

**MILAN AREA SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY, September 11, 2024
AGENDA**

I. Call to Order

II. Pledge of Allegiance

III. Communications / Community Engagement

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public meeting. There are two times for public participation during the meeting as indicated in the agenda. When addressing the Board, you will be asked to state your name. The Board determines the amount of time granted to individuals or groups to speak. Each person shall be allowed to speak for up to 3 minutes. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such items will be referred to the superintendent for advisement, investigation, study, and/or recommendation or designated as future agenda items for Board consideration.

A. Public Comments

IV. Routine Matters for Approval

- A. Minutes of the Regular Meeting of August 28, 2024
- B. Minutes of the Regular Meeting Closed Session of August 28, 2024
- C. Bills/Reimbursement of Expenses

V. Milan Area Schools Strategic Plan Business

- A. Finance / Operations
 - 1. 2024 Sinking Fund Millage Proposal Update
- B. Academics / Programs
 - 1. Building Trades Courses Approval - Attachment A
- C. Personnel / Leadership
 - 1. Athletic Director Appointment
 - 2. Teacher Appointments
 - 3. Milan Area Schools Support Staff (MASSS) Master Agreement – Attachment B
- D. Communications / Community Engagement
 - 1. Public Comments
 - 2. Assistant Superintendent Comments
 - 3. Superintendent Comments
 - 4. Board Member Comments

VI. Other Old/New Business

- A. Closed Session - Negotiation Strategies

VII. Adjournment

**MILAN AREA SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY, September 11, 2024
RESOLUTIONS**

I. Call to Order

The regular meeting of the Milan Area Schools Board of Education was called to order in the District Office Boardroom located at 100 Big Red Drive, Milan MI, 48160, by President Cislo at _____ p.m. on September 11, 2024.

Board Members Present:
Board Members Absent:
Staff Present:
Guests Present:

II. Pledge of Allegiance

III. Communications / Community Engagement

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public meeting. There are two times for public participation during the meeting as indicated in the agenda. When addressing the Board, you will be asked to state your name. The Board determines the amount of time granted to individuals or groups to speak. Each person shall be allowed to speak for up to 3 minutes. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such items will be referred to the superintendent for advisement, investigation, study, and/or recommendation or designated as future agenda items for Board consideration.

A. Public Comments

IV. Routine Matters for Approval

A. Minutes of the Regular Meeting of August 28, 2024

Motion by _____ supported by _____ to approve the minutes of the regular meeting of August 28, 2024.

Meray ____ Prior ____ Rosen-Leacher ____ Cislo ____ Faro ____ Gutierrez ____ Heikka ____
Carried _____.

B. Minutes of the Regular Meeting Closed Session of August 28, 2024

Motion by _____ supported by _____ to approve the minutes of the regular meeting closed session of August 28, 2024.

Prior ____ Rosen-Leacher ____ Cislo ____ Faro ____ Gutierrez ____ Heikka ____ Meray ____
Carried _____.

C. Bills/Reimbursement of Expenses

Motion by _____ supported by _____ to approve the bills/reimbursement of expenses.

Rosen-Leacher ____ Cislo ____ Faro ____ Gutierrez ____ Heikka ____ Meray ____ Prior ____
Carried _____.

V. Milan Area Schools Strategic Plan Business

A. Finance / Operations

1. 2024 Sinking Fund Millage Proposal Update

B. Academics / Programs

1. Building Trades Courses Approval - Attachment A

Motion by _____ supported by _____ to approve the Principles of Building Trades, Building and Construction Trades I, and Building and Construction Trades II courses as presented in Attachment A.

Cislo ____ Faro ____ Gutierrez ____ Heikka ____ Meray ____ Prior ____ Rosen-Leacher ____
Carried _____.

C. Personnel / Leadership

1. Athletic Director Appointment

Motion by _____ supported by _____ to approve Herb Morelock as the MAS Athletic Director effective for the 2024-2025 school year.

Faro ____ Gutierrez ____ Heikka ____ Meray ____ Prior ____ Rosen-Leacher ____ Cislo ____
Carried _____.

