RAVENNA PUBLIC SCHOOLS

RAVENNA EDUCATION ASSOCIATION

M A S T E R A G R E E M E N T

2023 - 2025

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PREAMBLE

This Agreement entered into this 9th day of October, 2023, by and between the Ravenna Public Schools of Muskegon and Ottawa Counties, represented by the Board of Education, hereinafter called the "District", and the Ravenna Education Association (REA), hereinafter called the "Association".

This Agreement constitutes the sole and entire Agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the District and the Association. This Agreement is subject to amendment between, and executed by, the District and the Association. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

WITNESSETH

WHEREAS the District and the Association recognize and declare that providing a quality education for the children of the Ravenna Public Schools is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the employees, and

WHEREAS the members of the Association are qualified to advise and recommend in formulating policies and programs designed to improve educational standards, and

WHEREAS the District has a statutory obligation, pursuant to all laws of the Michigan Public Acts to negotiate with the Association as the representative of its teachers with respect to hours, wages, terms, and conditions of employment, and

WHEREAS the parties, following extended and deliberate negotiations, have reached certain understandings which they desire to memorialize,

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I - RECOGNITION

A. The District hereby recognizes the Ravenna Education Association as the exclusive negotiating representative for all professional personnel excluding supervisor, executive, and casual personnel. Casual personnel shall include, but not be limited to: substitute teachers, adult and community education teachers, school psychologists, social workers, speech pathologists, school counselors, and all non-certified personnel.

The term "teacher," when used hereinafter in the agreement, shall refer to all employees represented by the Association in the bargaining unit.

The term "district" when used hereinafter in the Agreement shall refer to the Ravenna Public Schools, its Board of Education and, where appropriate, its executive and

administrative employees and agents.

B. The District agrees not to negotiate with any organization representing teachers other than the Association for the duration of this Agreement.

ARTICLE II - DISTRICT RIGHTS

A. The District, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Michigan and of the United States.

B. The listing of specific management rights in this Agreement is not intended to be, nor shall it be restrictive of, or a waiver of, any rights of management not listed and specifically surrendered herein, whether or not such rights have been exercised by the District in the past. Such rights shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control its business, its equipment, and its operations.

2. Continue its rights, policies, and practices of assignment and direction of its personnel and scheduling.

3. Direct the working forces, including the right to hire, promote, evaluate, discipline, transfer and determine the size of the workforce.

4. Determine the services and type of equipment necessary to continue its operation.

5. Adopt reasonable rules and regulations.

6. Determine the qualifications of new hires including health qualifications.

7. Determine overall goals and objectives as well as the policies affecting the educational programs.

8. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings, or other facilities.

9. Determine the size of the management organization, its functions, authority, amount of supervision, and the table of management organization.

10. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.

ARTICLE III - TEACHER AND ASSOCIATION RIGHTS

A. Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under the Michigan General School Laws or applicable state or federal laws and regulations. The rights and resultant responsibilities granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

B. The Association and its members shall have the right to use school building facilities for meetings in accordance with District policies as long as this Agreement is in effect.

C. The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to disability, race, creed, religion, color, national origin, sex, marital status, or membership in an association with the activities of a teacher organization. The District and the Association pledge themselves to seek to extend the advantage of public education to every student without regard to disability, race, creed, religion, sex, color, or national origin and to seek to achieve full equality of educational opportunity.

D. The Association shall have the right to wear insignia, pins, or other identification of membership in the Association, either on or off school premises.

E. The District agrees to furnish to the Association President, in response to request from time to time, all available existing public information concerning the financial resources of the District, tentative budgetary requirements and allocations, and such other information as will assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the teachers and their students.

The Board also agrees to furnish information which may be necessary for the Association to process any grievance or complaint exclusive of credentials and materials not for general publication. This Section shall not be construed to require the District to make a compilation or summary of information.

ARTICLE IV - DISTRICT RESPONSIBILITIES

A. The parties recognize that the availability of good school facilities for both student and teacher is desirable to insure a high quality of education.

B. The District recognizes that good schools must have appropriate materials and tools of the teaching profession. Therefore, the parties will confer from time to time for the purpose of improving the selection and use of educational tools. The District will attempt to implement all joint decisions made by its representatives and the Association and agrees to keep the schools equipped and maintained at all times.

C. A complete copy of the Codified District Policies will be provided to the president of the Association for its files. This copy will be kept current in the same manner as the District's policy book.

D. The District agrees to maintain a list of substitute teachers. Teachers will be given a website address and login to the Absence Management System (AMS), so they may call before 6:30 a.m. to report unavailability. It shall be the responsibility of the teacher to call or place their absence into the AMS before 6:30 a.m. If a substitute does not pick up the absence from the AMS, the building administration will arrange coverage of the uncovered classroom. In an emergency situation after 6:30 a.m., the teacher can contact the building secretary to arrange for a substitute. The arrangement of coverage by building administration may include requesting staff to cover on their preparation period. If coverage cannot be solicited by request, staff will be mandated by building administration to cover during their preparation period. This mandate will be reserved for emergency situations only. A single teacher will not be mandated more than two times per year.

E. Any case of assault upon a teacher shall be promptly reported to the District's designated representative. The District will provide legal counsel to advise the administration and the teacher of their rights and obligations with respect to such assault and shall render all assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities provided. However, in the event a teacher is finally adjudged guilty of a crime in connection therewith by a court of competent jurisdiction, the District shall be reimbursed by the teacher for any out-of-pocket expense it has incurred on behalf of the teacher in said case.

F. The District recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the system's schools. The District further recognizes that a teacher may not fairly be expected to assume the role of custodian for students whose behaviors are disruptive to the educational process. Whenever it is determined that a particular pupil's disruptive behavior requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professionals, the District will take reasonable steps to relieve the teacher of classroom responsibilities with respect to said pupil except where that pupil has been certified, under state and/or federal special education regulations, as having special needs. If the student has been certified, the parties recognize the District's responsibility to provide the services as defined in the pupil's Individualized Educational Plan.

G. Major complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention.

H. If any teacher is sued by reason of disciplinary action taken by the teacher against a student, the District will provide legal counsel and render assistance to the teacher in his/her defense provided. However, in the event a teacher is finally adjudged guilty of a crime in connection therewith by a court of competent jurisdiction, the District shall be reimbursed by the teacher for any out-of-pocket expense it has incurred on behalf of the teacher in said case. Time lost by a teacher in connection with any incident mentioned herein shall not be charged against the teacher unless he/she is adjudged guilty of a crime in connection therewith by a competent court of law.

I. The District shall make available in each building, as far as possible, lunchroom, restroom, and lavatory facilities exclusively for teacher use. If staff lavatory facilities are used by students, they will be appropriately cleaned after student use.

J. Telephone facilities shall be made available to teachers for their use provided such use does not interfere with use of the telephones for District purposes.

K. Vending machines may be installed in teacher rooms at the request of the Association, the profits to be used as designated by the teachers using the facility.

L. Sufficient parking space shall be made available to teachers for their use. Snow will be removed to provide parking and walkways.

M. Copies of this Agreement shall be posted on the website. Copies are able to be printed and sent upon request.

ARTICLE V - TEACHER AND ASSOCIATION RESPONSIBILITIES

A. It is acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed at ensuring that the energy of the teacher is primarily utilized to this end.

B. Teachers shall be at their work station for the days contracted except as otherwise permitted by this Agreement. Any unexcused absence will result in an entry to that effect in the teacher's personnel file, with notice thereof to the teacher and may be cause for disciplinary action.

The District and Association agree that abuse of leave, including falsification of the need or reason for a leave, constitutes a serious offense, which might lead to severe discipline, up to and including discharge.

C. Teachers are expected to attend annual Open House and Parent/Teacher Conferences. Building staff are encouraged to attend programs such as "Family Night," "Awards Nights," Christmas programs, Spring Concerts, etc.

1. High School Parent-Teacher Conference Time: High School teachers are required to hold 3 hours of conferences in the fall and 3 hours in the spring. In addition to those six hours, high school teachers are required to attend 6 hours at any of the school related activities listed below - three of those hours they must attend Graduation/Commencement (3 hours) unless prior arrangements and approval is granted in writing by the building principal. The remainder of the three (3) hours would be achieved by having a specific role and responsibility at one of these events. The building principal will maintain a record of attendance at these activities.-The building principal will communicate the established expectations of participation, including specific roles and responsibilities that are assigned to staff at these events, at least 10 days prior to the event.

- Graduation/Commencement (Required) 3 Hours
- Senior Parade/Fireworks 3-4 Hours

- Homecoming Football Game 2 Hours
- Homecoming Dance 2-4 Hours
- Senior Awards Night 1 Hour
- NHS Ceremony 1 Hour
- Freshman Orientation 2 Hours
- Prom 4 Hours
- High School Dance Chaperone 2-4 Hours
- Parent/Teacher Conferences** 1-6 Hours

** This option is for staff members who are shared between more than one building. In case a teacher will need to split conference time between buildings, i.e. one night at the high school and one night at the middle school.

