

MASTER AGREEMENT

2023-2025

Wentzville National Education Association:
Educational Support Counselors (ESC)
and
Wentzville R-IV School District

Effective March 13, 2024

WSD/ WNEA ESC MASTER AGREEMENT

2023-2025

Table of Contents

Article I: Association Rights	3
A. Exclusive Recognition by the School District and Definition of Bargaining Unit	3
B. Bargaining Ground Rules and Procedures	3
C. ESC Participation in Decision Making	3
D. Association Use of Communications and Equipment	3
E. Payroll Deduction	4
F. Definitions	5
G. Terms of Employment	5
Article II: Compensation and Leaves	6
A. Salary and Salary Schedule	6
B. Lateral Movement and Tuition Reimbursement	7
C. Benefits	8
D. Extra Duty Assignments	9
E. Hourly Special Payment Schedule (unless otherwise indicated)	10
F. Short Term Leaves (sick, religious, personal, bereavement, civic duty, professional)	10
G. Long Term Leaves (military, leave of absence, sabbatical)	13
H. Leave Buy Back	16
I. Separation from the District	17
Article III: Working Conditions	17
A. School Year	17
B. School Day	18
C. ESC Work Time	18
D. Collaboration Time	18
E. Instructional Staff Meetings	19
F. Late Start due to Inclement Weather	19
G. Traveling ESCs	19
H. Educational Disruption	20
I. Professional Development	20
J. Initiatives	20
Article IV: Employee Rights	20
A. Transfers	20
B. Right to Representation	21
C. ESC Evaluation and Due Process	22
D. Reduction in Force	22
Article V: Terms of Agreement	23
Instructional Staff Salary Schedule 2024-2025 (REVISED)	24
Extra Duty Salary Schedule (REVISED)	25
MOU/Instructional Staff Salary Schedule 2024-2025 (FINAL)	26
Extra Duty Salary Schedule (FINAL)	27
MOU 09/19/24 - AMI/Snow Days	28

Article I: Association Rights

A. Exclusive Recognition by the School District and Definition of Bargaining Unit

The Wentzville School District of St. Charles County, Missouri, (District) recognized the Wentzville National Education Association (Association) as the exclusive and sole bargaining agent for all Educational Support Counselors, per public case #10574 of the State Board of Mediation. In keeping with the exclusive and sole bargaining rights, the WNEA will be the sole representative of Educational Support Counselors at District events for Educational Support Counselors including, but not limited to, back-to-school events, professional development meetings, other district functions for Educational Support Counselors (staff picnics, e.g.), with the exception of events that would be considered an Open Forum. The Educational Support Counselors bargaining unit shall include all full and part-time educational support counselors, including the lead ESC. Administrators/supervisors who have the authority in the interest of the District to hire, promote, or discipline other employees in the bargaining unit or to effectively recommend such action, shall not be included in the bargaining unit. The Association recognizes its responsibility to represent fully and equally without discrimination all members of the bargaining unit.

B. Bargaining Ground Rules and Procedures

1. It is the mutual objective of the Board of Education and the Association to provide the best education possible for the students of the District.
2. It is the mutual objective of the Board of Education and the Association to work in a continuous, collaborative negotiations process that is in the best interests of both parties.
3. It is the mutual objective of the Board of Education and the Association to bargain in good faith on any matter subject to compensation and working conditions and the terms and conditions of this Agreement.
4. Representatives of the District Team and Association will meet prior to the start of bargaining to establish ground rules and meeting procedures/protocols including, but not limited to, the size of the teams, the timeline for the process, and setting any joint training. Bargaining a successor Agreement should begin at least three (3) months prior to the expiration of this Agreement.
5. Tentative agreements can be authorized by both parties and will be compiled into a Master Agreement. The Master Agreement will be voted on by the Association. Ratification by the Association will be either an accept or reject vote. The Master Agreement will be presented to the Board of Education for a vote with a motion and a second to either accept or reject. Upon approval, the Master Agreement will be signed by the presidents and the bargaining chairs of the Association and the Board.
6. If the Agreement is rejected by either the Board or the Association, the teams will continue to meet for a three week period to assess the reason(s) to re-negotiate with the goal of reaching agreement. If there is no agreement, the matter will be submitted to the Board for a final decision.

C. ESC Participation in Decision Making

The WNEA President will be notified of district-wide committees that address benefits, working conditions and rights of the bargaining unit and be allowed to appoint a representative as needed.

D. Association Use of Communications and Equipment

The Association has the right to use District facilities for committee, general, or building meetings during non-working periods and/or time periods (i.e. before school, duty-free lunch periods, and after school) in accordance with District policies on use of facilities. Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with, or interrupt, normal school operations, and that such representatives shall register in the principal's office upon entering the facility. The Association may distribute information to members in district mailboxes. Association members will be allowed to store Association materials in their rooms or desks in a place not available to students.

The Association will be provided with a bulletin board in a mutual agreeable area in each building. The Board packet will be sent to the Association president at the same time the packet is made available to Board members. The Association will have the right to have tables/booths at orientation and all district meetings. The Association will have the right to address new ESCs during orientation and/or beginning of the year meetings. The District agrees to provide all pertinent information to the Association for the development of Association programs, bargaining, and the representation of members.

The Association may use District equipment including computers, fax, voice mail, duplicating or printing equipment, and audio-visual equipment, at reasonable times when such equipment is not in use. The Association may use intra-district mail. The use of email will continue to be governed by the District's Acceptable Use Policy. The use of District email to distribute materials en masse must be approved in advance by the Superintendent or his/her designee.

E. Payroll Deduction

Checks

Salary payments shall be made through a direct deposit program directly into the employee's checking or savings account. Exceptions may be made by the Superintendent and/or designee on a case-by-case basis. If through no fault of the employee, funds are not deposited in the appropriate account on payday, the District will seek to have any bank fees waived, and failing that, to reimburse the employee for such fees.

Withholding Taxes

A Federal withholding tax is retained for the Collector of Internal Revenue as payment on Federal Income Tax for the current year. The amount withheld is determined by salary and the number of dependents. No salary checks/direct deposit will be issued until all withholding forms are submitted. A state withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax. Employees may authorize additional sums to be withheld by notifying the payroll department in writing and completing a new W-4 form indicating the additional amount to be withheld each pay period. No salary checks/direct deposits will be issued until all withholding forms are submitted.

PEERS and PSRS of Missouri

All full-time and part-time ESCs who work twenty (20) hours or more per week are members of PEERS unless they hold a teaching or counseling certificate, in which case they would contribute to PSRS at $\frac{2}{3}$ of the current certified contribution rate.

Salary Deductions

Any staff member may authorize additional voluntary deductions for payment of tax-sheltered annuities, dues to professional organizations, credit union, additional life insurance and dependent coverage for medical benefits.

F. Definitions

“Contracted Days” include days of student attendance (student contact days), work days, safety training days, meeting days without student contact, early release time, late starts, PD days, and other contracted days not to exceed 186 days per school year.

The terms “educational support counselor/ ESC/employee/staff/staff member/support staff” in this agreement are synonymous and refer to both full-time and part-time unless otherwise indicated.

The term “District” or “employer” shall mean the Wentzville School District.

The term “Association” or “WNEA” shall mean the Wentzville National Education Association.

“Seniority” is the length of the employee’s service (within the bargaining unit) starting with the date of the hire (part-time service will be counted pro-rata). Loss of seniority will occur due to resignation, dismissal for cause, retirement, and employment in a position excluded from the bargaining unit for a period greater than two (2) years. Seniority will be determined by the date of hire as approved by the Board of Education. If two employees were hired on the same date, the employee whose employment was recommended to the Human Resources Office first will be considered the more senior employee (date/time).

The term “full-time” shall mean ESCs whose regular assignment during the instructional day requires them to work not less than 25 hours per week.

