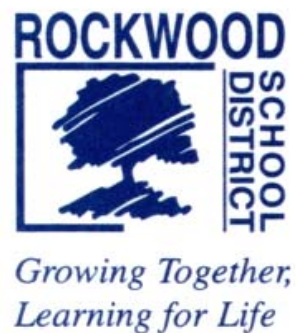


ROCKWOOD NATIONAL
EDUCATION ASSOCIATION
AND
ROCKWOOD BOARD OF EDUCATION
CURRENT AGREEMENT

Effective July 1, 2008 through June 30, 2010

NEGOTIATED ISSUES
CURRENTLY IN EFFECT



ROCKWOOD NATIONAL EDUCATION ASSOCIATION CURRENT AGREEMENT

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**ROCKWOOD NATIONAL EDUCATION ASSOCIATION
AND
ROCKWOOD BOARD OF EDUCATION
CURRENT AGREEMENT
Effective July 1, 2008 through June 30, 2010**

Article I - Framework

Section A: Recognition

1. The Rockwood School District (District) recognizes the Rockwood National Education Association (RNEA) as the sole and exclusive bargaining representative for all regular full and part-time professional teaching employees of the District, who are paid on the basis of the teacher salary schedule excluding supervisory and administrative employees. This includes: teachers, counselors, librarians, instructional resource teachers, technology resource teachers, early childhood teachers, early childhood special education teachers, speech language pathologists and psychometrists. This excludes all other employees, including without limitation, administrative interns, social workers, occupational therapists, physical therapists, and substitute teachers. Provided, however, the District and RNEA recognize that part-time employees in the classifications represented by the RNEA, as listed above, are not entitled to medical, dental, vision, life or long term disability benefits as otherwise provided in this Current Agreement.
2. The District shall continue to recognize the RNEA as the sole and exclusive bargaining representative so long as the RNEA membership is at least 50% of the members of the bargaining unit. RNEA shall submit to the District by November 1st of each year a notarized statement confirming the number of RNEA members. If the District believes that the RNEA's certification of the number of members is inaccurate, the District shall have the right to request an independent auditor, agreed upon by both the RNEA and RSD. The auditor will verify the number of members and may not reveal the names of individual members to the District. The RNEA agrees to indemnify and defend the District against any claims by employees, former employees or others arising out of the withholding of dues or voluntary PAC contributions by the District, including, without limitation, claims that such dues or PAC contributions were not authorized or were otherwise improperly withheld.
3. The RNEA recognizes its responsibility to represent fully and equally without discrimination all members of the bargaining unit in all aspects of this Agreement (Current Agreement).
4. The RNEA recognizes the Board of Education (Board) as the sole body that has the responsibility for the management and control of all public schools within the District and the direction and management of the teaching staff and all other employees of the District, and is specifically designated with the responsibility of making the policies, rules and regulations by which the District is governed as provided by Missouri state law. The RNEA further

recognizes that the District's administrators, including the Superintendent, deputy, assistant and associate superintendents, principals and others, are properly charged with and authorized to implement the Board's policies, rules and regulations and appropriate legal obligations of the District and to address the day-to-day management and operation of the District and its employees.

Section B: Negotiations Procedures

1. The District and RNEA believe that a continuing, collaborative negotiations process is in the best interest of both parties.
2. The District and RNEA agree to negotiate in good faith on any matter subject to compensation and working conditions related to the terms and conditions of this Agreement provided, however, the District and the RNEA recognize that either group is not obligated to reach an agreement with the other regarding terms and conditions of employment, and that failure to reach agreement is not alone evidence of a failure on the part of the either group to negotiate in good faith.
3. The District agrees not to negotiate with any other employee organization or individual who is part of the bargaining unit on any matter subject to negotiations or otherwise related to the terms and conditions of this Agreement. However, these provisions shall not be understood to require the Board to discriminate against any employee in the exercise of his or her rights as an employee. Nor shall these provisions preclude the Board or the District's administration from responding appropriately to others in the exercise of rights accorded to them by law.
4. The District and the RNEA recognize that the Board of Education is the legally constituted body responsible for the determination of policies covering all aspects of the District. The Board recognizes that it must operate in accordance with all statutory provisions of the state, and such other rules and regulations as are promulgated by the Department of Education in accordance with such statutes. Subject to the authority of the District's administration to implement the Board's policies, rules and regulations and to manage and operate the day-to-day affairs of the District, the Board cannot reduce, negotiate, or delegate its legal responsibilities.
5. Both parties shall furnish each other, upon reasonable request, available information pertinent to the issue(s) under consideration.
6. The expense of any consultants used during the bargaining shall be borne by the party requesting them. The RNEA and the District may use consultants to assist in their preparations for negotiations.
7. The District and the RNEA agree that, during the period of negotiations and prior to reaching a tentative agreement or an impasse is declared, the proceedings of the negotiations shall not be released to anyone other than

