

Webster Groves 
School District Est. 1868



Webster Groves School District Board of Education

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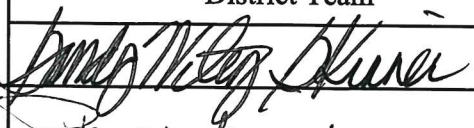


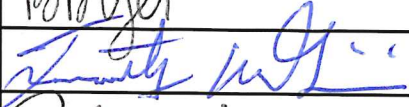
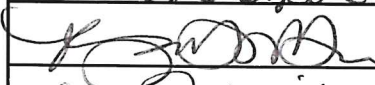
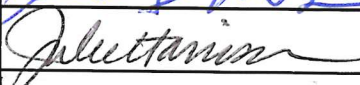

Webster Groves National Education Association

Collective Bargaining Agreement

For the 2024-2027 School Years


DURATION

This collective bargaining agreement shall be effective July 1, 2024 and shall continue in full force and effect through June 30, 2027.

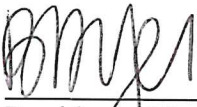
District Team	WGNEA Team
	
	
	
	

Approved by the Board of Education on: March 29, 2024

Approved by the Union on: March 28, 2024



President of the Board of Education



President of the Union

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CORE VALUES

The parties acknowledge the Principles set forth in the Board of Education's Strategic Plan and agree to conduct themselves accordingly. The parties acknowledge that learning is central to all that we do and it is essential that each Employee works every day to provide each student with an educational environment in which they can flourish and compete in the global workplace. The parties acknowledge that students must be engaged in curricular experiences that are relevant, challenging, and reflective of them and those around them. The Board of Education expects, and the Union agrees, that each Employee will put forth every effort to promote a quality instructional program in the District, for the benefit of all students enrolled in District schools.

SECTION 1: FOUNDATIONS

1.1 Employee Relations

The Board of Education of the Webster Groves School District, hereinafter referred to as the "Board" or "District," and the Webster Groves National Education Association (WGNEA), hereinafter referred to as the "Union", will bargain in good faith. The Board or its designee shall meet with the exclusive representative for the purposes of negotiations with respect to salaries, benefits and other conditions of employment, in accordance with the procedures in this Agreement.

1.2 Exclusive Representative

The Board recognizes the Webster Groves National Education Association (WGNEA), hereinafter referred to as the "Union" as the exclusive bargaining representative of Employees is the bargaining unit consisting of all full-time and regular part-time (1) instructional employees of the Webster Groves School District who are required by law to hold teaching certificates to serve in their positions, including classroom teachers, library media specialists, and counselors; (2) lead early childhood teachers employed by the District; and (3) social workers employed by the District. Employees excluded from the bargaining unit are (1) All employees who hold teaching certificates but who are not required by law to hold such certificates to serve in their positions; (2) directors and curriculum coordinators who do not provide direct instruction or other direct services to students; (3) all substitute employees; (4) all administrators, supervisors, Parents as Teacher educators, and managers; and (5) all other District employees not specifically listed as "included."

1.3 Definitions

The term "Employee" when used hereinafter in this Agreement shall refer to all unit members as defined in 1.2.

The term "Day(s)" shall be defined as working days and exclude weekends, holidays, and other days the District is not open, unless otherwise specified in this Agreement.

1.4 Dissemination of Agreement

The Agreement will be posted on the Human Resources portion of the District's website and emailed to the bargaining unit following ratification and Board approval.

1.5 Management Rights

Notwithstanding any other provisions of this Agreement, any other agreement between the District and employees, or any other provision of policy and/or regulation to the contrary, the Board of Education reserves the right to unilaterally suspend, modify, amend or repeal any provision of this Agreement due to requirements of law, serious financial need, natural disaster, pandemic, or other emergency, if in the judgment of the Board and at its sole discretion, the best interests of the District so require. In the event the District determines such a situation exists as described above and plans to exercise this management right, the District will notify the Union and will offer to meet to discuss the situation and possible solutions. Both parties agree that the determination to exercise this management right is vested solely in the Board.