- If an event is canceled due to unforeseen circumstances, teachers will then be required to attend a different event or hold parent/teacher conferences.
- If an employee is compensated in a Schedule B capacity for an event, this time would not count toward the six (6) hour requirement.
- The building principal, with the approval of the superintendent, may add additional items to the list of options/events.

D. The Association agrees that management of students during the school day is an integral part of every teacher's duty and further agrees to take effective action to promote conditions on school property which are conducive to good discipline.

E. Teachers shall have access to their own personnel files in the presence of the appropriate administrator or his/her designee. An authorized representative may accompany such teacher. Authorization shall be a letter dated and signed by said teacher for each given day. If a teacher is incapable of attending, the authorized representative shall be granted access in accordance with applicable statutory provisions for such procedure.

F. Reporting on-the-job personal injuries is the responsibility of the teacher. Any penalties incurred by the District due to late or lack of teacher reporting will be paid by the teacher.

G. Teachers shall be expected to exercise care with respect to the safety of pupils and property.

H. The association shall be duly advised by the District of fiscal, budgetary, and tax programs affecting the District and shall, whenever feasible, have the opportunity to consult with the District with respect thereto prior to general publication.

I. Teachers will not be required to keep records in connection with the hot lunch program.

J. Teachers will use their preparation period for professional purposes such as conferring with parents, pupils, administrators, supervisors, and other teachers; preparing lessons; maintaining records; correcting papers; reading professional literature; and other similar duties.

ARTICLE VI - NEGOTIATION PROCEDURES

A. At least ninety (90) days prior to the expiration of this Agreement the parties will begin negotiations for a new agreement covering wages, hours, terms and conditions of employment.

B. In any negotiations described in this Article, neither party shall have control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the school district. The parties mutually pledge that representatives selected shall have authority to make and consider proposals and concessions in the course of negotiations or bargaining, subject only to ultimate ratification. Any final agreement between the parties must be ratified by a majority of the membership of each party.

C. Matters not specifically covered by this Agreement shall be subject to negotiations between the parties from time to time during the period of this Agreement upon request by either party to the other. The parties shall undertake to cooperate in arranging meetings, furnishing necessary information, and otherwise constructively considering and resolving any such matters.

ARTICLE VII - TEACHING HOURS AND ASSIGNMENTS

A. Teaching Day

1. Teacher duty hours in District buildings are as follows:

   Grades 5-12: 7:25 a.m. until 2:38 p.m.
   Grades K-4: 7:35 a.m. until 2:53 p.m.

   Half Days:
   Grades 5-12: 7:25 a.m. until 11:00 a.m.
   Grades K-4: 7:35 a.m. until 11:10 a.m.

   Student start/end times are as follows:

   Grades 5-12: 7:40 a.m. until 2:30 p.m.
   Grades K-4: 7:50 a.m. until 2:45 p.m.

   Half Days:
   Grades 5-12: 7:40 a.m. until 10:51 a.m.
   Grades K-4: 7:50 a.m. until 11:01 a.m.

2. Teachers of grades 5-12 shall be entitled to a duty-free lunch period of not less than thirty minutes.

3. Teachers of grades K-4 shall be entitled to a duty-free lunch period of not less

than thirty-five minutes.

4. Recess periods will be scheduled as part of the students' lunch periods. Additional supervised recess-type breaks may occur with prior administrative approval.

5. Any teacher desiring to absent himself/herself from work during prescribed working hours must clear such absence with his/her immediate supervisor prior to departure in a manner prescribed by the building supervisor.

6. All teachers are required to attend regularly scheduled teacher/staff meetings unless prior approval of absence is received from the building principal. Except in an emergency, staff meetings shall not be scheduled more than once per two weeks.

   Every effort shall be made to limit the length of before-school staff meetings to forty-five (45) minutes. Before-school meetings shall end at least ten (10) minutes before student instruction begins. Afternoon staff meetings are to be no more than one hour in length. A staff-meeting schedule will be established by Sept. 1. Additional staff meetings are voluntary and therefore decisions affecting the entire staff will not be made.

B. The teaching day for the school year will meet the standards of the State of Michigan School Code. Additional hours will be contracted by a letter of agreement.

C. The standard teaching load for grades 5-12 shall be six teaching periods per day and a preparation or conference period equal to a teaching period.

D. In those cases where teachers share a full-time assignment, they shall fulfill all obligations of the assignment in the manner of a full-time teacher and shall be compensated for one full-time position pro-rata by mutual agreement between the involved teachers and the Board with appropriate adjustments being made for teaching degree and experience of the involved teachers.

ARTICLE VIII - QUALIFICATIONS AND ASSIGNMENTS

A. The Superintendent has the authority, until June 30, 2025, to grant new hires all of their years of K-12 teaching experience prior to being hired by the District. In addition to years of K-12 certified teaching experience, the Superintendent has the additional authority to grant a newly hired teacher from one (1) up to five (5) years with no step freeze, and six (6) to ten (10) years with a step freeze of two (2) years.

B. ESEA Requirements for Highly Qualified Teachers: A teacher hired before the first student attendance day of the school year who is required by the ESEA to be "highly qualified" (as defined by the ESEA and the Michigan Department of Education) for his/her teaching assignment and is not "highly qualified" for his/her teaching assignment shall, within two school years, have elected and satisfied one of the options for becoming

"highly qualified."

C. District School Improvement Team: For the purposes of Section B above, a District School Improvement Team (DSIT) shall be established to conduct an assessment of the option elected and pursued by each employee subject to Section B. The DSIT shall be composed of at least four (4) members, two (2) administrators appointed by the Superintendent, and two (2) teachers appointed by the Association. The DSIT shall make a determination whether each employee subject to Section B has become "highly qualified" by meeting one (1) of the options provided by the Michigan Department of Education.

D. When there is reason to question the physical and/or mental health of a teacher, the District may require the teacher to submit to a physical and/or mental examination by a physician or licensed mental health professional mutually acceptable to the District and the teacher. Such requested examinations will be at the District's expense.

ARTICLE IX - SENIORITY

Seniority shall be defined as the length of continuous service in the bargaining unit from the last date of hire. Any teacher who shall be transferred from a position as a teacher and shall later return to a position as a teacher shall be entitled to seniority credit as would have accrued under this Agreement had he/she remained a teacher. Periods of time spent on leaves of absence or on layoff shall not constitute a break in continuous service.

Unpaid leaves of absence greater than ninety (90) days shall not be counted towards seniority. Service at less than the full teaching load shall count as if the service was at the full teaching load.

A. In the event of ties in seniority, as defined above, position on the seniority list shall be determined by using the last four digits of their Social Security number with the highest four digits having the highest seniority.

B. Not later than November 1 of each year, the District shall prepare a seniority list and deliver the same to the REA President. In the event that REA disputes the accuracy of said list, it will notify the District of any alleged errors, in writing, by December 1.

ARTICLE X - VACANCIES, PROMOTIONS, TRANSFERS

A. Vacancies

1. A bargaining unit vacancy exists when a new position is implemented or when any position is vacated, regardless of reason and the Board determines it will fill the vacancy. Vacancies will be classified as "temporary", "annual appointments", or "permanent".

    a. A temporary vacancy exists when a bargaining unit position is vacated for

a leave of absence or extended sick leave.

b. An annual appointment constitutes an assignment to an extra duty position as found in Appendix E.

c. All other vacancies shall be considered permanent.

2. The district shall publicize all vacancies by giving written notice of such vacancy to the Association President for posting for a period of five (5) working days during the regular school year. During the summer break, the president shall be notified fifteen (15) calendar weekdays and those staff members who request to be notified of summer postings by hard copy in addition to notices given to an all staff email posting, shall provide the district with stamped, self-addressed envelopes prior to the end of the school year for such mailings.

3. When filling a vacancy of a professional staff position, the Board agrees to give first consideration to current qualified staff members who apply within the internal posting window. Internal candidates will be interviewed and an administrative decision made whether to hire them, prior to interviewing outside candidates. A bargaining unit member not chosen through this process may request an explanation of the administration's decision.

B. Promotions

The District declares its support of a policy of promotions which affords due consideration of present teachers including promotions to supervisory and executive levels.

C. Transfers

1. Teachers considering a transfer for change of assignment are encouraged to consult with the Superintendent to discuss any concerns related to a contemplated change. Teachers who desire a transfer or change of assignment may make desires known on the annual questionnaire or by a letter to the Superintendent. Such reports will be acknowledged in writing and must be renewed each year on or before March 1.

2. A transfer is defined as a change in assignment that necessitates one or more of the following:

a. Movement to another building;

b. Change of subject matter assignment outside of area previously taught or one's certification;

c. Change of grade level assignment of more than two grades. (For example, changing from teaching 1st grade to 4th grade);

d. Change from classroom to non-classroom; non-classroom to classroom.

3. If a teacher regards the transfer as "involuntary" after consulting with the supervisor in question, he or she may appeal the transfer to the Superintendent. If the teacher is not satisfied with the decision of the Superintendent, he or she may appeal to a committee of the Board of Education which will make the final decision.