those entitled to such information as contained in the Ground Rules unless an issuance has the prior approval of both parties.

8. When a Tentative Agreement is reached it shall be reduced to writing as the Agreement (Current Agreement) and submitted to the RNEA and the Board of Education for approval.
9. This Agreement, upon ratification by the RNEA and the District shall be official and contain the length of the Agreement. A Signature Page of the RNEA President, Bargaining Chair, RNEA team members, Board of Education President and Board of Education team members shall be part of this Agreement.
10. Prior to the expiration of this Agreement, the RNEA and the District agree to meet no less than six (6) months prior to the expiration to negotiate in good faith a successor agreement. The Ground Rules, Timeline and Protocols of the negotiations shall be agreed upon prior to the beginning of negotiations.

Section C: Impasse

1. If no agreement is reached, at the conclusion of the Final Bargaining Session, the Board will schedule a meeting within ten (10) calendar days to hear a report by the Board's negotiations team and the RNEA's negotiations team. The teams shall report on all tentative issue agreements and set forth their respective positions on all issues at impasse.
2. Following this meeting, the two teams shall resume negotiations and shall attempt to reach agreement within the next ten (10) calendar days. A mediator may be chosen to assist both parties if both parties mutually agree to the use of a mediator.
3. If no agreement is reached within this ten (10) calendar day period, the Board shall again schedule a meeting no later than five (5) calendar days to discuss the recommendations of the RNEA's negotiations team and the Board's negotiations team.
4. The day following this meeting the Board and the RNEA's negotiations teams shall meet, and the Board's team shall present a written set of Final Proposals to the RNEA team, which shall include the Board's proposals on each issue at impasse and all tentative agreements.
5. The RNEA shall provide the District a written decision regarding the Board's Final Proposals within five (5) calendar days of receiving the Board's Final Proposals.
6. Until a Successor Agreement is negotiated, all provisions of the Current Agreement including the existing salary schedule, without salary step increases, shall remain in effect. None of the issues tentatively agreed upon

shall take effect until a Successor Agreement is ratified by both the Board and the RNEA.

Section D: Re-openers

Should either the District or the RNEA wish to modify the Current Agreement during the length of this agreement either party shall notify in writing the other party. The following limits and boundaries will apply:

1. Nothing shall compel either party to agree to reopen the Agreement with the exception of those issues in Item #5 below.
2. Any re-openers should be of narrow focus and clearly defined.
3. The negotiations process for re-openers shall be limited to 30 calendar days.
4. Any tentative agreements must be ratified by both parties.
5. a.) If any provision of this Current Agreement shall be found to be contrary to law or DESE regulations, then that provision shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force and be effective for the term of the Current Agreement.
b.) Any section of the Agreement found to be unlawful shall be re-negotiated by the parties. Negotiations on that section only, shall commence within fifteen (15) days of the determination that the provision is unlawful. Negotiations shall be in conformance with the procedure outlined in this document.
c.) If negotiations are re-opened, both parties will adhere to the negotiations procedures contained in the Current Agreement. The ground rules, timeline and protocols will be agreed upon prior to the start of negotiations.

Section E: Current Agreement

The "Current Agreement" will only contain the language that is in effect at present. The "Current Agreement" will be available on-line to RNEA members and administrators.

Each Current Agreement will be placed as an appendix to the Board Policy Manual.

Article II - Salary

Section A: Salary Schedule

The starting salary for the 2008-09 school year is \$36,600. The top of the salary schedule at the Master's +30 is \$67,300. The starting salary for the 2009-10 school year is \$38,250. The top of the salary schedule at the Master's +30 is \$68,600. See the Appendix A for the 2008-09 Salary Schedule and Appendix B for the 2009-10 Salary Schedule.