Except as otherwise specifically agreed to in this Agreement, the Board of Education reserves the right to make all final decisions regarding the operation of the District, including but not limited to decisions pertaining to finances, policy, personnel, and students. The Board further reserves the right to make any decisions that may be necessary, as determined by the Board, to comply with applicable law.

Board of Education policy and procedure will govern in the absence of a binding Agreement, when this Agreement does not address an issue, or when this Agreement expires and a new agreement regarding the issue is not reached.

The matters contained in this Agreement constitute the entire agreement between the District and the Webster Groves National Education Association, including those matters proposed and subsequently withdrawn and those which could have been proposed but were not, and is considered inclusive and complete. It is understood and agreed that there shall be no duty to meet and negotiate further during the term of this Agreement for any item that is addressed in the Agreement, or that was discussed, raised, or could have been raised during negotiations for the Agreement.

SECTION 2: NEGOTIATION PROCEDURES

2.1 Ground rules

Ground rules for this Agreement are included as Appendix A. For any successor agreement, the parties will review and, if agreed upon, amend ground rules prior to beginning the official bargaining process on November 1.

2.2 Duration of Agreement

This Agreement shall be effective as of July 1, 2024, and shall continue in full force and effect through June 30, 2027. The parties shall reopen annually for salary negotiation. In addition, during the 2024-2025 school year, either the Board or the Union may reopen the Agreement for up to four (4) current and/or proposed new language subsections each. During the 2025-2026 school year, either the Board or the Union may reopen the Agreement for up to five (5) current and/or proposed new language subsections each. During the 2026-2027 school year any item may be reopened or new items proposed without limit as it is the final year of this Agreement. Any subsections to be reopened will be announced by November 1 with the current language of the subsections being reopened and rationale for making changes. Unless replacement language has been negotiated and voted on by the Union and approved by the Board, all provisions of this Agreement shall remain in effect for the remainder of the term of this Agreement. None of the tentatively agreed upon provisions shall take effect until a successor Agreement is negotiated and voted on by the Union and approved by the Board.

SECTION 3: UNION RIGHTS AND RESPONSIBILITIES

3.1 Union Communication

The Union shall have an opportunity to speak at the new teacher orientation meeting at the beginning of each school year. The WGNEA will be provided ten (10) minutes to do so.

3.2 Information

The Union, as the exclusive representative for the Bargaining Unit, shall be provided names, worksite, position, and District email addresses of Employees in the bargaining unit, by the District upon request.

3.3 Payroll Dues Deduction

If allowed by law, and if the Employee has so authorized, in writing, payroll deductions from their pay for Union dues and Political Action Committee (PAC) contributions, then those deductions will be made provided that such payroll deductions are uniform for all Employees within each dues tier. Any member of the bargaining unit who is a member of the Union, or who has applied for membership, will be eligible for such payroll dues deductions and PAC deductions in accordance with District's financial practices. Such payroll deductions shall continue unless the Employee cancels such authorization by notice in writing to the District.

3.4 Use of District Communications Systems and Facilities

The WGNEA shall have use of mailboxes, email, and other communication systems for communicating with bargaining unit members, except that the Union will not use the District's email accounts, mailboxes, or other communication systems to advocate, support, or oppose any ballot measure or candidate for public office. The WGNEA may use the District's email accounts to direct members to other Union-sanctioned websites, such as the WGNEA website

and other related communication tools; and for all official Union business, provided the incoming e-mail does not include a subject line or information that advocates, supports, or opposes any ballot measure or candidate for public office. The WGNEA may use District classrooms for Union business and meetings, but must follow the District's reservation procedures. In the event a larger space is needed, WGNEA will complete any necessary paperwork in accordance with the District's Facility Usage Policy.

The WGNEA shall be granted space within each District building, where Employees are regularly assigned to work, for the placement of one bulletin board, in each school building, to be purchased and installed at the Union's expense. The WGNEA will coordinate with the school office and maintenance department for placement and installation of the bulletin board.