2. Teacher Appointments

Motion by _____ supported by _____ to approve Richard Smith as a Middle School Social Studies teacher and Michael Whittaker as a High School Social Studies teacher effective immediately.

Gutierrez ____ Heikka ____ Meray ____ Prior ____ Rosen-Leacher ____ Cislo ____ Faro ____
Carried _____.

3. Milan Area Schools Support Staff (MASSS) Master Agreement – Attachment B

Motion by _____ supported by _____ to approve the Master Agreement with the Milan Area Schools Support Staff (MASSS) as detailed in Attachment B.

Heikka ____ Meray ____ Prior ____ Rosen-Leacher ____ Cislo ____ Faro ____ Gutierrez ____
Carried _____.

D. Communications / Community Engagement

1. Public Comments
2. Assistant Superintendent Comments
3. Superintendent Comments
4. Board Member Comments

VI. Other Old/New Business

A. Closed Session - Negotiation Strategies

Motion by _____ supported by _____ to enter into closed session pursuant to Section 8(1)(c) of the Michigan Open Meetings Act for Negotiation Strategies.

Meray ____ Prior ____ Rosen-Leacher ____ Cislo ____ Faro ____ Gutierrez ____ Heikka ____
Carried _____.

Time entered closed session _____.

Time returned to open session _____.

VII. Adjournment - Time of Adjournment _____.

DRAFT

**MILAN AREA SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
Wednesday, August 28, 2024**

The regular meeting of the Milan Area Schools Board of Education was called to order in the Milan Area Schools District Boardroom located at 100 Big Red Drive, Milan MI, 48160, by President Cislo at 7:00 p.m. on August 28, 2024.

Board Members Present: Cislo, Heikka, Meray, Rosen-Leacher, Gutierrez, Prior, Faro

Board Members Absent: None

Signed in Staff: Bryan Girbach, Ryan McMahon, Margaret Durkee, Sara Beckman

Signed in Guests: Lori Galanti, Debra Chapman, Kevin Chapman, Andrea Bennink, George Elder

Pledge of Allegiance

Public Comment:

- Debra Chapman discussed her concerns related to her child's placement.
- Andrea Bennink introduced herself as the District's PAC representative and provided the community information relative to available resources.

Motion by Prior supported by Gutierrez to approve the minutes of the workshop meeting of August 10, 2024. All Ayes. Carried 7-0

Motion by Meray supported by Faro to approve the minutes of the workshop meeting closed session of August 10, 2024. All Ayes. Carried 7-0

Motion by Rosen-Leacher supported by Gutierrez to approve the minutes of the regular meeting of August 14, 2024. All Ayes. Carried 7-0

Motion by Meray supported by Gutierrez to approve the minutes of the regular meeting closed session of August 14, 2024. All Ayes. Carried 7-0

Motion by Faro supported by Heikka to approve Vicki Baker as the elementary art teacher and Alexis Robinson as a Young Five's teacher effective for the 2024-2025 school year.
All Ayes. Carried 7-0

Motion by Prior supported by Rosen-Leacher to approve the Cafeteria Employee Policies as detailed in Attachment A. All Ayes. Carried 7-0

Motion by Faro supported by Prior to approve the Master Agreement with the Milan Area Schools Transportation Association as detailed in Attachment B. Carried 6-0 Abstention by Heikka

The Board discussed the Superintendent Evaluation Rubric

Public Comments:

- Debbra Chapman provided information about herself and sought clarification on required postings.
- Maci Elder shared her first day of school experience.

Assistant Superintendent Comments were heard on the following topics:

- Thanked Staff for Summer Work
- Provided a Grant Update
 - Consolidated Application
 - Title III
 - ARP II

Superintendent Comments were heard on the following topics:

- 2024-2025 School Calendar
- Success of First Week of School - Smooth Opening
- Fall Athletics
- Thanked Staff for Summer Work
- Opening Professional Development Days
- Successful Open Houses
- Site Sinking Fund

Board Member Comments:

- Heikka spoke of the accomplishments of a High School teacher.
- Prior reported back on the success of recent Open Houses. She spoke of recent support for the fall athletes and of the accomplishments of a High School teacher and coach.
- Faro welcomed everyone back to school. He discussed the status of the financial audit. He also discussed his child's school experience.
- Meray congratulated the staff for successful Open Houses. She expressed her excitement over changes made to the Middle School and described the atmosphere as welcoming and homey. She discussed adaptive books discussing stem themes available at the WISD. She also encouraged the community to visit REMC.org for additional adaptive resources.
- Cislo thanked Ms. Chapman for coming to the meeting. He discussed the upcoming MASB conference. He also provided an update on the status of the appointment of Student Board Representatives.

