

**HOPE-PAGE
COOPERATIVE SCHOOL**

2016-2017

MASTER CONTRACT

Hope-Page Cooperative School
Master Contract
2016-2017

ARTICLE I- NEGOTIATION PROCEDURES

A – Directing Requests For Meetings

Requests for meetings from the representative teacher organization normally will be made directly to the superintendent. Requests from the Board or their representatives will be made to the president of the teacher representative organization. Their requests may be made through the superintendent. A mutually convenient meeting date shall be set and a meeting held within ten (10) days of the date of the request. A listing of names of the officers and members of committee assignments of the teacher representative organization shall be given to the school administration as soon as such elections or appointments have been made or no later than November 1, in order to facilitate an official and reliable means of communications.

B- Meetings

Meetings composed of members of the teacher representative organization, the Board Negotiations Committee, and the superintendent shall be called upon written request of any one of the parties. Such meetings shall be held no later than ten (10) days following the requested meeting. Meetings shall not be held during regular school hours and shall be scheduled not to interfere with school activities. Official summary minutes will be kept by a recording secretary appointed by the members of the meeting.

C- Proposals

All proposals submitted for negotiations must be as specific as possible and shall be accompanied by a cost to the district. These proposals will be presented at the first ground rules meeting by the teacher representative organization and at the second meeting by the Board negotiators. Additional proposals may not be added thereafter without the agreement of both parties.

D- Ratification

A copy of the final ratified master contract shall be issued with each teaching contract.

ARTICLE II- GRIEVANCE PROCEDURE

- A. Purpose: To enable teachers to express a complaint about the administration of the Agreement with the assurance that the complaint will receive prompt attention by persons who can remedy it, if necessary.
- B. Definition Of Grievance: A grievance is a disagreement regarding the interpretation or inequitable application of a specific provision of this Agreement.
- C. Procedure: Grievances shall be processed in accordance with the following procedure:
 - Step One: (Informal) Within seven (7) days of an event which may result in a grievance, said teacher with a grievance shall first discuss his/her complaint with the principal in an earnest effort to settle the matter informally.

Within five (5) days, the principal shall communicate his views to the aggrieved teacher orally. Step Two: (Formal) In event the matter is not resolved informally, the problem, stated in writing, may be submitted, within seven (7) days after completion of Step One, as a grievance, to the principal.

Within five (5) school days after receiving the grievance, the principal shall state his decision in writing together with the supporting reasons, and shall furnish a copy to the aggrieved teacher.

Within two (2) school days after receiving the decision of the principal, the written grievance may be submitted to the local Teacher Grievance Committee. The committee will be comprised of the teacher Union President, (in the event the Grievant is the president, the Vice President will take their place on the committee) business manager and a third party to be chosen by the two other members, to judge the merits of the complaint.

If the Grievance Committee finds merit in the complaint, it shall, within five (5) school days after receiving the complaint, inform the aggrieved teacher and principal, in writing, stating their points concerning merit.

Within five (5) school days after receiving the Grievance Committee's written statement of points concerning merit, the principal shall again state a decision in writing together with supporting reasons to the aggrieved teacher and to the Grievance Committee.

If the aggrieved is not satisfied, he may, within two (2) school days after receiving the written decision of the principal, submit, in writing, the grievance to the superintendent. The appeal shall set forth specifically the act and the grounds on which the grievance is based and shall be accompanied by a copy of the decisions at the previous level.

The superintendent shall meet and confer on the grievance with a view to arriving at a mutually satisfactory adjustment. Participants in this conference shall be those who participated at the previous level. Within five (5) school days after receiving the appeal, the superintendent shall communicate his decision, in writing, together with supporting reasons, to the principal and to the aggrieved teacher.

If the aggrieved is not satisfied with the superintendent's disposition of his grievance, he may, within five (5) school days after receiving the superintendent's decision, request, in writing, that the grievance be referred to the school board. The school board shall, within ten (10) school days, or, if acceptable to both parties, at the next request, examine the complaint, consider the options of all parties concerned, interpret the grievance and submit a written decision to the superintendent, the principal and the aggrieved teacher.