Access. The Union representative shall have the right of reasonable access to District facilities, including teacher mailboxes, to contact Employees and transact Union matters. The Union representative may contact Employees during duty free lunch periods, or before and after Employees' hours of service. Any Union representative visiting District facilities must comply with the District's visitor policy and shall not interrupt District business or any employees engaged in duties or assignments. Upon arriving at any District facility, the Union representative shall first report to the office and sign in as a visitor.

3.5 Collaborative Process

The Union will encourage Employees to speak to their building principal to discuss issues of concern in the building. The Union building representative will inform their respective building principals of any concerns or issues on a timely basis.

The WGNEA President and/or designee and the Superintendent and/or designee will meet at a mutually agreeable time and location once a semester, or more frequently as mutually agreed upon by the parties, to discuss issues of concern of either party, including those related to this Agreement. Each party will provide an agenda for the meeting at least 72 hours in advance of the meeting so all parties have the opportunity to prepare for the meeting.

3.6 District Committees

The Union will be allowed to volunteer one member of the Union to serve on all District committees, work groups or task forces (other than Board-established committees for which the Board appoints the members) discussing educator working conditions. The Union will notify each committee chair of their volunteer member. This provision does not preclude other educators from joining committees, work groups or task forces.

3.7 Union Leave

The WGNEA will be permitted unpaid Union leave days to be used to conduct Union business. The Superintendent or designee must be notified in writing at least two (2) weeks prior to the leave date of the names and dates of the WGNEA members requesting such leave. Such requests to the Superintendent or designee must be made by the WGNEA President or Vice President. The WGNEA will be granted four (4) total unpaid leave days annually. The WGNEA will reimburse the District for the cost of the substitute pay to cover leave taken for Union business.

3.8 No Retaliation

The District and Employees agree to comply with Board Policy GBCB and the law prohibiting retaliation, including the right to engage or not engage in union membership, support, or activity.

The prohibition on discourteous and unprofessional behavior shall be defined as any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. This behavior can be verbal or nonverbal, or physical conduct toward a District employee that, based on its severity, nature and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation or unwanted distress.

The Union and Employees will comply with Board policy when engaging in union activities or business.

SECTION 4: COMPENSATION AND BENEFITS

4.1 Salary

The 2024-2025 salary schedule is attached as Appendix B and shall be part of this Agreement. Eligible Employees in the bargaining unit will receive a step for the 2024-2025 school year.

4.2 Stipend and Supplemental Pay

The District Administration, Employees and the Union will partner to create a school community where families are welcome. Professionalism by Employees is critical to meeting this goal. As Webster Groves School District professional educators, Employees recognize that the role of the educator encompasses more than classroom instruction, and includes but is not limited to the following non-classroom activities applicable to their building: Open House, Kindergarten Night, parent-teacher conferences, professional development, committee work, graduation, and substituting for other classroom teachers when needed. The District will provide advance notice to Employees of these activities.

The following duties will be paid as follows:

- A. Approved curriculum writing pay will be paid at the rate approved by the Board of Education.
- B. For Professional Development outside of the contract day, the Employee can elect to be paid at the hourly rate approved by the Board of Education or, at the Employee's election, the Employee will receive salary credit for a channel change provided the Employee has complied with the requirements of Board Policy GCBA.
- C. Substitute coverage of another classroom during an Employee's designated plan time will be paid, per Section, subsection 7.3.

D. The District has a Stipend and Supplemental Committee. Union representation on this committee will be allowed in accordance with Section 3.6 of this Agreement.

4.3 Professional Staff Salary Schedule Movement

Employees may advance vertically and horizontally, as provided in Board Policy GCBA.

4.4 Placement on Salary Schedule

Employees will be placed on the salary schedule, as provided in Board Policy GCBA.

4.5 Step Credit for Previous Experience

Step credit for previous experience will be given, as provided for in Board Policy GCBA. Any bargaining unit Employee hired after the first day of the school year, but prior to the end of first semester, shall receive a year's credit for that school year.

4.6 Compensation Disbursement

Professional staff will be compensated by the end of May for each school year.

4.7 Benefits

The District has an Insurance Committee. Union representation on this committee will be allowed in accordance with Section 3.6 of this Agreement.