   The initial appeal must be made within three (3) calendar weekdays, excluding holidays, subsequent to the consultation with the supervisor. The Superintendent will have the same time span to issue a decision. In no instance is the teacher to refuse to accept the transfer pending decision of appeal.

ARTICLE XI - REDUCTION OF CERTIFIED PERSONNEL

A. Fully certified teachers shall be defined in accordance with the rules and regulations set down by the State of Michigan. For the purpose of this article, elementary shall be considered K-8 and secondary shall be considered grades 7-12.

B. Seniority is defined in Article IX.

C. It is expressly understood that the Association shall be notified and have the right to review the layoff list prior to notification of the individual teachers to be laid off.

D. Teachers involved in the recall shall be notified by certified mail to their last known address. The right to return to the position to which the teacher is recalled shall be lost if the District does not receive a certified or registered letter and the teacher is not available for work within twenty (20) calendar days after receiving his/her recall notice.

E. The District recognizes that when reductions in certified personnel are necessary, every effort will be made to inform the professional staff at the earliest possible opportunity. Professional staff and the REA Executive members will be given a minimum of 30 day notice prior to any layoff. Every effort will be made to notify professional staff by June 1 of any pending layoffs.

   A teacher who is laid off and who is paid unemployment compensation benefits (associated with his/her regular teaching assignment) during the summer immediately following a notification of layoff and who is subsequently recalled to a teaching position in the district at the beginning of the next school year, will be paid according to an annual salary rate, such that his/her unemployment compensation plus that annual salary rate will be equal to the rate of salary he/she would have earned for the school year had he/she not been laid off, subject to the following conditions:

   1. The total of unemployment compensation plus salary earned by employment in the district shall not be below that which the employee would have received had he or she been employed the entire school year.

2. The salary earned through employment in the district shall not be less than his or her salary for a similar period during the preceding school year.

ARTICLE XII - LEAVES OF ABSENCE

A. Sick Leave

1. Sick leave may be used for personal illness, or up to 5 working days for illness or death in the immediate family. The immediate family shall be construed to mean a father, mother, wife, husband, sister, brother, child, step-child, grandparents, grandchild, step-parents, and in-laws. Illness of a member of the family is construed to mean the illness is of such severe nature that the teacher's presence is necessary. It is assumed that the teacher has made provisions for care of family members who remain at home with non-serious ailments.

   At the request of the Board or its agent, a bargaining unit member absent from duties, for a period of five (5) consecutive days, due to illness or other medical reasons, shall provide verification from a medical care professional that the absence resulted from a medical condition.

2. An employee may use sick leave to attend the funeral of a relative, as listed in A.1, and also including aunt, uncle, niece, nephew. If any employee wishes to attend the funeral of any person other than an immediate relative without deduction of salary, permission to do so shall be secured from the principal of the school who shall confer with the Superintendent. Such absence without loss of salary shall be deducted from the days of sick leave.

3. Teachers will receive nine (9) sick days per year, given on the first day worked and will be allowed unlimited accumulation. The number of days will be prorated if the employee works less than a full contract year.

4. Teachers will make every attempt to schedule routine doctor or dental appointments outside of the school day, but if unable to, can use sick leave as long as they are able to secure their sub.

5. Sick Leave Bank

   a. The Sick Leave Bank can be used by any teacher who has contributed to the present bank.

   b. Each member wishing to participate in the Sick Bank must contribute one (1) day to the bank each September.

   c. When the Sick Bank is diminished to twenty (20) days, each participant will then be required to donate one (1) additional day or give up the day already donated and withdraw from the bank.

d. Criteria:

1. A member of the Sick Bank may use as many sick days as he/she has accumulated, not to exceed fifty (50) days.

2. A person must use his/her own sick days before using any from the Sick Bank. Days borrowed must be an extension of the person's accumulated sick days.

3. Sick Bank withdrawal requests will be reviewed by two (2) Association members and two (2) administrators.

4. A person can only use Sick Bank days for illnesses or disabilities, to be determined by the reviewing committee.

5. 50% (minimum) of the REA membership must participate in the Sick Bank.

6. At the end of the year the Sick Bank will forfeit 40% of its balance of days to the Board of Education.

7. Any teacher whose personal illness extends beyond the period compensated above shall be granted a leave of absence without pay under the procedures specified in the Teacher Tenure Act for such time as is necessary for recovery from illness certified by a statement from a doctor selected by the District if considered necessary.

7. Workers' Compensation

a. Any employee who is absent and compensated under the Michigan Workers' Compensation Act (because of an injury or illness suffered as a result of an intervention in a dispute between students or as a result of an assault upon the employee by a student, parent or guardian) shall receive the difference between the benefits received under the Workers' Compensation Act and his/her regular salary for the duration of the injury or illness:

1. First from the Board for a period not to exceed 12 months.

2. At the conclusion of the Board's obligation to fill the difference in salary, then the employee may elect to fill the difference in salary by using a pro-rata deduction from his/her accumulated sick leave.

(example: 10 days of accumulated sick leave used at a rate of 1/5 day for salary fill = 50 pro-rata days of salary fill deducted from

employee's accumulated sick leave at the rate of 1/5 day sick leave for every day of fill.)

b. Any employee who is absent and compensated under the Michigan Workers' Compensation Act because of injury or illness (not the result of an intervention or assault as defined in Article 5, G. 1. above) may elect to receive the difference between the benefits received under the Workers' Compensation Act and his/her regular salary for the duration of the injury or illness for a period not to exceed pro-rata use of accumulated sick leave. If the employee so elects, a pro-rata portion of leave shall be deducted from his/her accumulated sick leave.

(example: 10 days of accumulated sick leave used at a rate of 1/5 day for salary fill = 50 pro-rata days of salary fill deducted from employee's accumulated sick leave)

B. Non-Chargeable Leaves

Leaves of absence with pay not chargeable against the teacher's allowance shall be granted for the following reasons:

1. When a teacher is called for jury service, he/she shall receive the difference between jury pay and his/her regular pay.

2. When a teacher is subpoenaed as a witness in any proceedings he/she shall be paid the difference between the witness pay and his/her regular pay.

3. When a teacher is called as a witness in any case connected with the teacher's employment or the school.

4. When a teacher is attending an approved educational conference, convention, or school visitation, per Article XVI.

5. Teachers engaged during the school day in negotiations, grievance processing, mediation, or hearings with the Board or its agents.

C. Child Care Leave

A child care leave shall be granted without pay. The ability to perform the teacher's duties will govern decisions as to when to commence the absence.

D. Education Association Leave

Teachers who are officers of the State or National Education Association or other Departmental Associations or are appointed to its staff should upon proper application, be given leave of absence without pay for one (1) year for the purpose of performing duties

for the Association. Teachers given leaves of absence without pay shall receive credit toward annual increment on the schedule appropriate to their position on the scale.

E. Military Leave

Military leaves of absence without pay shall be granted to any teacher who shall be inducted or enlisted for military duty to any branch of the armed forces of the United States. The teacher must return for employment according to federal and state laws, and will receive the seniority that would have been credited had he/she remained in active service to the school system.

F. Political Leave

1. The Board shall grant a leave of absence without pay to any teacher to campaign for, or serve in, a public office other than the state legislature provided at least sixty (60) days written notice is given to the Board. Such leaves of absence are limited to tenure teachers and are not to exceed one year.

2. The Board shall grant a leave of absence without pay to any teacher to campaign for a position in the state legislature provided at least sixty (60) days written notice is given to the Board. Such leave of absence is limited to tenure teachers and is not to exceed one year. If elected, due to an Opinion of the Attorney General (OAG No. 6165) regarding conflict of interest, the teacher would have the option of:

   a. refusing the elected position and returning to his/her teaching assignment, or

   b. accepting the elected position and resigning his/her employment at Ravenna.

G. Education Leave

Leaves of absence without pay shall be granted upon application for the following purposes:

1. Study related to the teacher's field.

2. Study, research, or special teaching assignment involving advantage to the school system.

3. Salary increments shall occur during such period of leave.

4. The foregoing leaves of absence are limited to tenure teachers and shall not exceed one year in duration.

H. Personal Leave

At the beginning of each school year, each teacher will be credited with four (4) personal leave days.

Teachers shall request approval from their supervisor and the superintendent at least two days in advance when leave will be taken. Leave may not be taken during the first week or the last week of school or with less than two days' notice except by permission of the superintendent. Leaves may be denied if the requested leave places undue hardship on the classroom or program. Leave may also be denied if it is scheduled on a day when three or more other teachers in the building have already scheduled leave. Due to extenuating circumstances, requests for additional leave may be made to the superintendent on an individual basis. Days set forth in the above, which are not used, will be added to accumulated sick leave.

I. Unpaid Business Leave

For each teacher five days unpaid business leave will be allowed annually. Said days would be with loss of pay, are not accumulative as personal days.

