

MASTER AGREEMENT

between the

**WEST BLOOMFIELD SCHOOL DISTRICT
BOARD OF EDUCATION**

and the

**WEST BLOOMFIELD SCHOOL DISTRICT
PARAEDUCATORS, MEA/NEA**

JULY 1, 2022 – JUNE 30, 2023

**WAGE AND BENEFITS REOPENER
ADDENDUM**

**WEST BLOOMFIELD SCHOOL DISTRICT
WEST BLOOMFIELD, MICHIGAN 48324**

AGREEMENT

This Agreement is entered into, effective July 1, 2021 by and between the Board of Education of the West Bloomfield School District, hereinafter called the "Employer" and the West Bloomfield Paraeducators, MEA-NEA, hereinafter called the "Association." The signatories shall be the sole parties to this Agreement.

The headings used in this Agreement neither add to nor subtract from the meaning, but are for reference only.

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 379 of the Michigan Public Acts of 1965, as amended, to bargain with the Association as the representative of its bargaining unit members with respect to hours, wages, terms and conditions of employment; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement;

THEREFORE, in consideration of the following mutual covenants, the parties agree as follows:

ARTICLE VI
WORKING HOURS

C. All district paraeducators will work according to the following schedule:

CTE Paraeducators, ESL Paraeducators, General School Paraeducators, Security Paraeducators, Special Education Paraeducators		Student calendar + 1 additional day*
Special Education Paraeducators in Self-Contained Classrooms		Student calendar + 1 additional day*
Media Techs, Paraeducators for the Vision and Hearing Impaired, Title I Tutors		Student calendar + 1 additional day*

*Paraeducators may work additional teacher work days if requested by their supervisor.

There will be nonviolent crisis intervention training for special education paraeducators and one full day of professional development for paraeducators working 20 hours or more per week each year. All paraeducators are required to attend and maintain nonviolent crisis intervention training/CPI training and to have Capturing Kids Hearts training. The human resources office will survey paraeducators at the end of each school year for planning purposes for the following year's professional development. On these professional development days, principals to the extent possible, will not schedule other activities for the paraeducator which conflict with the professional development. During the professional development days, ESL paraeducators will be invited to attend if the professional development is job specific to ESL paraeducators and they will be compensated up to one day. ESL paraeducators may be invited to attend professional development days, with their supervisor's approval, for other professional development subjects. Any additional training that is offered or approved by the supervisor must be completed outside of the student day unless otherwise indicated in this article. Paraeducators will be paid at his/her regular rate of pay for hours worked outside school days for training.

Communication regarding professional development activities will come from the person(s) or department responsible for scheduling the professional development. The paraeducators will be notified directly with notice to the Association.

- I. Paraeducators work under the direction of administrators or classroom teachers. When a qualified paraeducator substitutes for a regularly assigned teacher as a result of the unavailability of a substitute teacher, he/she shall receive his/her regular rate of pay plus twelve (\$12) dollars per hour. He/she shall be released from all his/her paraeducator duties for that time which he/she substitutes for a teacher. If the paraeducator does additional work beyond that normally performed by a substitute teacher (i.e. cafeteria duty, recess, etc.), he/she shall be paid at his/her regular paraeducator rate for one (1) hour.

Substitute teacher pay shall begin after one (1) hour and will be retroactive to the beginning of the substituting. If a paraeducator is subbing for the entire day, they shall follow the teacher's schedule and shall not be required to do additional paraeducator duties.

When a paraeducator substitutes for a secretary for one-half (1/2) day or more, he/she shall receive either his/her regular rate of pay or the substitute secretary pay, whichever is higher, and be relieved from all paraeducator duties for the day or portion thereof except he/she may handle cafeteria duty and/or playground duty.