The term “part-time” shall mean ESCs whose regular assignment requires them to work less than 25 hours per week.

Full-time ESCs (working a minimum of 25 hours per week) are eligible to receive District paid health benefits. ESCs working a minimum of 20 hours per week will be eligible for leave and retirement benefits only.

G. Terms of Employment

1. ESCs shall be fully licensed.
2. ESCs have the option to job share if approved by the district on a case by case basis. In a job share position, only the equivalent of one full time insurance benefits will be available to the ESC that works a minimum of 25 hours per week .

Article II: Compensation and Leaves

A. Salary and Salary Schedule

For the 2024-2025 school year, \$200 will be added to the base of the salary schedule, and certified staff will receive a step and any lane changes earned by educational advancement, for an average increase of 3%.

For the 2025-2026:

Certified staff will receive a step and any lane changes earned by educational advancement, and money will be added to the base for an average increase of 3%. In addition, the following contingencies will be in place:

- When the total operating revenues reach 2 million above the projected total operating revenues in the 2024-2025 budget adopted by June 30, 2024, the average increase for certified staff for the 2025-2026 school year will increase from 3% to 4%.
- When the total operating revenues reach 6.5 million above the projected total operating revenues in the 2024-2025 budget adopted by June 30, 2024, the average increase for certified staff for the 2025-2026 school year will increase from 3% to 5%.
- The WNEA and the district will meet back together on July 15th, 2025 to see a report of the total revenues and finalize the salary schedule.

The instructional salary schedule is part of this agreement and incorporated herein. An ESC, who leaves the District, if rehired by the District, will be placed on the next step of the salary schedule as if there had been no interruption in that ESC's employment.

Placement on the salary schedule must be verified by official transcripts and verification of previous employment. New ESCs hired in the district will receive up to 10 years credit on the salary schedule for the following previous experience:

- a. In-patient or out-patient therapeutic experience with school-age children (post-license)
- b. In school therapeutic experience

Part-time experience in a or b above will be converted to a full-time equivalency (2 for 1) for the purpose of credit on the salary schedule.

Placement on the salary schedule will not be rewarded retroactively except to correct an error in placement at the time of hire for newly hired ESCs.

Contracts will be issued for ten months according to placement on the salary schedule; and will be approximately, but not exceed, 186 days. ESCs are paid according to the Hourly payment schedule for orientation, if applicable. For any ESCs new to the District, placement on the salary schedule shall be contingent upon the following:

1. One step on the schedule for one-year active experience, up to 10 years (1 to 1 ratio) with placement on step 11.
2. The employee must have been compensated for 50% of their annual work calendar.
3. No credit will be granted for experience earned more than ten (10) years prior to being hired in the Wentzville School District.
4. The first paycheck of a new school year will be issued no later than August 25th. Both parties recognize that this provision may require higher fund balances to avoid short-term borrowing.

Provisions of this section are not retroactive. Partial year salaries shall be prorated. No ESC, regardless of placement on the salary schedule, shall receive an amount that is less than the amount they were entitled to receive for the performance of regular contractual duties during the previous year.

An ESC shall receive an annual compensation of \$2000, commencing the school year following certification for obtaining NBCC or NASW credentials. This stipend will be added to the ESCs salary. ESCs must maintain certification in order for continued eligibility for the annual stipend. ESCs who are licensed counselors may obtain National Board Certification of Counselors or ESCs that are licensed clinical social workers may obtain the following credentials as approved by the National Association of Social Workers (NASW).

- a. Academy of Certified Social Workers (ACSW)
- b. Diplomate in Clinical Social Work (DCSW)
- c. Qualified Clinical Social Worker (QCSW)
- d. Certified School Social Work Specialist (C-SSWS)

B. Lateral Movement and Tuition Reimbursement

Graduate hours taken will be eligible for lateral movement or tuition reimbursement on the instructional salary schedule. Universities that do not offer classes necessary for licensing, or require outside classes from other institutions, will not be recognized for tuition reimbursement or lateral movement.

Courses taken or degree programs pursued must be pre-approved by the Human Resources Department in order to qualify for Tuition Reimbursement or credit toward lateral movement. Degree programs or coursework that are not pre-approved will not be eligible for reimbursement or movement on the salary schedule.

Lateral Movement

Graduate hours from an accredited institution to move across the salary schedule, i.e., MA to MA+16, etc., must be completed by the following deadlines for lateral movement to the appropriate column.

1. For courses completed between December 16 and July 31, ESCs who are eligible for movement on the salary schedule as a result of additional credit hours must submit the "Request for Lateral Movement Form" to the Human Resources Office by August 1. Official transcripts indicating the successful completion of all course requirements must be received in the Human Resources Office not later October 1. Lateral movement will be considered retroactive to the start of the first scheduled work day.
2. For courses completed between August 1 and December 15, ESCs who are eligible for movement on the salary schedule as a result of additional credit hours must submit the "Request for Lateral Movement Form" to the Human Resources Office by December 15. Official transcripts indicating the successful completion of all course requirements must be received in the Human Resources Office not later February 1. Lateral movement will be considered retroactive to the start of the first scheduled work day of second semester.

The following procedures shall apply to lateral movement:

1. Hours to move to the MA+15 and MA+30 salary channels must be earned after the Master's degree is completed to be counted toward advancement on the salary schedule.
2. Courses that are designed as mental health professional courses in the area of current or future mental health will be approved according to the procedure set forth by the District.

Courses not approved may be appealed to the Superintendent. The course approval process will be posted on the Human Resources website.

3. A double master's degree and a required 60 hours Master's program are recognized as MA+30 on the salary schedule.
4. A required 48-hour program is recognized as MA+15 on the salary schedule.

Tuition Reimbursement

The District will annually determine the funds available for tuition reimbursement for college courses taken toward additional certification or graduate studies in education or related areas. The budgeted amount for tuition reimbursement for employees paid on the instructional salary schedule will always be at least \$110,000. If the total reimbursable requests fall at or below the budgeted amount all eligible requests will be paid. The following guidelines will be used for distribution of tuition payments:

1. The District will provide reimbursement for up to 3.0 hours of graduate credit annually for a full-time employee who works more than twenty-five (25) hours per week.
2. When the annual budget allocation is not sufficient to fund all requests received within a fiscal year, the priorities for reimbursement will be:

First priority: Coursework taken toward Certification in high need areas where current teacher is not certified or only provisionally certified, or other high need areas as determined by the Superintendent; (not applicable to ESCs)

Second priority: Graduate courses taken toward completion of a Master's Degree and/or to move a teacher from Initial Professional Certificate (IPC) to Career Continuous Professional Certificate (CCPC). (not applicable to ESCs)

Third priority: Graduate courses taken beyond the first master's degree toward additional certification or other advanced degrees.

If items (a) and (b) under First Priority have been fully funded, any remaining funds will be prorated to fund Second Priority with remaining funds thereafter to fund Third Priority per graduate hour to reimburse full-time employees at a rate not to exceed actual cost per hour or the rate charged by the University of Missouri-Columbia for up to 3.0 graduate hours.

For eligible courses completed between January 1 and December 31 of a calendar year, employees must submit the specified Tuition Reimbursement form for a request for reimbursement. Transcripts and paid tuition receipts must accompany the application for reimbursement. Application must be received by January 31 in the calendar year following completion of the course(s) in order to be considered for reimbursement. Reimbursement shall be the actual catalog cost of an eligible course, not to exceed the maximum credit hour cost at the University of Missouri-Columbia. If all documentation is submitted by this deadline, payment/reimbursement for these classes taken between January and December of the previous year will be issued in February.

To be eligible for reimbursement, the employee must be a member of the District faculty prior to enrollment and at the time of reimbursement. When making an application for reimbursement, eligible staff members will present (1) a transcript and grade report showing the grade earned, and (2) a receipt indicating the amount paid to the college or university. Pass/Fail courses will not be reimbursed. A minimum grade of B must be earned for reimbursement.