Unpaid business leave days shall be taken at the teacher's request and under the following provisions:

1. The day(s) requested cannot be used for seeking other employment or as an extension of vacation time.

2. Request for such leave should be made at least two working days prior to day of absence.

3. Requests may be disapproved if two or more faculty in that building already have scheduled absences for that day; or if leave is to occur during the last ten (10) days of the school year.

4. Unpaid leave days must be taken consecutively.

J. Emergency Leave

Leaves of absence for emergencies, bereavement, and other personal situations which necessitate a teacher's absence may be granted without loss of pay at the discretion of the Superintendent, provided such request is made with reasons given. All requests shall be in writing and submitted prior to the beginning of the leave when appropriate. Day(s) granted in accordance with this paragraph will be deducted from accumulated sick leave. The decision of the Superintendent shall not be grievable.

K. Association Leave

At the beginning of every school year, the Association shall be credited with ten (10) paid days to be used by teachers who are officers or agents of the local Association. Such use

to be at the discretion of the Association.

L. A teacher on leave of absence will advise the District in writing of his/her intent to return from leave upon written request by registered letter from the District. The response shall be within ten (10) days of receiving the request.

M. All accumulated leave time shall terminate upon severance of employment. However, if alleged contract or discipline violations which prompted severance prove to be unwarranted, all accumulated leave due to said teacher shall be reinstated.

ARTICLE XIII - TEACHER EVALUATION

A. The parties recognize that the purpose of teacher evaluation is to maintain a high quality of instruction in the Ravenna Public Schools and to assist teachers in improving their classroom effectiveness.

B. The teacher may submit a written reaction to the evaluation and it shall be attached to the supervisor's evaluation form. All forms shall be filed in the teacher's personnel file.

C. Tenure teachers whose performance is found less than effective shall be provided with a Plan of Assistance. The tenure teacher's Plan of Assistance shall be developed with input from the tenure teacher, the union representative and the building administrator.

D. In the event of an unforeseen circumstance, for example: Act of God, Pandemic, Natural Disaster, Government Legislation, etc.; if an evaluation cannot be given for the current school year, employees will move on the silo schedule based on their most recent evaluation. If an employee's most recent evaluation was minimally effective or ineffective they will be given an opportunity to improve their rating to effective if they were making adequate progress on their Plan of Assistance. The target to reach an effective rating given the unforeseen circumstance will be clearly stated in writing to the employee.

ARTICLE XIV - PROFESSIONAL CONDUCT AND DISCIPLINARY PROCEDURES

The District and the Association recognize a mutual responsibility for promoting professional conduct and encouraging quality in the education process that reflects favorably upon the teaching profession and the Ravenna School District.

A. Any grievance on behalf of a probationary teacher concerning dismissal shall be confined to the local level with final disposition up to and including the Board of Education.

B. When a teacher is being reprimanded or disciplined, either party is entitled to have present an Association representative. This representative shall be of the Teacher's choice and secured by the administrator before immediate action is taken to reprimand or discipline. The teacher may be allowed ten (10) days to secure an Association

representative of his choice to review the action.

C. Teachers shall be reprimanded in private, except as stated in B above.

D. A teacher may accompany any written document placed into their personnel file by an administrator with a notification of their disposition regarding a specified incident.

ARTICLE XV - GRIEVANCE PROCEDURE

A. A grievance shall be defined as any alleged violation of this Agreement. Any teacher, groups of teachers, or the Association may file a written grievance with the District or its representatives. The Board hereby designates as its representative for such purpose the principal in each school building and the superintendent of schools when the particular grievance arises in more than one school building.

1. The "grievant" is the person or persons making the claim or the Association.

2. The term "days" shall mean teaching attendance days.

3. The written grievance shall be filed within twenty (20) days of the time the grievant knew, or reasonably should have known, of the incident upon which the grievance is based.

4. Failure by the grievant or Association to file grievance within the time limits or at any level to appeal the grievance to the next level within the specified time limits shall constitute a waiver of the right to process the grievance further.

5. Failure by the administration and/or Board to respond within the time limits shall cause the grievance to be deemed granted.

6. Grievance Form is Appendix K.

B. Grievance Procedures

1. Within five (5) days of the receipt of the written grievance the designated representative of the District shall meet with the Association in an effort to resolve the grievance. Affected teachers may or may not be present at such meeting. If the meeting is with the school principal and the parties cannot agree, the grievance shall be promptly transmitted to the superintendent who shall have five (5) days thereafter to resolve the grievance.

   If the grievance is transmitted directly to the superintendent, he shall have ten (10) days from receipt to resolve it. If the grievance cannot be resolved by the superintendent, it shall be transmitted to the secretary of the Board, with a statement of reasons for the action taken.

2. Within twenty-five (25) days from the original receipt of the written grievance

described in the paragraph above, the Board shall pass upon the grievance. An extension of not more than three (3) days may be granted in writing by the Association if a regular Board meeting is scheduled within this time extension. The Board may hold a hearing thereon, may designate one or more of its members to hold a hearing or otherwise investigate the grievance. The Board may prescribe such procedure as it may deem appropriate for consideration of the grievance. In no event, except with express written consent of the Association, shall final determination of the grievance be made by the Board more than twenty (20) days after its submission to the Board. After the original submission of a grievance, the grievant is subject to the same submission deadlines as stated in the preceding step.

For example, in paragraph B., 1., it states ten (10) days for the superintendent to resolve the grievance; therefore the grievant would have the same time limit to pursue subsequent submission to the Board if he/she is not satisfied with the superintendent's decision.

3. If the decision of the Board is not satisfactory, the grievance may be submitted to mediation as provided by law.

C. For administrative convenience, the Board may cause complaints which may be the subject of grievances under this Article first to be presented to a department head, assistant principal, or other school employee, for informal processing, in order to reduce the number of formal grievances handled under the grievance procedures. Exhausting of such informal procedures shall not be required as a condition precedent to invoking the grievance procedure, nor shall the participation of department heads, assistant principals, or other employees in such informal procedures be deemed to be a supervisory or executive function.

D. In the event that controversy arises between individuals and grievances have not been filed as provided herein; the Board or its representatives reserve the right to initiate conferences between individuals, the individuals and the Association, or the individuals and the Association committees.

E. If, after completion of the grievance procedure, the Association is not satisfied with the decision of the Board, or if no decision is rendered within five (5) calendar days subsequent to the close of procedures listed above, the grievance may be submitted to arbitration before an impartial arbitrator.

F. If the parties cannot agree as to the arbitrator within five (5) calendar days from the notification date that arbitration will be pursued, he/she shall be selected by the American Arbitration Association in accord with its rules which will likewise govern the arbitration proceeding.

G. The Arbitrator shall have no power to alter, add to, or subtract from the terms of this agreement and shall have no authority to hear or rule upon any of the following:

1. Any matter upon which the Tenure Commission has issued a written decision based on the merits of the matter. No matters shall be excluded from arbitration that the Tenure Commission has refused jurisdiction or dismissed due to timeliness.

2. Any matter involving the Board's discretion in the expenditure of funds for capital outlay.

3. The fixing or establishment of any salary schedule.

H. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

I. The fees and expenses of the arbitrator shall be shared equally by both parties with the following exception: If the grievance is withdrawn from arbitration without mutual consent, the withdrawing party must withstand any and all expenses and fees.

J. Any alteration in the time limits provided in this article must be approved by mutual written consent of both parties.

K. The grounds for dismissal and the dismissal of probationary teachers shall not be subject to the grievance procedure as established herein.

L. An individual teacher may present a grievance to be processed through the grievance procedure and have the grievance adjusted without intervention of the Association. The Association shall be given the opportunity to be present at such adjustment to determine that the adjustment is not inconsistent with the terms of this Agreement.

ARTICLE XVI - PROFESSIONAL DEVELOPMENT

A. Professional Improvement

1. The District wishes to encourage improvement in professional knowledge and competence for staff members.

   A formal request should be received from the teacher not less than ten (10) school days in advance unless extenuating circumstances preclude meeting this deadline. Three days would be the minimum time acceptable. A report will be submitted for all such days granted.

2. Any request for taking leave to attend conferences and other professional days shall be made through the principal using the conference application form. Forms shall be sent to the Superintendent for consideration and action.

3. A list of anticipated expenses will be submitted to the superintendent for approval to all conferences.

4. At the time the conference is approved, the District will advise the teacher of the amount of reimbursement he/she will receive for expenses.

B. Professional Study Committee

1. There is hereby established a Professional Study Committee composed of four members, two members selected by the District and two by the Association.

2. Additional professional study committees may be established as needed when approved by both parties.

3. The clerical expenses of such committees shall be borne by the District. Representatives on such committees may be excused from the performance of other work, for the purpose of serving on such committees.

ARTICLE XVII - VOLUNTARY PROFESSIONAL DUES, FEES

A. Upon appropriate written authorization from the teacher, the District shall deduct from the salary of any teacher and make appropriate remittance for all payroll deduction programs presently in effect, and for any that may be added by mutual agreement in the future.

B. The annual contractual salary shall be paid in twenty-six (26) or twenty-one (21) equal payments, payable bi-weekly.

C. Selection of fringe benefit alternatives will be authorized by the teacher in writing no later than the Friday preceding the second pay, on forms provided by the District.

