

# Collective Bargaining Agreement

between the

Regional School Unit 40  
Board of Directors

and the

Medomak Valley Education Association  
[Teachers' Bargaining Unit]

September 1, 2021 - August 31, 2024



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## **Part One: Introduction**

### **Agreement**

This agreement is entered into by and between the Board of Directors of RSU 40 (hereinafter referred to as the "Board"), and the Medomak Valley Education Association (hereinafter referred to as the "Association").

WHEREAS, The Board recognizes the Association as the sole and exclusive bargaining representative, as defined in 26 M.R.S. §962, for the entire group of certified professional public employees in the district employed in a job or position in which a certified person is required, including teachers, school counselors and school nurses, but will not include the Superintendent, Assistant Superintendent, Director of Special Services, Assistant Director of Special Services, Director of Adult Education, Athletic Director, Principals, Assistant Principals, Director of Technology, Educational Technicians, School Psychological Examiners, Speech and Language Pathologists, Occupational Therapists, Physical Therapists, School Social Workers, and Board Certified Behavior Analysts; and

WHEREAS, the parties hereto have agreed to certain matters relating to salaries, benefits, and working conditions for the period of September 1, 2021, to August 31, 2024, which they desire to confirm in this Agreement; and

Now THEREFORE, the parties mutually agree as follows:

### **Article I: Definitions**

- A. Except when the context in which the following words are used clearly requires another meaning, and except when otherwise specifically indicated, the following words will have the meanings indicated below:

"Board": The Board of Directors of RSU 40. Said Board may act through its Chairperson, any committee thereof, its Superintendent or any other representative authorized to act for it in any particular situation or class of situations.

"Association": The Medomak Valley Education Association. Said Association may act through its President or any committee thereof or any other representative authorized to act for it in any particular situation or class of situations.

"Superintendent": The Superintendent of Schools of RSU 40 or any other person who the Superintendent designates to act on the Superintendent's behalf in any particular situation or class of situations.

"Principal": Any Principal or Assistant Principal employed by RSU 40.

"Administration": The Superintendent, Assistant Superintendent, Business Manager, Director of Special Services, Assistant Director of Special Services, Director of Adult Education, Athletic Director, Principals, Assistant Principals, Director of Technology, Facilities Director, Food Services Director, and Transportation Director.

"Teacher": An employee certified as a teacher, school counselor or school nurse with a minimum of a Bachelor's Degree employed under written contract in the district, excluding Administration.

## **Part Two: Rights**

### **Article II: Rights of the Board**

- A. It is acknowledged that the Board, as the elected representatives of the citizens of RSU 40 and with the powers provided by the statutes of the State of Maine, charged with the responsibility for the quality of education in, and the efficient operation of, the school system, has the final responsibility of establishing the education policies of the public schools of RSU 40.
- B. Nothing in this Agreement will be deemed to derogate or impair the powers and responsibilities of the Board under the statutes of the State of Maine or the rules and regulations of any agencies of the State. Said rights and powers include, but in no way are construed as limited to, the subjects mentioned in this Agreement.
- C. The Board retains, exclusively to itself, all rights and powers that it has or may hereafter be granted by law.

### **Article III: Association Rights and Privileges**

- A. The Board agrees that a copy of the agenda of any Board and committee meetings will be emailed to all staff under this contract including the President of the Association at the same time every Board member's copy is emailed. The Association President will be notified by phone of emergency meetings.
- B. The Board agrees to continue its practice of preparing and making available to all teachers an annual Register of School District Personnel.
- C. The Superintendent will consider granting paid leave to the President of the Association, or any employee designated by the Association, for business concerning the Association. Such leave, if granted, will be limited to three (3) days per year.

### **Article IV: Teacher Rights**

- A. Whenever a teacher is required to appear before the Board concerning a matter that could adversely affect their continuing contract, the teacher will be given prior

written notice and reason. The teacher will be entitled to have a representative of the Association or legal counsel present on their behalf.

**B. Personnel File**

1. Upon written request to the Superintendent/designee at the office of the Superintendent, a teacher will be given access to their file during normal business hours. All teacher personnel files will be kept at the Superintendent's office. Upon request, the teacher will be furnished a reproduction of material in their file at a nominal cost per copy.
2. Any material placed in a teacher's personnel file must be presented to be signed by the teacher. A teacher's signature does not necessarily indicate agreement, but verifies that the teacher has seen the material. If a teacher refuses to sign, refusal to sign will be verified and noted by the Superintendent.
3. Any response to material placed in a file must be attached to the original document.
4. A teacher may request of the Superintendent that any negative material in their personnel file be removed after two years. Removal of material is at the discretion of the Superintendent.

**C. Written Reprimands**

1. No teacher with continuing contract status will be subject to written reprimand, suspension, dismissal or non-renewal of their employment contract without just cause. Just cause will mean that such decisions will not be made arbitrarily or capriciously without basis in fact, and will be supported by reasonable evidence and adequate investigation.
2. Any imposed leave or administrative leave pertaining to C.(1) does not constitute a break in continuing contract status.
3. In any arbitration properly invoked under this provision regarding a written reprimand, suspension, dismissal or non-renewal, the arbitrator will have no authority to add to, detract from, alter, amend or modify any provisions of this agreement.

**Article V: School Calendar**

- A.** The Superintendent/designee will seek input each year from the teaching staff and the MVEA Executive Committee before releasing the final calendar for the next school year.

- B. The Superintendent/designee will seek suggestions from the teaching staff and the MVEA Executive Committee regarding the format and subject matter of all district-wide teacher workshops and in-service training days in the school calendar. The Superintendent/designee will give teachers at least 14 calendar days' notice if their working hours on a workshop day will differ from the hours of their regular work day.
- C. A copy of the school year's calendar, when finalized, will be distributed to all teaching staff in the spring of each year.
- D. The annual number of contract days for teachers will be one hundred and eighty-two (182) workdays. School counselors who work additional days will be paid their per diem rate.

#### **Article VI: Professional Development and Educational Improvement**

- A. Tuition will be reimbursed up to the current University of Maine credit hour rate for professional course(s) taken by teachers for recertification, professional advancement, or an advanced degree in education.
- B. Prior approval by the Superintendent and letter grade of B or better in each course is required. In cases where a university/college uses a pass/fail system, a grade of pass will be accepted in lieu of grade B.
- C. A maximum of nine (9) credit hours of tuition cost will be reimbursed in any contract year.
- D. Upon submission and approval of a course to be taken, a teacher may request a signed purchase order for the nine (9) credit hours per year, which will allow the university/college to bill the district for the cost of tuition reimbursement approved by the Superintendent. The university/college must be willing to process a purchase order. If a purchase order procedure is not available through a university/college, a receipt submitted for course tuition payment will be reimbursed to the teacher within a reasonable amount of time (normally within two weeks). Should the teacher drop the course, or receive a grade less than B, the cost of tuition will be reimbursed to the district by the teacher within thirty (30) days or the full amount will be deducted from the teacher's next paycheck. If a teacher receives prior written approval from the Superintendent for more than nine (9) credit hours in any year, up to nine (9) credit hours will be reimbursed in the next year, and each year thereafter, until any approved credit hours have been reimbursed. If the teacher leaves the employment of the district prior to full reimbursement, the district's reimbursement obligation will be terminated.
- E. Part time teachers employed by the district will be eligible to receive prorated benefits.

- F. If the district requires a teacher to participate in coursework, including coursework required to change positions, related to the district's mission and goals, it will be at the expense of the district.
- G. Tuition reimbursement for courses will not be made to teachers who have submitted their resignations or who are on a leave of absence.
- H. During the district's annual budget process, representatives of the Board (who may be the Superintendent and business manager) and the Association will meet to discuss an appropriate amount to be budgeted to cover projected course reimbursement cost for the next year. Any recommendation reached will be submitted to the Board. The Board will make the final decision as to the amount to be included in the next year's budget.
- I. Professional leave may be granted to teachers for the purpose of visiting other schools or attending meetings, conferences, clinics, workshops, or seminars of an educational nature with the written approval of the Superintendent/designee.
  - 1. Teachers who use their personal vehicle for assigned business will be reimbursed for such use at the current IRS mileage rate for travel.
  - 2. Teachers who are authorized to attend such activities will be reimbursed for registration fees, travel expenses, meals, and lodging that have received prior approval. Meals and lodging requests may be denied even if teachers are authorized to attend. Notice will be provided to teachers in a timely manner and will clearly state whether authorization has been given for attendance, requirements to receive expenses being paid, and what expenses will be authorized in connection with such attendance.

