traveling between Surline and Rose City shall be given a thirty (30) minute block, aside from preparation time.
- H. It is agreed that GSRP teachers will have two of their contractual work days reserved for the month of August. The two work days in August will be considered part of the contractual year and the teachers will not receive any additional compensation for these days. The days off and the work days in August will be mutually agreed upon by each individual teacher and the District's GSRP Supervisor.

This Agreement is taken in good faith in order to accommodate the need to schedule home visits for the current school year. In the event the District needs to reassign any of the GSRP teachers from their current GSRP position to a non-GSRP teaching assignment, the District agrees to hold the teacher harmless for the August work days.

## Article 29. Salary

- A. The Board has the discretion of granting credit to new teachers for experience outside the District, but under no circumstances shall the Board grant credit for years of service for salary purposes exceeding the new teacher's actual experience.
- B. No distinction shall be made as to the following:
  1. Degree status of the teacher when earning outside experience.
  2. Type of school or location of school in which experience was gained, i.e. credit would be given for experience in private schools and/or schools outside Michigan.
  3. One-half (1/2) year or less shall count as a half (1/2) year. From one-half (1/2) year up to a full year shall count as a full year.
- C. Teachers who have left the system through resignation shall, if rehired, be hired back on the same basis as a new teacher.
- D. Fully vocational certified teachers with at least a B.A. degree who are teaching in their field of vocational certification shall be placed one salary column to the right of their degree status. Teachers will be paid on the basis of the ratio between total assigned classes and vocational classes as described above.

- E. The Superintendent will review changes in teacher contracts, which result in column advancements on the salary schedule. It shall be the responsibility of the teacher to notify the Superintendent of any change in classification and to provide official evidence from the college or university of requirements completed. Transcripts do not constitute notification since these are not evaluated until requested by the teacher for change of salary status.

If the course works for column advancement is completed before the start of a semester and the college credentials and final transcripts have been received prior to the start of the semester, the change in salary status will be effective the first day of the next semester as designated on the calendar. If the course work is complete and the college credentials and final transcripts have not been received prior to the start of the semester, the change in salary status will be implemented retroactively to the start of the semester once these items have been received. Pay increases shall not go further back than twelve months.

- F. Teachers who are required to travel during the course of their work, or who travel on approved Board leave or assignment, shall be compensated for mileage at the established Board rate for the current year.
- G. Teachers holding the MSW degree shall be placed on the MA+30 schedule.
- H. Twenty-five (25) State Continued Education Clock Hours (SCECHs), or current MDE equivalent, shall equal one (1) semester hour of credit.
- I. Special education and social worker staffs that are assigned to complete Medicaid documentation will be paid a 1% salary stipend. This stipend will stay in effect as long as the administration deems the added documentation necessary. The need will be reassessed annually.
- J. If a full-time teacher of high school or middle school accepts an additional class section in lieu of their assigned preparation period, the teacher will be paid one-sixth (1/6) of the teacher's Article 30 salary schedule step.
- K. Each teacher will request either twenty-one (21) or twenty-six (26) pays at the beginning of the school year. This cannot be changed until the beginning of the next school year.
- L. Teachers who receive an end of the year evaluation of effective or highly effective will receive an additional one dollar (\$1) off schedule performance bonus. This is to be paid by June 30<sup>th</sup> of the current year.

2021-2022 Salary Schedule						
STEP	BA	BA+15	BA+30	BA+45/MA	MA+15	MA+30
1	41,200	41,200	41,200	43,260	43,260	43,260
2	42,230	42,230	42,230	44,290	44,290	44,290
3	43,260	43,775	44,290	45,320	45,835	46,350
4	44,290	44,805	45,320	46,865	47,380	47,895
5	45,320	45,835	46,350	48,410	49,440	50,470
6	46,350	46,865	47,380	49,955	50,985	52,015
7	47,380	47,895	48,410	51,500	52,530	53,560
8	48,410	48,925	49,440	53,045	54,075	55,105
9		49,955	50,985	54,590	55,620	56,650
10		51,500	52,530	56,650	57,680	58,710
11		52,015	53,560	57,680	58,710	59,740
12		52,530	54,590	58,710	59,740	60,770
13		53,560	55,620	59,740	60,770	61,800
14		54,590	57,165	60,770	61,800	62,830
15		56,650	58,710	62,830	63,860	64,890
16		57,680	59,740	63,345	64,375	65,405
17		58,710	60,770	63,860	64,890	65,920
18		59,740	61,800	64,375	65,405	66,435
19		60,770	62,830	64,890	65,920	66,950
20				65,405	66,435	67,465
21				65,920	66,950	67,980
22				66,435	67,465	68,495
23				66,950	67,980	69,010
24				67,465	68,495	69,525
25+				67,980	69,010	70,040