Motion by Heikka supported by Rosen-Leacher to enter into closed session pursuant to Section 8(1)(c) of the Michigan Open Meetings Act for Negotiation Strategies. All Ayes. Carried 7-0

Time entered closed session: 7:50 p.m.

Time returned to open session: 9:23 p.m.

Time of Adjournment: 9:23 p.m.

MHS Course Proposal 2024-25

Principles of Building Trades, Building and Construction Trades I and II

Principles of Building Trades (Two Semesters) (9-12)

This class will teach students/future homeowners basic construction practices to prepare for a career in construction or simply to be able to complete basic home maintenance. The students will create, design, and construct selected projects while learning about and using many different hand tools. Emphasis is placed on shop safety and proper use of hand tools. Areas highlighted: design process, problem solving, measurement, technology skills, and employability skills, drafting equipment and hand tools. The class will be taught using both lab and classroom activities. *****When taken as a senior, this course qualifies towards the senior math requirement necessary for graduation*****

Building and Construction Trades 1 (Two Semesters) (10-12)

This class will allow students to prepare for a career in construction. The students will create, design, and construct selected projects while learning many basic construction skills and techniques. Emphasis is placed on shop safety and use of power equipment. Areas emphasized: worksite safety, construction tools and equipment, layout and design, wood joints and finishes. *****When taken as a senior, this course qualifies towards the senior math requirement necessary for graduation*****

Building and Construction Trades 2 (Two Semesters) (11-12)

This class will allow students to prepare for a career in construction. The students will create, design, and construct selected projects while learning many common construction skills and techniques. Emphasis is placed on shop safety and proper use of power equipment. Areas highlighted: layout and design, site preparation, foundations, building codes, carpentry, green building materials, civil construction techniques and construction business management. The class will be taught using both lab and classroom activities. Prerequisite: Building and Construction Trades 1. *****When taken as a senior, this course qualifies towards the senior math requirement necessary for graduation*****

A. Course Description

The Building Trades program which encompasses an entry level building course and two upper level CTE courses prepares a student for employment in the construction industry. There is currently a serious shortage of construction workers and a major goal of this program is to fill that gap by preparing our students with the skills necessary for employment immediately upon graduation. Many of our Juniors will take summer jobs and our seniors will be ready for either immediate employment or continuing education in the Building Trades. These classes provide the students with entry-level skills needed for employment in the construction industry. The specific areas of study include: site preparation, demolition, framing, door & window installation, electrical, plumbing, HVAC, insulation, drywall, masonry, finish carpentry, painting, construction techniques, and management and employability skills. A solid foundation in math skills is desirable, geometry is helpful. *Articulation is available with Washtenaw Community College.*

B. How is this course applicable to the student population?

CTE courses are in high demand at MHS and through our SWWC programming. MHS currently has more students interested in the construction trades than can be provided with instruction through SWWC. These courses will be applicable to all students interested in hands-on learning and more specifically any type of CTE work related to a future in construction trades and/or an extension for our students interested in hands-on professions. These courses are directly related to our district and board goals of increasing career related learning opportunities that lead directly to industry certification or trade-school programming.

C. What are the key intended program learning objectives?

Core Academic Objectives - The specific areas of study include: basic homeowner repairs, basic carpentry, hand and power tool education, job site safety and preparation, demolition, framing, door & window installation, electrical, plumbing, HVAC, insulation, drywall, masonry, finish carpentry, painting, construction techniques, and management and employability skills. In addition students will focus on core employment skills such as problem solving, personnel management, and collaboration as outlined in the CTE state/national standards.