Teachers previously on the last step will now receive a "longevity pay" increase in 2002-03 and in future years.

All certified teachers hired for the 1992-93 school year and thereafter will not advance beyond Step 7 on the Bachelor's channel.

For all certified teachers hired for the 1992-93 school year and thereafter, the BA/150 channel will be defined as BA+15.

Section B: Channel Change Requests

Teachers seeking a channel change to a BA/BS +15, MA/MS, MA/MS + 15 or MA/MS+30 or PhD must submit a Request for Channel Change on Salary Schedule form to the Assistant Superintendent of Human Resources /designee, illustrating the relevancy of the coursework in terms of enhanced classroom instruction, student achievement, certification in a critical teaching area or administrative certification.

Channel changes will not be approved that present a random pattern or selection without a focus or relevancy that can be explained by the applicant to the District. Selection of courses should result in additional teaching, counseling, librarian or administration certifications; be related or expand upon the knowledge base of a current certification, or be demonstrably related to enhanced classroom instruction or student achievement. This statement must accompany any request for a channel change.

In order for a teacher to advance on the salary schedule or move across salary channels:

1. The course work must be earned through an accredited institution approved by the Missouri State Department of Education for graduate credit hours.
2. Classes completed or degrees conferred after August 16, 1999, must be in a related academic area to obtain an additional state teacher certification.
3. Earned after the bachelor's degree for educational certification is conferred.
4. Earned in the subject(s) taught. (Prior to August 16, 1999)
5. Earned in a Master's of Education program appropriate to the elementary or secondary level.
6. Earned in an elementary or secondary counseling program. (Prior to August 16, 1999)
7. Earned in an elementary or secondary administration program. (Prior to August 16, 1999)
8. In the event of extenuating circumstances, a teacher may appeal the official transcript deadline to the Assistant Superintendent of Human Resources."

Channel Change Deadlines

Deadline	Result
August 1	If all channel change applications and official transcripts are received, first semester channel changes will be processed and reflected on the first paycheck.
October 15	Final deadline for first semester channel change. If all channel change applications and official transcripts are received, first semester channel changes will be processed and reflected over the remaining pay periods.
December 23	If all channel change applications and official transcripts are received, second semester channel changes will be processed and reflected on the January 31 st paycheck.
February 28	Final deadline for second semester channel change. If all channel change applications and official transcripts are received, second semester channel changes will be processed and reflected over the remaining pay periods.

9. A study team will be developed by May 2008, to explore the possibility of giving continuing education credit outside the normal college coursework. The study team will develop a proposal which will include the necessary structure and criteria for continuing education credit. The proposal will be presented to the Board of Education in March 2009.

10. Credit for National Board Teacher Certification (NBTC) is as stipulated below:

Teachers completing the National Board Teacher Certification will be paid a stipend of \$5,000 each year (or prorated for part of a school year) that the certification is held. Teachers receiving this certification during the school year will follow the channel change procedures in this Current Agreement. These changes will become effective at the beginning of the 2008-09 school year. Teachers currently holding NBTC will return to the channel consistent with their degree and graduate hours.

Section C: Loss of Pay/Paychecks

Teachers will be paid on the 15th and the last calendar day of the month except when such calendar date falls upon a Saturday, Sunday, or other legal holiday. In such case, teachers will be paid on the preceding date. Superintendent's Forum will review and approve the payroll schedule including dates and methods of distribution of checks in May, prior to the beginning of each school year. Effective January 1, 2005, all teachers will be required to be paid either by direct deposit or through a payment card.

The first paycheck of the new school year will be issued on the last working day in August.

In the event a teacher incurs five or more uncompensated contractual days, any salary adjustment will be distributed over the remaining contractual pay periods.