2021-2022 Salary Schedule:

- The above salary schedule reflects a 3% schedule increase for each step and column of the salary schedule applied to the 2020-2021 paid salary (which includes the 2020-2021 \$1,000 off schedule amount paid to employees).
- All employees working in the District prior to September 30, 2021 will receive a one-time five hundred dollars (\$500) off schedule amount in a separate check prior to October 15, 2021.
- Steps and columns granted for the 2021-2022 school year.

2022-2023 Salary Schedule (Guaranteed)						
STEP	BA	BA+15	BA+30	BA+45/MA	MA+15	MA+30
1	42,024	42,024	42,024	44,125	44,125	44,125
2	43,075	43,075	43,075	45,176	45,176	45,176
3	44,125	44,651	45,176	46,226	46,752	47,277
4	45,176	45,701	46,226	47,802	48,328	48,853
5	46,226	46,752	47,277	49,378	50,429	51,479
6	47,277	47,802	48,328	50,954	52,005	53,055
7	48,328	48,853	49,378	52,530	53,581	54,631
8	49,378	49,904	50,429	54,106	55,157	56,207
9		50,954	52,005	55,682	56,732	57,783
10		52,530	53,581	57,783	58,834	59,884
11		53,055	54,631	58,834	59,884	60,935
12		53,581	55,682	59,884	60,935	61,985
13		54,631	56,732	60,935	61,985	63,036
14		55,682	58,308	61,985	63,036	64,087
15		57,783	59,884	64,087	65,137	66,188
16		58,834	60,935	64,612	65,663	66,713
17		59,884	61,985	65,137	66,188	67,238
18		60,935	63,036	65,663	66,713	67,764
19		61,985	64,087	66,188	67,238	68,289
20				66,713	67,764	68,814
21				67,238	68,289	69,340
22				67,764	68,814	69,865
23				68,289	69,340	70,390
24				68,814	69,865	70,916
25+				69,340	70,390	71,441

2022-2023 Salary Schedule:

- The above salary schedule reflects a guaranteed 2% schedule increase for each step and column of the salary schedule applied to the 2021-2022 salary schedule.
- Steps and columns granted for the 2022-2023 school year.

2022-2023 Salary Schedule (with Trigger)						
STEP	BA	BA+15	BA+30	BA+45/MA	MA+15	MA+30
1	42,436	42,436	42,436	44,558	44,558	44,558
2	43,497	43,497	43,497	45,619	45,619	45,619
3	44,558	45,088	45,619	46,680	47,210	47,741
4	45,619	46,149	46,680	48,271	48,801	49,332
5	46,680	47,210	47,741	49,862	50,923	51,984
6	47,741	48,271	48,801	51,454	52,515	53,575
7	48,801	49,332	49,862	53,045	54,106	55,167
8	49,862	50,393	50,923	54,636	55,697	56,758
9		51,454	52,515	56,228	57,289	58,350
10		53,045	54,106	58,350	59,410	60,471
11		53,575	55,167	59,410	60,471	61,532
12		54,106	56,228	60,471	61,532	62,593
13		55,167	57,289	61,532	62,593	63,654
14		56,228	58,880	62,593	63,654	64,715
15		58,350	60,471	64,715	65,776	66,837
16		59,410	61,532	65,245	66,306	67,367
17		60,471	62,593	65,776	66,837	67,898
18		61,532	63,654	66,306	67,367	68,428
19		62,593	64,715	66,837	67,898	68,959
20				67,367	68,428	69,489
21				67,898	68,959	70,019
22				68,428	69,489	70,550
23				68,959	70,019	71,080
24				69,489	70,550	71,611
25+				70,019	71,080	72,141