## **Article VII: Working Conditions**

- A. It is recognized that one of a teacher's primary responsibilities is to teach and that the teacher's energies should be utilized to this end within the framework of the school operation.
- B. Recognizing the uniqueness of each school's program of operation, the Board will schedule a daily minimum twenty-five (25) minutes duty free lunch period for all teaching personnel.
- C. The regular school day will be defined as one half hour before the scheduled instructional time and one-half hour after. (An individualized schedule may be developed with prior administrative approval, provided the amount of time is equivalent.) This time may be used for professional responsibilities including, but



not limited to, student supervision, meetings, and planning time, but will not be considered the teacher's primary source of planning time per Part G.

- D. Thirty-six (36) weeks of weekly professional development time of 90 minutes per week, to take place immediately after the scheduled instructional time, will be included in the teacher calendar. These scheduled dates will be given to teachers prior to the start of the school year and will not be rescheduled due to school cancellations.
- E. Teachers will be provided written notice of class or subject assignments and anticipated building and room assignment for the next year, at least one week prior to the close of school. Teachers will be notified of room assignments by August 1. When changes in schedules or assignments caused by extenuating circumstances are required after the cut off time indicated above, the affected teacher will be notified in writing and will be provided two work days at the per diem rate as approved by the Superintendent.
- F. Should the Board find it necessary to change the length of a teacher's total in-school workday, the Board will first review the implications of such a change with the Association.
- G. Planning Period  
  
The Board and the Association agree to a goal of providing a minimum of two hundred (200) minutes per week for all teachers during a normal workweek. This uninterrupted time will be during the regular workday and is intended to be used as preparation/follow-up for instruction. Additionally, teachers will not be responsible for students during this time. This goal is not subject to the grievance procedure.
- H. Professional staff will be required to attend one open house.
- I. Professional staff will participate in fall conferences. One workshop day will be used for parent conferences scheduled outside the regular school day.
- J. Professional staff will be required to attend one academic night.

## **Article VIII: Teacher Evaluation**

### **A. Purpose**

It is the intent of the Board that all teachers be regularly and fairly evaluated as to their performance. The primary purpose of an evaluation is to promote teacher growth and to facilitate personnel decisions concerning promotions, reassignments, transfers and corrective action. Nothing in this Article prevents the use and consideration of evaluations in any decision regarding the suspension or

dismissal of a teacher.

- B. The Board will comply with Title 20-A, Chapter 508 and Chapter 180 of the current Maine Department of Education rules.
- C. A copy of the evaluation forms and criteria to be utilized in the district will be presented by the Administration to all new teachers in the district prior to September 15 of the beginning contract year and posted in the teachers' room of each school.

#### **Article IX: Protection of Teachers**

- A. If any teacher is requested to administer or dispense any medication to a student, they will first be provided with training and written instructions from the Administration.
- B. 20-A M.R.S. §4009 Civil liability  
(This law is cited to serve as a reference for informational purposes only and is not subject to the grievance procedure provision of this Agreement.)

The following provisions apply to civil liability.

1. Reasonable force: A teacher entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher reasonably believes it is necessary to:
  - a. Control the disturbing behavior; or
  - b. Remove the person from the scene of the disturbance.
2. Exceptions: Subsection 1 will not apply to the intentional or reckless use of force that creates a substantial risk of death, serious bodily injury or extraordinary pain.
3. Effect on civil liability: This section may not be construed to increase the scope of potential civil liability of a teacher entrusted with the care or supervision of a person for special or limited purposes.
4. Emergency medical treatment: Notwithstanding any other provision of any public or private and special law, any non-licensed agent or employee of a school or school administrative unit who renders first aid, emergency treatment or rescue assistance to a student during a school program may not be held liable for injuries alleged to have been sustained by that student or for the death of that student alleged to have occurred as a result of an act or omission in rendering such aid, treatment or assistance. This subsection does not apply to injuries or

death caused willfully, wantonly or recklessly or by gross negligence on the part of the agent or employee.

C. Board Liability Protection for Teachers

The Board maintains liability protection through insurance coverage for teachers in the performance of duties pursuant to the terms of the liability policy. The policy is available for review at the Superintendent's office.

D. Reporting of Unsafe Conditions

1. The Board and the Association agree that they do not want teachers to work in unsafe conditions. The teacher will report an unsafe condition as soon as possible to the administration. The administration will work to resolve the reported condition as soon as possible.
2. A teacher must immediately report cases of assault suffered by the teacher in connection with their employment to their principal or other immediate supervisor.

E. Reimbursement Procedure

A teacher who has suffered damage, loss, or theft of personal property incurred while performing their duties as employees of the district, will submit, within fourteen (14) days of the loss, a written request to the Superintendent for reimbursement. The Superintendent will have ten (10) working days to notify the teacher, in writing, whether the request for reimbursement, in whole or part, will be granted.

**Article X: Transfers**

A. Voluntary Transfers

1. The Board agrees to give notice of vacancies and qualifications in all positions at least seven (7) calendar days before the deadline for filing the application, except in emergencies. The Superintendent will give notices in the following manner:
  - a. Posting on the district's website; and
  - b. Direct notification by district email to employees.
2. Teachers wishing to be considered for transfer or reassignment and who meet the qualifications for the requested position must notify the office of the Superintendent in writing within seven (7) calendar days of posting indicating

the reason(s) for requesting the transfer or reassignment and the school(s) and position(s) desired.

3. In the event of a vacancy, qualified teachers who express interest in writing or by email in the vacant position will be interviewed. Qualified teachers may be interviewed for subsequent openings in the same contract year.
4. Within fifteen (15) days after filling vacancies, the Superintendent will give written notice thereof to all teachers who made written applications for the position.

**B. Involuntary Transfers**

1. Notice of a reassignment or transfer not requested by a teacher will be given to the teacher as soon as practicable (normally, except in cases of extreme emergency, at least thirty (30) days before the date of such reassignment or transfer) by the Superintendent or the principal under whom the teacher was assigned prior to the new assignment or transfer. Such transfers will not be made for casual or capricious reasons. In the event that a teacher does not receive at least two (2) weeks prior notice of a transfer that results in a move to a different school, up to two days' assistance for the purpose of moving and preparing the new classroom, as mutually agreed upon by the affected teacher and the Superintendent, will be provided.
2. Within ten (10) working days after receipt of such notification, a teacher dissatisfied with the teacher's new assignment or transfer may make a request in writing for a meeting with the Superintendent to discuss reasons for the new assignment or transfer.
3. A representative of the Association may attend said meeting if requested by the teacher.
4. The meeting with the Superintendent will be held as soon as possible after receipt of the request by the teacher.

**Article XI: Reduction in Force**

**A. Impact Areas**

1. K-8
2. 7-12
3. Those with certification in grades 7 & 8 will be included in both impact areas.

B. Order of Layoff

1. When the Board determines that a reduction in force is necessary, it will consider the relative qualifications and abilities of all teachers within the specific impact area.
2. The criteria that will be considered are certification, length of service in the district, performance evaluation with the district evaluation tool, and teaching experience.
3. A continuing contract teacher will not be riffed over the retention of a non-continuing contract (probationary) teacher.

C. Recall

1. When a vacancy occurs within a specific impact area, those continuing contract teachers who have lost their position within the specific impact area will be offered that position if qualified. The criteria used to determine "qualified" is outlined in B.(2).
2. Continuing contract teachers will remain on the recall list for a period of twenty-four (24) months from the date of severance or until they have either refused an offer of a position of an equivalent amount of time from the Board or have signed a contract elsewhere for an equivalent amount of time, whichever is sooner. It is the responsibility of the teacher to inform the Superintendent in writing of changes in job status and to furnish the Superintendent with a current mailing address.