D. Insurance coverage may be modified from time to time during the school year if there is a change in the teacher's family status or the insurance underwriter holds an open enrollment period.

E. Annuity deductions may be altered only during September, January and/or April, and in accordance with the requirements of the annuity company. To be approved for annuity deductions after July 1, 1986, a company not currently certified, must present to the business office a minimum of five (5) application requests from teachers. Approved annuity deductions will not be terminated by the district as a result of this clause. Teachers may alter their other payroll deductions during September and up to three additional times during the school year. Additional alterations will be allowed only upon approval of the Superintendent.

F. In the event that, a competent appellate court of appropriate jurisdiction (to which there is no timely appeal filed) or the Michigan Supreme Court declares all or parts of such Public Act 349 of 2012 and Public Act 53 of 2012 are repealed or modified, then those provisions removed from the collective bargaining agreement shall immediately be re-inserted into the contract where they previously existed and deemed to be I full force and effect.

ARTICLE XVIII - CALENDAR

The regular school year(s) for the term of the agreement shall be 182 days unless otherwise mandated. Days may be subject to change based on calendar negotiations each year.

The detailed calendar is outlined in Appendix A.

ARTICLE XIX - PROFESSIONAL COMPENSATION

A. The salary schedule for basic teaching salaries is set forth in Appendix B of this contract. The salaries are based on the yearly calendars found in Article XVIII.

1. When school is not in session because of conditions not within the control of school authorities on a day scheduled by the calendar, teachers need not report to work. Teachers will receive their regular pay for days which are canceled, but shall work on any rescheduled days with no additional compensation.

   Total annual salary is based upon 182 days of work during the entire school year regardless of whether the days actually worked are the same as originally scheduled or are different from those originally scheduled due to rescheduling by the Board. Teachers will be paid an additional per diem rate only for any days which they are required to work as part of the regular school year beyond the scheduled number of days. Any adjustments necessary in order to satisfy State requirements regarding days of pupil instruction will be negotiated by the parties. Days may be subject to change based on calendar negotiations each year.

2. Scheduled days of student instruction which are not held because of conditions not within the control of school authorities such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions as defined by the city, county or state health authorities, may be rescheduled at the discretion of the Board of Education to insure there are minimum hours of instruction, as defined in the State of Michigan School Code.

   Any adjustments necessary in order to satisfy State requirements regarding days of pupil instruction will be negotiated by the parties.

   Staff and students should bring home technology and materials throughout the winter, if adverse weather is in the forecast. If able, we will announce 2 hours prior to dismissal to bring home technology and materials.

   If the weather is adverse, we will close school transportation/buses no later than 6:30 a.m. and one of the following communication/schedules will be communicated:

a. Ravenna Public Schools is Closed - No transportation/buses, no staff report unless notified, no expectations for teaching and learning.

b. Ravenna Public Schools is Open with Remote Learning
   i. No transportation/buses, staff report if in need of technology/resources/materials
   ii. Beechnau Elementary: 8:55a.m. - Pledge; 9:00 a.m. - K-2nd Grade; 9:30 a.m.- 3rd & 4th Grade
   iii. Middle School and High School: 9:30 a.m. - School Begins

3. In the event of additional instructional days (hours) to be added to the calendar, it will be discussed and agreed upon by the REA president and superintendent.

B. Teachers who work on an extended contractual assignment beyond the regular calendar, and/or beyond additional days rescheduled to assure meeting state requirements of student instruction, will receive pro-rata salary for the additional days.

Any adjustments necessary in order to satisfy state requirements regarding days of pupil instruction will be negotiated by the parties.

C. Salaries for extra duty assignments are set forth in Appendix E of this contract.

D. A teacher who volunteers to teach a class during his preparation period (instead of having a preparation period) shall receive an additional one-sixth (1/6) of his regular salary for teaching that period.

E.

1. A teacher who agrees to substitute during his/her preparation period shall receive $30.00 per class period or may choose to accrue his/her sub time and receive a day of release time when six sub periods have been reached. A teacher may also accrue a half hour of release time for substituting as the lunch room supervisor, either during their preparation period or their duty free lunch. At no time can a teacher turn in their sub time for a day of release before he/she has reached six sub periods. The teacher will be responsible for recording their time on a time card. All release time must be redeemed prior to the last two weeks of school. A time card may be submitted at the end of the school year for any sub periods that were not used for release time.
2. Elementary Coverage Language: If a classroom needs to be divided for coverage reasons (i.e. no substitute can be found), the six (6) hour day can be equally divided between the teachers taking additional students. For example: If a teacher is absent and a grade has four (4) regular teachers, the classroom is divided among the three (3) remaining grade-level teachers. Each teacher would then earn two (2) compensation hours or two (2) hours of pay at the current contracted hourly amount. If a teacher is absent and a grade has three (3) regular teachers, the classroom is divided among the two (2) remaining grade-level teachers. Each teacher would then earn three (3) compensation hours or three (3) hours of pay at the current contracted hourly amount. If a teacher takes an extra class, that

teacher would earn one (1) compensation hour or one (1) hour of pay at the current contracted hourly amount for each class period this situation occurs.

F. Advancement on the salary schedule will be made according to the following schedule and procedure:

The qualifications for professional level advancement from Level 1 (Probationary) to Level 2 (Professional) shall require the successful completion of the probationary teaching period, If a teaching certificate is required, advancement shall require three yearly effective or highly effective ratings on the year end summative teacher evaluations during the time in which the teacher was at Level 1A, and two yearly effective or highly effective ratings on the year end summative teacher evaluations during the time in which the teacher was at level 1B.

The qualifications for professional level advancement from Level 2 (Professional) to Level 3 (Lead Professional) shall require effective or highly effective ratings on the year end summative teacher evaluations during the time in which the teacher is at Level 2. Advancement shall require three yearly effective or highly effective ratings on the year end summative teacher evaluations during the time in which the teacher was at Level 2A, and three yearly effective or highly effective ratings on the year end summative teacher evaluations during the time in which the teacher was at Level 2B.

The qualifications for professional level advancement from Level 3 (Lead Professional) to Level 4 (Master) shall require effective or highly effective ratings on the year end summative teacher evaluations during the time in which the teacher was at Level 3. Advancement shall require three yearly effective or highly effective ratings on the year end summative teacher evaluations during the time in which the teacher was at Level 3A, and three yearly effective or highly effective ratings on the year end summative teacher evaluations during the time in which the teacher was at Level 3B.

The qualifications for professional level advancement from Level 4 (Master) to Level 5 (Distinguished) shall require effective or highly effective ratings on the year end summative teacher evaluations during the time in which the teacher was at Level 4. Advancement shall require three yearly effective or highly effective ratings on the year end summative teacher evaluations during the time in which the teacher was at Level 4A, and four yearly effective or highly effective ratings on the year end summative teacher evaluations during the time in which the teacher was at Level 4B.

Any teacher who does not attain an effective or highly effective summative evaluation rating, shall remain at the current level, and shall not advance until the teacher has received the required number of effective or highly effective summative teacher evaluations during their time at that professional level.

The qualifications for salary schedule advancement shall include: 1) graduate hours in a planned course of study beyond the bachelor's degree and provisional certificate, 2) credits in a teachable area, credits directly related to instruction, and other credits as proposed by the teacher, with advanced approval by the superintendent or designee.

Course hours referred to in this Article shall be on a semester hour equivalency. BA+30 or MA+30 means hours taken after completion of the respective degree(s). Credits used for advancement on the salary schedule must be earned subsequent to the date of the last placement/advancement.

A salary schedule change will be effective at the beginning of the school year following the date of completion of the requirements, as shown on the official college transcript, or the completion of the required equivalent years of service, provided that the teacher submits supporting evidence of completed requirements at least 10 days prior to the beginning of the school year subsequent to course completion to be eligible for advancement on the salary schedule. Supporting evidence may include, but is not limited to, a letter from the institution or advisor indicating that requirements will be met by the beginning of the semester.

Probationary 1B, Professional 2A/2B, Lead Professional Teacher 3A/3B, Master Level Teacher 4A/4B and Distinguished Level Teacher 5A – It is the expectation that teachers who have attained this standing will volunteer to serve on at least one committee or team per school year. A committee/team is unpaid volunteer work, does not include Extra Duty Assignments (Appendix E) that include payment on the salary schedule. Examples of such committees include, but are not limited to: subject area or curriculum committees, school and district improvement teams, and attendance support teams, crisis or emergency response teams, the REA Bargaining Team, teacher mentor, PBIS, Science Olympics, S.T.A.R.T., NHS Selection Committee, etc. as listed on the staff evaluation PGP.

If a teacher is placed in a professional level and their salary is more than the salary for that professional level, the teacher will be placed at the appropriate professional level, but will not be paid less than the teacher's current salary.