C. Benefits

Major Medical Insurance

A major medical health insurance plan will be provided by the District to each full-time ESC working 25 or more hours per week. Premiums are paid by the District.

Life Insurance

A group term life insurance plan will be provided by the District to each full-time ESC working 25 or more hours per week. The life insurance will never drop below \$50,000 per staff member unless the staff member is past the age of 65. Premiums are paid by the District. The Board will permit employees to purchase additional term life insurance at the rates prescribed by the carrier.

Vision Insurance

A group vision insurance plan will be provided by the District to each full-time ESC working 25 or more hours per week. Premiums are paid by the District.

Dental Insurance

A group dental insurance plan will be provided by the District to each full-time ESC working 25 or more hours per week. Premiums are paid by the District.

Disability Insurance

The Wentzville School District will solicit bids that include an option for an open enrollment period for both short and long term leave insurance a minimum of once every three years.

Tax-Sheltered Annuities

In accordance with federal statutes, the Board provides payroll deductions for full-time employees who wish to set aside regular amounts for tax sheltered annuities. Such provisions will be in accordance with District regulations and procedures. (See Policy and Regulation 4521).

IRS Section 125 Plan

The District shall offer the option of participating in a salary reduction program. Participation will enable the qualifying employee to have the cost of dependent coverage under any of the District's health plans paid with pre-tax dollars.

D. Extra Duty Assignments

With rare exceptions (i.e. band), no ESC may be required to accept an extra duty assignment. ESCs who have extra duty assignments will be given an explanation of duties, responsibilities, and guidelines in meeting District expectations. This job description will be provided by his or her immediate supervisor. In cases where job descriptions are not available for extra duty positions, these will be developed by a committee consisting of an employee currently holding one of those positions and one of his/her supervisors and must be approved by the Human Resources Office.

If related to a specific incident, a concern, complaint or deficiency must be shared with an employee by the supervisor who was made aware of the concern, complaint or deficiency unless extenuating circumstances arise. As soon as consideration is given to discontinuing or not rehiring a

coach/supervisor/chair, the individual should be informed. For coaches, this decision should be made within two weeks of the end of the season.

Extra duty pay will be in accordance with the extra duty pay schedule. The payment schedule will be delineated on the Extra Duty Assignment agreement.

E. Hourly Special Payment Schedule (unless otherwise indicated)

Event Workers	\$15 per hour minimum of two hours (\$30/game)
Gate Keepers	\$14
Supervision of Students (required outside of contracted time)	\$20
Collaboration (outside of contracted time)	\$20
Preparation for District Presentation (max of 2 hrs/day per presentation)	\$20
After School Detention	\$25
Curriculum Writing (outside of contracted time)	\$25
Tutoring Program	\$30
Sub or Supervise on Plan	\$30
Homebound	\$35
Extended School Year, Summer School, Non-Public Services	\$35
District Employee Presenters (outside of school day contracted time)	\$35
Teacher Training (including New Teacher Orientation)	\$115 per 7 hour day (16.43/hour) (Based on the current Base Sub Rate)

*If a teacher is supervising students as part of their extra duty contract, they are ineligible for payment for supervision.

F. Short Term Leaves

1. Definitions

Temporary Leave shall be defined as sick and personal leave.

Non-instructional time shall be defined as time before, after school or during plan time.

Excessive absences shall be defined as:

1. Four (4) or more consecutive days; or
2. Five (5) or more days within a 30-day period; or
3. Twelve (12) or more days during one fiscal year for persons employed as full-time; or
4. Any absence that results in "dock time"

5. Patterns of multiple absences which inhibit the effective operation of the District, (i.e., patterns of absences which occur on particular days of the week, e.g., consecutive Mondays and/or Fridays.)

ESCs who have absences that are considered “excessive” will be counseled by a direct supervisor or a Human Resources representative. Excessive absenteeism as defined above can result in a disciplinary memo if behavior is not corrected.

Immediate family shall be defined as:

- spouse.
- mother.
- mother-in-law.
- father.
- father-in-law.
- child.
- sister.
- brother.
- grandparent.
- other dependents living in the employee's home.

On the first day of each school year, each ESC working 20 or more hours per week shall be credited with thirteen (13) temporary leave days, of which three (3) days may be used for personal leave. Unused temporary leave shall be credited as a maximum of thirteen (13) days per year and may be accumulated without limit. Compensation for unused, accumulated temporary leave will be made according to Article II, Section H, Leave Buy Back, Unused Temporary Leave Compensation

For less than half day of temporary leave:

1. Leave may be taken in 15 minute increments.
2. An employee will not be denied taking temporary leave if their temporary leave will be charged and if the leave is taken in accordance with Sick Leave as delineated below.

2. Sick Leave

Leave under this section is for absence due to circumstances of illness or injury for the employee or immediate family, quarantine of the employee, childbirth, prenatal and postnatal care.

Absence, as herein limited, shall constitute legitimate use of temporary leave.

The Superintendent/designee may request an employee to provide a doctor's statement regarding the reasons for the employee's absences whenever a period of such absences meets the definition of excessive absences.

When a pattern of excessive absence is identified as defined above, the building principal will notify the staff member in writing of concern prior to the summative evaluation. Notation of excessive absenteeism may be included in the summative evaluation under the performance area “Professional Responsibilities.”

Failure to resume contractual duties with the District promptly upon attaining release to physically perform said duties will result in termination of employment and contract with the District.

Note: See Additional Provisions of Family and Medical Leave Act of 1993 (Policy and Regulation 4325) for additional options provided by law.

3. Religious Leave

Leave under this section is for religious observance. Absence as herein limited shall constitute legitimate use of temporary leave.

1. For a day of religious worship which cannot be fulfilled after the normal school day or on a Saturday or Sunday.
2. This must be a religious day observed by the employee's denomination.
3. Cannot be used for a church business meeting or convention.
4. Religious leave will be taken from Temporary Leave. Employees will specify whether it will be taken from Personal or Sick leave.

4. Personal Leave

Absence, as herein limited, shall constitute legitimate use of temporary leave.

1. An employee may be absent from duty for personal reasons.
2. Absence requests should be entered into the attendance management system as soon as possible, but at least two (2) days in advance of the requested leave. If more than three (3) consecutive days are requested, the request should be entered at least five (5) days in advance.
3. This leave may not be taken on the first day of school, the last day of school, orientation day, recording day, the day on which conferences are scheduled, curriculum (PDC) days, or the regular day before or the school day following a holiday, unpaid break day, or a regular scheduled school break.
4. Denied personal leave may be appealed to the Superintendent or his/her designee.
5. Unused personal leave may be accumulated to a maximum of five (5) days. At the beginning of each school year, any accumulated personal leave days beyond five (5) will be converted to sick leave.

5. Bereavement Leave

ESCs shall be granted up to five (5) days maximum per occurrence of bereavement leave without deduction from pay. ESCs may use these leave days as needed. The maximum number of bereavement days that may be taken is as follows:

1. One (1) day bereavement leave for aunt, uncle, niece or nephew;
2. Two (2) days bereavement leave for sister, brother, sister-in-law, brother-in-law, grandparents, grandchildren, dependents living in the home;
3. Five (5) days bereavement leave for spouse, child, mother, father, mother-in-law, and father-in-law.

Requests for bereavement leave for persons not covered in the guidelines will be considered on an individual basis by the Superintendent/designee. If necessary, bereavement days in addition to the five (5) days provided, may be requested under the Emergency Use of Temporary Leave Policy.

Bereavement leave must be taken within ten (10) days of the date of death. Requests for extension of this deadline may be made to the Superintendent within ten (10) days of the date of death.

6. Civic Duty Leave

ESCs shall be granted leave when called to jury duty or when under subpoena from any court to appear as a witness, providing the employee is not involved as either plaintiff or defendant.