D. What is the scope and sequence and a statement of the rationale used to determine the amount and type of instructional time needed to accomplish the objectives at each level?

Construction CTE courses are governed by state and national CTE standards. The Milan High School Construction Trades program will abide by the same standards. The Principles of Building Trades will provide a condensed version of the standards and is specific to basic home repair and construction techniques.

E. What is the justification in terms of the goals of this District, especially when it is proposed to take the place of an existing course of study?

Student input on the current course selection, current employment and industry research, and lack of access are all contributing factors to increasing CTE opportunities at MHS. Decreases in school population and individual student selections have led to the business courses no longer drawing a sustainable number of students. Business courses will continue to be offered through other means.

F. What are the methods for instruction?

- a. In 2024-2025, students will have daily classes consisting of 59 minutes of instruction (in future years, the goal is to have some of the classes expand to a double block of approximately 118 minutes of instruction)
- b. Students will be exposed to lecture, individual work, group work, and individual learning
- c. Students will be engaged in the selection of key course topics
- d. Teachers will be formally trained by Construction Trades CTE trainers in best practices for this course
- e. Teachers will be offered yearly PD to ensure up to date instructional practices and curriculum design are utilized

G. What resources and materials are needed to properly maintain this course?

As with all academic courses at MHS, the district will provide a basic year-long budget. In addition to district funding, after the first year, the program will be able to qualify for CTE and state grant funding. Finally, the program will acquire tools and equipment that will be kept and maintained on site. Grants are being sought through the GMACF, local contractors, and other MAS contractors.

The program will work to be self-funded through the sale of finished products such as purpose built sheds, secondary dwelling units, and other projects.

H. What is the plan for continuous assessment?

This course includes an end of unit and end of course assessment. CTE courses require assessments that can be used as an effective program evaluation tool. The success of students on the rubric based assessments can be used as a tool for modifying curriculum, assessments, and instruction. In addition to student academic success, the course will complete yearly reviews (which include an oversight board) and is a part of the CTE process as required by state law.

I. What is the past history of this course outside of Milan?

MHS has a long standing relationship with the SWWC building trades program. The 4 students allotted per year are not nearly enough to sustain the larger programmatic needs.

**Milan Area Schools
and
Milan Area Schools Support Staff (MASSS)
2024-2025 Tentative Agreement**

All Articles and Sections Referring to Vacation, Sick, and Personal Time

- Convert Vacation, Sick, and Personal Days to Hours
 - Full time Paraprofessionals (6.65 hours per day or more): 1 day = 6.75 hours
 - Full time Administrative Assistants: 1 day = 8 hours
 - Full time Custodial/Maintenance: 1 day = 8 hours
 - All part time employees: prorated accordingly

Article 10.A.3.c

- Remove
 - or, if no other options are workable, send the paraprofessional home for the remainder of the day. If the paraprofessional is sent home, they will be paid for a minimum of two (2) hours.

Article 10.B.1

- Replace
 - Twelve (12) month administrative assistants will serve five (5) unpaid furlough days during the contract year. The pay for these days will be deducted from the employees pay at the time their annual salary is calculated. The employee can request the use of these days in a similar fashion to vacation days. These days must be used within the contract year they are issued. The days will not be carried over into the next contract year.
- With
 - Twelve (12) month administrative assistants will serve two (2) unpaid furlough days during the contract year. The pay for these days will be deducted from the employees pay at the time they take each furlough day. The employee can request the use of these days in a similar fashion to vacation days (using the district's web-based attendance system). These days must be used within the contract year they are issued. The days will not be carried over into the next contract year.

Article 10.B.2

- Replace
 - The work week shall be Monday through Friday. For overtime purposes, the work week shall be Sunday through Saturday.
- With
 - The work week shall be Monday through Friday (except for twelve (12) month administrative assistants outside of the ten (10) month administrative assistant's work year when twelve (12) month administrative assistants will work four (4) eight (8) hour work days per week). For overtime purposes, the work week shall be Sunday through Saturday.