- D. Disposition: School board members, administrators, or teachers shall not discriminate against one another because of the exercise of the rights under the grievance procedure.

ARTICLE III- LEAVES

A. Personal Sick Leave

1. Each teacher under contract for the regular school year shall be granted twelve (12) days sick leave cumulative to seventy-two (72) days.
2. If a teacher's annual sick leave allotment results in their accumulated sick leave exceeding 72 days, they will be allowed to accumulate it to 77 days. At the conclusion of the school term any remaining days over 72 will be compensated at ninety (\$90.00) dollars per day.
3. A teacher may use sick leave for absences necessitated by illness, injury, doctor ordered maternity care, doctor appointment or dental care.
4. A teacher may use his/her personal sick leave for absences necessitated by illness of spouse, child or parent. Family sick leave may be used for other relatives at the discretion of the building principal.
5. A teacher under contract for the regular school term who becomes unable to work due to a serious health problem may request use of accumulated sick leave days of other teachers currently employed by the district. Such requests must be in writing to both the Association and the school administration and must be accompanied by a medical doctor's statement verifying the inability to work.

For the request to be granted, the individual must have exhausted all his personal sick leave. Approval must be given by both the Association and school administration.

Each teacher shall share approved withdrawals according to the following schedule:

<u>ACCUMULATED SICK LEAVE</u>	<u>MAXIMUM DAYS OF CONTRIBUTION</u>
1-12	1
13-24	2
25-36	3
37-48	4
49-72	5

B. Emergency Leave

1. Each teacher under contract for the regular school year may be granted three (3) emergency leave days, subject to the approval of the administration.
2. Emergency leave shall not be accumulative.
3. A teacher may use emergency leave for sudden family illness or injury, for attending funerals and such things necessitated by emergencies.

C. Personal Leave

1. Each teacher under contract for the regular school year may be granted four (4) days personal leave, subject to the approval of the administration. Unused personal leave may be paid for at the rate of **\$75.00** for each unused day. Such payment must be requested by the teacher on school forms by May 31 of each school year and shall not exceed **two (2) days per year**. Once payment is requested, the days can no longer be accumulated.
2. Personal leave shall be accumulative to **6 days**.
3. Application for the leave must be filed with the principal two (2) days in advance of contemplated leave, on forms provided by the district.

The principal may waive the two day provision in emergency situations. Unless waived by the building principal, personal leave shall not be granted for the first or last five (5) days of the school term, or five days before a semester break.

4. **Only two (2) teachers per site may request personal days on the same day. This may be waived pending the availability of substitute teachers.**

D. Professional Leave

1. Each teacher under contract for the regular school year may be granted three (3) days professional leave, subject to approval by the administration.
2. Professional leave shall not be accumulative.
3. A teacher may take professional leave to promote self-improvement, by attending seminars, workshops, visiting other schools, etc.
4. It shall not be considered professional leave when a teacher is supervising a group of students at a place other than the school or when a teacher is absent from school at the request of the administration or school board.

E. Leave Report

1. After any absence in the leave categories a teacher shall be given a signed form indicating the date, type and amount of leave taken.
2. A cumulative record of teachers' leave days shall be given at the fall pre-school workshop.

ARTICLE IV- PAYROLL PROCEDURES

A. Salary Matters Not Included In Salary Schedule

1. Checks will be payable on the fifth and twentieth of each month or the school day immediately preceding a weekend or vacation of which these dates are included. Each teacher shall have the option to be paid in 18 or 24 calendar checks with the final check to be paid after approval of final checkout.
2. If a substitute cannot be hired as a replacement a member of the staff agreeing to take on extra teaching duties will be compensated at the rate of \$14.00 per hour or \$7.00 per half hour **during their prep period.**
3. Teachers shall be compensated at the state rate for mileage while conducting school business with their personal vehicle upon approval of the administration.
4. Teachers under contract for the regular school year shall be compensated \$15.00 per hour for the pre-school workshop.
5. **The school district agrees to pay \$7,822.00 per year for 2016-17 for a teachers insurance under the group package offered by each district.** An employee having reached the required age to obtain FICA benefits may instead designate a Medicare Supplement in lieu of the group package offered by the district.