G. IEPC stipend for those IEPC's that are scheduled outside of the school day – General education and Special education teachers will receive $30.00 per IEPC scheduled during the teacher's prep hour or outside of the regular school day; or they may accrue his/her IEPC time and receive a day of release time when six IEPC's have been reached. These can be added to subbing on their prep. At no time can a teacher turn in their time for a day of release before he/she has reached six. If the same general education teacher is scheduled for more than six IPEC's in a given school year, the Special Ed teacher scheduling the IEPC must notify the building principal prior to scheduling the IEPC.

ARTICLE XX - NO STRIKE CLAUSE

A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations.

B. The Association, accordingly, agrees that it, or any of its members, will not during the period of this agreement, directly or indirectly engage in any strike or work stoppage activities directly affecting the Ravenna Public Schools. Strikes and work stoppages shall be deemed to include, but are not limited to: slow downs, sit-ins, concerted mass sickness, or any curtailment of work or interference with the operations of this school district. This includes picketing or demonstrating of any kind during school hours.

The Association further agrees that it will not engage in any sanction activities or other terms of boycotts within the school district or during school hours.

C. Teachers or the Association as a group, found in violation of this agreement are subject to discipline including discharge or suspension without salary, and may be held liable by the District for any and all damages, injuries, and costs incurred.

ARTICLE XXI - MISCELLANEOUS PROVISIONS

A. This Agreement shall supersede any rules, regulations, or practices of the District which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contract or inconsistent terms contained in any individual contracts heretofore in effect. All future individual contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the District.

B. If any provision of this Agreement or its application to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law. All other provisions or applications shall continue in full force and effect.

C. Members of either party to this Agreement who wish clarification of any item within this document shall meet with a representative of the District and a representative of the Association.

ARTICLE XXII - EXPLORATORY TEACHERS

A. Exploratory instruction will be provided to students for each grade level, K-8.

B. All grades shall have Exploratory five (5) days a week, for a minimum of forty-seven (47) minutes.

ARTICLE XXIII - FIRST YEAR TEACHERS' ORIENTATION

A. Teachers newly employed by the Ravenna Public Schools will be obligated to attend up to two days of first year teachers' orientation during either the third or fourth week in August.

B. The orientation day(s) will be part of a first-year teacher's obligation and will be in addition to the days of teacher obligation specified in the school calendar. First year teachers will receive no additional pay for orientation.

C. First year teachers' orientation agenda will be determined by the administration and may include district orientation, building meetings, community tours, and/or opportunities to work in the classroom as part of the schedule.

D. Each orientation day may not begin before 8:00 AM nor end after 4:00 PM and will not include more than six hours total per day including any time set aside for coffee breaks, lunch, and/or other non-duty functions.

ARTICLE XXIV - MENTOR TEACHERS

A mentor teacher shall be defined as a Master Teacher as identified in section 1526 of the School Code and shall perform the duties of a Master Teacher as specified in the code and as stated in the Ravenna Public Schools Mentor/Mentee Handbook.

ARTICLE XXV - DURATION OF AGREEMENT

This agreement, including all Appendixes hereto, shall be effective as of October 9, 2023, and continue in full force and effect through June 30, 2025.

The parties may mutually agree to amend or extend this agreement, subject to ratification of written agreement(s) which shall be signed by proper representatives of the respective parties. In WITNESS WHEREOF the parties have caused this Agreement to be executed by their authorized representatives as of the 9th day of October, 2023.

Ravenna Education Association	Ravenna Board of Education
Tammy Arbogast	[signature]
President	President
Alexa Andriessen	[signature]
Secretary	Secretary
Michelle Varso	
Negotiations Chair	

APPENDIX A - SCHOOL CALENDAR 2023/2024

RAVENNA PUBLIC SCHOOLS

2023 - 2024 DISTRICT CALENDAR

July 2023

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

August 2023

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

September 2023

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

October 2023

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

November 2023

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

December 2023

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

January 2024

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

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

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

April 2024

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

May 2024

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

June 2024

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

KEY

- Teacher Full Day
- 1/2 Day Students; 1/2 Day Teacher PD
- Half Day All
- No School
- 1/2 Day Students; 1/2 Day TBD

APPENDIX B

2023/2024 SCALE

Year 1 - Increase by a ½ Adjusted Corrected Silo Salary Scale, a 3.5% increase in Year 1, and adjusting the placement within the silos of those current teachers who were hired into the District over the past 20 years by granting ½ credit for their confirmed K-12 teaching experience in a public or private school (including parochial and charter schools) prior to being hired by the District, that the District has not previously given them credit for, and placing those teachers within the silo accordingly based on that ½ credit. If a teacher has an odd number of years of credit that has not previously been recognized by the District, the District will round up in the first year of adjustment (e.g., a teacher with 3 years of unrecognized credit will be given 2 years credit in the 2023-2024 school year).

2023 - 2024 ½ Silo Adjustment + ½ Service Credit Correction + 3.5%			
Professional Level	BA	BA+30 MA	MA+30
1A Probationary 1-3	$44,065	$46,170	
1B Probationary 4-5	$48,574	$51,700	
2A Professional 6-8	$53,939	$57,152	
2B Professional 9-11	$60,155	$63,698	
3A Lead Professional 12-14	$63,699	$67,124	$69,690
3B Lead Professional 15-17	$67,579	$68,932	$72,602
4A Master Professional 18-20	$69,610	$72,990	$75,101
4B Master Professional 21-24	$72,020	$75,930	$77,862
5A Distinguished Professional 25+	$74,715	$77,862	$80,072

2023-2024 SCALE

Year 2 - The second ½ Adjusted Corrected Silo Salary Scale, a percentage increase based upon the Spring 2024 State Audited FTE Pupil Count as noted below, and adjusting the placement within the silos of those current teachers who were hired into the District over the past 20 years by granting the second ½ credit for their confirmed K-12 teaching experience in a public or private schools (including parochial and charter schools) prior to being hired by the District, that the District has not previously given them credit for, and placing those teachers within the silo

accordingly based on that second ½ credit. If a teacher has an odd number of years of credit that has not been previously recognized by the District, the District will round down in the second year of adjustment (e.g., a teacher with 3 years of unrecognized credit will be given 1 year credit for the 2024-2025 school year).

2024 - 2025 ½ Silo Adjustment + ½ Service Credit Correction + % Based on Spring Audited FTE	
Spring Audit FTE Pupil Count	% Increase
999 or less	2%
1000 - 1009	3%
1010 - 1019	3.5%
1020 - 1029	4%
1030 - 1039	4.5%
1040+	5%

APPENDIX C - INSURANCE BENEFITS

A. The District will be responsible for contributing the "State of Michigan Hard Cap" toward the total cost (i.e., payments for premiums and payments into health savings accounts, flexible spending accounts, or similar accounts for health care costs) of the insurance package (*medical, dental, vision, and life) mutually agreed upon by the District and the Association. Premium payments in excess of what the District is responsible to pay will be paid by teachers through payroll deduction. The portion of the total cost paid by the District for part-time employees will be prorated. (E.g., If Teacher A elects full family insurance and teaches 4 class periods per day, Teacher A will have 66 2/3% of $16,000 paid toward his/her insurance package)

*Medical (The Board has no preference as to the type of insurance or carrier the Association selects.)
Delta Dental 80/80/80 with a $2000 yearly maximum on Class I, II, & III benefits & 80% on Class IV (Ortho) benefits with a $2000 lifetime maximum
MESSA Vision Preferred Insurance
MESSA Term Life insurance in the amount of $40,000 with AD&D

B. If an employee does not elect to receive health insurance, the amount paid by the District

for dental, vision, and life shall not exceed $2,000 of the total cost per employee, whichever is less, for the aforementioned period. Premium payments in excess of what the District is responsible to pay will be paid by teachers through payroll deduction. The portion of the total cost paid by the District for part-time employees will be prorated. (E.g., If Teacher A elects to opt out of medical insurance and teaches 4 class periods per day, Teacher A will have 66 2/3% of $2,000 paid toward his/her insurance package)

Delta Dental 80/80/80 with a $2000 yearly maximum on Class I, II & III benefits and 80% on Class IV (Ortho) benefits with a $2000 lifetime maximum
MESSA Term Life Insurance in the amount of $40,000 with AD&D
MESSA Vision Preferred Insurance

Teachers not electing health insurance coverage shall be provided a cash option in lieu of health insurance. To accomplish this, the District shall formally adopt a qualified plan document pursuant to Section 1.5 of the Internal Revenue Code. The cash option shall be $500 per month. The cash option received by the teacher may be utilized to purchase tax deferred annuities or other options available under the Section 125 Plan. To purchase a tax-deferred annuity, the teacher shall enter into a salary reduction agreement.

C. All insurance coverage shall be for a full twelve month period. In the event a teacher dies, resigns, is fired, or goes on an extended leave of absence without pay, the teacher will receive pro-rata benefits equivalent to the time he/she was working or on paid leave.

(Example: A teacher who works for one semester and is on unpaid leave for one semester would receive six months of insurance benefits.)

D. A teacher on an unpaid leave of absence may continue his/her insurance benefits at group rate by paying the premiums to the District in advance of the due date. This provision is subject to the rules and regulations of the underwriter.