Article 10.B.3

- Replace
 - The work day for administrative assistant and clerical employees will be as determined by their immediate supervisor. The work day for full-time ten (10) month administrative assistants will be eight (8) hours. The work day for full-time twelve (12) month administrative assistants will be eight (8) hours during the ten (10) month administrative assistant's work year and six (6) hours outside of the ten (10) month administrative assistant's work year.
- With
 - The work day for administrative assistant and clerical employees will be as determined by their immediate supervisor. The work day for full-time ten (10) month administrative assistants will be eight (8) hours. The work day for full-time twelve (12) month administrative assistants will be eight (8) hours during the ten (10) month administrative assistant's work year. Outside of the ten (10) month administrative assistant's work year twelve (12) month administrative assistants will work four (4) eight (8) hour work days per week.

Article 10.C.1.a

- Remove
 - The work year for school term custodial and maintenance employees shall begin five (5) work days before school begins for teachers in the fall, and shall end ten (10) work days after school ends for teachers in the summer.

Article 10.C.1.c

- Replace
 - Twelve (12) month custodians will serve eight (8) unpaid furlough days during 2018-2019, six (6) unpaid furlough days during 2019-2020 and five (5) unpaid furlough days during 2020-2021. The pay for these days will be deducted from the employees pay at the time their annual salary is calculated. The employee can request the use of these days in a similar fashion to vacation days. These days must be used within the contract year they are issued. The days will not be carried over into the next contract year.
- With
 - Twelve (12) month custodians will serve two (2) unpaid furlough days during the contract year. The pay for these days will be deducted from the employees pay at the they take each furlough day. The employee can request the use of these days in a similar fashion to vacation days (using the district's web-based attendance system). These days must be used within the contract year they are issued. The days will not be carried over into the next contract year.

Article 10.C.2.b

- Remove
 - The five (5) day work week for all custodial and maintenance employees on the midnight shift will either begin at 11:00 p.m. on Sunday and end at the finish of their shift on Friday morning, or it will begin at 11:00 p.m. on Monday and end at the finish of their shift on Saturday. An adjustment of the working day on Friday is possible with the approval of the Building and Grounds Supervisor. Each employee's assignment as to the start of the workweek, above, will be on an annual basis.

Article 10.C.2.c

- Remove
 - The Board and Union agree to experiment with different combinations of hours and days, including a four (4) day, ten-hour-work week. Except by mutual written approval of the Board and Union, any such experimental combinations will be for at least one month in duration, and not more than one school year in duration. This section shall supersede any other language in the Agreement to the contrary.

Article 10.C.3.c.2

- Remove
 - Allow ten (10) month employees to cover for absences during their two (2) months of down time.

Article 11.J

- Remove
 - midnight shift employees who must call by 4:00 p.m. and

Article 11.L

- Replace
 - The district dress code for custodial maintenance employees requires safe and appropriate attire. Therefore, each year, the district will provide each custodial maintenance employee with up to 5 shirts (MAS t-shirts, MAS polos, or MAS work shirts - these items must be mutually agreed upon by the Superintendent and MASSS) not to exceed the total cost of \$150 per employee. These shirts must be worn while working. Items that are not allowed include, but are not limited to, open toe shoes, crocks, sandals, flip flops, overly short shorts.
- With
 - The district dress code for custodial maintenance employees requires safe and appropriate attire. Therefore, each year, the district will provide each custodial maintenance employee with up to 5 shirts (MAS t-shirts, MAS polos, or MAS work shirts - these items must be mutually agreed upon by the Superintendent and MASSS) not to exceed the total cost of \$150 per employee. These shirts must be worn while working. Items that are not allowed include, but are not limited to, open toe shoes, crocks, sandals, flip flops, overly short shorts. Every third year, if requested by the employee, the \$150 for an employee can be used by the district to apply towards the cost of a pair of work boots. New employees must receive shirts for the first two years of employment. Current employees can apply the funds towards boots if they have received shirts for two years. If an employee chooses to apply the funds towards the purchase of work boots, and then does not have enough shirts to wear to work each day, it is the responsibility of the employee to purchase additional shirts.

Article 13.J

- Remove
 - Custodial-Maintenance employees shall accumulate seniority on a pro-rata basis according to twelve (12) or ten (10) month employment status.