NEW ARTICLE VIII MENTORING PROGRAM

- A. The Association and the District will collaborate to maintain a Paraeducator Mentoring Program. The purpose of the Mentoring Program is to provide paraeducators a peer who can offer assistance, guidance, resources and information in a non-threatening, collegial fashion. The following conditions shall apply to the Mentoring Program:
- (1) Each paraeducator in his/her first two (2) years in the classroom shall be provided with a mentor.
 - (2) All mentors in this program shall be paraeducators that agree to serve and support mentee(s). A mentor may be assigned a mentee that is in a different building.
 - (3) Mentors will be selected by building administration and Student Support Services. All mentoring assignments shall be made each year by the building administration and Student Support Services (special education).
 - (4) There will be one mentor per building unless there is not a need for a mentor in a building.
 - (5) All mentor paraeducators shall be provided with training in the mentoring process by the Student Support Services (special education) department with support of the building administration. Paraeducator mentors will be paid at his/her regular rate of pay for hours worked outside the school day for mentoring and training.
 - (6) Because the purpose of the mentoring program is to provide a peer who can offer assistance, guidance, resources and information in a non-threatening collegial fashion, it is understood that this mentor-mentee relationship shall be confidential and shall not be considered part of, or in any way connected to, the evaluation process of either the mentor or the mentee.
 - (7) Building mentor paraeducators shall be provided with a stipend of \$100 per mentee paid out annually.
 - (8) Mentoring time with mentee will be built into District professional development time.
 - (9) Mentors will be required to attend the Capturing Kids Heart training prior to the start of school and are responsible for Capturing Kids Hearts guidance to mentees.
- B. All paraeducators in their first two (2) years in the classroom in the West Bloomfield School District will be provided with a mentor. In addition, the Association and the District will utilize a mentoring manual to establish the expectations of the program.

ARTICLE XI
PAID LEAVES

A. Sick Leaves:

Employees absent from duty as a result of personal illness or other reasons set forth in the article shall be allowed sick leave as follows:

1. All employees regularly scheduled to work shall accumulate .60 days per bi-weekly pay period. Employees that change from part time to full time, full time to part time or part time employees that change the number of hours worked, will have their accumulated sick days prorated.
2. These days shall be used exclusively for the purpose of employee illness or serious illness in the immediate family (father, mother, husband, wife, sister, brother, child or any dependent living in the same household).
3. The balance of those days not used during the current year shall be accumulated into a reserve bank. Sick leave days in the bank shall accumulate to a maximum of one hundred eighty days (180) days. Any accumulated sick leave beyond the one hundred eighty (180) days shall be held by the district for the Association's sick bank.
4. If, in the judgment of the Association, an emergency is created by the illness of one of its members, the unit may be allowed to donate up to twenty (20) days total to the employee who is ill. An employee requesting donations shall contact the Association president to arrange for donations. Such days will be paid out to the employee by deducting one day per employee donating and then rotating until all days are used. Donation of these days is strictly voluntary. The rate of pay to the ill employee will be that which he/she would normally be receiving were he/she able to be on the job. Employees must serve a five (5) day waiting period without pay prior to receiving any days. All accumulated leave time must be exhausted prior to asking for donations. Employees may only ask for donations one time per school year.

If more sick days are needed after the exhaustion of personal leave and/or donated days, an application may be submitted to the Association Sick Bank. The Association Sick Bank and its utilization shall be governed by the WBP Sick Bank procedures.

A. All increments will be effective September 1. Any employee hired prior to February 1 of any given year will move up on the salary schedule for one (1) full step beginning September 1 of the following year provided:

1. The employee has not been on a leave which does not allow accumulation of seniority.
2. The employee is not at the top step.

Any employee hired after February 1 of any given year shall remain on the same salary step for the following fiscal year (July 1 to June 30).

B. Upon review of the supervisor and approval of the Human Resources Administrator, any new employee may be given up to three (3) years experience credit. Further, with the approval of the Superintendent, the new employee may be placed anywhere on the schedule provided that documentation of experience is available for inspection by the Association.