D. Other Considerations

1. Teachers losing their position or requesting transfer will have first refusal, if qualified, in filling any vacancies in the school system. Criteria used to determine "qualified" is outlined in B.(2).
2. All benefits to which a teacher was entitled at the time of layoff, including unused accumulated sick leave and credits toward sabbatical eligibility, will be restored upon return to active employment if within the twenty-four (24) month recall period.
3. A teacher who is laid off will receive at least a ninety (90) calendar-day prior written notice of the pending layoff.
4. A teacher who receives notice of layoff will be granted an additional two (2) days leave of absence with pay to apply for and interview for other positions with the Superintendent's approval.

5. The Association will indemnify and hold the Board harmless against any and all claims and suits that may arise by reason of any action taken in making reductions in force pursuant to this Article. This does not preclude the right to file a grievance.

## **Article XII: Employment of Rehired Retired Teachers**

- A. A rehired retired teacher (RRT) is defined as any teacher who was eligible to retire, who retired and severed employment, who is receiving retirement benefits from the Maine State Retirement System, and who has returned to teaching pursuant to 5 M.R.S. §17859.
- B. Any retired teacher (RRT) hired or re-hired by the Board will be employed as a probationary teacher pursuant to 20-A M.R.S. §13201. The terms and conditions of this Agreement pertaining to probationary teachers will be controlling.
- C. With respect to the initial placement on the salary schedule, the teacher (RRT) will be placed on the salary schedule based on experience and education consistent with the Board's policy for initial salary placement and in compliance with 5 M.R.S. §17859.
- D. The teacher's (RRT) seniority date for purposes other than the salary schedule referred to in paragraph C (including but not limited to reduction in force) will be based on continuous employment with the Board as of the most recent date of hire or rehire.
- E. If the teacher (RRT) was previously employed by the Board, there will be no entitlement to any previous benefit accruals including but not limited to: sick leave, eligibility for other leaves, severance benefits, and longevity pay. No credit for previous experience for such benefits will be given.
- F. If the teacher (RRT) is employed less than full time, the teacher's salary and benefits will be prorated.
- G. All other terms and conditions of the Agreement will, to the extent applicable by law, be controlling.

## **Part Three: Wages and Payroll Deduction**

### **Article XIII: Salary, Payments, Deductions**

- A. The annual salaries of teachers, minus such deductions as are required by the state or federal law, will be paid bi-weekly in twenty-six (26) equal installments.

- B. At the time they sign their contracts, teachers may elect the option to receive their July and August salary payments on the last payday in June.
- C. Unified professional dues may be deducted, if individual teachers so request in writing, through the payroll system in twenty-two (22) equal payments.
- D. Teachers may request payroll deductions such as credit union and legal services charges.
- E. Teachers may contribute to a qualifying tax-sheltered retirement plan, provided the district is not required to administer the plan and the district does not contribute to the plan. Teacher contributions may be made by payroll deduction.
- F. The Board will require direct deposit of all salary payments and require new teachers to provide written documentation of their financial institution within fourteen (14) days of employment. Teachers will notify the business office of any account changes. The Board agrees to carry liability insurance to cover any errors or omissions resulting from electronic payroll use.
- G. The Association agrees to indemnify and hold harmless the Board and its administration from all claims, demands, and liabilities that may arise as a result of deductions made pursuant to C., D. and E. above.
- H. Those receiving extracurricular stipends may elect, at the time of signing their extra-curricular agreement, to receive their stipend in twenty-six (26) equal payments, in one lump sum at the end of their extracurricular activity/season, or in two (2) equal installments; one half way through the season and the other at the end of the season upon request.
- I. National Board Certification for Teachers
  - 1. Any teacher who volunteers to participate in the National Board Certification Program (NBCP) will have the cost of the program paid by the district. Teachers will be reimbursed for the registration fee and initial fees for Components 1-4 upon written request to the Superintendent.
  - 2. Upon obtaining National Board Certification (NBC), the teacher will be paid an annual stipend at the rate supported by state funding in addition to their annual salary. At any time that the State fails to provide funding for NBC, the district is no longer obligated to pay the NBCP stipend.

## **Article XIV: Salary Schedule**

### **A. Salary Schedules**

The salary schedule is based on a work year of one hundred and eighty-two (182) days. The salary schedules are provided in Appendix B.

### **B. Teachers will be given credit for years of prior public or private school teaching experience as certified by the Superintendent and placed on the appropriate step in accordance with the negotiated salary schedule.**

### **C. Notice of intent to complete 15 graduate level credit hours beyond a Bachelor's degree, a Master's degree, or 30 graduate level credit hours beyond a Master's degree must be received by the Superintendent by December 1st of the fiscal year prior to expected completion.**

Upon evidence of successful completion of 15 graduate level credit hours beyond a Bachelor's degree, a teacher will be advanced horizontally on the salary scale to the Bachelor's plus 15 salary column. Evidence of completion must be submitted to the Superintendent's office and the salary change will occur during the next full pay period. All graduate level credit hours must be to the benefit of the teacher's professional career in education.

Upon evidence of successful completion of an approved Master's degree, a teacher will be advanced horizontally on the salary scale to the Master's salary column. Evidence of completion must be submitted to the Superintendent's office and the salary change will occur during the next full pay period. All graduate level credit hours must be to the benefit of the teacher's professional career in education.

Upon evidence of successful completion of 30 graduate level credit hours beyond a Master's degree, a teacher will be advanced horizontally on the salary scale to the Master's plus 30 salary column. Evidence of completion must be submitted to the Superintendent's office and the salary change will occur during the next full pay period. All graduate level credit hours must be to the benefit of the teacher's professional career in education.

### **D. A teacher retiring after teaching in RSU 40 for fifteen (15) years will be eligible to receive the teacher's per diem rate of pay for up thirty (30) accumulated sick leave days upon retirement on or before July 1 of the calendar year the teacher retires. The Board must receive a written statement from the teacher notifying the Board of their retirement on or before February 1st of the calendar year the teacher retires to be eligible.**



- E. Any teacher who must retire for emergency health reasons and as recommended by their physician or for other extraordinary circumstances, at the discretion of the Superintendent, will be allowed the same provisions as in the preceding paragraph.
- F. Teachers who work outside the normal work day on activities or special school projects for which compensation is not otherwise provided under this Agreement will be compensated \$30.00 per hour. In order to be compensated teachers will have prior written approval from the Superintendent/designee. For this section, special school projects may include such activities as curriculum development, staff development and work involving the implementation of the certification statute.
- G. Appointment of Mentors
  - 1. Mentors will be assigned to certification candidates according to procedures identified in the Department approved local support system plan. A teacher who is approved, appointed and completes service time as a Mentor will receive a stipend of \$1,000.00 (per teacher - per team). The stipend is paid in June after approval by the recertification committee.
  - 2. Appointment of teacher mentors will be made on a voluntary basis.

#### **Article XV: Health Insurance**

- A. The Board agrees to pay one-hundred percent (100%) of the cost of single coverage or eighty percent (80%) of the cost of adult/child, two person or family coverage at the MEA Choice Plus Plan premium rate for each full-time teacher employed by the district. The teacher will pay the remaining twenty percent (20%) of the premium.
  - 1. Teachers who elect coverage under the MEA Standard Plan will be responsible for the difference in cost between the MEA Standard Plan premium and the Board's level of contribution to the MEA Choice Plus Plan premium at the applicable level of coverage.
  - 2. Teachers who elect coverage under the MEA Standard 500 Plan, the Board agrees to pay eighty-three percent (83%) of adult/child, two person or family coverage for each full-time teacher. The teacher will pay the remaining seventeen percent (17%) of the premium.
  - 3. Teachers who elect coverage under the MEA Standard 1000 Plan, the Board agrees to pay eighty-five percent (85%) of adult/child, two person or family coverage for each full-time teacher. The teacher will pay the remaining fifteen percent (15%) of the premium.
  - 4. The Board reserves the right to substitute equal and comparable health benefit coverage subject to review and approval by MVEA.

- B. Teachers not desiring the above insurance coverage will not be entitled to any payment in lieu thereof.
- C. Part time teachers employed by the district will be eligible to receive prorated benefits.