Full salary shall be paid by the District for the days an ESC serves on jury duty or as a witness under subpoena. If an ESC is called for jury duty and is not selected, the ESC is expected to return to the District and complete the workday.

1. A copy of the subpoena shall be submitted to the principal and attached to the Absence Report. Proof of the amount of money received for a juror's witness fee shall accompany the Absence Report.
2. Leave granted by the District for jury duty or as a witness under subpoena will not be deducted from the ESC's accumulated temporary leave.

7. Professional Leave

Professional leave is that leave initiated by the ESCs rather than mandated by the District. The Board, administration and staff recognize the benefits of attending professional development activities dealing with the appropriate subject matter. With prior approval of the superintendent or their designee, an employee shall be provided short-term leave with pay to update professional and skill development related to the employee's current position, and generally less than one week in duration.

8. Emergency Use of Temporary Leave

Emergency use of temporary leave may be provided for unusual circumstances which require an employee to be absent from work after all other short-term leave options available through this Policy have been exhausted. Approval of any emergency leave requests is at the discretion of the Superintendent. If approved, the leave shall be taken from personal leave, if available. Otherwise, the leave will be taken from sick leave. Each case shall be judged on its own merit. Examples of incidents which may be considered for emergency leave are: a catastrophe caused by fire, flood, or crime; state and/or national honors and/or special events in which the employee or an immediate family member is participating; family responsibilities, such as graduations or weddings for which the employee's presence is required, etc. Personal conveniences of the employee, such as travel days or airline fares, are not factors which typically would be considered in granting emergency use of temporary leave.

G. Long Term Leaves

The following long-term leaves of absences may be granted to instructional staff by the Board without pay and without fringe benefits according to the procedures established for each type of leave. When taking FMLA or a Military leave of absence, the ESC shall:

1. Be given the opportunity to have input on the selection of the substitute counselor.
2. Supply information on the typical schedule and a list of the caseload, along with a list of any students they should not have access to.
3. Supply access to safety plans and any other pertinent information needed for the job.

The District will develop (or redevelop) a tracking system that will allow the ESCs to know the amount of accumulated temporary leave, days of leave utilized, possible effects of the leave on benefits, and retirement. The District will notify the ESC absent on long-term leave at least ten (10) days prior to

exhausting accumulated temporary leave days of the possible long-term effects on both benefits and retirement.

When an ESC goes on a long term leave of absence (such as FMLA) the ESCs can make an agreement to receive pay for the length of the absence from the earned salary set aside for summer checks. Retirement and insurance (dependent coverage, short term disability, or personal insurance once FMLA is exhausted), or other deductions can be paid out of these payments. In the event that the amount of salary set aside for summer checks is not enough to cover the entire leave, the ESC can pay retirement and insurance through the District for the length of the leave. In cases where the need for leave is known in advance, the ESC can work with the District to set up a "pre-payment" for the employee's portion of the retirement.

1. Military Leave

A military leave of absence shall be granted to any ESCs who shall be inducted or who shall become a member of the National Guard or any reserve component of the armed forces of the United States. The time the ESCs is on military leave of absence shall count as experience within the District for purposes of reductions in force, seniority and placement on the salary schedule.

Upon returning from military leave of absence and timely notification to the Board, the ESC shall be reinstated in the position which the ESC vacated if that position is available. If the position which the ESC vacated is not available, the ESC shall be placed in another position of equal status and salary for which the ESC is qualified. An ESC on military leave can substitute sick leave or personal leave for the District unpaid portion of the leave.

2. Leave of Absence

A leave of absence without pay and without fringe benefits for one school year may be granted by the Board to regularly appointed professional employees who have completed at least five (5) consecutive years of service to the District immediately preceding the year in which the request is made. Requests for leave for an entire school year should normally be made in writing before April 1 of the preceding year. If the Superintendent/designee determines that an emergency situation exists, he/she may reduce the amount of advance notice required.

Such leave may be renewed upon approval of the Board. Application for leave is to be made in writing to the Superintendent's office, via principal, and must include the period for which the leave is requested and the reasons for the request. The period should be set to least disrupt the education of students.

Leave without pay may be granted by the Board for the following reasons or for such other reasons as the Board may believe appropriate:

1. Approved travel
2. Exchange teaching
3. Family responsibilities
4. Health
5. Political leave

In cases where the number of requests for leave of absence exceed one percent (1%) of the instructional staff, the Board will grant requests on a greatest need basis. An individual on Leave of Absence without pay and without fringe benefits will not receive credit for a year of service during the school year the leave is granted. During the next salary contractual period, compensation will be based upon the salary schedule placement within the District at the end of the school year prior to the year in which the leave was granted. Employees on Leave of Absence without pay and without fringe

benefits will be permitted to purchase medical, dental, and vision insurance at group rates. Staff on Leave of Absence will be treated as other employees when employment, reemployment, and assignment decisions are made.

When the employee returns, he/she will be assigned to the same or similar position or a position for which he/she is qualified. The employee must notify the Superintendent's office in writing of intent to return by Feb. 15th and also request a leave of absence by the same date. Failure to notify the Office of the Superintendent in writing of intent to return on or before Feb. 15th will be regarded as a voluntary termination.

3. Sabbatical Leave

The Board provides for Sabbatical Leave under the following procedures:

1. Applicant must hold a Life, or CCPC Certificate
2. Application for leave must be in writing, stating the purpose of the leave, the length of time involved, the program the applicant wishes to pursue and other information that may be requested by the Board.
3. Before recommending a person for sabbatical leave, the following guidelines will be used in making the decision to approve or disapprove:
 - a. Purpose of the Sabbatical Leave – Will this investment be of value to the District as well as the individual? Does it relate to the needs of the District? Is it focused on professional development which has possibilities of contributing to better education in the District?
 - b. Quality of Past Work – Has this person made a continuous and important contribution to the District thus far? Is this a person whose skills and competencies we need?
 - c. Promise for the Future – Is the person reaching toward an important career goal in professional education? Given this goal, what is the possibility of the person staying in the District after the sabbatical year?
 - d. Preparation for Sabbatical Leave – Is this the most productive time for a sabbatical to occur in the career preparation of the person? Has the person been making preparation for this year i.e. taking introductory courses that lead into it? Does the sabbatical come at a critical point in the person's career preparation, i.e., necessary to conclude a doctoral or Master's degree?
 - e. Length of Time in the District – How many years has this person worked in the District before applying for sabbatical leave? Requests for sabbatical leave should be made to the Superintendent no later than April 15 of the year preceding the leave requested and should state reasons addressing the above criteria.
4. A maximum of one percent (1%) of the professional staff may be on sabbatical leave at any one time.
5. The applicant must have completed at least five (5) years of satisfactory continuous service in the District. One such leave shall be available for each five (5) years of continuous service not heretofore utilized for such purposes.
6. A sabbatical leave may be granted for a period of one-half year but not for more than one full year. To receive a full sabbatical, a staff member must agree to complete twenty-four (24) graduate semester hours or the equivalent during the academic year for which the sabbatical is granted. To receive a one-half year sabbatical, a staff member must agree to either complete twelve (12) graduate semester hours or the equivalent during the academic semester for which the sabbatical is granted. The research and writing of a thesis for the Masters or Specialist degree or the dissertation for the Doctorate degree would meet the equivalent requirement.

7. The period of sabbatical leave shall count as regular employment in this District. The employee shall therefore receive full insurance benefits while on sabbatical leave.
8. The period of sabbatical leave shall count as regular employment in this District, however, in accordance with current Board policies, no retirement benefits will accrue.
9. Reimbursement for the graduate semester hours successfully completed will be provided in accordance with the current salary schedule and attendant provisions; with the exclusion that the graduate per hour reimbursement shall not be limited in cumulative dollars for the sabbatical one-half or full year.
10. The requirements of tuition reimbursement will prevail as they relate to this sabbatical leave regulation. Thus, the applicant will submit to the Superintendent, prior to the enrollment in any class, an approvable graduate program of study, and this filing must be on the Graduate Course Program. Since an employee who utilizes this regulation would not receive any reimbursement until he/she returns to actual service in the District, the only repayment circumstance by the employee would occur if the employee did not remain as an employee of the District.