C. Paraeducator positions are identified by the following classifications:

Classification 45: CTE Paraeducators
ESL Paraeducators
General School Paraeducators
Security Paraeducators
Special Education Paraeducators

Classification 46: Special Education Paraeducators in:

- Self-contained classrooms
- ASD
- EI
- CI
- STEPS
- Level
- Post-Secondary
- Physically Impaired

Classification 47: Media Techs
Paraeducators for the Vision and Hearing Impaired
Title I Tutors

**2022-2023 SCHOOL YEAR
CLASSIFICATIONS - WAGES**

STEP	45	46	47
1	15.22	15.40	15.71
2	15.73	15.95	16.28
3	16.26	16.48	16.81
4	18.12	18.55	18.95
5	18.66	19.10	19.51
6	18.94	19.37	19.79
7	19.21	19.64	20.06
8	19.99	20.47	20.92

Effective for the 2022-2023 school year:

- Step advancement on schedule
- \$1.00 added across the salary schedule
- Move paraeducators on step 1 who have been employed with the district for more than one year to step 2 before the step increase advancement on schedule

Paraeducators will receive the following longevity supplement for service as a paraeducator in the West Bloomfield School District:

- 10-11 Years of Service \$200.00
- 12-15 Years of Service \$250.00
- 16-20 Years of Service \$350.00
- 21+ Years of Service \$450.00

Longevity will be paid in one lump sum at the conclusion of the school year.

DURATION

This Agreement shall be effective as of July 1, 2021 and shall continue in full force and effect until 11:59 p.m., June 30, 2023. At any time subsequent to April 1, 2023 either party may give written notice to the other that negotiations for the reopener for the following year, and meetings between the parties for that purpose shall begin no later than twenty (20) days after delivery of such written notification provided, however, that nothing in this paragraph, or elsewhere in this Agreement, shall be construed to require the Board to commit an unfair labor practice or otherwise violate the law by any improper recognition of, or support or assistance to, the Association.

Either party may request that negotiations for the full collective bargaining agreement officially commence no later than April 1, 2023.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year first above written.

WEST BLOOMFIELD SCHOOL DISTRICT BOARD OF EDUCATION:



Kyle Anderson
Assistant Superintendent
Business and Operations

6.6.2022

Date



Gerald Hill, Ph.D.
Superintendent

6-13-2022

Date



Stacy Brickman
Board of Education President

6.7.2022

Date


WEST BLOOMFIELD PARAEDUCATORS, MEA/NEA:



Rose Grafmiller
President, Paraeducator

6.9.22

Date



Kim Abel
MEA Representative

6/9/2022

Date

LETTER OF UNDERSTANDING
between the
WEST BLOOMFIELD SCHOOL DISTRICT BOARD OF EDUCATION
and the
WEST BLOOMFIELD SCHOOL DISTRICT PARAEDUCATORS, MEA/NEA

The Association and the District agree to have a committee to establish a mentoring manual. The manual will be completed by August 12, 2022.

LETTER OF UNDERSTANDING
between the
WEST BLOOMFIELD SCHOOL DISTRICT BOARD OF EDUCATION
and the
WEST BLOOMFIELD SCHOOL DISTRICT PARAEDUCATORS, MEA/NEA

The Association and the District agree to have a committee comprised of two (2) members selected by the Talent Development and Management department and two (2) members selected by the Paraeducator President to review incentives for additional certification, education or training. Committee will meet for the first time no later than September 12, 2022.

LETTER OF UNDERSTANDING
between the
WEST BLOOMFIELD SCHOOL DISTRICT BOARD OF EDUCATION
and the
WEST BLOOMFIELD SCHOOL DISTRICT PARAEDUCATORS, MEA/NEA

The Association and the District agree to have a committee comprised of two (2) members selected by the Talent Development and Management department and two (2) members selected by the Paraeducator President to smooth out the steps in the salary schedule. Work to be completed by October 22, 2022.

LETTER OF UNDERSTANDING
between the
WEST BLOOMFIELD SCHOOL DISTRICT BOARD OF EDUCATION
and the
WEST BLOOMFIELD SCHOOL DISTRICT PARAEDUCATORS, MEA/NEA

The Association and the District agree to have a committee comprised of two (2) members selected by the Talent Development and Management department and two (2) members selected by the Paraeducator President to evaluate the mentoring program in June 2023.