#### **Article XVI: Travel Expenses**

- A. Any teacher who uses their personal fully insured motor vehicle to transport pupils to or from a school, to athletic contests, or any school-sponsored activity authorized by the principal will receive travel expenses at the current IRS mileage rate.
- B. Teachers who are assigned to more than one school per day, and teachers who are authorized by the office of the Superintendent to travel, will be reimbursed for all necessary travel in their personal vehicles at the current IRS mileage rate.

#### **Article XVII: Extracurricular and Administrative Support Stipends**

- A. Assignments to extracurricular and administrative support activities will be voluntary.
- B. The Board will consider recommendations from the Association concerning the addition or deletion of extracurricular activities or administrative support activities.
- C. For extracurricular activities, a coach or an advisor will be placed on the appropriate step based upon years of experience in that activity.
- D. See Appendix C attached for extracurricular and administrative support stipend schedules
- E. The Board will create a policy clarifying how additional activities are recognized and stipended (see Policy JJ - Co/Extracurricular Student Activities).
- F. It is understood that any activity appointment is: (i) a one-year appointment, (ii) not an entitlement for a subsequent appointment, and (iii) not grievable. The Board reserves its right to offer or not offer, fund or not fund, any of the listed activities, and to fill such appointments with an individual of its choosing. Any opening for such an appointment, whether funded or not, will be posted.

### **Part Four: Leaves**

#### **Article XVIII: Sick Leave, Sick Leave Bank**

- A. Sick leave will be used for personal illness or medical treatment except as otherwise noted in the contract.

- B. All teachers will be entitled to fifteen (15) days sick leave each school year. Part time teachers employed by the district will be eligible to receive prorated benefits. Unused sick leave may be accumulated from year to year to a total of one hundred fifty (150) days. A teacher reaching the maximum sick leave will receive fifteen (15) non-accumulating days. Family Care leave and FMLA leave will run concurrently if applicable.
- C. Sick leave time used will be recorded in half-day increments.
- D. In cases of extended illness (five [5] or more days) the Superintendent may request a statement from a duly licensed physician substantiating a claim for sick leave before honoring such claim. If such a statement is not present within ten (10) days of the request, the claim will be disallowed.
- E. The district may take reasonable and appropriate action when any staff member abuses sick leave. This action includes reprimand, loss of pay, and may lead to termination.
- F. A teacher's accumulated sick leave will be included on the advice slip sent each pay period.
- G. At the beginning of each school year, a teacher may contribute one (1) day of their sick leave allowance to a common sick bank to be administered by the Superintendent. It will be the responsibility of the Superintendent to notify the Sick Leave Bank Committee of each request and each withdrawal from the sick bank as each occurs.
- H. To be eligible for the sick bank, a teacher must give one (1) of their sick days at the beginning of each contract year. Unless a teacher provides written notice to the Superintendent within fifteen (15) days from the beginning of their work year or from the teacher's date of hire, one (1) sick leave day will automatically be deducted from their sick leave and given to the sick leave bank.
- I. Teachers who have exhausted their accumulated personal sick leave allowance may make reasonable withdrawals from the sick bank as determined by the Sick Leave Bank Committee and the Superintendent, not to exceed sixty (60) days in any given school year. Additional days may be granted from the bank under unusual circumstances at the Superintendent's sole discretion. In September of each year, the bank will carry a maximum of three hundred (300) days. In the event the bank becomes depleted, each participating sick leave bank member who has accumulated sick leave days will be assessed one (1) day from the teacher's accumulated sick leave.

All decisions made by the Sick Leave Bank Committee are final and are not subject to litigation or the grievance procedure.

- J. Teachers who make sick leave bank withdrawals in excess of sixty (60) days will be required to replace those days at a rate of not less than five (5) days per year, until the days are repaid. Any teacher who must retire for emergency health reasons and as recommended by their physician or for other extraordinary circumstances, at the discretion of the sick leave committee, may be forgiven this repayment provision.
- K. Whenever possible, elective surgery and recuperation time should be scheduled during a time when school is not in session.
- L. **Attendance Incentive**  
Any teacher who does not use sick leave days (including sick leave or personal leave) during any year will receive \$200, \$150 for one (1) day, and \$100 for using only two (2) days, to be paid at the end of the school year, if funds are available, but in any instance, not later than the first pay period of the next fiscal year. Employees will not qualify for this incentive if they take unpaid days off. Part time teachers employed by the district will be eligible to receive prorated benefits.

#### **Article XIX: Personal Leave**

- A. Whenever possible and preferably with a two (2) weeks' prior written notice to the building principal, a teacher may elect to take paid personal leave totaling not more than five (5) days during the school year. In the event of an emergency, illness, or other sudden necessity, personal leave may be taken with as much prior notice as is feasible under the circumstances.

RSU 40 reserves the right to request documentation to substantiate the need to take personal leave for an emergency, illness, or other sudden necessity when such leave is taken for three or more consecutive days.

- B. Personal Leave will be charged against sick leave.
- C. A teacher may use up to one day of personal leave to extend a vacation if:
  - 1. A teacher has been employed in the district for a minimum of five years.
  - 2. A teacher has used less than eight sick days per year within the preceding five years.

Requests must be submitted to the Superintendent by September 30 for November and December recesses and by December 1 for winter and spring recesses. The Superintendent may grant up to four requests per vacation period. The vacation

periods are: Thanksgiving recess, Holiday recess, Winter recess, and Spring recess. The Superintendent's decision is final and not subject to the grievance procedure.

- D. Teachers who request personal leave on a day immediately before or after one of the recesses listed in paragraph C. and who do not meet the criteria under paragraph C. will be required to state the specific reason for the request prior to receiving approval by the Superintendent. Unless the reason constitutes an emergency, or there is otherwise good cause to grant such a request (as determined at the sole discretion of the Superintendent), such request will not be approved.
- E. Part time teachers employed by the district will be eligible to receive prorated benefits.
- F. Use of Personal Leave will be recorded in increments of one hour.
- G. Unused Personal Leave has no cash value and will not be paid out upon separation from employment. If a teacher returns to employment within one year, any unused Personal Leave will be reinstated.

#### **Article XX: Parental Leave**

Accrued sick time may be used for up to six (6) weeks for maternity/paternity and bonding leave that runs concurrent with any applicable FMLA New Child Leave. If more than one teacher is eligible for Parental Leave for the same child(ren), a total of six (6) weeks will be permitted between the teachers. This leave must be used within the first 12 weeks of a child's birth, placement, or adoption. At the sole discretion of the Superintendent, additional Parental Leave may be granted. The sick leave bank cannot be used for Parental Leave.

#### **Article XXI: Leave for Family Illness**

Fifteen (15) days of sick leave may be used for the express purpose of caring for an ill or injured family member when alternative, suitable provisions for the care of the family member cannot be made. In the event family illness leave is exhausted, due to extraordinary circumstances, a request for additional paid leave may be submitted to the Superintendent for approval. Family Care leave and FMLA leave will run concurrently if applicable. Part time teachers employed by the district will be eligible to receive prorated benefits.

#### **Article XXII: Bereavement Leave**

All teachers are entitled to five (5) days of bereavement leave. This leave will be granted for bereavement of parent, grandparent, child, spouse, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law and for a person with whom the teacher had a close, personal relationship. At the sole discretion of the Superintendent, additional leave days

may be granted. Part time teachers employed by the district will be eligible to receive prorated benefits.

#### **Article XXIII: Jury Duty Leave**

Any teacher required to serve as a member of a jury on any scheduled workday will be allowed leave. The teacher will be entitled to their regular pay and the teacher will, as soon as it is received, pay the jury duty income to the district.

#### **Article XXIV: Extended Leave of Absence**

- A. The Board encourages regular, normal and continuous attendance of all teachers. Each teacher is a valuable contributing member to each school team. Within this framework, teachers are discouraged from taking unnecessary leaves of absence.
- B. A teacher's request for an extended leave of absence will be considered by the Superintendent and the Superintendent will exercise sole discretion in considering whether to grant the request. If the Superintendent denies the request, the teacher will be given a reason for the denial in writing.
- C. All benefits will cease during an extended leave of absence, with the exception of insurance, which the teacher may continue, providing the teacher pays the full premium not later than the first day of the month for which the premium is due. The leave of absence will not be considered a break in service and no seniority, benefits, or salary will accrue during said absence.