SECTION 5: LEAVE

5.1 General Provisions Applicable to All Use of Leave

As professional educators, Employees commit to regular and punctual attendance. Employees acknowledge that their regular and punctual attendance is critical to student success and growth and therefore, it is an essential function of each Employee's position with the District.

If an Employee is absent for purposes other than in accordance with Board policy or this Section and the leave is not otherwise protected by law, the absence will be considered unexcused and the Employee shall be subject to disciplinary action, which may include suspension, termination, deduction of pay, notation in the Employee's evaluation and personnel file, or other appropriate measures. Unexcused absences will be considered excessive or unreasonable absence from duty.

5.2 Illness and Personal Leave Bank

Employees will receive an Illness Bank, per Board Policy GCBDA.

Employees will receive Personal Leave, per Board Policy GCBDA.

5.3 Use of Illness and Personal Days – Restricted Leave Days

Except in the case of emergency, Employees must give at least one-week advance notice to the building principal of the need to utilize a personal day. Personal days submitted one-week in advance will generally be approved, except: a) for Restricted Leave Days, defined below, and b) when the building principal determines that the Employee may not utilize a personal leave day for building operations purposes. Personal days submitted with less than one-week advance notice will require approval from the building administrator and the Assistant Superintendent of Human Resources. Employees must obtain prior approval (except when the need for leave is not foreseeable) from the Assistant Superintendent for Human Resources or designee in order to utilize illness or personal days on Restricted Leave Days.

“Restricted Leave Days” are defined as days that Employees may not be absent, and may not utilize any form of paid or unpaid leave, without prior approval of the Assistant Superintendent for Human Resources, or designee. Job protected leave requires prior approval from the Assistant Superintendent of Human Resources and/or designee and is not subject to the restrictions set forth in this Section 5.3. The following days are designated as Restricted Leave Days:

- a. to be absent more than two consecutive days;
- b. to be absent immediately prior to or after a school holiday or break period (other than to attend a graduation ceremony for an immediate family member);
- c. to be absent on the first or last day of the student attendance calendar;
- d. to be absent on a professional development day;
- e. to be absent on a parent teacher conference day; and
- f. to be absent during finals week.

SECTION 6: PROFESSIONAL RESPONSIBILITIES

6.1 Commitment to Professionalism

The District Administration, Employees and the Union will partner to create a school community where families are welcome. Professionalism by Employees is critical to meeting this goal. As professional educators, Employees recognize that serving our school community requires more than just classroom instruction during the work day.

6.2 Work Year

The length of the contract shall not exceed 193 days, of which 187 are working days.

6.3 School Day Defined

The work day for Employees is defined as eight (8) hours. Employees will be provided with a lunch period, except Employees recognize that there may be rare occasions, such as during emergencies, unexpected events, or building operational needs, when an Employee may not receive their full lunch period.

6.4 Faculty Meetings

Other than emergency meetings, faculty meetings shall be announced a minimum of two (2) weeks prior to the planned meeting to allow Employees to plan for attendance. After school meetings shall be limited, except for emergency purposes, to no more than 90 minutes per month. These meetings shall be for the purposes of professional development, building committees, and/or faculty meetings.

6.5 Records Day

Records days, which may be designated as full or partial days, are scheduled for Employees to complete grades, submit records and any other professional duties deemed necessary by the Employee.

6.6 Parent/Teacher Conferences

In our continued commitment to our community, Employees will be prepared to attend and lead parent teacher conferences. The format will be determined by the needs of individual buildings, the students, and the parents they serve.

6.7 Preparation for the School Year

Prior to the first student attendance day, Employees' will have time to work in their rooms to prepare for the new year. For the 2024-2025 school year, this will include at least two (2) days of contracted time prior to the first student attendance day.

SECTION 7: WORKING CONDITIONS

7.1 Plan Time

Plan time should generally be utilized by Employees to plan and prepare for student instruction, including crafting engaging lessons for students, preparing the classroom for learning, and updating parents on their child's progress. However, Employees may be required to attend meetings, as called by District administrators or as otherwise required, during their plan time, including, but not limited to IEP meetings, 504 meetings, data teams meetings, student support team meetings, and CLT/PLC meetings. Employees whose schedules include a first period or last period plan time may not utilize the plan time for a personal late start or early release.