If an employee does not remain as an employee of the District for two (2) years immediately following his/her sabbatical leave, he/she shall within one (1) year after termination repay the Board any amount of money and the cost of fringe benefits actually received by him/her (excluding the maximum annual graduate reimbursement as provided by this Agreement) with interest from the date the leave was scheduled to end at the rate of 12% per annum.

If an employee of the District only stays as an employee for one (1) year following his/her return from a sabbatical leave, he/she shall repay the Board immediately one half of the money and one half of the cost of fringe benefits actually received by him/her (excluding the maximum annual graduate reimbursement as provided by this Agreement) with interest from the date the leave was scheduled to end at the rate of 12% per annum.

The rules of repayment do not apply in cases wherein the person becomes incapacitated to work and may be waived by the Board.

11. On receiving reimbursement for successfully completed graduate hours related to a sabbatical leave, the applicant shall sign a promissory note including provision as listed above.
12. Reinstatement after the sabbatical leave shall be to the employee's former position. If, due to declining enrollments in either the District or the subject area, the position is no longer available, the ESC shall be placed in a position for which he/she is qualified.

H. Leave Buy Back

Unused Temporary Leave Compensation

- Payout for unused sick days upon resignation:
 - If the district is notified on or before the 1st of each month: December \$70/day, January \$55/day, February \$40/day, March \$25/day, April \$25/day, May \$25/day, June \$0/day
 - Must have served in the district for 5 years. Must finish the current school year. ESCs leaving the District will receive reimbursement with the last paycheck from the District. Can appeal to Human Resources under special circumstances for up to \$40/day (health, transfer of spouse and separation agreements)
- Tier incentive for early notification for your sick/personal leave pay-out for retirees (currently \$115-sub rate)

- If the district is notified on or before the first of the month: December \$145, January \$130, February \$115, March \$100, April \$85, May \$70, June \$55
- Must have served in the district for 5 years. Must finish the current school year. The first check from the Public School Retirement System of Missouri shall be proof of retirement. Can appeal to the Executive Director of Human Resources under special circumstances.

I. Separation from the District

Release from Contract

The Board of Education will approve requests from ESCs to be released from their contract. If requests for release from contract are submitted and approved after June 1, the Board of Education will waive the penalty for release (Policy 4130) for the following reasons:

- Health- For reasons certified by a physician that continued employment would have detrimental effects on the health of the staff member.
- Transfer of Spouse- When a change of employment by a certified staff member's spouse requires the transfer of a certified staff member's residence to a distance greater than 75 miles from the Wentzville School District.

Article III: Working Conditions

A. School Year

The Academic Services Department continuously reviews school schedules to ensure that instructional needs are met in the most effective manner. As the instructional needs of the District PreK-12 are reviewed and considered, any proposed schedule changes will include District administration, teachers, and WNEA. As noted in Article 1D, the WNEA President(s) will be notified of the organization of such a committee and be requested to appoint a representative.

Calendar Committee

A committee composed of teachers, support staff, administration, and parents will jointly develop the student calendar. At least one representative from each building will be appointed by the WNEA. The Calendar Committee shall be convened no later than December 1 and shall remain in effect for the duration of the school year. The Calendar Committee members will regularly inform staff members in their building and/or department of progress. The Calendar Committee may survey staff on calendar matters before making a final recommendation to the Board of Education for adoption. The District will direct the Calendar Committee to build in snow days to be forgiven, up to six (6), as long as the District continues to meet the required number of hours of 1,044.

- Any unused snow days (of the 6 forgivable days) that would fall prior to Memorial Day are excused and/or are repurposed at the Superintendent's discretion. Any unused snow days (of the 6 forgivable days) that fall after Memorial Day will be forgiven.
- AMI (Alternative Methods of Learning) will be utilized after the first 6 days or in emergency situations.

The Calendar Committee will be reconvened prior to any modifications after the Board of Education has approved the calendar.

B. School Day

The standard work day is defined as that period of time an ESC is required to be in an educational facility as a participant in his/her standard assignment. If it is necessary for the District to extend the school day or days to meet the 1,044 hour requirement, the hours of employment for K-12 instructional staff shall increase equal to the increased student contact time. The work day, which is defined as 7 hours and 30 minutes, shall include student contact time, time to be distributed between before classes convene and after school is dismissed, and the 30-minute duty-free lunch, except when extended for faculty meetings or special/emergency conditions in accordance with Policy 4220. Providing the total amount of minutes remains the same, the specific time prior and after school beginning and ending may be varied by the building principal to meet the needs of the individual building, or employee, and to ensure that there is adequate supervision of students.

On an as needed basis, if an ESC is moved to another building, they will follow the hours of that building.

ESCs shall be available to confer with students and/or parents before and after school. However, such conference time shall be mutually agreed to by the parent/student and the ESC.

ESCs may leave the campus during the school day at times when they are duty-free and when they need to leave in support of other buildings in case of crisis, absence, or otherwise smooth transition of student care with prior approval of supervisors.

When the employee is required to attend an after school or evening function (i.e.: Open House, Back to School Night and orientation), any after school supervisor duties shall be waived and employees are permitted to leave once the buses have departed.

C. ESC Work Time

ESCs will be scheduled for five workdays before the first day of student attendance. One full day is reserved for individual work time, and no meetings can be scheduled on this day. One full day will be a safety day reserved for intruder training and completing required safety videos. One full day is a professional development day to be planned by the District Professional Development Committee and/or the Building Professional Development Committee. The administration will plan the other two days. The times for all days will be 8 hours with a one-hour lunch, with specific times set by the building administration. The exception will be on the PD day, which will follow the PD schedule of 8-3.

The last student attendance day of each semester for K-8 will be an early release day. The last two student attendance days of each semester for 9-12 will be early release days. The remainder of the ESC work day(s) will be individual work time.

On the last early release day of 1st, 2nd, and 3rd quarter, staff may choose to work from an alternative location once students are dismissed. ESCs are contracted during this time.

D. Collaboration Time

Collaboration time includes:

- **Late Start time**
The district will provide a 2-hour late start at the elementary, middle and high school levels to provide collaboration time. Late starts will be scheduled no less than eight (8) times per school year based on the student calendar. Inclement weather days may result in less late starts.
- **Professional development time (when determined by the building PDC or building principal)**
The building PDC and/or building administration may utilize professional development time to provide collaboration time for teams and grade levels. This collaboration time can be directed by either the DPDC, BPDC, and/or the building principal.

E. Instructional Staff Meetings

In addition to regular school hours of duty, attendance at all called and regularly scheduled or special meetings, such as faculty meetings, Meet the Teacher (elementary), Open House (secondary), and IEPs shall be considered a part of each ESC's professional contract. Attendance at building extracurricular functions, such as carnivals, fun nights and dances, will be voluntary.

Faculty meetings are necessary for proper communication between the members of the staff and the administration. Discussion of policies, procedures and the dissemination of information provide for a more effective operation. General faculty meetings may be called by the Superintendent/designee. Building faculty meetings will be called by the principal of the building concerned at such times and in such manner as are determined by the building principal. Attendance at officially designated general faculty meeting and building faculty meetings shall be considered mandatory. Building faculty meetings will be limited to once a month. Membership and attendance at building and district-level committee meetings, PTA meetings, and evening events shall be voluntary.

It is expected that all such meetings shall close at a reasonable hour, and that outside or emergency meetings shall be announced in sufficient time to allow for ESCs to plan for attendance.