#### **Section XXV: Sabbatical Leave**

- A. On the recommendation of the Superintendent, the Board may grant teachers with seven (7) or more years of service in the schools of RSU 40 up to one (1) year's sabbatical leave of absence for the purpose of planned study, professional advancement, or a course of study to be better qualified by education and culture to meet the district's goals.
- B. There may be no more than the equivalent of two (2) full-time teachers on sabbatical leave at any one time.
- C. A teacher granted sabbatical leave will receive their teaching salary for that particular contract year. The teacher will also receive (i) paid health insurance benefits, (ii) seniority credit, and (iii) experience credit on the salary schedule. The teacher will not receive any other benefits such as sick leave, bereavement leave, personal leave, or course reimbursement.
- D. Sabbatical leave will not be granted unless request for sabbatical leave has been received in writing, at the office of the Superintendent, on or before February 1st of

the year preceding the contract year for which the teacher has requested sabbatical leave. The Board will decide whether to grant or deny the sabbatical leave request(s) not later than the first Monday in May and the Superintendent will notify the teacher in writing promptly thereafter.

- E. The Board will require a teacher to return as an employee of RSU 40 for a period of three (3) years as a precondition to granting sabbatical leave and any teacher taking said leave will be conclusively deemed to have agreed to the same. Any teacher failing to return or failing to complete the three (3) year requirement will be liable to RSU 40 for the complete amount of their sabbatical stipend, on a prorated basis. In the event the teacher fails to complete the return obligation including the costs they will be liable for costs, on a prorated basis, for any provided benefits that the district furnished to the teacher during the sabbatical. The teacher will sign an agreement to that effect prior to commencing sabbatical leave.

If the teacher dies or is unable to return or continue teaching and receives a Maine State Retirement System's disability retirement, the teacher will not be required to fulfill this repayment obligation.

## **Part Five: Grievance**

### **Article XXVI: Grievance Procedure**

#### **A. Purpose**

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to problems which from time to time arise involving conditions or terms of this contract.
2. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
3. Nothing herein contained will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any member of the administration, and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement, and that the Association has been given the opportunity to be present at such adjustment and to state its views.

#### **B. Definitions**

1. A "grievance" for purposes of this contract will be defined as any controversy, complaint, misunderstanding or dispute arising between the parties as to the meaning or application of the specific terms of this agreement. It is expressly understood and agreed that the definition of grievance contained in this section

will in no way affect the Board's exercise of its obligation to formulate and establish educational policies pertaining to the management of the RSU 40 school system, pursuant to the Constitution, laws and regulations of the State of Maine or its duly authorized agencies.

2. An "aggrieved person" is the person(s) or the Association making the claim.
3. A "party in interest" is the person(s) or the Association making the claim and any person who might be required to act or against whom action might be taken in order to resolve the claim.
4. "Days" will mean school days when school is in session, and any business day that the Superintendent's office is open during summer recess.

C. Time Limits

1. The grievance must be initiated within thirty (30) days of the date the acts or omissions giving rise to the grievance were discovered or should have been discovered, whichever occurs first.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

D. Informal Procedure

If a teacher or the Association feels that there may be a grievance, the grievance should first be discussed with the principal or other appropriate administrator in an effort to resolve the problem informally.

E. Formal Procedure

The formal procedure should begin with the appropriate party in interest at either Level One or Level Two.

1. Level One: School Principal
  - a. If an aggrieved person is not satisfied with the outcome of the informal procedure, they may present their claim within ten (10) days as a formal grievance in writing to their Principal.
  - b. The Principal will, within ten (10) days after receipt of the written grievance, render their decision and the reasons therefore in writing to the aggrieved person with a copy to the President of the Association.



- c. If the aggrieved person is not satisfied with the disposition of their grievance at Level One, they may within ten (10) days after the decision, or within ten (10) days after the formal presentation, file their written grievance with the Superintendent.

## 2. Level Two: Superintendent of Schools

- a. The Superintendent will, within ten (10) days after receipt of the referral, meet with the grievant and their representative for the purpose of resolving the grievance.
- b. The Superintendent will, within ten (10) days after the meeting, render a decision and the reasons in writing to the aggrieved person.
- c. If the aggrieved person is not satisfied with the disposition of their grievance at Level Two, they may within ten (10) days after the decision, or within ten (10) days after the meeting, upon notification to the Superintendent, file a grievance for appeal with the Board.

## 3. Level Three-Board of Directors

- a. The Board will, at their next regular meeting, meet with the aggrieved person for the purpose of reviewing the grievance.
- b. The Board will within ten (10) days after such meeting, render its final decision and the reasons in writing to the aggrieved person.
- c. If the aggrieved person is not satisfied with the disposition of their grievance at Level Three, they may, within ten (10) days after the decision, or within ten (10) days after the Board meeting, request in writing to the President of the Association that their grievance be submitted to arbitration.

## 4. Level Four-Impartial Arbitration

- a. The Association will, within ten (10) days after receipt of such request, if the Association formally determines that the grievance is meritorious and recommends such action, submit the grievance to arbitration by notifying the Board in writing.
- b. The Board Chair or designee and the President of the Association will within ten (10) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an arbitrator within ten (10) days, the American Arbitration Association will immediately be called upon to select one.

- c. The arbitrator selected will confer promptly with the representative of the Board and the Association, will review the records of the prior meetings, and will hold such further meetings with the aggrieved person and other parties in interest as they deem requisite.
- d. The arbitrator will within thirty (30) days after their selection, render their decision in writing to all parties in interest, setting forth their findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision that requires the commission of an act prohibited by law or which is violative of the terms of this agreement. The decision of the arbitrator will be submitted to the Board and the Association, and will be final and binding on the parties.
- e. The costs for the services of the arbitrator will be borne equally by the Association and the Board.

F. Rights of Teachers to Representation

- 1. No reprisals of any kind will be taken by either party against any participant in the grievance procedure because of such participation.
- 2. Any teacher who is not a union member must pay an hourly service fee for contract administration. The National Education Association, the Maine Education Association, and the Medomak Valley Education Association jointly and severally agree to indemnify and hold RSU 40, its Board, agent and employees, jointly and severally and in their individual and official capacities, fully and completely harmless from and against any and all claims, suits, demands, defense costs, including attorney's fees, judgments, and damages of any kind or nature whatsoever which may arise as a result of any action taken pursuant to any provision of this paragraph.
- 3. Any party in interest may be represented at any formal level of the grievance procedure by a person of their own choosing, except that they may not be represented by a representative or by an officer or any teacher organization other than the Association.
- 4. When a teacher is not represented by the Association, the Association will have the right to be present and to state its view at all formal stages of the procedure.
- 5. The Association may, if it so desires, call upon the professional services of the Maine Education Association for consultation and assistance at any stage of the procedure.

G. General Provisions

1. Any grievance not initiated or preceded in accordance with the procedures herein will be deemed waived.
2. Each grievance must be filed on the mutually acceptable grievance form attached as Appendix A.
3. All meetings and hearings under this procedure may not be conducted in public and may include only such parties in interest and their designated or selected representatives, referred to in this Grievance Procedure.
4. Copies of all documents, communications, and records dealing with the processing of a grievance will be included in the personnel files of the aggrieved person or persons.
5. All documents, communications, and records dealing with the processing of a grievance, in cases where the Association is the grievant acting on behalf of other Association members will be kept in a separate file.

**Part Six: Terms of Agreement**

**Article XXVII: Terms of Agreement**

- A. This agreement will be effective as of September 1, 2021, and will expire on August 31, 2024.
- B. Copies of this agreement will be made available by the Board to all teachers employed in the district within thirty (30) days after the agreement is signed.
- C. This instrument will contain the entire agreement between the parties and no statement, promises or inducements made by any party hereto, or agent or employee of either party hereto, which is not contained in this written contract will be valid or binding; and this agreement may not be enlarged, modified, or altered except in writing signed by the parties and endorsed herein.

In Witness Whereof, the parties have caused this agreement to be executed the day and the year written above, the signatures hereto being authorized to sign and agree to this agreement.