The recommended plan time, identified by the MO Department of Elementary and Secondary Education will be afforded to full-time classroom teachers.

7.2 Assignment and Reassignment

Employees may be assigned to another position or building at the District administration's discretion. The Employee shall have the option to apply for a transfer to any school via the voluntary transfer process.

7.3 Substitutes

The District will attempt to ensure substitute coverage for every teacher's absence. In the event there are not enough substitutes to cover a classroom teacher's absence, the schools will employ a strategy to provide coverage. However, the District and Union acknowledge that there may be times when substitute coverage for every teacher's absence is not practical. In these events, in order to ensure the continuity of instruction for students, supervision of all students, and the orderly operation of the schools, Employees will assist with substitute coverage when needed. The District acknowledges that this help is appreciated. If a classroom teacher is required to utilize their designated plan period to cover a classroom, the Employee will be provided with extra compensation at the Board's approved rate of pay.

SECTION 8: MEETING STUDENT NEEDS

8.1 Student Discipline & Communication

The parties acknowledge that teachers, building administration and Central Office Administration must work collaboratively to maintain good order and discipline in the schools. Student discipline will be addressed in accordance with Board Policy JG, and its related policies. The Union acknowledges the Board's stated Philosophy on student discipline, including:

- it is not practical to specify consequences for every kind of undesirable or unacceptable behavior, and
- because circumstances vary greatly from case to case and from one age group to another, the District desires to take each set of circumstances into account and to take steps that are most likely to prevent a recurrence of misbehavior, promote an environment conducive to teaching and learning, and help the individual student become a responsible citizen.

Teachers have the responsibility to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects, and the Union agrees, that each teacher will maintain a satisfactory standard of conduct in the classroom, and will enforce District policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Building student discipline procedures shall be clearly communicated in writing to all Employees by each building principal prior to the first day of student attendance.

When an educator submits a behavior referral and/or request for disciplinary action, the principal (or designee) will notify the educator, within three school days after a determination, that the referral has been addressed per Board policy, and if the student has been / will be removed from class. Notification methods include but are not limited to documentation via the discipline / student information system, email, in person, or phone call.

8.2 Social Emotional Support for Students

In accordance with Goal 3 of the Strategic Plan for the years 2023 – 2026, the District shall engage in a study of, among other topics, the social emotional needs of students and any recommended actions to support educators with meeting these student needs. District employees will be invited to participate in this work. In addition, WGNEA shall volunteer one educator to participate in this work.

8.3 Class Size

The District will make available to the Union, upon request, its desirable class sizes. However, the District maintains the discretion to set class sizes and composition of classes.

SECTION 9: EMPLOYEE RIGHTS

9.1 Right to Representation and Due Process

The District believes that staff communication regarding disagreements, complaints, and discipline should be addressed at the building-level between the Employee and the building administrator. However, Employees may engage Central Office Administration in serious matters, such as allegations of violations of Board Policy AC or ACA, or complaints about the building administrator.

Employees may be accompanied by a representative during meetings related to formal grievances, as defined in Board Policy GBM, per the timeline set forth below.

The Union acknowledges that the District administration will be required to interview Employees to address concerns or complaints. If an Employee is the subject of an interview or investigation, then the Employee may request to be represented during the meeting. If an Employee requests to be represented during the meeting, the meeting shall be adjourned so a representative can be present, per the timeline set forth below.

The District recognizes that Employees may benefit from representation during meetings that will result in disciplinary action. Therefore, in all Employee-administrator conferences dealing with any items or memorandums associated with the educator's discipline, involuntary transfers for disciplinary reasons, suspension or dismissal, the Employee shall be informed in advance of the purpose of the meeting. The Employee may choose to be accompanied by a representative as

long as the representative is employed by the District, or if no representative employed by the District is available, a representative of the Missouri National Education Association.