2022-2023 Salary Schedule:

- The 2022-2023 salary schedule will reflect a 3% schedule increase for each step and column of the salary schedule applied to the 2021-2022 salary schedule if the Audited Fall 2021 FTE is greater than 1,790 and the Michigan Legislative and Executive Budget, including any one-time revenue not included in Foundation Allowance of one hundred dollars (\$100) or more increase from the current Foundation Allowance of eight thousand, one hundred eleven dollars (\$8,111).
- If the Audited Fall 2021 FTE is greater than 1,950 and the Michigan Legislative and Executive Budget, including any one-time revenue not included in Foundation Allowance of two hundred dollars (\$200) or more increase from the current

Foundation Allowance of eight thousand, one hundred eleven dollars (\$8,111), each certified staff member will receive an additional \$1,000 off schedule for the 2022-2023 school year.

- Steps and columns granted for the 2022-2023 school year.

**Article 30. Pay for Supplementary Services**

- A. Interscholastic sports will be paid positions and shall be defined as sports that follow State competitively between teams of other School Districts.
- B. Intramural sports may be unpaid positions, but competitive only within the limits of the community, the School District, or the student body. Play days between School Districts are acceptable.
- C. Should any teacher be employed beyond the number of teacher days included in Appendix A in a given school year, the teacher shall receive the teacher’s daily rate for each additional day worked. Partial days worked shall be prorated.
- D. All activities are calculated by multiplying the percent, times the dollar amount at the number of years on the Schedule B pay scale an individual has supervised or coached in that position, unless there is a dollar amount specified.
- E. All Supplemental Service pay will be paid through a third-party vendor of the District’s choice for non-District employees. All District employees covered by this contract will be paid by the District and will be subject to all employer and employee deductions, including MPSERS.
- F. Supplementary Services will be paid at the rate listed below:

Year	2021-2022 Schedule B	Guaranteed 2022-2023 Schedule B	Trigger 2022-2023 Schedule B
1	\$36,050	\$36,771	\$37,132
2	\$37,595	\$38,347	\$38,723
3	\$39,655	\$40,448	\$40,845
4	\$41,715	\$42,549	\$42,966
5	\$43,775	\$44,651	\$45,088
6	\$45,320	\$46,226	\$46,680
7	\$47,380	\$48,328	\$48,801
8	\$49,440	\$50,429	\$50,923
9	\$51,500	\$52,530	\$53,045
10	\$53,045	\$54,106	\$54,636

- For the 2021-2022 school year, the above supplementary services salary schedule will reflect a 3% schedule increase for each step of the schedule applied to the 2020-2021 salary.

- For the 2022-2023 school year, the above supplementary services salary schedule will reflect a guaranteed 2% schedule increase for each step of the schedule applied to the 2021-2022 salary.
- For the 2022-2023 school year, the above supplementary services salary schedule will reflect a 3% schedule increase for each step of the schedule applied to the 2021-2022 salary if the Audited Fall 2021 FTE is greater than 1,790 and the Michigan Legislative and Executive Budget, including any one-time revenue not included in Foundation Allowance of one hundred dollars (\$100) or more increase from the current Foundation Allowance of eight thousand, one hundred eleven dollars (\$8,111).
- Any employee whose “actual” step is higher than their “paid” step will be restored to “actual”.

<b>Supplementary Service Pay Schedule</b>	
Band Director – High School	8%
Band Camp – High School Director	\$1,600
Band Director – Jazz Band	6%
Band Director – Middle School	3%
Baseball – Head Varsity	8%
Baseball – Junior Varsity	6%
Basketball – Head Varsity (Boys or Girls)	10%
Basketball – Junior Varsity (Boys or Girls)	7%
Basketball – Freshman (Boys or Girls)	7%
Basketball – Middle School (Boys or Girls)****	4%
Choir – High School	3%
Choir – Middle School	3%
Class Advisor – Freshman	4%
Class Advisor – Sophomore	4%
Class Advisor – Junior	4%
Class Advisor – Senior (two positions) Note: A class advisor who stays with a class for the four years (9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> ) will be paid 5% as a senior class advisor	4%
Cross Country – Head (Boys or Girls)	8%
Cross Country – Assistant (Boys or Girls)	6%
Debate	5%
FFA	5%
Football Head Varsity	10%
Football Head Junior Varsity	7%
Football Head Freshman	7%
Football Assistants (includes Varsity, Junior Varsity & Freshman)	7%
Golf	8%
HOSA	5%
Knowledge Bowl	3%
Machine Shop Equipment Maintenance	10%
NHS	4%