In order for a teacher to be eligible for this payment they must be enrolled in the **health, hospitalization plan offered by the district.** Final approval of the insurance carrier **will be determined by the boards of education.**

6. The District will provide a cafeteria plan for flexing of medical insurance premiums, medical deductibles, dental, eye care and other approved costs.
7. The school district agrees to pay the employee a portion of the Teachers Retirement on the contracted salary up to an assessment rate of 11.75%.
8. The Spartan schedule will be used for payment of co-curriculars.
9. The Districts agree to pay \$30.00 per day for all unused sick leave for any teacher who has been in the system for at least 15 years and is leaving the system. Pro-rated pay will be allowed on part-time staff members. Payment will be made upon resignation or non-renewal of a teacher's contract unless they are due to competency or ethical related reasons.

ARTICLE IV- PAYROLL PROCEDURES (continued)

B. Salary Schedule Information

1. **Lane changes across will be \$550.00. Increment steps will be \$500.00 on all lanes except the Masters Lane which will be \$575.00. The base salary will be \$36,500 for the 2016-2017 school year.**
2. For advancement on the salary schedule, across, additional graduate semester hours must be in the major or minor teaching field, with the prior approval of the superintendent, or in education courses counting towards an advanced degree approved by the superintendent. Transcripts must be on file in the business office prior to receiving his/her first salary payment if the teacher is to receive a salary adjustment.

ARTICLE V – INSTRUCTIONAL STAFF DAILY SCHEDULE

A. Daily Schedule

A full-time teacher's daily schedule shall be established from 8:00 a.m. until 4:00 p.m., with the exception of the last day of the school week and when school is dismissed for emergencies. In those exceptions, teachers may leave after the buses have left. Any teacher assigned bus duty will remain until all students riding the buses have left. Further, the administration has the right to call staff meetings prior to or after the school day, and attendance shall be required by all teachers requested to be in attendance. If meetings take place before or after contracted hours, teachers may choose to leave early to make up for the time spent outside of contracted hours.

B. Class Load

1. The normal teaching load in the elementary school will include all subject areas with the exception of music and physical education. These will be taught by specialized teachers outside the classroom. Classroom teachers will be allowed to use this time as duty-free lesson planning preparation time.
2. Full-time K-12 teachers will be guaranteed 225 minutes of duty-free teacher preparation time per week during the instructional day. Every effort will be made by the administration to allocate a portion of this time on a daily basis.
3. The maximum number of instructional classes assigned to full-time teachers of grades 7-12 shall be limited to six (6) per day. If a teacher is assigned more than (5) different subject preparations during a day, compensation will be paid above the contracted salary amount at a rate of \$2,000 per semester.
4. The administration will attempt to limit study halls for grades 7-12 to 30 students. Study halls may be assigned at the discretion of the administration. However, class subjects to be taught shall have preference over study hall assignments and shall be determined by the administration according to student need and scheduling requirements. Efforts should be made by the administration to equalize teacher workload in grades K-12.

ARTICLE VI – MISCELLANEOUS PROVISIONS

A. Renewal of Agreement

The provisions of each article of this agreement shall be effective as of July 1, 2016, and shall continue in full force and effect through June 30, 2017. This agreement will automatically renew and continue in full force and effect for additional one year periods unless either the board or any negotiating unit representing the teachers give written notice to the other to re-open this agreement and to negotiate the terms of a successor agreement. Such written request by either party to this agreement shall be sent to the other prior to the regular March school board meeting of the last school year covered by this agreement.

B. Affected Parties

This agreement is for the Hope and Page School Districts. Boards of Education and Certified Staff regardless of which district holds the contract. It shall be the document of record for the two districts as long as they continue joint operations through either a cooperative agreement or consolidation.

C. Savings Clause

If any portion of this contract is determined to be invalid or unenforceable, the remainder of the contract shall not be affected and shall remain in force.

WITNESS AND WRITTEN MUTUAL AGREEMENT

As duly authorized representatives of the Hope Board of Education, Page Board of Education, Hope Contracted Teachers and Page Contracted Teachers, we mutually agree to the terms of this agreement and hereunto place our signatures.