The Union acknowledges that the District has an interest in conferencing with Employees in a timely fashion, and therefore, agrees that if neither a representative employed by the District or the Missouri National Education Association is available to meet within 2 business days (or earlier, if in the sole discretion of the District an earlier meeting is necessary), the District may proceed with the conference with the Employee. The Union also acknowledges that when a representative is present for a conference, the role of the representative is to be present and observe, and to privately consult with the Employee, but the representative may not interrupt or disrupt the conference.

SECTION 10: GRIEVANCES

10.1 Grievances Process

Grievances will be addressed in accordance with Board of Education Policy GBM.

SECTION 11: EVALUATIONS

11.1 Evaluations

The purpose of employee evaluations shall be the improvement of an Employee's professional skills in order to improve student growth. Evaluators will provide feedback to Employees during, at least, an annual evaluation. The Employee has the option to bring WGNEA representation to any meeting discussing a summative evaluation or meetings to discuss professional improvement plans / job targets, if the conditions set forth in Section 9.1 of this Agreement apply.

SECTION 12: RELEASE OF CONTRACT

The District, Union and Employees all acknowledge that in order to ensure student success, it is imperative that Employees fulfill their professional and contractual obligations to the District. The District also recognizes that on rare occasions, an Employee may need to be released from their employment contract. Board Policy GCPB addresses the procedure for an Employee to request release from contract.

- A. The Board of Education will approve requests from educators for release of contract, in accordance with Board Policy GCPB, provided the requests are made on or before June 1 preceding the effective date of the contract. The Board, however, reserves the right to deny a request until a duly qualified replacement is hired.
- B. The District and the Union have agreed to the following liquidated damage fee and agree that it represents a reasonable estimate of the damages that will be incurred by the

District as a result of the educator's resignation / retirement when already under contract for the current or next school year, as follows:

1. Resignation or retirement between June 2 and the first contract day of the school year: \$500.00;
 2. Resignation or retirement after the first contract day of the school year and up to December 1: \$750.00; and
 3. Resignation or retirement after December 1: \$2000.00.
- C. The liquidated damages set forth above will be due from an educator who does not obtain Board approval to be released from contract. The District may deduct the amount of the liquidated damages from the educator's final paycheck or from other payments due to the educator. Alternatively, if a payroll deduction is not possible or is insufficient to cover the liquidated damages amount owed to the District, the educator shall pay the balance of the damages amount within thirty (30) calendar days of submitting the resignation / retirement notice.
- D. In accordance with Board Policy GCPB, the Board reserves the right to pursue all available legal remedies when an educator breaks a contract with the District. If an Employee does not pay the liquidated damages after thirty (30) calendar days following notice of the resignation / retirement, the Board may pursue legal action against the Employee.

Appendix A: Ground Rules

Introduction and Philosophy

1. The best interests of the students will be the objective for any and all agreements made. All discussions shall be conducted in an atmosphere of mutual respect for the process, the individuals and the opinions expressed. It is the mutual objective of the Board of Education, the WGSD Administration, and the Webster Groves National Education Association (“WGNEA”) to provide the best education possible for the students of the public schools of our District.
2. The Board of Education, the WGSD Administration and the WGNEA share responsibility to work toward understanding and cooperation in an environment characterized by mutual respect, trust and confidence. The District and the Union agree to bargain in good faith, as understood by the Missouri Supreme Court’s decision in *AFT v. Ledbetter*, including that parties must act “without simulation or pretense, innocently and in an attitude of trust and confidence,” and “honestly, openly, sincerely, without deceit, covin, or any form of fraud” under MO public sector labor law, on matters or subjects related to bargaining unit salaries, benefits, and working conditions. (387 S.W. 3d 360, 367 (Mo. banc, 2012) (internal citations omitted).
3. The collective bargaining process is designed to allow a full and open exchange of views to ensure efficient, uninterrupted and strife-free operation of our public schools. The preparation meetings and caucuses of the Teams (as defined below) are closed to the public. Negotiating sessions with the Teams are also closed; however, the Board reserves the right to open the negotiating sessions to the public when the Board deems appropriate. If the Board determines to open the negotiation sessions, we would request the Board to provide the negotiations team with a minimum 48 hour notice. The parties will not record the negotiating sessions. At the end of each negotiating session, the Teams will prepare a joint summary of the session, including a summary of the issues discussed, tentative agreements, and action items.
4. As part of the collective bargaining process, each Team will seek to understand the issues, identify concerns and, when possible, reach tentative agreement on proposals of interest to both Teams.
5. The Board of Education reserves the right to accept or modify or reject the tentative Agreement in whole or in part. If the Board of Education recommends alterations to a tentative agreement, the process under “Failure to Approve a Tentative Agreement” shall apply, and the parties shall recommence negotiations subject to and in accordance with Policy HA.