Article 14.D.1.c.2

- Remove
 - Paraprofessionals in the School Age Child Care (Latchkey) Program can first claim seniority over the least senior employee in that program. If they are the least senior or have been displaced then (c) (1) applies.

Article 16.B

- Add
 - All employees shall be placed on Step 1 at the time of hire.

Article 16.F

- Remove
 - Ten-month employees may, on an annual basis prior to issuance of the first paycheck in September, elect to receive their pay for the year spread over 12 months, rather than 10 months.

Article 18.B.2

- Replace
 -

If an employee is hired in the month of:	After the 60 day probationary period, the employee will earn the following number of vacation days to use prior to the next Sept 1	On Sept 1 of each ensuing year, the employee will earn the following number of vacation days to be used before the next August 31									
		1st Sept 1 of Employment	2nd Sept 1 of Employment	3rd Sept 1 of Employment	4th Sept 1 of Employment	5th Sept 1 of Employment	6th Sept 1 of Employment	7th Sept 1 of Employment	8th Sept 1 of Employment	9th Sept 1 of Employment	10th Sept 1 of Employment end every ensuing Sept 1
September	4	8	8	8	8	9	9.5	10.5	11	12.5	12.5
October	4	8	8	8	8	9	9.5	10.5	11	12.5	12.5
November	3.5	8	8	8	8	9	9.5	10.5	11	12.5	12.5
December	3	8	8	8	8	9	9.5	10.5	11	12.5	12.5
January	3	8	8	8	8	9	9.5	10.5	11	12.5	12.5
February	2.5	8	8	8	8	9	9.5	10.5	11	12.5	12.5
March	2.5	4	8	8	8	8	9	9.5	10.5	11	12.5
April	2	4	8	8	8	8	9	9.5	10.5	11	12.5
May	1.5	4	8	8	8	8	9	9.5	10.5	11	12.5
June	1	4	8	8	8	8	9	9.5	10.5	11	12.5
July	1	4	8	8	8	8	9	9.5	10.5	11	12.5
August	0.5	4	8	8	8	8	9	9.5	10.5	11	12.5

- With
 -

If an employee is hired in the month of	After the 60 day probationary period, the employee will earn the following number of vacation days to use prior to the next Sept 1	On Sept 1 of each ensuing year, the employee will earn the following number of vacation days to be used before the next August 31
September	5	5
October	5	5
November	4.5	5
December	4	5
January	3.5	5
February	3	5
March	3	5
April	2.5	5
May	2	5
June	1.5	5
July	1	5
August	.5	5

- If a current employee is earning less than five (5) days of vacation a year (prior to the 2024-2025 school year), then that employee will begin earning five (5) days of vacation per year in the 2024-2025 school year.
- If a current employee is earning five (5) or more days of vacation a year (prior to the 2024-2025 school year), then that employee will continue to earn that amount of vacation days per year until they are no longer employed as a ten month Administrative Assistant.

Article 18.B.4

- Replace
 - Said vacation time may be used at times other than the summer months, when school is not in session. Requests may be made to the immediate supervisor for use of vacation time when school is in session. The decision of the Superintendent to grant or not grant the request will be final. This decision will not be subject to the grievance procedure. When more than one employee requests the same vacation date(s) and work scheduling demands reasonably prohibit all requesting employees from being absent at the requested times, the affected employee having the greatest seniority shall be granted his/her preferred vacation date(s), provided that the request for vacation has been made at least one (1) month in advance of the vacation date.
- With
 - Said vacation time may be used at times other than the summer months, when school is not in session and the employee is scheduled to work. Using the district's web-based attendance system, requests may be made to the immediate supervisor for use of vacation time when school is in session. The decision of the Superintendent to grant or not grant the request will be final. This decision will not be subject to the grievance procedure. When more than one employee requests the same vacation date(s) and work scheduling demands reasonably prohibit all requesting employees from being absent at the requested times, the affected employee having the greatest seniority shall be granted his/her preferred vacation date(s), provided that the request for vacation has been made at least one (1) month in advance of the vacation date.