Section D: Compensation

1. Summer school salary will be paid according to a salary schedule reflecting four levels of teacher education and experience. The base level will reflect the changes in hours per day and days of attendance proposed for each year's Summer Academy. The three levels beyond the base level will be paid at 105% of the level below it. In addition, after 2008 Summer Academy, teachers will earn an additional amount for each year they return to teach in Summer Academy up to ten years.
2. Summer Workshop Stipends: Effective beginning June 1994, stipends for the summer staff development program will be paid only to those teachers who are not taking such workshops for graduate credit.
3. Substituting for Another Teacher: Payment will be the hourly rate of current substitute teacher pay.
4. Curriculum Planning Compensation
 - a) Curriculum Writing. The rate of curriculum writing compensation will be reviewed annually and set at a competitive rate.
 - b) Summer Workshop Stipend. The rate of summer workshop stipend will be reviewed annually and set at a competitive rate.
 - c) Recognizing the various needs and time constraints of teachers, teachers participating in-depth studies of curriculum writing may be given four options for completing tasks:
 - 1) After school hours.
 - 2) Saturdays.
 - 3) During the summer.
 - 4) Teachers who meet during school hours will have a substitute hired to cover their classes and will not be additionally compensated.

The District will set time and dollar parameters as to how long a task should take. Any committee which exceeds the allotted time frame must appeal to the Associate Superintendent in charge of Curriculum for an extension. Each member of the committee will vote as to how they would like to undertake the task at the onset of their undertaking.

5. Part-Time Teacher Compensation

Part-time teachers shall be compensated by computing the time scheduled for actual teaching divided by the total scheduled teaching time at a particular

level (minutes at elementary; class periods at middle and high school levels). Part-time teachers will be required to work their contractual proportion in all other duties required of full-time teachers (i.e., planning and conference, arrival and departure times).

The Assistant Superintendent of Human Resources or designee will explain to part-time teachers during employment orientations work time requirements and how compensation is computed.

Section E: Other Contractual Pay

1. Activities tied to a season will be paid over 6 pay periods in that season (fall, winter, spring).
2. Activities tied to a semester will be paid in that semester (9 pay periods each semester).
3. Activities for the full year will be paid out over 24 pay periods.

Section F: 403(b)/457(b) Vendors

403(b) Vendors: New 403(b) providers will not be added to the District's list unless a minimum of five employees confirms their intention to contribute to such new provider. In addition, current providers with three or less participants will not be able to accept new participants unless there is an aggregate number of employees desiring to participate totaling five.

457(b) Vendors: Employees will be provided the opportunity to select from five 457(b) vendors.

Section G: Compensation and Evaluation

Any compensation tied to the evaluation process would be agreed upon through the negotiation process.

Section H: Annual Appropriation Agreement

The Board warrants and represents that it reasonably believes that it will have sufficient funds to make all payments due pursuant to this Agreement, and hereby covenants that it will do all things lawfully within its power to obtain, maintain, request and pursue funds from which the said payments will be made. In the event the Rockwood School District is identified by the Missouri Department of Elementary and Secondary Education as "Financially Stressed" (Missouri Statutes 161.525 and 161.520) or that there is insufficient money in the treasury and in the proper fund for the payment of teacher salaries and other compensation, the Board shall promptly notify the Rockwood National Education Association Board of Directors in writing. If the Rockwood School District is identified as "Financially Stressed" by the Missouri Department of Elementary and Secondary Education or the Board notifies the RNEA that there is insufficient money in the treasury and in the proper fund for the payment of teacher salaries and other compensation, the Rockwood National Education Association agrees to enter into immediate

negotiations with the Rockwood School District Board of Education to specifically address financial issues only. Failure of the District to make payments of salary or other compensation or benefits to teachers pursuant to Mo. Rev. Stat. Section 165.021 shall not constitute a breach of the Current Agreement.

Article III – Insurance

Section A: Insurance Committee

The Rockwood Insurance Committee will be co-chaired by a Rockwood School District appointee and an RNEA appointee. RNEA will appoint 50% of the committee membership. The composition of the committee shall include teachers, administrators and support staff. The purpose of the committee shall be to regularly review problems, procedures and the economic impact of any changes.

Yearly employee meetings will be held to review benefits and procedures.

The Insurance Committee will annually research and determine the average national medical, dental and vision insurance increases over the previous year. This review will compare national increases to the Rockwood School District increases. The annual increase of the District's contribution to the insurance program will be at least one-half (50%) of the average national increase plus one-half of one percent (.5%). The District contribution level will be determined annually for the plan years beginning November 1, 2007, 2008, and 2009, respectively.

When insurance carriers change, the District and the Association will work together to educate staff about insurance coverage. Yearly meetings will be set up to review benefits and procedures, and to answer employee questions.