F. Late Start due to Inclement Weather

Should the district operate on a late start schedule due to inclement weather or other emergency, ESCs will report to work at their regularly scheduled time. If road conditions warrant, ESCs will have up to one (1) hour to report to work. An absence of one hour or more shall be counted as temporary leave (Regulation 4315).

G. Traveling ESCs

A "Home School" will be assigned to each traveling ESC. Home school assignment is for the purposes of payroll, correspondence, evaluation, and faculty meetings. Principals will collaborate regarding the assignment of duties to traveling ESCs in an effort to ensure that a traveling ESCs has no more duties assigned than ESCs who work in one building. Principals will also collaborate regarding ESC performance issues. However, the principal (or assistant principal) of the home school will deliver the evaluation.

ESCs traveling to more than one building during a school day will be scheduled travel time plus 15 minutes of preparation time. An ESC who travels between schools within a day will be given sufficient travel time that will be in addition to lunch time. Travel time will be based on adequate drive time, time of the day for travel, route conditions, and parking arrangements.

ESCs who travel within a school day will be compensated at the approved mileage rate. The principal at the home school will notify the traveling ESCs of the reimbursement procedure.

H. Educational Disruption

An Unexpected Educational Disruption is a sudden break or interruption in the educational plan caused by an unforeseen event. There is an understanding that sometimes such events force quick communication and dictates, but those decisions will be shared with WNEA leadership. In the circumstance where the disruption is ongoing and/or unresolved the district will work together with WNEA to collaborate, communicate, and assess processes that are created during such an event.

I. Professional Development

The District shall provide five (5) Professional Development days per school year, scheduled from 8am-3pm across all grade levels.

ESCs can request leave for Professional Development to attend conferences, seminars, training, or workshops that will directly affect their current work. Requests will be considered by the Building Administrator and Student Services Department based on the relevance to current student and building health needs and available funds. Consideration will be based on prioritized needs and an equitable distribution of professional development opportunities, when possible. ESCs who have not attended a conference in 3 years will be given priority consideration.

J. Initiatives

The District and WNEA both recognize the power and value of timely, regular, objective and formative feedback to improve educational programs and utilization of both capital and human resources. A system which provides input from ESCs to improve programs and building efficacy is beneficial to all stakeholders.

An initiative shall be defined as any PreK-12 program, procedure, or process which directly affects the work environment. ESCs will be informed at the time a new initiative is presented whether it is mandatory or optional. Initiative implementation may include stakeholder input prior to and during implementation.

Article IV: Employee Rights

A. Transfers

Nothing herein will affect an employee's rights under Reduction in Force.

Assignments

Staff will not be assigned where they would be under the direct supervision of a member of the employee's immediate, in-law or former family (father, mother, son, daughter, sister, brother, spouse). ESCs will be notified of their building assignment for the upcoming school year no later than May 15th. If the assignment is different than the prior year, the involuntary transfer process will be followed.

Vacancies and Voluntary Transfer

A vacancy shall be defined as a position within the bargaining unit that is unfilled, including newly created positions, or a position currently filled but anticipated to be open in the future. A vacancy shall not exist when there is an employee returning from a leave of absence to a position or when there is a properly licensed ESC on layoff able to fill the position

A vacancy will be filled in the following order:

- ESCs, by district-wide seniority, qualified for the specific vacancy who are seeking a voluntary transfer;
- ESCs, qualified for the specific vacancy, volunteering for a transfer in lieu of another being involuntarily transferred
- ESCs being involuntarily transferred
- Qualified external candidates

Vacancies will be posted on the District's website or communicated through District communication. Vacancies will be posted by the first Tuesday after June 1st (in order to allow internal transfers to the positions of those that retire or resign on June 1st). Vacancies shall be posted internally at least five (5) work days prior to being filled. Upon filling a vacancy, the District will notify all internal applicants. WNEA will be provided with a list of ESCs who have been hired to fill existing vacancies.

ESCs who move from one position to another position by applying and being hired for a vacancy are considered voluntary transfers.

Involuntary Transfer

An involuntary transfer occurs when an ESC is required to change buildings. Involuntary transfers may occur due to the opening or closing of a building, redistribution of students, a change in instructional programming, changes in enrollment, or where it has been shown through reasonable cause that it is necessary to transfer an ESC.

If an involuntary transfer is necessary, ESCs will be asked to volunteer. If there are no volunteers, ESCs with the least district seniority will be transferred first.

ESC Rights in an Involuntary Transfer

1. No involuntary transfer will be made until the ESC has been provided with the reasons for the transfer.
2. Written notification of involuntary transfers shall be made as soon as possible. No involuntary transfers shall be made after the end of the school year unless there is an unexpected change in circumstances, enrollment, or health needs.
3. Any ESC who is involuntarily transferred will be given priority consideration for any future vacancies at the building or for the position from which he/she transferred. He/she will be the last one considered for any future involuntary transfers to other buildings.

B. Right to Representation

The District believes that staff communication regarding disagreements, complaints, and discipline are best addressed at the building-level between the ESC and the building administrator. The District also recognizes that the staff may benefit from personal assistance and support during meetings that will result in disciplinary action.

ESCs will be notified of disciplinary meetings with at least 24 hours notice to obtain representation if desired. Notification will be made in writing and will include the nature/purpose of the meeting. ESCs may waive their right to representation and/or the 24 hour notice.

The role of the person accompanying the ESC is to assist the ESC in understanding the nature of the concerns and in communicating his/her questions, concerns, or perspective.

C. ESC Evaluations and Due Process

ESC Evaluation

The purpose of ESC evaluations includes aiding the individual ESC to grow professionally. To help maintain high quality interventions, the ESC will receive an evaluation of his/her performance by the principal or designee. ESCs will receive an annual summative evaluation by April 1st.

Due Process

In most cases of disciplinary action against employees, a system of progressive discipline will be followed. An employee can only be disciplined/discharged for just cause. An employee will be notified within 5 days of the occurrence of any discipline or reprimand. All conversations dealing with constructive criticism or concerns will be conducted in a positive, professional, and private manner with the employee.

ESCs will be notified of meetings with administration with at least 24 hours notice to obtain representation if desired. Notification of such a meeting will be made in writing and will include the nature/purpose of the meeting. ESCs may waive their right to representation and/or the 24 hour notice. When an employee is asked to sign a disciplinary action form, their signature shall be understood to indicate their awareness of the material and not agreement.

If serious deficiencies, concerns and/or problems are noted by an administrator or if complaints are made against an ESC by any parent, student or other person, then it will be promptly called to the attention of the ESC and the administrator will verify the incident occurred. The administrator must note this in writing and give it to the ESC within five (5) school days of him/her noting that the deficiencies, concerns or complaint(s) are of a serious nature. Any deficiencies or concerns or complaints not called to the attention of the ESC within five (5) days may not be used as the basis for any reprimand, discipline or discharge.

D. Reduction in Force

Considerations for implementing a RIF will be discussed with WNEA leadership prior to implementation. Once it has been determined which positions are to be reduced or eliminated, the identity of the ESC to be placed on involuntary leave of absence will be decided. ESCs will be identified by least district seniority. If the position becomes available within the next 3 years, the said employee has first refusal rights. If multiple ESCs are reduced at the same time, and a position becomes available, the most senior of those reduced will be offered first.

Article V: Terms of Agreement

This agreement shall be effective as of March 13, 2024 and shall continue in full force and effect through June 30, 2025. Unless replacement language has been negotiated and voted on by the Association and approved by the Board, all provisions of this Agreement shall remain in effect. None of the tentatively agreed upon provisions shall take effect until a successor Agreement is negotiated and voted on by the WNEA and approved by the Board. This agreement shall supersede and have precedent over any rules, policies, regulations, or practices of the employer which shall be contrary to or inconsistent with its terms.