Membership of Negotiating Teams

6. Board of Education/Administrative Team
3 participating members, 1 additional participating member, 1 non-voting observer, legal representative(s) - Three (3) administrators employed by Webster Groves School District, appointed by the Board of Education - One (1) additional District administrator, at the District Administration’s discretion, dependent on issues to be discussed - One (1) non-voting observer, appointed by the Board of Education - Legal Representative(s) (non-voting)

7. WGNEA Team

4 people elected by the bargaining unit representing each level, 1 rotating alternate member appointed by WGNEA Executive Board, 1 non-voting observer appointed by WGNEA Executive Board and MNEA UniServ Director or Legal Representative (both non-voting). Except for the UniServ Director or Legal Representative, all team members will be employees of the Webster Groves School District

Meetings

8. The initial meeting will be held no earlier than November 1, and the closing meeting no later than March 1. Any tentative written Agreement must be prepared no later than March 1.

9. Meetings will be two (2) hours in length, from 4:30 p.m. until 6:30 p.m., except by mutual agreement.

10. At least three (3) members from each Team must be present for meetings to convene, including non-voting members and observers. If three members are not present within 15 minutes of the scheduled starting time, the meeting is canceled and will be rescheduled by mutual agreement within the parameters stated above.

Contact Persons

11. A contact person will be designated by each Team.

12. The contact person must be a member of the respective negotiating Team.

13. Contact persons will coordinate meeting dates.

14. Contact persons will ensure the joint summary prepared at the end of each negotiating session is provided to all members of the Team.

Agendas

15. Tentative agenda items shall be mutually established by the contact person for each Team at the end of each meeting.

Process

16. Per Board policy, the WGNEA must present its list of issues no later than November 1. No new issues may be presented after this date. The issues list shall be sent via electronic mail to the Board of Education, via the Assistant Superintendent of Human Resources, no later than 5:00 p.m. on November 1.

17. Both Teams shall work diligently toward completion of discussion on all the identified items.

18. All proposals will be submitted with the submittal date, time and draft number in the heading. Sufficient copies will be supplied for each Team member to have a copy. Each Team agrees to submit a written response to all proposals at the next scheduled negotiating meeting. Responses should address the original proposal but are not required to be a counter-proposal.

19. Each Team may communicate with their constituency, but agree to do so in a manner that is consistent with the philosophy statement set forth above. This does not exclude the possibility of a joint communication release that is agreed upon during negotiations. Additionally, as noted above, the Board reserves the right to open the negotiating sessions to the public when the Board deems appropriate.

20. Both parties shall furnish each other, upon request, reasonably available information, pertinent to the issue(s) under consideration within a reasonable amount of time. No party is obligated to provide information that is not legally allowed to be released.

21. During the negotiation meetings, each negotiating team is free to privately caucus with their respective team as needed. Each team will be provided a private space in which to caucus.

22. Proposals agreed to between the Teams shall be signed by all members of each Team present at the negotiating session.

23. If a tentative written Agreement is reached, the Agreement will be presented to the membership of the WGNEA for ratification, and then, if ratified by the WGNEA, submitted to the Board of Education for final approval. The WGNEA must provide written notification to the Board of Education, via electronic mail to the Assistant Superintendent of Human Resources, of their ratification of the tentative written Agreement within 24 hours of the vote and no later than noon on the Monday prior to the regular Board of Education meeting in March.