Cheryl E. King

Teacher Representative

6-2-2016

Date

Reta King

Teacher Representative

6-2-2016

Date

John G. King

Hope Board Representative

6-2-2016

Date

Jason Mews

Page Board Representative

6-2-2016

Date

EXPERIENCE									
YEAR									
	BS	BS+8	BS+16	BS+24	BS+32	BS+40	BS+48	MASTER	MA+8
0	36,500.00	37,050.00	37,600.00	38,150.00	38,700.00	39,250.00	39,800.00	40,350.00	40,900.00
1	37,000.00	37,550.00	38,100.00	38,650.00	39,200.00	39,750.00	40,300.00	40,925.00	41,475.00
2	37,500.00	38,050.00	38,600.00	39,150.00	39,700.00	40,250.00	40,800.00	41,500.00	42,050.00
3	38,000.00	38,550.00	39,100.00	39,650.00	40,200.00	40,750.00	41,300.00	42,075.00	42,625.00
4	38,500.00	39,050.00	39,600.00	40,150.00	40,700.00	41,250.00	41,800.00	42,650.00	43,200.00
5	39,000.00	39,550.00	40,100.00	40,650.00	41,200.00	41,750.00	42,300.00	43,225.00	43,775.00
6	39,500.00	40,050.00	40,600.00	41,150.00	41,700.00	42,250.00	42,800.00	43,800.00	44,350.00
7	40,000.00	40,550.00	41,100.00	41,650.00	42,200.00	42,750.00	43,300.00	44,375.00	44,925.00
8	40,500.00	41,050.00	41,600.00	42,150.00	42,700.00	43,250.00	43,800.00	44,950.00	45,500.00
9		41,550.00	42,100.00	42,650.00	43,200.00	43,750.00	44,300.00	45,525.00	46,075.00
10		42,050.00	42,600.00	43,150.00	43,700.00	44,250.00	44,800.00	46,100.00	46,650.00
11		42,550.00	43,100.00	43,650.00	44,200.00	44,750.00	45,300.00	46,675.00	47,225.00
12		43,050.00	43,600.00	44,150.00	44,700.00	45,250.00	45,800.00	47,250.00	47,800.00
13			44,100.00	44,650.00	45,200.00	45,750.00	46,300.00	47,825.00	48,375.00
14			44,600.00	45,150.00	45,700.00	46,250.00	46,800.00	48,400.00	48,950.00
15			45,100.00	45,650.00	46,200.00	46,750.00	47,300.00	48,975.00	49,525.00
16			45,600.00	46,150.00	46,700.00	47,250.00	47,800.00	49,550.00	50,100.00
17				46,650.00	47,200.00	47,750.00	48,300.00	50,125.00	50,675.00
18				47,150.00	47,700.00	48,250.00	48,800.00	50,700.00	51,250.00
19				47,650.00	48,200.00	48,750.00	49,300.00	51,275.00	51,825.00
20				48,150.00	48,700.00	49,250.00	49,800.00	51,850.00	52,400.00
21					49,200.00	49,750.00	50,300.00	52,425.00	52,975.00
22					49,700.00	50,250.00	50,800.00	53,000.00	53,550.00
23					50,200.00	50,750.00	51,300.00	53,575.00	54,125.00
24					50,700.00	51,250.00	51,800.00	54,150.00	54,700.00
25						51,750.00	52,300.00	54,725.00	55,275.00
26						52,250.00	52,800.00	55,300.00	55,850.00
27						52,750.00	53,300.00	55,875.00	56,425.00
28						53,250.00	53,800.00	56,450.00	57,000.00
29							54,300.00	57,025.00	57,575.00
30							54,800.00	57,600.00	58,150.00
31							55,300.00	58,175.00	58,725.00
32							55,800.00	58,750.00	59,300.00
33							56,300.00	59,325.00	59,875.00
34							56,800.00	59,900.00	60,450.00
35								60,475.00	61,025.00
36								61,050.00	61,600.00
37									
38									
39									
40									