**RSU 40 Board of Directors**

By: \_\_\_\_\_  
Chair

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Medomak Valley Education Association**

By: \_\_\_\_\_  
President

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPENDIX A**

**RSU 40 Grievance Form**  
*Please print all information*

**Grievant Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Building/School:** \_\_\_\_\_

**Specific contract provision(s) allegedly violated:**

Article/Section: \_\_\_\_\_ Page: \_\_\_\_\_

Article/Section: \_\_\_\_\_ Page: \_\_\_\_\_

Article/Section: \_\_\_\_\_ Page: \_\_\_\_\_

**Alleged incident occurred:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM \_\_\_ PM \_\_\_

Place: \_\_\_\_\_

**Complete statement by the grievant of the alleged violation.** Include: events and/or conditions of the alleged violation(s) and the persons responsible.

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**Remedy sought** (be specific):

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\_\_\_\_\_  
Signature of Grievant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date Filed

## Appendix B: Salary Schedules

**FY 2021-22**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+30</b>
1	\$ 40,867	\$ 42,093	\$ 43,356	\$ 45,957
2	\$ 41,889	\$ 43,145	\$ 44,440	\$ 47,106
3	\$ 42,936	\$ 44,224	\$ 45,550	\$ 48,283
4	\$ 44,009	\$ 45,329	\$ 46,689	\$ 49,490
5	\$ 44,564	\$ 45,901	\$ 47,278	\$ 50,115
6	\$ 45,133	\$ 46,487	\$ 47,882	\$ 50,755
7	\$ 45,717	\$ 47,088	\$ 48,501	\$ 51,411
8	\$ 46,859	\$ 48,265	\$ 49,713	\$ 52,696
9	\$ 48,030	\$ 49,471	\$ 50,956	\$ 54,013
10	\$ 49,231	\$ 50,708	\$ 52,229	\$ 55,363
11	\$ 50,461	\$ 51,975	\$ 53,534	\$ 56,746
12	\$ 51,722	\$ 53,274	\$ 54,872	\$ 58,165
13	\$ 53,015	\$ 54,606	\$ 56,244	\$ 59,618
14	\$ 54,340	\$ 55,970	\$ 57,649	\$ 61,108
15	\$ 55,698	\$ 57,369	\$ 59,090	\$ 62,636
16	\$ 57,090	\$ 58,803	\$ 60,567	\$ 64,201
17	\$ 58,517	\$ 60,273	\$ 62,081	\$ 65,806
18	\$ 59,980	\$ 61,779	\$ 63,632	\$ 67,450
19	\$ 61,479	\$ 63,323	\$ 65,223	\$ 69,136
20	\$ 63,015	\$ 64,906	\$ 66,853	\$ 70,864
21	\$ 64,590	\$ 66,528	\$ 68,523	\$ 72,635
22	\$ 66,204	\$ 68,190	\$ 70,236	\$ 74,450
23	\$ 67,859	\$ 69,895	\$ 71,992	\$ 76,311
24	\$ 69,555	\$ 71,642	\$ 73,791	\$ 78,218

**FY 2022-23**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+30</b>
1	\$ 41,284	\$ 42,523	\$ 43,799	\$ 46,426
2	\$ 42,316	\$ 43,585	\$ 44,893	\$ 47,586
3	\$ 43,373	\$ 44,674	\$ 46,015	\$ 48,775
4	\$ 44,457	\$ 45,791	\$ 47,164	\$ 49,994
5	\$ 45,568	\$ 46,935	\$ 48,343	\$ 51,243
6	\$ 46,706	\$ 48,107	\$ 49,551	\$ 52,524
7	\$ 47,873	\$ 49,309	\$ 50,789	\$ 53,836
8	\$ 49,069	\$ 50,541	\$ 52,058	\$ 55,181
9	\$ 50,295	\$ 51,804	\$ 53,358	\$ 56,560
10	\$ 51,552	\$ 53,099	\$ 54,691	\$ 57,973
11	\$ 52,840	\$ 54,425	\$ 56,058	\$ 59,421
12	\$ 54,160	\$ 55,785	\$ 57,459	\$ 60,906
13	\$ 55,513	\$ 57,179	\$ 58,894	\$ 62,428
14	\$ 56,901	\$ 58,608	\$ 60,366	\$ 63,988
15	\$ 58,322	\$ 60,072	\$ 61,874	\$ 65,586
16	\$ 59,779	\$ 61,573	\$ 63,420	\$ 67,225
17	\$ 61,273	\$ 63,111	\$ 65,005	\$ 68,905
18	\$ 62,804	\$ 64,688	\$ 66,629	\$ 70,627
19	\$ 64,373	\$ 66,304	\$ 68,294	\$ 72,391
20	\$ 65,982	\$ 67,961	\$ 70,000	\$ 74,200
21	\$ 67,630	\$ 69,659	\$ 71,749	\$ 76,054
22	\$ 69,320	\$ 71,400	\$ 73,542	\$ 77,954
23	\$ 71,053	\$ 73,184	\$ 75,380	\$ 79,902
24	\$ 72,828	\$ 75,013	\$ 77,263	\$ 81,899

**FY 2023-24**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+30</b>
1	\$ 42,936	\$ 44,224	\$ 45,550	\$ 48,284
2	\$ 44,008	\$ 45,329	\$ 46,689	\$ 49,490
3	\$ 45,108	\$ 46,461	\$ 47,855	\$ 50,726
4	\$ 46,235	\$ 47,622	\$ 49,051	\$ 51,994
5	\$ 47,390	\$ 48,812	\$ 50,276	\$ 53,293
6	\$ 48,574	\$ 50,032	\$ 51,533	\$ 54,625
7	\$ 49,788	\$ 51,282	\$ 52,820	\$ 55,989
8	\$ 51,032	\$ 52,563	\$ 54,140	\$ 57,388
9	\$ 52,307	\$ 53,876	\$ 55,493	\$ 58,822
10	\$ 53,614	\$ 55,222	\$ 56,879	\$ 60,292
11	\$ 54,954	\$ 56,602	\$ 58,300	\$ 61,798
12	\$ 56,327	\$ 58,016	\$ 59,757	\$ 63,342
13	\$ 57,734	\$ 59,466	\$ 61,250	\$ 64,925
14	\$ 59,177	\$ 60,952	\$ 62,780	\$ 66,547
15	\$ 60,655	\$ 62,475	\$ 64,349	\$ 68,210
16	\$ 62,171	\$ 64,036	\$ 65,957	\$ 69,914
17	\$ 63,724	\$ 65,636	\$ 67,605	\$ 71,661
18	\$ 65,316	\$ 67,276	\$ 69,294	\$ 73,452
19	\$ 66,948	\$ 68,957	\$ 71,025	\$ 75,287
20	\$ 68,621	\$ 70,680	\$ 72,800	\$ 77,168
21	\$ 70,335	\$ 72,445	\$ 74,619	\$ 79,096
22	\$ 72,093	\$ 74,256	\$ 76,483	\$ 81,072
23	\$ 73,895	\$ 76,111	\$ 78,395	\$ 83,098
24	\$ 75,741	\$ 78,013	\$ 80,354	\$ 85,175



## Appendix C: Stipend Schedules

FY 2021-22

Activity	School	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Level 1</b>		\$ 391	\$ 401	\$ 411	\$ 430	\$ 450
9th Grade Lead Advisor	MVHS					
9th Grade Asst Lead Advisor	MVHS					
10th Grade Lead Advisor	MVHS					
10th Grade Asst Lead Advisor	MVHS					
11th Grade Lead Advisor	MVHS					
11th Grade Asst Lead Advisor	MVHS					
Student Council	MMS					
<b>Level 2</b>		\$ 988	\$ 1,013	\$ 1,038	\$ 1,087	\$ 1,136
Athletic Assistant (Fall)	MVHS					
Athletic Assistant (Winter)	MVHS					
Athletic Assistant (Spring)	MVHS					
Costume Director (Spring)	MVHS					
Costume Director (Winter)	MVHS					
Drama Tech	MMS					
Future Farmers of America	MVHS					
Intramural	MMS					
Math Counts	MMS					
National Honor Society	MVHS					
Outdoor Club	MVHS					
SAT/RTI Leader	FVS					
SAT/RTI Leader	PMS					
SAT/RTI Leader	UES					
SAT/RTI Leader	MS					
SAT/RTI Leader	MS					
SAT/RTI Leader	WCS					
SAT/RTI Leader	WCS					
SAT/RTI Leader	MMS					
SAT/RTI Leader	MMS					
SAT/RTI Leader	MVHS					
SAT/RTI Leader	MVHS					
Science Olympiad (or equiv)	MMS					
Senior Class Advisor Asst	MVHS					
Senior Class Advisor Lead	MVHS					
Yearbook	MMS					