Article 18.B.8

- Replace
 - For 10 month administrative assistants, unused vacation days will be paid annually by August 31. For 12 month administrative assistants all vacation must be used within one (1) calendar year from the time the vacation time is credited. Employees will be credited with vacation time on September 1 of each year.
- With
 - All vacation must be used within one (1) calendar year from the time the vacation time is credited. Employees will be credited with vacation time on September 1 of each year.

Article 18.C.3

- Replace
 - Said vacation time may be used at times other than the summer months, when school is not in session. Requests may be made to the immediate supervisor for use of vacation time when school is in session. The decision of the Superintendent to grant or not grant the request will be final. This decision will not be subject to the grievance procedure. When more than one employee requests the same vacation date(s) and work scheduling demands reasonably prohibit all requesting employees from being absent at the requested times, the affected employee having the greatest seniority shall be granted his/her preferred vacation date(s), provided that the request for vacation has been made at least one (1) month in advance of the vacation date
- With
 - Said vacation time may be used at times other than the summer months, when school is not in session and the employee is scheduled to work. Using the district's web-based attendance system, requests may be made to the immediate supervisor for use of vacation time when school is in session. The decision of the Superintendent to grant or not grant the request will be final. This decision will not be subject to the grievance procedure. When more than one employee requests the same vacation date(s) and work scheduling demands reasonably prohibit all requesting employees from being absent at the requested times, the affected employee having the greatest seniority shall be granted his/her preferred vacation date(s), provided that the request for vacation has been made at least one (1) month in advance of the vacation date.

Article 19.E

- Remove
 - Employees may, however, elect to use vacation time during all or part of this otherwise unpaid period.

Article 20.A.9

- Replace
 - Any paraprofessional, hired prior to the first Monday in October, who is absent from work three (3) or fewer days in the school year (either sick, personal business leave, unpaid days, or any combination thereof – excluding bereavement days), will receive a \$300 attendance bonus payable on the last pay period of June.
- With
 - Any paraprofessional who regularly works five (5) or more hours per day five (5) days a week, hired prior to the first Monday in October, who is absent from work three (3) or fewer days in the school year (either sick, personal business leave, unpaid days, or any combination thereof – excluding bereavement days), will receive a \$300 attendance bonus payable on the last pay period of June.
Any paraprofessional who regularly works less than five (5) hours per day or less than five (5) days per week, hired prior to the first Monday in October, who is absent from work three (3) or fewer days in the school year (either sick, personal business leave, unpaid days, or any combination thereof – excluding bereavement days), will receive a \$150 attendance bonus payable on the last pay period of June.

Article 20.B.1.c.1

- Replace
 - Paraprofessionals: The bargaining unit member shall be granted a maximum of five (5) days paid leave per death for immediate family members, which shall be deducted from sick leave. (Immediate family is as defined in 1 (b) (1), above.) Up to five (5) additional paid days may be granted upon request of the employee for emergency or unusual needs.
- With
 - Paraprofessionals: The bargaining unit member shall be granted a maximum of five (5) days paid leave per death for immediate family members, which shall be deducted from sick leave. (Immediate family is as defined in 1 (b) (1), above.) Up to five (5) additional paid days may be granted upon request of the employee for emergency or unusual needs, which shall be deducted from sick leave.

Article 20.B.2

- Remove
 - No bargaining unit member employed as of ratification shall forfeit accumulated illness/disability/bereavement days as a result of the above accumulation limits. Excess accumulated days as of ratification will be preserved and “drawn down” if/when the employee’s actual accumulation falls below the employee classification accumulation limit.

Article 20.C.2

- Replace
 - Arrangement for use of personal leave shall be made in writing using the form included as APPENDIX D.
- With
 - Arrangement for use of personal leave shall be made using the district’s web-based attendance system.

Article 24.B.1.b

- Add
 - Insurance coverage will begin on the first day of the month following the employee’s hire date.

Article 24.B.2.b

- Offer two health insurance options (see attached)

Article 24.B.2.b

- Add
 - Insurance coverage will begin on the first day of the month following the employee’s hire date.

Article 24.B.3.a

- Offer two health insurance options (see attached)

Article 24.B.3.a

- Add
 - Insurance coverage will begin on the first day of the month following the employee's hire date.