<b>Supplementary Service Pay Schedule, continued</b>	
Plays – High School Director	6%
Plays – High School Assistant Director	3%
Plays – High School – Musical Director	3%
Skills USA	5%
Soccer – Varsity (Boys or Girls)	8%
Soccer – Junior Varsity (Boys or Girls)	6%
Softball – Varsity	8%
Softball – Junior Varsity	6%
Student Council – High School	4%
Student Council – Middle School (or NJHS)	3%
Swimming – Head (Boys or Girls)	8%
Swimming – Assistant (Boys or Girls)***	6%
Track – Head (Boys or Girls)	8%
Track – Assistant (Boys or Girls)	6%
Track – Middle School (Boys or Girls)*	3%
Track – Middle School Assistant (Boys or Girls)**	3%
Volleyball – Varsity	8%
Volleyball – Junior Varsity	6%
Volleyball – Freshman	6%
Wrestling – Head	8%
Wrestling – Assistant	6%
Yearbook Advisor – High School	6%

\* Based upon a five-week program

\*\* An assistant track coach will be hired if there are more than twenty-five (25) members on the team at the end of the second week of practice.

\*\*\*An assistant swimming coach will be hired if there are twenty (20) or more members on the team at the end of the second week of practice.

\*\*\*\* Any middle school basketball coaches’ salary will be grandfathered in at their current rate if a salary increase isn’t realized, and will continue to advance on the Schedule B pay scale as normal, once a salary increase is realized.

**Article 31. Pay Rates and Procedures for Teachers Substituting for Other Teachers**

- A. A teacher who substitutes on his or her conference (preparation) period or lunch period for another teacher will be compensated at the teacher’s regular hourly rate, (teacher salary divided by the number of teacher days divided by seven [7] [hours]). Pay for fractions of an hour will be prorated.
- B. It is expressly understood that teachers substitute for other teachers during their conference (preparation) period or lunch period on a voluntary basis.
- C. A teacher who substitutes for another teacher while someone else covers the original teacher’s class, (teacher A substitutes for teacher B while teacher C covers teacher A’s



class or classes), will receive pay based upon the current substitute rate, prorated according to the time involved.

- D. A teacher who covers their own class plus another teacher's class at the same time will be compensated at one-half (1/2) of the teacher's hourly rate (determined as in Section A. above).
- E. Support teachers (special education and Title I) who substitute for regular education teacher will receive pay based upon the current substitute teacher rate, prorated according to the time involved.
- F. When the support teacher is removed from the teacher's regular support assignment with a regular education teacher, the regular education teacher will receive additional pay based upon the current substitute teacher rate, prorated according to the number of classes involved.
- G. The building principal must approve the teachers substituting in the above situations prior to the substituting occurring. In addition, the principal will attempt to provide coverage for a class (or classes) when a substitute is not available by first requesting individual teachers to cover during their preparation periods. Support teachers will be used as a last resort for substituting purposes.
- H. A teacher in grades 9-12 who substitutes for a block class of approximately ninety-five (95) minutes in length will earn two (2) hours of pay, and a teacher in grades 9-12 who substitutes for a block class of approximately fifty-five (55) minutes in length will earn one (1) hour of pay.

### **Article 32. Emergency Manager**

"An emergency manager appointed under the Local Financial Stability and Choice Act shall be allowed to reject, modify, or terminate this collective bargaining agreement in accordance with the Local Financial Stability and Choice Act".

The inclusion of this language is required by PERA. It should not be interpreted as a waiver of the Association's rights to challenge the legality of the Emergency Manager Law.

**Article 33. Duration of Agreement**

This Agreement shall be effective July 1, 2021, and shall remain in full force and effective without change, additions or amendment from this date until June 30, 2023.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by their authorized representatives as of the dates indicated below.