E. The failure of an insurance company to provide any of the benefits for which it has contracted shall not result in any liability to the district so long as the District has properly forwarded enrollment information and premiums in a timely manner.

F. Disputes between beneficiaries of teachers and an insurance company shall not be subject to the Grievance Procedure established in this contract.

G. The district shall annually determine if PAK or ala carte charges are more cost effective, and shall have the freedom to move between the two methods of payment providing there are no reductions in benefits provided to the REA.

APPENDIX D - PROFESSIONAL AND TRAVEL

A. All teachers who pursue their education above and beyond the required hours for their certification shall be reimbursed seventy-five dollars ($75.00) for each graduate credit hour earned toward the next higher degree, provided the degree is in an area related to the teacher's assignment or the Superintendent has approved the degree program. A member must seek reimbursement within four (4) months of receiving a final grade/credit for the class taken.

B. All teachers shall be on their proper steps of the salary scale.

C. A "part-time" teacher shall be allowed proportionate pay and fringe benefits according to the salary scale and allowances so stated in this agreement. Said teachers, when requested to work extra time, will be paid a pro-rata salary.

D. Teachers on approved school business will be allowed transportation expense at the current IRS rate per mile. Other expenses will be reimbursed on the basis of current Board of Education policies in effect.

All mileage will be from the school to the professional duty. No mileage will be allowed for travel from home to duty.

E. A teacher with a minimum of ten (10) years of service in Ravenna Public Schools with more than twenty-five (25) accumulated sick leave days, shall receive upon leaving the employment of the Ravenna Public Schools, fifty ($50) dollars, if they notify the Superintendent by January 31, thirty five ($35) dollars if they notify the Superintendent after January 31 for each day accumulated in excess of twenty-five (25) days. In no event, will the District be obligated to pay for more than ninety (90) days. Paid in the form of a separate check as past practice.

F. Teachers with at least twenty (20) years seniority, at their discretion, may relinquish sick leave to the District. Relinquished days shall be compensated at the rate of One Hundred Dollars ($100.00) per day. Teachers may relinquish up to fifteen (15) days per year to a maximum of thirty (30) days during their service in Ravenna. Such days may only be in excess of 75 sick leave days.

G. A teacher with fifteen (15) years or more service in the Ravenna Public Schools will receive, upon retirement from education, five percent (5%) of his/her step on the salary schedule. Such retirement must be in accordance with the requirements set forth by the Michigan Public Schools Employee Retirement Board.

H. The Board of Education will reimburse a bargaining unit member for the cost of a certification document at the current state rate with the following stipulations:

1. The staff member has served in the Ravenna District for 5 years or more.

2. Reimbursement is limited to one time in any five year period and is further

limited to a member previously holding a professional certificate (as defined by the State).

3. Member must seek reimbursement within 4 months of receipt of certification.

I. The 403(b) policy [and the 403(b) plan document, if any] of this school district shall provide that all employees are eligible to retire from the school district for the purpose of the district's 403(b) plan and hence may withdraw 403(b) contributions at any time before or after termination of employment to the extent allowable by the Internal Revenue Code.

- NOTE: Benefits E, F, and G shall be subject to withholding by the District of all required State and Federal taxes.

APPENDIX E - EXTRA DUTY ASSIGNMENTS

A. If by June 1 of the current contract year, a teacher has not resigned nor been relieved of his/her supplementary assignment in writing, then he/she will be deemed under contract for the following year for that position. This action is in no way to be construed as the granting of tenure, nor is it applicable if the individual's teaching contract is terminated.

B. The Superintendent shall issue to each extra duty teacher, upon appointment, a letter indicating the nature of the extra duty assignment, starting date, length of assignment, and the salary.

C. Compensation for extra duty assignments shall be made according to the attached schedule. Compensation for all extra-pay, extra duty assignments will be paid either in one pay period or two depending upon the teacher's choice. No payments will be released without supervisory approval.

D. The percentage stated for extra duties shall be computed on the 1A BA Probationary Salary Schedule. After the teacher's first year in a sport or activity, the "Longevity Step Bonus" schedule will be used to compute the payment. (Schedule attached.)

E. Preference shall be given in assigning extra duty assignments to bargaining unit members who apply. If the District determines that no inside applicant is properly suited for the position, it may then post the position outside.

F. Extra duty assignments are non-tenure appointments.

G. The inclusion of any extra duty assignment on the pay scale of this contract merely enumerates the compensation for the assignment if it is made by the District. Specifically, this contract does not include any obligation on the part of the District to fill such positions. Acceptance of such assignments is voluntary.

H. Summer school teachers shall receive $25.00 per hour.

I. Approved Curriculum workshop participants shall be paid $25.00 per hour.

Approved In-Service training or approved Team Planning days shall be paid at the rate of $85* per day or prorated per hour.

Payment must be approved in advance by the Superintendent or by his designee.

The approved rate for Homework Lunch Club, PAWS, Noon Supervision/Noon Detention shall be $30.00 hour.

* This amount is the same as the current rate paid for daily subs.

J. At the discretion of the Athletic Director, a game supervisor(s) may be employed from time-to-time at the rate of $40.00 per event. For track meet supervisors, the rate shall be $60.00. Game supervisor of 7/8th grade basketball or volleyball shall be $25. Notification of openings for game supervisor positions will be sent to the REA at the beginning of each sport season.

K. For those teaching assignments directly connected with an assigned class, e.g., instrumental music (band), vocal music, yearbook, AgriScience (FFA), BMA (BPA), and School Newspaper, there is an obligation to conduct co-curricular activities associated with their assignment. The acceptance of this obligation is inherent in the acceptance of the regular class assignment.

L. If a teacher is willing to run a program not listed, and it has a year of viability, the second year we will activate it as an Extra Duty position in accordance to Extra Duty pay.

M. Mentor teachers will be paid an annual stipend of two hundred dollars ($200.00) per year.

N. Teachers on any committee will be eligible to receive one (1) annual stipend of two hundred fifty dollars ($250.00) per year for a committee membership in addition to their required committee membership each year. Examples of any committees are SST, PBIS, BIT, DSIT or other committee or team that is scheduled to meet at least six times per school year. Teachers must attend fifty percent (50%) of held meetings each year to qualify for said annual stipend. All teachers other than those in step years 1-3 on the silo schedule are required to be on a committee, but teachers in years 1-3 on the silo schedule will not be required to be on a committee. If a teacher in step years 1-3 on the silo schedule serves on one 1 committee they will receive an annual stipend of two hundred fifty dollars ($250.00).

O. Special education staff who attend any meetings outside of regular school hours or during their preparatory period will be eligible to be paid $30.00 per hour with a maximum amount of Three Hundred Dollars ($300.00) per year.

Extra Duty	Payment (% of 1A BA Probationary Salary Schedule)
13	Varsity Football Coach
7.5	First Assistant Football Coach
7.5	Second Assistant Football Coach
7	Junior Varsity Football Coach
5	Assistant Junior Varsity Football Coach
4	7/8'er Football Coach
13	Varsity Basketball Coach (Boys and Girls)
8	Junior Varsity Basketball Coach (Boys and Girls)
4	Middle School Basketball Coach (7th and 8th; Boys and Girls)
10	Varsity Baseball Coach
7	Junior Varsity Baseball Coach

8 High School Cross Country Coach
4 Middle School Cross Country Coach
10 High School Track Coach (Boys and Girls)
5 Assistant High School Track Coach
4 Middle School Track Coach (Boys and Girls)
10 High School Wrestling Coach
4 Middle School Wrestling Coach
10 Varsity Volleyball Coach
6 Junior Varsity Volleyball Coach
4 Middle School Volleyball Coach (7th and 8th)
10 Varsity Soccer Coach (Boys and Girls)
10 Varsity Softball Coach
7 Junior Varsity Softball Coach
10 Varsity Competitive Cheer
4 Middle School Competitive Cheer
10 Bowling Coach
2 Bowling Assistant
6 Varsity Golf (Boys and Girls)
4 Sideline Cheer
2 Middle School Sideline Cheer
2 Color Guard
5 Girls on the Run
3 MS/HS Weight Room Supervisor
1% Per Season Fall/Winter/Spring
4 E-Sports
MS/HS Event Management
- Fall Season – 4% Stipend
- Winter Season – 4% Stipend
- Spring Season – 4% Stipend

Other/WMC Academic Positions

3 Close Up
3 National Honor Society
3 Quiz Bowl
3 Forensics
3 Debate
4 Robotics
1 Language Arts
3 Literacy/Math Night Coordinator
2 Building Art Show Coordinator
1 Visual Arts
2 Talent Review and Showcase Coordinator
13 Band Director
3 Choir Director
3 High School Play Director
6 Yearbook Advisor

2	Elementary Student Council Advisor
4	Middle School Student Council Advisor
6	High School Student Council Advisor
3	Elementary School Concert Director
2	Class Advisor (Grades 9, 10 and 12)
4	Class Advisor (Grade 11)
10	Destination Imagination Coordinator
16	FFA Advisor split between 2 Advisors 13% for 1 Advisor
6	MS/HS Art Club
5	Elementary Library Coordinator
3	District Trainer Pay (Per Trainer up to 4 positions)

Note:

- At the discretion of the Athletic Director, positions may be split

ATTACHMENT to Appendix E

Extra Duty Assignment Longevity Bonus

For each year a teacher has been assigned to an extra duty assignment listed in Appendix E, that teacher shall receive an extra duty longevity bonus as listed below.