A committee will be developed by May 2008, to explore the possibility of creating a District-paid insurance incentive to retired Rockwood teachers. The committee will develop a proposal which will be presented to the Board of Education by May 2009. An equal number of team members will be appointed by the District and the RNEA

Section B: Life Insurance

Term life insurance in the amount of \$50,000 will be provided.

Section C: Long-Term Disability Insurance

The District will implement a Long-Term Disability Insurance plan which will provide a monthly payment to an employee who suffers a total disability that prohibits an employee from performing his responsibilities. The basic provisions of the plan are:

1. 50% of current monthly salary (with a maximum payment of \$5000).

2. 75-day elimination period is the length of time an employee must wait after disability begins until he/she is eligible for the plan but the employee must expend all available sick leave prior to drawing long-term disability payments. Days are calendar days and not contract days.
3. Continuation of payments. Monthly payments will continue as long as the employee is totally disabled from performing his/her contracted responsibilities to age 65.
4. Benefit Integration. Any payments from Social Security or similar payments which are disability benefits, any retirement disability benefits, worker's compensation benefits, or any disability income disability benefits from another group insurance plan, etc., will be deducted from the monthly 50% payment.
5. Continuation of Benefit Following Termination of Employment. Employment is terminated automatically following twenty-four months of total disability from the date total disability was incurred. However, as long as the individual is totally disabled, the monthly benefit continues.

Section D: Dental Insurance

The dental insurance program will continue.

Section E: Medical Insurance

Insurance for Part-Time Teachers. The District will continue to investigate options for insurance for part-time teachers. This investigation shall be for informational purposes.

1. Termination of Insurance Coverage
 - a) A full-time teacher who separates employment with the District during the contractual period shall continue District insurance benefits through the end of the last month of employment.
 - b) Providing contracts are fulfilled, insurance will be covered through August for one-year only contracts, retirees, and resignations.

Section F: Vision Insurance

1. The District will provide a vision insurance plan for employees eligible under the current health insurance plan.
2. The District will pay 100% of individual premiums for employees and 50% of the premiums for the dependents.

Section G: Employee Wellness

Employee Wellness initiatives will be endorsed as a goal by both the district and RNEA.

Article IV - Retirement

[See Article V]

Article V - Leaves

Section A: Sick Leave

1. a.) At the beginning of the contractual year, probationary and permanent teachers will be granted ten (10) days sick leave per year with unlimited accumulation.”
 - b.) 1.) Sick leave is prorated for late hires and early resignations.
 - 2.) Sick leave is also prorated for a leave of absence that extends beyond one full semester.
2. Sick leave may be utilized for absence due to personal illness, injury, or accident; illness, injury or accident of a dependent, spouse, parents or children; the quarantine laws of the state; or a medical disability which prevents the employee from performing contractual duties. (Note: This does not include parents-in-law).

In the case of illness of a dependent, spouse, parents or children, up to fifteen (15) days sick leave per year will be allowed. These days may be taken in whatever daily increments are needed. (Note: This does not include parents-in-law).

In the case of a catastrophic or life threatening illness of a spouse, dependent or parent, the employee may be granted, upon approval of the Assistant Superintendent of Human Resources, additional days from the teacher's accumulated sick leave. The district reserves the right to request medical documentation if the length of the requested sick leave exceeds fifteen days.

A teacher who becomes ill and requests to be relieved will be provided coverage, and the teacher will be allowed to leave the premises if the teacher deems it necessary.

3. Sick Leave Award for Retirement

In order to be eligible for sick leave award upon retirement teachers must apply for benefit in writing no later than 30 days prior to the expected date of retirement, and:

- a.) Have a minimum of 10 days accumulated sick leave.

b.) Be continuously employed by Rockwood School District in a certified position for 5 or more years (exception if separation doesn't exceed 6 months).

c.) Must be full-time in final year of retirement, prorated for certified employees working part-time in their final year of employment must be eligible for a retirement benefit as defined by the PSRS (full, modified or disability).

Personnel in full-time certified positions, upon retirement from the District, with verification of PSRS retirement eligibility, will receive the following Sick Leave Award:

Retirees Eligible in 2004-05

Accumulated Sick Leave

<u>Days</u>	<u>Reimbursement</u>
First 100 days	\$100 per day
101-150 days	\$150 per day
After 151 days	\$200 per day

There continues to be no cap on the total number of sick-leave days which can be accumulated.