**WEST BRANCH-ROSE CITY  
AREA SCHOOL DISTRICT:**

**WEST BRANCH-ROSE CITY  
EDUCATION ASSOCIATION:**

Scott Kartes / 07/19/21  
Scott Kartes, WBRC School Board President Dated

Calie Kavalunas 7-18-21  
Calie Kavalunas, WBRC EA President Dated

Heather C. Kearns / 07/19/21  
Heather Kearns, WBRC School Board Vice-Pres. Dated

Amy Quigley / 7/14/21  
Amy Quigley, WBRC Ea Chief Spokesperson Dated

**WBRC School Board Team:**

- Philip Mikulski, Superintendent
- Ted Matuszak, Director of Finance
- Scott Kartes, WBRC Board President
- Heather Kearns, WBRC Board Vice-President
- Gary Miller, WBRC Board Treasurer

**WBRC EA Team:**

- Amy Quigley, WBRC Ea Chief Spokesperson
- Calie Kavalunas, WBRC EA President
- Rhonda Kruch, MEA UniServ Director
- Josh Lucas, WBRC EA Vice-President
- Stacy Gildner, WBRC EA Building Rep.

**Appendix A – 2021-2023 Calendars as follows**

July 2021

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**WEST BRANCH-ROSE CITY AREA SCHOOLS**

**2021-2022**

**School Calendar**

[960 S. M-33] PO Box 308  
West Branch, MI 48661

January 2022

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2021

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



February 2022

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

September 2021

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

First **Student** Day: August 30, 2021  
Last **Student** Day: June 8, 2022

End of First Semester: January 21, 2022

First **Teacher** Day: August 23, 2021  
Last **Teacher** Day: June 8, 2022

March 2022

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2021

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

○ = Holiday/No School  
△ = Teacher Work Day; No Students  
◇ = Teacher P.D. Day; No Students  
□ = Half Day for Students and also Last Day for Students and Teachers  
**RED = FIRST DAY OF SCHOOL**  
00 = Underline denotes P-T Conferences

April 2022

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2021

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

8 | 180

Left Side: Student Days in Month  
Right Side: Total Student Days for Year

May 2022

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2021

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Note:**  
Two (2) 'evenings' in Fall for P-T conf's, all bldgs  
Two (2) 'evenings' in Spring / P-T conf's, K-8  
Two (2) 'evenings' Open House /P-T conf at OHHS

June 2022

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

EA TA'd: 5/5/2021  
Board Approved: 5/17/2021  
EA Approved: \_\_\_\_\_



July 2022

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**WEST BRANCH-ROSE CITY AREA SCHOOLS**  
**2022-2023**  
**School Calendar**  
 [960 S. M-33] PO Box 308  
 West Branch, MI 48661

January 2023 20 | 98

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2022 3 | 3

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



February 2023 19 | 117

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

September 2022 20 | 23

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

First **Student** Day: August 29, 2022  
 Last **Student** Day: June 7, 2023  
 End of First Semester: January 21, 2023  
 First **Teacher** Day: August 22, 2022  
 Last **Teacher** Day: June 7, 2023

March 2023 17 | 134

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 2022 21 | 44

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

○ = Holiday/No School  
 △ = Teacher Work Day; No Students  
 ◇ = Teacher P.D. Day; No Students  
 □ = Half Day for Students and also Last Day for Students and Teachers  
**RED = FIRST DAY OF SCHOOL**  
OO = Underline denotes P-T Conferences

April 2023 19 | 153

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 2022 18 | 62

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

8 | 180  
 Left Side: Student Days in Month  
 Right Side: Total Student Days for Year

May 2023 22 | 175

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2022 16 | 78

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Note:**  
 Two (2) 'evenings' in Fall for P-T conf's, all bldgs  
 Two (2) 'evenings' in Spring / P-T conf's, K-8  
 Two (2) 'evenings' Open House /P-T conf at OHHS

June 2023 5 | 180

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

EA TA'd: 5/5/2021  
 Board Approved: 5/17/2021  
 EA Approved: \_\_\_\_\_



July 2023						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**WEST BRANCH-ROSE CITY AREA SCHOOLS**  
**2023-2024**  
**School Calendar**  
 [960 S. M-33] PO Box 308  
 West Branch, MI 48661