Should either the Board or the Association want to modify the Agreement during the length of the Agreement, either party shall notify the other in writing. Mutual negotiation will then ensue between the WNEA and the Board. Any unlawful provision shall be renegotiated by the Board and the WNEA within fifteen (15) days of the determination that the provision is unlawful. Following negotiations, the provision will be put forward for a vote by the WNEA and approval by the Board. All other provisions in this Agreement shall continue in full force except as provided herein.

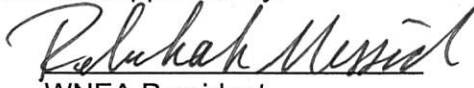
Copies of this Agreement shall be printed at the expense of the District within thirty (30) working days after the Agreement is signed and shall be presented to all ESCs hereafter employed. Furthermore, the District shall furnish 30 copies of the Agreement to the Association for its use.

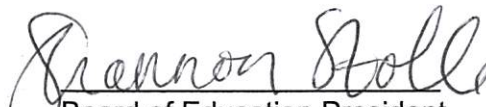
Tentatively agreed upon on March 13, 2024 by the:


WNEA Bargaining Chairperson


District Bargaining Chairperson

Ratified and approved by:


WNEA President
4/18/24
Date


Board of Education President
4/19/24
Date

***Please see page 26 for revised schedule**

WENTZVILLE R-IV SCHOOL DISTRICT

INSTRUCTIONAL STAFF SALARY SCHEDULE

2024 - 2025

STEP	B.S.	B.S. +16	M.A.	M.A. +15	M.A. +30	Ph.D.
1	44,200	45,416	49,685	52,169	55,821	58,612
2	45,305	46,233	50,604	53,212	56,937	59,784
3	46,438	47,065	51,540	54,276	58,076	60,980
4	47,599	47,912	52,493	55,362	59,238	62,200
5	48,724	49,110	53,543	56,497	60,423	63,444
6	48,724	49,338	54,641	57,683	61,662	64,745
7	49,211	51,110	55,761	58,923	62,926	66,072
8	49,703	52,241	56,155	60,219	64,247	67,460
9	50,200	52,816	58,110	61,574	65,596	68,877
10	50,702	53,344	60,049	62,990	67,006	70,358
11		53,877	61,550	64,420	68,447	71,871
12		54,416	62,935	66,082	69,953	73,452
13			64,351	67,734	71,427	75,068
14			65,799	69,427	73,172	76,757
15			67,279	71,163	74,892	78,424
16			68,759	72,835	76,764	80,280
17			70,272	74,510	78,683	82,136
18			71,783	76,186	80,650	84,066
19			73,326	77,862	82,666	86,084
20			74,903	79,575	84,609	88,236
21			76,476	81,286	86,555	90,442
22			78,082	83,034	88,502	92,703
23			79,722	84,819	90,493	95,021

- Individuals frozen on step 24 for the 2011-2012 school year will receive an additional \$750 for each year they remain at that step.
- Individuals frozen on step 23 for the 2015-2016 school year will receive an additional \$750 for each year they remain at that step.
- For the 2017-2018 school year, an additional \$750 will be given to teachers/ESCs on step 23 in 2016-2017 and each succeeding year they remain on step 23.
- Any teacher/ESCs who is on Step 23 on the salary schedule during the 2021-2022 school year shall receive an additional \$750 each year they remain on that step.
- ESCs at the top of the salary schedule (Step 23) during the 2022-2023 school year will receive an additional \$1000 above Step 23 for the 2023-2024 school year which will remain on their salary thereafter

For the 2024-2025 school year, \$200 will be added to the base of the salary schedule, and certified staff will receive a step and any lane changes earned by educational advancement, for an average increase of 3%.

For the 2025-2026:

Certified staff will receive a step and any lane changes earned by educational advancement, for an average increase of 3%. In addition, the following contingencies will be in place:

- When the total operating revenues reach 2 million above the projected total operating revenues in the 2024-2025 budget adopted by June 30, 2024, the average increase for certified staff for the 2025-2026 school year will increase from 3% to 4%.
- When the total operating revenues reach 6.5 million above the projected total operating revenues in the 2024-2025 budget adopted by June 30, 2024, the average increase for certified staff for the 2025-2026 school year will increase from 3% to 5%.
- The WNEA and the district will meet back together on July 15th, 2025 to see a report of the total revenues and finalize the salary schedule.

***Please see page 27 for revised schedule**

WENTZVILLE R-IV SCHOOL DISTRICT

EXTRA DUTY SALARY SCHEDULE

2024-2025

STEP	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%	11%	12%
1	442.00	884.00	1,326.00	1,768.00	2,210.00	2,652.00	3,094.00	3,536.00	3,978.00	4,420.00	4,862.00	5,304.00
2	453.00	906.00	1,359.00	1,812.00	2,265.00	2,718.00	3,171.00	3,624.00	4,077.00	4,531.00	4,984.00	5,437.00
3	464.00	929.00	1,393.00	1,858.00	2,322.00	2,786.00	3,251.00	3,715.00	4,179.00	4,644.00	5,108.00	5,573.00
4	476.00	952.00	1,428.00	1,904.00	2,380.00	2,856.00	3,332.00	3,808.00	4,284.00	4,760.00	5,236.00	5,712.00
5	482.00	964.00	1,446.00	1,928.00	2,410.00	2,892.00	3,374.00	3,856.00	4,337.00	4,819.00	5,301.00	5,783.00
6	487.00	974.00	1,458.00	1,949.00	2,436.00	2,923.00	3,411.00	3,898.00	4,385.00	4,872.00	5,360.00	5,847.00
7	492.00	984.00	1,476.00	1,970.00	2,461.00	2,953.00	3,445.00	3,937.00	4,429.00	4,921.00	5,413.00	5,905.00
8	497.00	994.00	1,491.00	1,988.00	2,485.00	2,982.00	3,479.00	3,976.00	4,473.00	4,970.00	5,467.00	5,964.00
9	502.00	1,004.00	1,506.00	2,008.00	2,510.00	3,012.00	3,514.00	4,016.00	4,518.00	5,020.00	5,522.00	6,024.00
10	507.00	1,014.00	1,521.00	2,028.00	2,535.00	3,040.00	3,549.00	4,056.00	4,563.00	5,070.00	5,577.00	6,084.00
11	520.00	1,041.00	1,561.00	2,081.00	2,601.00	3,122.00	3,624.00	4,162.00	4,683.00	5,203.00	5,723.00	6,243.00
12	534.00	1,067.00	1,601.00	2,134.00	2,668.00	3,201.00	3,725.00	4,268.00	4,802.00	5,335.00	5,869.00	6,402.00
13	547.00	1,094.00	1,640.00	2,187.00	2,734.00	3,281.00	3,828.00	4,371.00	4,921.00	5,468.00	6,015.00	6,562.00
14	560.00	1,120.00	1,680.00	2,240.00	2,800.00	3,360.00	3,920.00	4,480.00	5,040.00	5,601.00	6,161.00	6,721.00
15	573.00	1,147.00	1,720.00	2,293.00	2,867.00	3,440.00	4,013.00	4,587.00	5,160.00	5,733.00	6,307.00	6,880.00
16	589.00	1,178.00	1,766.00	2,355.00	2,944.00	3,533.00	4,122.00	4,710.00	5,299.00	5,887.00	6,477.00	7,065.00
17	604.00	1,209.00	1,813.00	2,417.00	3,021.00	3,626.00	4,230.00	4,834.00	5,438.00	6,043.00	6,647.00	7,251.00
18	620.00	1,239.00	1,859.00	2,479.00	3,099.00	3,718.00	4,338.00	4,958.00	5,578.00	6,197.00	6,817.00	7,437.00
19	635.00	1,270.00	1,906.00	2,541.00	3,176.00	3,811.00	4,446.00	5,082.00	5,717.00	6,352.00	6,987.00	7,622.00
20	651.00	1,301.00	1,952.00	2,603.00	3,253.00	3,904.00	4,555.00	5,205.00	5,856.00	6,507.00	7,157.00	7,808.00

**Memorandum of Understanding for the 2023-2025 Agreement
Educational Support Counselors (ESCs)**

This Memorandum of Understanding ("MOU") is entered into between the Wentzville National Education Association ("WNEA") ESCs and the Wentzville R-IV School District ("District"). The purpose of this MOU is to have an additional mutual agreement on proposed changes to the salary schedule.