24. By the regular Board of Education meeting in March, the Board will receive the ratified tentative written Agreement and recommendations of the Superintendent. If the WGNEA has not ratified the tentative written Agreement, then the Board of Education has no obligation to consider the tentative written Agreement. After both parties have approved the tentative agreement, it will be signed by the Board of Education President and the WGNEA president.

Impasse

25. If no Agreement is reached, an impasse can be declared by either party. Within ten (10) days of the declaration of an impasse, the parties will request mediation services through FMCS or will jointly agree upon a third-party mediator. The cost of mediation will be equally shared by both parties.

Failure to Approve a Tentative Agreement

26. If either party fails to approve the tentative agreement or the Board of Education recommends proposed tentative agreement alteration, the parties will return to the table and continue negotiations subject to and in accordance with Policy HA.

27. In the event that the parties return to the negotiations per paragraph 26 above, a finalized tentative agreement will be submitted to the Board of Education by the deadline under Board policy HA.

Unresolved Items

28. Either Team may bring unresolved issues to the table for discussion at the next negotiating session.

Appendix B: 24-25 WGSD Teacher Salary Structure

STEP	BA	MA	MA+30	MA+50	PhD/Ed.D
1	\$48,388.00	\$51,848.00	\$55,485.00	\$56,082.00	\$56,679.00
2	\$49,359.00	\$52,961.00	\$57,050.00	\$57,753.00	\$58,456.00
3	\$50,331.00	\$54,292.00	\$58,348.00	\$59,221.00	\$60,094.00
4	\$50,933.00	\$55,574.00	\$59,392.00	\$60,753.00	\$62,115.00
5	\$51,410.00	\$56,710.00	\$60,571.00	\$62,032.00	\$63,494.00
6	\$52,700.00	\$57,906.00	\$62,541.00	\$63,748.00	\$64,954.00
7	\$53,600.00	\$59,442.00	\$64,648.00	\$65,609.00	\$66,570.00
8	\$54,619.00	\$61,062.00	\$66,448.00	\$67,277.00	\$68,105.00
9	\$55,686.00	\$62,710.00	\$68,248.00	\$69,067.00	\$69,886.00
10	\$56,744.00	\$64,051.00	\$70,048.00	\$70,881.00	\$71,714.00
11	\$57,814.00	\$65,407.00	\$71,848.00	\$72,661.00	\$73,474.00
12	\$57,814.00	\$66,941.00	\$73,848.00	\$74,554.00	\$75,260.00
13	\$57,814.00	\$68,841.00	\$75,848.00	\$76,543.00	\$77,237.00
14	\$57,814.00	\$71,070.00	\$77,848.00	\$80,455.00	\$83,062.00
15	\$57,814.00	\$72,750.00	\$79,848.00	\$82,005.00	\$84,162.00
16	\$57,814.00	\$74,558.00	\$82,048.00	\$83,655.00	\$85,262.00
17	\$57,814.00	\$76,747.00	\$84,721.00	\$85,615.00	\$86,510.00
18	\$57,814.00	\$78,703.00	\$86,876.00	\$88,160.00	\$89,443.00
19	\$57,814.00	\$80,929.00	\$88,656.00	\$90,355.00	\$92,054.00
20	\$57,814.00	\$83,265.00	\$90,652.00	\$92,600.00	\$94,548.00
21	\$57,814.00	\$84,931.00	\$91,997.00	\$94,041.00	\$96,085.00
22	\$57,814.00	\$86,700.00	\$94,416.00	\$96,404.00	\$98,392.00
23	\$57,814.00	\$88,200.00	\$96,810.00	\$98,813.00	\$100,815.00
24	\$57,814.00	\$89,150.00	\$99,435.00	\$101,288.00	\$103,142.00
25	\$57,814.00	\$90,000.00	\$101,139.00	\$102,613.00	\$104,086.00
26	\$57,814.00	\$91,250.00	\$101,550.00	\$103,038.00	\$104,526.00
27	\$57,814.00	\$93,155.00	\$102,100.00	\$103,700.00	\$105,300.00
28	\$57,814.00	\$94,054.00	\$102,850.00	\$104,425.00	\$106,000.00