<b>Activity</b>	<b>School</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Level 3</b>		\$ 1,360	\$ 1,394	\$ 1,428	\$ 1,495	\$ 1,564
Choral Director	MVHS					
Drama	MMS					
Drama Director Asst (Winter)	MVHS					
Intramural	MVHS					
Math Team Assistant	MVHS					
Tech Director (Spring)	MVHS					
Tech Director (Winter)	MVHS					
Track Assistant	MMS					
<b>Level 4</b>		\$ 1,551	\$ 1,590	\$ 1,629	\$ 1,707	\$ 1,784
Team Leader	FVS					
Team Leader	FVS					
Team Leader	PMS					
Team Leader	PMS					
Team Leader	UES					
Team Leader	UES					
Team Leader	MS					
Team Leader	MS					
Team Leader	MS					
Team Leader	WCS					
Team Leader	WCS					
Team Leader	WCS					
Team Leader	MMS					
Team Leader	MMS					
Team Leader	MMS					
<b>Level 5</b>		\$ 1,630	\$ 1,671	\$ 1,712	\$ 1,793	\$ 1,875
Academy Assistant	MMS					
Art Program	MMS					
Baseball 7th	MMS					
Baseball 8th	MMS					
Cheering	MMS					
Cheering (Fall)	MVHS					
Costume Director (Fall)	MVHS					
Cross Country	MMS					
Soccer Boys	MMS					
Soccer Girls	MMS					
Softball 7th	MMS					
Softball 8th	MMS					
Student Council	MVHS					
Track	MMS					
Vocal Director (Fall)	MVHS					

<b>Activity</b>	<b>School</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Level 6</b>		\$ 2,464	\$ 2,526	\$ 2,587	\$ 2,710	\$ 2,834
Basketball Boys 7th	MMS					
Basketball Boys 8th	MMS					
Basketball Girls 7th	MMS					
Basketball Girls 8th	MMS					
Drama Director (Spring)	MVHS					
Drama Director (Winter)	MVHS					
Drama Director Asst (Fall)	MVHS					
Football Varsity Assistant	MVHS					
Football Varsity Assistant	MVHS					
Golf	MVHS					
Greenhouse Director	MVHS					
Soccer Boys JV	MVHS					
Soccer Girls JV	MVHS					
Summer Horticulture	MVHS					
Tech Director (Fall)	MVHS					
Tennis Boys	MVHS					
Tennis Girls	MVHS					
Track Assistant	MVHS					
Wrestling	MMS					
Wrestling Assistant	MVHS					
<b>Level 7</b>		\$ 2,889	\$ 2,961	\$ 3,033	\$ 3,178	\$ 3,322
Baseball JV	MVHS					
Basketball Frosh Boys	MVHS					
Basketball Frosh Girls	MVHS					
Chess Club	MVHS					
Cross Country	MVHS					
Debate Club	MVHS					
Math Team	MVHS					
PAWS Advisor	MVHS					
Softball JV	MVHS					
Special Olympics Coach	MVHS					
<b>Level 8</b>		\$ 3,332	\$ 3,415	\$ 3,499	\$ 3,665	\$ 3,832
Academy Lead	MMS					
Basketball JV Boys	MVHS					
Basketball JV Girls	MVHS					
Cheerleading	MVHS					
Drama Director (Fall)	MVHS					
Football Varsity	MVHS					
Track Boys	MVHS					
Track Girls	MVHS					
Yearbook	MVHS					

<b>Activity</b>	<b>School</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Level 9</b>		\$ 3,906	\$ 4,004	\$ 4,102	\$ 4,297	\$ 4,492
AC - Fine & Applied Arts	MVHS					
AC - Guidance	MVHS					
AC - Language Arts	MVHS					
AC - Math	MVHS					
AC - Science	MVHS					
AC - Social Studies	MVHS					
AC - Special Services	MVHS					
Band Director	MVHS					
Baseball Varsity	MVHS					
Soccer Boys Varsity	MVHS					
Soccer Girls Varsity	MVHS					
Softball Varsity	MVHS					
Wrestling	MVHS					
<b>Level 10</b>		\$ 4,891	\$ 5,013	\$ 5,135	\$ 5,380	\$ 5,624
Basketball Boys Varsity						
Basketball Girls Varsity						

**FY 2022-23**

<b>Activity</b>	<b>School</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Level 1</b>		\$ 391	\$ 400	\$ 410	\$ 430	\$ 449
9th Grade Lead Advisor	MVHS					
9th Grade Asst Lead Advisor	MVHS					
10th Grade Lead Advisor	MVHS					
10th Grade Asst Lead Advisor	MVHS					
11th Grade Lead Advisor	MVHS					
11th Grade Asst Lead Advisor	MVHS					
Student Council	MMS					
<b>Level 2</b>		\$ 988	\$ 1,013	\$ 1,038	\$ 1,087	\$ 1,136
Athletic Assistant (Fall)	MVHS					
Athletic Assistant (Winter)	MVHS					
Athletic Assistant (Spring)	MVHS					
Costume Director (Spring)	MVHS					
Costume Director (Winter)	MVHS					
Drama Tech	MMS					
Future Farmers of America	MVHS					
Intramural	MMS					
Math Counts	MMS					
National Honor Society	MVHS					
Outdoor Club	MVHS					
SAT/RTI Leader	FVS					
SAT/RTI Leader	PMS					
SAT/RTI Leader	UES					
SAT/RTI Leader	MS					
SAT/RTI Leader	MS					
SAT/RTI Leader	WCS					
SAT/RTI Leader	WCS					
SAT/RTI Leader	MMS					
SAT/RTI Leader	MMS					
SAT/RTI Leader	MVHS					
SAT/RTI Leader	MVHS					
Science Olympiad (or equiv)	MMS					
Senior Class Advisor Asst	MVHS					
Senior Class Advisor Lead	MVHS					
Yearbook	MMS					

<b>Activity</b>	<b>School</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Level 3</b>		\$ 1,360	\$ 1,394	\$ 1,428	\$ 1,495	\$ 1,564
Choral Director	MVHS					
Drama	MMS					
Drama Director Asst (Winter)	MVHS					
Intramural	MVHS					
Math Team Assistant	MVHS					
Tech Director (Spring)	MVHS					
Tech Director (Winter)	MVHS					
Track Assistant	MMS					
<b>Level 4</b>		\$ 1,551	\$ 1,590	\$ 1,629	\$ 1,707	\$ 1,784
Team Leader	FVS					
Team Leader	FVS					
Team Leader	PMS					
Team Leader	PMS					
Team Leader	UES					
Team Leader	UES					
Team Leader	MS					
Team Leader	MS					
Team Leader	MS					
Team Leader	WCS					
Team Leader	WCS					
Team Leader	WCS					
Team Leader	MMS					
Team Leader	MMS					
Team Leader	MMS					
<b>Level 5</b>		\$ 1,631	\$ 1,671	\$ 1,712	\$ 1,794	\$ 1,875
Academy Assistant	MMS					
Art Program	MMS					
Baseball 7th	MMS					
Baseball 8th	MMS					
Cheering	MMS					
Cheering (Fall)	MVHS					
Costume Director (Fall)	MVHS					
Cross Country	MMS					
Soccer Boys	MMS					
Soccer Girls	MMS					
Softball 7th	MMS					
Softball 8th	MMS					
Student Council	MVHS					
Track	MMS					
Vocal Director (Fall)	MVHS					