Retirees Eligible in 2005-06 through 2011-12:

In 2005-06 and subsequent years, pay out amounts will be calculated by using an index. The index will be determined by dividing the reimbursement amounts by the starting salary for 2004-05. Such index will then be multiplied by succeeding years' starting salaries. This formula may not be altered for seven years or before the end of the 2011-12 school year.

At the time of retirement, eligible employees may elect to receive this sick leave award either:

- a.) 100% of the award at the time of retirement, or
- b.) ½ of award at time of retirement, ½ of award in January following retirement, or
- c.) spread out over the next 2, 3 or 4 years on January 31st of each year. Equal payments will be made beginning in the January following retirement and mailed by the last workday in the month.

The employee must indicate which option he/she chooses at the time of retirement. Under Internal Revenue Service (IRS) regulations, 100% of the retirement is taxable in the year in which the employee becomes eligible and applies for the benefit irrespective of when the award is paid. (Amended 07/11/08)

Section B: Personal Leave

Personal leave will only be granted for circumstances which are unusual and urgent and could not be performed at a time other than during the time school is in

session. Personal Leave may not be used or construed to facilitate any organized type of work stoppage. Personal leave may not be used the day prior to winter break or spring break. An appeal for either the day prior to winter break or spring break may be granted upon approval of the Assistant Superintendent of Human Resources.

To use a personal day, the appropriate form must be completed and approved. The teacher must phone RASCAL to report an absence for personal leave. If these days are not used, they are accrued as sick days.

Teachers will receive twelve (12) days (ten sick days and two personal/emergency days) per year. If the two personal/emergency days are not used within the school year, they may accumulate to a total of four personal days. Any personal days beyond four will accumulate as sick days.

Section C: Perfect Attendance Compensation

A stipend of the current daily rate for substitute teachers will be granted for teachers who elect to receive compensation for their perfect attendance day.

1. A day of excused absence with pay will be granted to each teacher who is not absent from work any day of a semester contract period. Up to three (3) perfect attendance days may be accumulated and used singly or in any combination. No additional perfect attendance days may be earned until one of the three perfect attendance days is utilized, paid for at the daily substitute pay rate, or rolled into employee's sick leave.
2. Personal leave days used for religious holidays will not affect the ability to qualify for perfect attendance days.
3. The number of perfect attendance days approved District-wide will be limited on the following days. Any day before or after the Thanksgiving holiday, winter holiday, Spring Break; all Fridays in May, and the First Friday in June. Up to five requests for perfect attendance will be approved. The perfect attendance request will be on a first-come, first-served basis. The order of approval will be determined by the Human Resources Office according to the date and time of the principal's signatures on the perfect attendance application forms.

Section D: Inclement Weather

If the District does not compensate a substitute for the absence of a certified staff member on a day school is cancelled, no leave will be charged against the teacher.

Section E: Child-Rearing Leave/Adoption or Foster Care Leave

Teachers who take six (6) to eight (8) weeks of child-rearing leave for post-partum recovery plus additional weeks under Family and Medical Leave up to a maximum of twelve (12) weeks total in one school year and return to complete

that school year's contract will have the option to take off the following school year. This option must be selected by the teacher at least 60 days before the baby's due date, and before the commencement of the leave. For purposes of defining the school year, the fiscal year July 1 to June 30 will be used.

BIRTH OF A CHILD:

1. Six weeks for a normal delivery, eight weeks for a cesarean or up to twelve (12) weeks under Family and Medical Leave.
2. The remainder of the current semester, starting at the birth of the child and continuing to the end of the current semester, or
3. The remainder of the current school year starting at the birth of the child, whether born first or second semester, continuing to the end of the current school year.
4. The full school year following the birth of the child. This option must be selected by the teacher before commencement of the leave. For purposes of defining school year, the fiscal year July to June 30, will be used.
5. An application for child-rearing leave must be made at least 60 days prior to the due date for the birth of the child.

Section F: Adoption Leave

An eligible, full-time certificated employee may use up to six (6) weeks of the employee's accumulated paid sick leave for purposes of caring for a well child immediately following the adoption of the child. Eligibility for paid leave under this "Adoption Leave" policy shall be limited to the child's primary care giver. Employees who are not the primary care giver will not be eligible to use paid sick leave to care for a well child following adoption of the child, even if the primary care giver is not employed by the District.