Appendix B (Wage Scales)

- New Wage Scales

Paraprofessional (3%, 4%)			
		Gen Ed	Spec Ed
	2023-2024	2024-2025	2024-2025
Probationary	\$15.25	eliminated	eliminated
Step 1	\$15.51	\$15.98	\$16.13
Step 2	\$15.88	\$16.36	\$16.52
Step 3	\$16.23	\$16.72	\$16.88
Step 4	\$16.28	\$16.77	\$16.93
Step 5-9	\$16.64	\$17.14	\$17.31
Step 10-14	\$17.16	\$17.67	\$17.85
Step 15+	\$17.78	\$18.31	\$18.49

Administrative Assistant/Clerical /Bookkeeper (2%)		
	2023-2024	2024-2025
Probationary	\$15.76	eliminated
Step 1	\$16.68	\$17.01
Step 2	\$17.78	\$18.14
Step 3	\$19.38	\$19.77
Step 4	\$20.61	\$21.02
Step 5-9	\$20.81	\$21.23
Step 10-14	\$20.92	\$21.34
Step 15+	\$21.21	\$21.63

Custodial Department (3%)		
	2023-2024	2024-2025
Probationary	\$16.10	eliminated
Step 1	\$16.41	\$16.90
Step 2	\$16.83	\$17.33
Step 3	\$17.26	\$17.78
Step 4	\$17.43	\$17.95
Step 5-9	\$17.59	\$18.12
Step 10-14	\$17.88	\$18.42
Step 15+	\$18.42	\$18.97

Appendix B

- Replace
 - HQ Required Paraprofessionals: Additional .10 an hour added to rate in the chart above
- With
 - Paraprofessionals HQ Required: Additional .15 an hour added to rate in the chart above or Associate Degree or Bachelor Degree (upon District receipt of official transcripts)
 - 30 College Credit Hours: Additional .10 an hour added to rate in the chart above (upon District receipt of official transcripts)

Appendix B

- MAS
 - Replace
 - Head Custodian: Additional .30 an hour added to rate in the chart above
 - With
 - Head Custodian: Additional .50 an hour added to rate in the chart above

Appendix B

- MAS
 - Replace
 - Delivery/Pool Maintenance: Additional .10 an hour added to rate in the chart above
 - With
 - Delivery/Pool Maintenance: Additional .25 an hour added to rate in the chart above

Appendix B (General Wage Notes #1, 2, and 3)

- Replace
 - Twelve (12) month employees will receive 24 pays. Pay dates will be published to all employees.
 - Ten (10) month employees will receive 20 or 24 pays by requesting the number of pays they desire.
 - Probationary employees will be paid using time-cards. Pay dates will be published to all employees.
- With
 - Employees will be paid according to the hours reported in the district's web-based attendance system (or time cards if requested by the payroll office).

Appendix B (general Wage Notes #5)

- Remove
 - Wages will be calculated on a yearly basis with adjustments made monthly. Individual worksheets will be provided to all employees.

Appendix B (general Wage Notes #6)

- Remove
 - In November of 2022, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, the assigned fund balance for PECC, and the newly assigned fund balance for unspent ESSER funds) compared to the audited expenditures is more than \$1,400,00 above 10%, the unassigned fund balance exceeding the \$1,400,000 above 10% will be distributed to all employees of the district (using percent of salary calculations). The funds distributed to MASSS's employees will be used to increase each employee's hourly wage by an equivalent dollar amount effective December 1, 2022. Eligible employees must have been on the June 30, 2022 payroll and must be on the December 15, 2022 payroll.
 - In November of 2023, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, the assigned fund balance for PECC, and the newly assigned fund balance for unspent ESSER funds) compared to the audited expenditures is more than \$950,000 above

10%, the unassigned fund balance exceeding the \$950,000 above 10% will be distributed to all employees of the district (using percent of salary calculations). The funds distributed to MASSSS's employees will be used to increase each employee's hourly wage by an equivalent dollar amount effective December 1, 2023. Eligible employees must have been on the June 30, 2023 payroll and must be on the December 15, 2023 payroll.

Appendix D

- Remove