<b>Activity</b>	<b>School</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Level 6</b>		\$ 2,464	\$ 2,526	\$ 2,587	\$ 2,711	\$ 2,834
Basketball Boys 7th	MMS					
Basketball Boys 8th	MMS					
Basketball Girls 7th	MMS					
Basketball Girls 8th	MMS					
Drama Director (Spring)	MVHS					
Drama Director (Winter)	MVHS					
Drama Director Asst (Fall)	MVHS					
Football Varsity Assistant	MVHS					
Football Varsity Assistant	MVHS					
Golf	MVHS					
Greenhouse Director	MVHS					
Soccer Boys JV	MVHS					
Soccer Girls JV	MVHS					
Summer Horticulture	MVHS					
Tech Director (Fall)	MVHS					
Tennis Boys	MVHS					
Tennis Girls	MVHS					
Track Assistant	MVHS					
Wrestling	MMS					
Wrestling Assistant	MVHS					
<b>Level 7</b>		\$ 2,889	\$ 2,961	\$ 3,033	\$ 3,178	\$ 3,322
Baseball JV	MVHS					
Basketball Frosh Boys	MVHS					
Basketball Frosh Girls	MVHS					
Chess Club	MVHS					
Cross Country	MVHS					
Debate Club	MVHS					
Math Team	MVHS					
PAWS Advisor	MVHS					
Softball JV	MVHS					
Special Olympics Coach	MVHS					
<b>Level 8</b>		\$ 3,332	\$ 3,415	\$ 3,499	\$ 3,665	\$ 3,832
Academy Lead	MMS					
Basketball JV Boys	MVHS					
Basketball JV Girls	MVHS					
Cheerleading	MVHS					
Drama Director (Fall)	MVHS					
Football Varsity	MVHS					
Track Boys	MVHS					
Track Girls	MVHS					
Yearbook	MVHS					

<b>Activity</b>	<b>School</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Level 9</b>		\$ 3,907	\$ 4,005	\$ 4,102	\$ 4,298	\$ 4,493
AC - Fine & Applied Arts	MVHS					
AC - Guidance	MVHS					
AC - Language Arts	MVHS					
AC - Math	MVHS					
AC - Science	MVHS					
AC - Social Studies	MVHS					
AC - Special Services	MVHS					
Band Director	MVHS					
Baseball Varsity	MVHS					
Soccer Boys Varsity	MVHS					
Soccer Girls Varsity	MVHS					
Softball Varsity	MVHS					
Wrestling	MVHS					
<b>Level 10</b>		\$ 4,891	\$ 5,013	\$ 5,135	\$ 5,380	\$ 5,624
Basketball Boys Varsity						
Basketball Girls Varsity						



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<b>Activity</b>	<b>School</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Level 1</b>		\$ 391	\$ 401	\$ 411	\$ 430	\$ 450
9th Grade Lead Advisor	MVHS					
9th Grade Asst Lead Advisor	MVHS					
10th Grade Lead Advisor	MVHS					
10th Grade Asst Lead Advisor	MVHS					
11th Grade Lead Advisor	MVHS					
11th Grade Asst Lead Advisor	MVHS					
Student Council	MMS					
<b>Level 2</b>		\$ 988	\$ 1,013	\$ 1,038	\$ 1,087	\$ 1,136
Athletic Assistant (Fall)	MVHS					
Athletic Assistant (Winter)	MVHS					
Athletic Assistant (Spring)	MVHS					
Costume Director (Spring)	MVHS					
Costume Director (Winter)	MVHS					
Drama Tech	MMS					
Future Farmers of America	MVHS					
Intramural	MMS					
Math Counts	MMS					
National Honor Society	MVHS					
Outdoor Club	MVHS					
SAT/RTI Leader	FVS					
SAT/RTI Leader	PMS					
SAT/RTI Leader	UES					
SAT/RTI Leader	MS					
SAT/RTI Leader	MS					
SAT/RTI Leader	WCS					
SAT/RTI Leader	WCS					
SAT/RTI Leader	MMS					
SAT/RTI Leader	MMS					
SAT/RTI Leader	MVHS					
SAT/RTI Leader	MVHS					
Science Olympiad (or equiv)	MMS					
Senior Class Advisor Asst	MVHS					
Senior Class Advisor Lead	MVHS					
Yearbook	MMS					

<b>Activity</b>	<b>School</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Level 3</b>		\$ 1,360	\$ 1,394	\$ 1,428	\$ 1,496	\$ 1,565
Choral Director	MVHS					
Drama	MMS					
Drama Director Asst (Winter)	MVHS					
Intramural	MVHS					
Math Team Assistant	MVHS					
Tech Director (Spring)	MVHS					
Tech Director (Winter)	MVHS					
Track Assistant	MMS					
<b>Level 4</b>		\$ 1,552	\$ 1,590	\$ 1,629	\$ 1,707	\$ 1,784
Team Leader	FVS					
Team Leader	FVS					
Team Leader	PMS					
Team Leader	PMS					
Team Leader	UES					
Team Leader	UES					
Team Leader	MS					
Team Leader	MS					
Team Leader	MS					
Team Leader	WCS					
Team Leader	WCS					
Team Leader	WCS					
Team Leader	MMS					
Team Leader	MMS					
Team Leader	MMS					
<b>Level 5</b>		\$ 1,631	\$ 1,671	\$ 1,712	\$ 1,794	\$ 1,875
Academy Assistant	MMS					
Art Program	MMS					
Baseball 7th	MMS					
Baseball 8th	MMS					
Cheering	MMS					
Cheering (Fall)	MVHS					
Costume Director (Fall)	MVHS					
Cross Country	MMS					
Soccer Boys	MMS					
Soccer Girls	MMS					
Softball 7th	MMS					
Softball 8th	MMS					
Student Council	MVHS					
Track	MMS					
Vocal Director (Fall)	MVHS					

<b>Activity</b>	<b>School</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Level 6</b>		\$ 2464	\$ 2,526	\$ 2,587	\$ 2,711	\$ 2,834
Basketball Boys 7th	MMS					
Basketball Boys 8th	MMS					
Basketball Girls 7th	MMS					
Basketball Girls 8th	MMS					
Drama Director (Spring)	MVHS					
Drama Director (Winter)	MVHS					
Drama Director Asst (Fall)	MVHS					
Football Varsity Assistant	MVHS					
Football Varsity Assistant	MVHS					
Golf	MVHS					
Greenhouse Director	MVHS					
Soccer Boys JV	MVHS					
Soccer Girls JV	MVHS					
Summer Horticulture	MVHS					
Tech Director (Fall)	MVHS					
Tennis Boys	MVHS					
Tennis Girls	MVHS					
Track Assistant	MVHS					
Wrestling	MMS					
Wrestling Assistant	MVHS					
<b>Level 7</b>		\$ 2,889	\$ 2,961	\$ 3,033	\$ 3,178	\$ 3,322
Baseball JV	MVHS					
Basketball Frosh Boys	MVHS					
Basketball Frosh Girls	MVHS					
Chess Club	MVHS					
Cross Country	MVHS					
Debate Club	MVHS					
Math Team	MVHS					
PAWS Advisor	MVHS					
Softball JV	MVHS					
Special Olympics Coach	MVHS					
<b>Level 8</b>		\$ 3,332	\$ 3,415	\$ 3,499	\$ 3,665	\$ 3,832
Academy Lead	MMS					
Basketball JV Boys	MVHS					
Basketball JV Girls	MVHS					
Cheerleading	MVHS					
Drama Director (Fall)	MVHS					
Football Varsity	MVHS					
Track Boys	MVHS					
Track Girls	MVHS					
Yearbook	MVHS					

<b>Activity</b>	<b>School</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Level 9</b>		\$ 3,907	\$ 4,005	\$ 4,102	\$ 4,298	\$ 4,493
AC - Fine & Applied Arts	MVHS					
AC - Guidance	MVHS					
AC - Language Arts	MVHS					
AC - Math	MVHS					
AC - Science	MVHS					
AC - Social Studies	MVHS					
AC - Special Services	MVHS					
Band Director	MVHS					
Baseball Varsity	MVHS					
Soccer Boys Varsity	MVHS					
Soccer Girls Varsity	MVHS					
Softball Varsity	MVHS					
Wrestling	MVHS					
<b>Level 10</b>		\$ 4,891	\$ 5,013	\$ 5,136	\$ 5,380	\$ 5,625
Basketball Boys Varsity						
Basketball Girls Varsity						