January 2024						
Su	M	T	W	Th	F	Sa
						21   99
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2023						
Su	M	T	W	Th	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



February 2024						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

September 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

First **Student** Day: August 28, 2023  
 Last **Student** Day: June 5, 2024  
 End of First Semester: January 19, 2024  
 First **Teacher** Day: August 21, 2023  
 Last **Teacher** Day: June 5, 2024

March 2024						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2023						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

○ = Holiday/No School  
 △ = Teacher Work Day; No Students  
 ◇ = Teacher P.D. Day; No Students  
 □ = Half Day for Students and also Last Day for Students and Teachers  
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April 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2023						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

8 | 180  
 Left Side: Student Days in Month  
 Right Side: Total Student Days for Year

May 2024						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Note:**  
 Two (2) 'evenings' in Fall for P-T conf's, all bldgs  
 Two (2) 'evenings' in Spring / P-T conf's, K-8  
 Two (2) 'evenings' Open House /P-T conf at OHHS,

June 2024						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

EA TA'd: 5/5/2021  
 Board Approved: 5/17/2021  
 EA Approved: \_\_\_\_\_

Letter of Agreement  
Between  
West Branch-Rose City Education Association  
and the  
West Branch-Rose City Area Schools


Certified staff directed by District Administration, in conjunction with the Health Department or their Medical Provider, to quarantine due to unavoidable school-related exposure directly related to performing essential job functions of the teaching/ancillary assignment will not be required to use "PTO" time if:

1. The certified staff member requests, in writing, to work remotely within one working day of notification of quarantine.
2. The certified staff member submits a detailed list of essential job functions they will perform while working remotely to their building principal/supervisor within one working day.
3. The certified staff member is asymptomatic or healthy enough to perform essential job functions and agrees to perform their essential job functions remotely.
4. The certified staff member has the technology available to work remotely (computer, high-speed internet, phone, or other necessary technology).
5. The remote work plan will be approved by the Superintendent, in conjunction with their building principal/supervisor, for each certified staff member on a case-by-case basis. If their remote work plan is incomplete or unacceptable, the administration will reach out to the certified staff member for an adjusted remote work plan on one occasion before denying the plan.

If the Superintendent denies the remote work plan, the certified staff member must submit an appeal within two working days. The Superintendent, Director of Curriculum and Instruction, and the MEA UniServ Director will serve on the appeal committee and render a final decision. The committee's decision will be final, with no further appeal available.

This agreement is singular in nature and is not precedent-setting.

This agreement expires on December 31, 2021. Both parties agree to reevaluate this letter of agreement during December 2021 to determine whether it is extended for the remainder of the 2021-2022 school year.

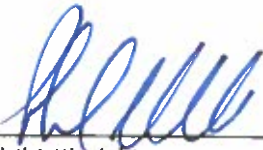
  
\_\_\_\_\_, 7-15-21  
Phil Mikulski, WB-RC Superintendent Date

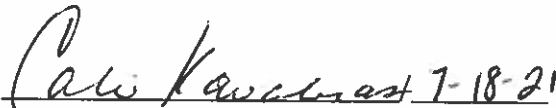
  
\_\_\_\_\_, 7-18-21  
Calie Kavalunas, WB-RC EA President Date

Letter of Agreement  
Between  
West Branch-Rose City Education Association  
and the  
West Branch-Rose City Area Schools

This Letter of Agreement ("Agreement") is entered into between the Board of Education ("Board") of West Branch-Rose City Area School District ("District") and West Branch-Rose City Education Association ("Association") agree to the following for the 2021-2022 school year:

1. The District agrees to meet and collaborate with West Branch-Rose City Education Association during the month of August 2021 with the intent of drafting a Letter of Agreement before the first day of school in regards to the work requirement guidelines for virtual teaching assignments (with the exception of traditional high school virtual learning prior to the COVID-19 pandemic).

  
\_\_\_\_\_/ 7-15-21  
Phil Mikulski, WB-RC Superintendent Date

  
\_\_\_\_\_/ 7-18-21  
Calie Kavalunas, WB-RC EA President Date