Longevity bonus is portable from one like sport to another (i.e. track/cross country, baseball/softball, boys and girls basketball).

Coaches, who are members of the professional staff, will retain their longevity within the sport(s) that they have previously coached. There will be no reduction in longevity if the coach voluntarily leaves a coaching position. Coaches who are removed by the administration from their coaching duties do not retain their longevity with the district.

Longevity Step Bonus Amounts

% Rate For Duty	Step 1	Step 2	Step 3	Step 4	Step 5
13	0	$300	$600	$900	$1,200
12	0	$276	$552	$828	$1,104
11	0	$255	$510	$765	$1,020
10	0	$231	$462	$693	$ 924
9	0	$207	$414	$621	$ 828
8	0	$186	$372	$558	$ 744
7	0	$162	$324	$486	$ 648
6	0	$138	$276	$414	$ 552
5	0	$114	$228	$342	$ 456
4	0	$ 93	$186	$279	$ 372
3	0	$ 69	$138	$207	$ 276
2	0	$ 45	$ 90	$135	$ 180
1	0	$ 24	$ 48	$ 72	$ 96

APPENDIX F - CLASS SIZE

Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should be regulated wherever possible to meet the following optimum standards except in traditional large group instruction or experimental classes where teachers have voluntarily agreed to exceed the maxima:

I.	ELEMENTARY	MAXIMUM
	Kindergarten, 1st	27
	2nd, 3rd, 4th	28
	Elementary Electives	28
II.	MIDDLE SCHOOL	
	Physical Education	40
	All Others	28
III.	HIGH SCHOOL	
	English	
	Reading Skills/Intervention	20
	College Writing	26
	All others	28
	Mathematics	
	Algebra	26
	Geometry	26
	Pre-Calculus	28
	All other classes	28
	Social Studies	
	All classes	28
	Foreign Languages	
	All Classes	28
	Science	
	Biology	28
	Chemistry	26
	Physics	26
	Anatomy/Physiology	26
	Ecology, Environmental Science	26
	Health Science	28
	Physical Science	28

Vocational	
Personal Management	28
BMA	28
Accounting	28
Business Leadership	28
Ag Science	26
All others	26
Technology	
Computer	25
Market Store	26
Multimedia	28
Desktop Publishing	28
Miscellaneous	
Physical Education	40
Power P.E.	30
Lifetime P.E.	33
Yearbook	28
Art	28
IA	34

Reimbursement will be paid to teachers having an excess of above maxima enrolled in their classes. Such reimbursement will be paid at the end of the trimester/semester, or end of the school year when final excess numbers are determined. To qualify as an excess number, the enrollment in a class must exceed the maximum class size for 50% of the days in the trimester/semester or school year.

		TRIMESTER	SEMESTER	YEARLY
K-4:	First child over maxima	$60	$90	$180
	Second child over maxima	$117	$175	$350
	Third child and over	$170	$255	$510
5-12:	First child over maxima	$17	$25	$50
	Second child over maxima	$30	$45	$90
	Third child and over	$40	$60	$120

It is the teacher's responsibility to apply to the Building Principal for reimbursement by June 30.

APPENDIX G - EARLY RETIREMENT INCENTIVE PROGRAM (ERIP)

A. Teachers may make application to participate in the District's Early Retirement Incentive Program (ERIP) under the following conditions:

1. The teacher must have a minimum of 15 years of service with the Ravenna Public Schools.

2. The teacher must be eligible for retirement in compliance with the Michigan Public Employees Retirement Act and have made application under said act to retire.

3. The teacher must submit his/her resignation from the Ravenna Public Schools no later than May 1 of the year he/she intends to draw early retirement benefits.

4. Retirement will become effective on July 1 of said year.

B. Teachers meeting the above requirements will be provided the following early retirement benefits.

Scheduled Payment Benefit: For teachers hired prior to 2014, the District shall pay the teacher the sum of $5,000 within ninety (90) days of the last working day and $2,000 on the annual anniversary of that date for the next nine (9) years. For teachers hired in 2014 and after, the District shall pay the teacher the sum of $5,000 within ninety (90) days of the last working day.

* State and Federal taxes will be withheld by the school district.

*In the event that the retiree dies before receiving all payments set forth above the remaining amount due shall be paid to his/her beneficiary or estate.

APPENDIX H - PROFESSIONAL LEAVE NOTIFICATION

RAVENNA PUBLIC SCHOOLS
PROFESSIONAL LEAVE NOTIFICATION

Signature of Staff Member: _____ Date: _____

Signature of Principal: _____ Date: _____
(Principal's signature does not indicate approval.)

I will be using #(s) _____ of 4 of my Leave Days on: _____

I will be using my Release Time* on: _____
*Time cards must be attached and days cannot be used during the last two weeks of school.

Article XII Leaves of Absence H.

Teachers shall notify the superintendent at least two days in advance when leave will be taken. Leave may not be taken during the first week or the last week of school or with less than two days notice except by permission of the superintendent. Leave may also be denied if it is scheduled on a day when three or more other teachers in the building have already scheduled leave. Days set forth in the above which are not used, will be added to accumulated sick leave.

********** **Central Office Use** **********

☐ Approved

☐ Not Approved
Explanation: _____

_____
Signature of Superintendent Date

*This form may be used to cover one or more days of absence.

APPENDIX I - SCHOOL IMPROVEMENT

The District and the Association recognize the need for staff involvement with regard to School Improvement issues. The District pledges to communicate with and work cooperatively with the Association in developing and implementing School Improvement changes on both building and district levels. In no event, shall such plans conflict with any provision of this Agreement unless mutually agreed to by the District and the Association.

The District recognizes the Association as the sole representative of its members in regard to wages, hours, and other terms and conditions of employment.

Teacher representatives on building committees shall be selected mutually by the building principal and Association building representatives. Teacher representatives on District-wide committees shall be mutually selected by the Administration and the designated Association representative.

Teacher participation on building and/or District-wide committees shall be voluntary. A teacher shall not be evaluated and/or subject to discipline because of his/her involvement, or lack thereof, on School Improvement Committees.

None of the foregoing shall be interpreted as a waiver of any rights under this Agreement by the Association or any bargaining unit member or the Board or any of its agents.

APPENDIX J - VIRTUAL/ONLINE TEACHER AND DISTRICT RESPONSIBILITIES

A. Teachers assigned to teach any online/virtual courses offered by the District shall be provided adequate Professional Development in order to ensure their competency with any and all equipment, technology, software, and "best practices" needed to perform online/virtual teaching expectations.

B. Teachers assigned online/virtual courses as all or part of their teaching load shall not have a total daily/weekly/annual work schedule that requires more contractual hours than what is required in the Master Agreement.

C. It is understood that the daily/weekly/annual schedule of online/virtual teachers may deviate from that of teachers not assigned to online/virtual learning positions. However, the existing class size requirements, number of preparations assigned to a teacher, preparation time, lunch breaks, etc. shall adhere to the provisions of the Master Agreement.

D. The annual work schedule, assignment, and student assignments to teachers performing online/virtual teaching shall be provided to the Association in order to review adherence to this requirement.

E. Any inconsistencies that result in required additional work time than what is provided for within the Master (excluding normal non-workday duties performed by all teachers) shall be paid at the teacher's per-diem rate of pay.

F. The District's "Student Conduct" policies shall outline behavioral expectations for all students who receive online/virtual instruction as well as the consequences for non-adherence to these required expectations.

G. Parental and Student Consultation for Online/virtual teaching assignments: Teachers shall provide, within their contractually required hours, weekly times to be available for parental and student phone or virtual consultations related to online/virtual student assistance/progress updates. These designated times will be communicated to parents and students in order to schedule any necessary consultations during this period.

H. Other parental correspondence shall be consistent with the expectations that exist for any Pre-K through 12th grade teacher.

APPENDIX K - GRIEVANCE FORM

RAVENNA EDUCATION ASSOCIATION
Ravenna Public Schools
Grievance Form

Name of Grievant: _____ Date Filed: _____

Date Grievance Occurred: _____

Statement of Grievance:

_____

_____

_____

_____

Contract Article(s) Violated

_____

_____

Relief Sought:

_____

_____

_____ _____
Signature of Grievant Date

Level One- Date discussed with Administrator: _____

Granted ☐ Denied ☐

_____ _____
Signature of Administrator Date

Level Two – Date received by Building Principal: _____

Disposition by Principal

_____

_____

_____

Signature of Principal _____ Date _____

Level Three – Date received by Superintendent: _____

Disposition by Superintendent:

_____

_____

_____

_____ _____

Signature of Superintendent Date

Level Four Date submitted to arbitration:_____