Proposed language changes:

- 1) For the 2024-2025 school year, an additional \$200 will be added to the base of the salary schedule above what was already negotiated. This would result in the following proposed salary schedule:

STEP	B.S.	B.S. +16	M.A.	M.A. +15	M.A. +30	Ph.D.
1	44,400	45,621	49,909	52,404	56,072	58,876
2	45,510	46,442	50,832	53,452	57,193	60,054
3	46,648	47,278	51,772	54,521	58,337	61,255
4	47,814	48,129	52,730	55,611	59,504	62,480
5	48,412	49,332	53,785	56,751	60,694	63,730
6	48,945	50,565	54,888	57,943	61,938	65,036
7	49,434	51,829	56,013	59,189	63,208	66,369
8	49,928	52,477	57,413	60,491	64,535	67,763
9	50,427	53,054	58,848	61,852	65,890	69,186
10	50,931	53,585	60,319	63,275	67,307	70,673
11		54,121	61,827	64,762	68,754	72,192
12		54,662	63,218	66,381	70,267	73,780
13			64,640	68,041	71,848	75,403
14			66,094	69,742	73,501	77,100
15			67,581	71,486	75,228	78,835
16			69,068	73,166	77,109	80,648
17			70,587	74,849	79,037	82,503
18			72,105	76,533	81,013	84,442
19			73,655	78,217	83,038	86,469
20			75,239	79,938	84,989	88,631
21			76,819	81,657	86,944	90,847
22			78,432	83,413	88,900	93,118
23			80,079	85,206	90,900	95,446

Tentatively agreed upon on May 21st, 2024 by:


WNEA Bargaining Chairperson


District Bargaining Chairperson

Ratified and approved on 6/20/24 by:


WNEA President


Board of Education President
Katie Lyczak

**WENTZVILLE R-IV SCHOOL DISTRICT
EXTRA DUTY SALARY SCHEDULE
FINAL 2024-2025**

STEP	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%	11%	12%
1	444.00	888.00	1,332.00	1,776.00	2,220.00	2,664.00	3,108.00	3,552.00	3,996.00	4,440.00	4,884.00	5,328.00
2	455.00	910.00	1,365.00	1,820.00	2,276.00	2,731.00	3,186.00	3,641.00	4,096.00	4,551.00	5,006.00	5,461.00
3	466.00	933.00	1,399.00	1,866.00	2,332.00	2,799.00	3,265.00	3,732.00	4,198.00	4,665.00	5,131.00	5,598.00
4	478.00	956.00	1,434.00	1,913.00	2,391.00	2,869.00	3,347.00	3,825.00	4,303.00	4,781.00	5,260.00	5,738.00
5	484.00	968.00	1,452.00	1,936.00	2,421.00	2,905.00	3,389.00	3,873.00	4,357.00	4,841.00	5,325.00	5,809.00
6	489.00	979.00	1,468.00	1,958.00	2,447.00	2,937.00	3,426.00	3,916.00	4,405.00	4,895.00	5,384.00	5,873.00
7	494.00	989.00	1,483.00	1,977.00	2,472.00	2,966.00	3,460.00	3,955.00	4,449.00	4,943.00	5,438.00	5,932.00
8	499.00	999.00	1,498.00	1,997.00	2,496.00	2,996.00	3,495.00	3,994.00	4,494.00	4,993.00	5,492.00	5,991.00
9	504.00	1,009.00	1,513.00	2,017.00	2,521.00	3,026.00	3,530.00	4,034.00	4,538.00	5,043.00	5,547.00	6,051.00
10	509.00	1,019.00	1,528.00	2,037.00	2,547.00	3,056.00	3,565.00	4,074.00	4,584.00	5,093.00	5,602.00	6,112.00
11	523.00	1,045.00	1,568.00	2,091.00	2,613.00	3,136.00	3,658.00	4,181.00	4,704.00	5,226.00	5,749.00	6,272.00
12	536.00	1,072.00	1,608.00	2,144.00	2,680.00	3,216.00	3,752.00	4,288.00	4,824.00	5,360.00	5,895.00	6,431.00
13	549.00	1,099.00	1,648.00	2,197.00	2,746.00	3,296.00	3,845.00	4,394.00	4,943.00	5,493.00	6,042.00	6,591.00
14	563.00	1,125.00	1,688.00	2,250.00	2,813.00	3,376.00	3,938.00	4,501.00	5,063.00	5,626.00	6,188.00	6,751.00
15	576.00	1,152.00	1,728.00	2,304.00	2,880.00	3,455.00	4,031.00	4,607.00	5,183.00	5,759.00	6,335.00	6,911.00
16	591.00	1,183.00	1,774.00	2,366.00	2,957.00	3,549.00	4,140.00	4,732.00	5,323.00	5,915.00	6,506.00	7,097.00
17	607.00	1,214.00	1,821.00	2,428.00	3,035.00	3,642.00	4,249.00	4,856.00	5,463.00	6,070.00	6,677.00	7,284.00
18	623.00	1,245.00	1,868.00	2,490.00	3,113.00	3,735.00	4,358.00	4,980.00	5,603.00	6,225.00	6,848.00	7,470.00
19	638.00	1,276.00	1,914.00	2,552.00	3,190.00	3,828.00	4,466.00	5,105.00	5,743.00	6,381.00	7,019.00	7,657.00
20	654.00	1,307.00	1,961.00	2,614.00	3,268.00	3,922.00	4,575.00	5,229.00	5,882.00	6,536.00	7,190.00	7,843.00

Memorandum of Understanding for the 2023-2025 Agreement
Educational Support Counselors

This Memorandum of Understanding ("MOU") is entered into between the Wentzville National Education Association ("WNEA") and the Wentzville R-IV School District ("District"). The purpose of this MOU is to change the allocation of AMI days in order to save snow days with the intention of getting out of school before Memorial Day.

Current Language on Page 17:

- Any unused snow days (of the 6 forgivable days) that would fall prior to Memorial Day are excused and/or are repurposed at the Superintendent's discretion. Any unused snow days (of the 6 forgivable days) that fall after Memorial Day will be forgiven.
- AMI (Alternative Methods of Learning) will be utilized after the first 6 days or in emergency situations.

Proposed Language on Page 17:

- Any unused snow days (of the 6 forgivable days) that would fall prior to Memorial Day are excused and/or are repurposed at the Superintendent's discretion. Any unused snow days (of the 6 forgivable days) that fall after Memorial Day will be forgiven and removed from the end of the calendar.
- AMI (Alternative Methods of Instruction) may be utilized by the district instead of a traditional snow day. These do not count against the 6 forgiven snow days. The intent of this language is to have the school year end prior to Memorial Day. The district will use traditional snow days first, reserving the number needed for the end of the school year, and will then utilize the allowable number of AMI days. For example, the last day of the 2024-2025 school year is Friday, May 30. In this instance, for the first two inclement weather days, the district would use forgivable snow days. The district would use the next 5 inclement weather days as AMI days. This would make the last day of school Friday, May 23.

Tentatively agreed upon on Aug. 30th by:

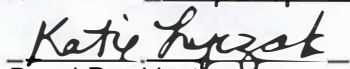

WNEA Bargaining Chairperson


District Bargaining Chairperson

Ratified by WNEA on Sept 6, 2024


WNEA President

Board approved on 9/19/24


Board President