Nothing in this policy is intended to limit an employee's ability (1) to use paid sick leave for the care of a dependent with an illness, as prescribed by generally applicable Board policy, or (2) to use unpaid leave in connection with the adoption of a child, in accordance with the Family and Medical Leave Act (FMLA) and Board of Education policy attendance thereto. Any and all paid leave taken under this "Adoption Leave" policy will be deducted from the employee's entitlement to adoption leave under the FMLA.

PLACEMENT OF A CHILD:

1. Adoptive parents will have the same options as birth parents. That is, the adopting parent may choose to take 6 to 12 weeks of Family and Medical Leave or the remainder of the current semester, starting with the placement of the child and continuing to the end of the semester current semester, or

2. The remainder of the current school year, starting at the placement of the child and continuing to the end of the current school year.
3. The remainder of the current school year, starting with the placement of the child and continuing for the following school year. The school year will be considered the fiscal year, commencing on July 1 and ending June 30.
4. The full school year following placement of the child. This option must be selected by the teacher before commencement of the leave. For purposes of defining school year, the fiscal year July 1 to June 30 will be used.
5. Application for child-rearing leave must be made at least 60 days in advance of the expected placement of the child.

Section G: Bereavement

Teachers may use three (3) days of leave for a death in the immediate family. The immediate family is defined as husbands, wives, parents, parents-in-law, children, brothers, brothers-in-law, sisters, sisters-in-law, grandchildren, grandparents, grandparents-in-law, sons-in-law, daughters-in-law, aunts, uncles, nephews, nieces, step relationships of those previously defined, or any person who is wholly dependent upon the employee. These three (3) days are not charged to sick or personal leave. Any additional days after the initial three (3) may be charged to sick or personal leave.

Teachers with accumulated sick leave may be excused, without loss of pay, for the time necessary to attend funeral services of relatives others than non-immediate family and/or friends. Maximum time allowed for funerals will be one (1) day and will be charged to accumulated sick leave. It is the responsibility of the teacher to phone RASCAL to report the absence.

Article VI - Professional Staff Substitutes

Section A: Professional Staff Responsibilities

Teachers who call RASCAL before 6 a.m. on the day of their absence will need to report their absence only to RASCAL. Teachers who call their absence into RASCAL after 6 a.m. on the day of the absence may be required by their principal to make an additional call to the principal or his/her designee.

Principals will be reminded to the types of queries they can run, at any time on the RASCAL system so that absences can be monitored.

Teachers when calling absences into RASCAL will be reminded to wait until they have received a job number before hanging up on the RASCAL system. Otherwise, a substitute will not respond to the absence.

In case of absence, the professional staff employee shall notify the individual designated by the building principal at the earliest possible time so that a substitute may be provided.

All teachers must maintain adequate lesson plans and updated seating charts to enable a substitute to take over a class with a minimum amount of time lost. These materials will be readily available at the teaching site.

Section B: Substitutes

When a teacher is out of the classroom for multiple days, as much as possible, the same substitute will be used.

When all library staff are out of the building, a substitute will be provided.

Specialty Substitutes: The Human Resources Department will recruit substitutes with appropriate background in the areas of computers, music, library, and industrial technology. Efforts will be made to identify and provide appropriate training when the teaching area requires special orientation to District programs.

A quarterly update of the available substitutes will be provided to each building.

Whenever possible, the substitute's background and preference will be matched with subject matter.

Staff Development will develop a one-day training session to be offered substitutes.

Article VII - Curriculum and Instruction

Section A: Instructional Time

Principals will seek suggestions from teachers to provide equitable preparation/duty time, while ensuring the safety and security of students.

Preparation/duty time does not include planning time defined as the minimum 250 minutes per week as mandated by the state.

Instructional time at the elementary level for band and string students shall be clarified with regard to classroom activities while students are absent.

1. These students are expected to complete independent work such as reading, study guides, worksheets, etc., which may have been done during class time while they were absent. Teachers will continue to reinforce previously introduced material. This information shall be standardized and distributed to the parents of each student considering enrollment in band/strings classes.
2. It is essential that each teacher establish a system which enables the students to gather assignments easily upon return to the regular classroom.

Section B: Program Development/Evaluation

All curriculum documents that have had formal School Board approval prior to the end of the school year will be distributed to teachers in hard copy or electronically by the last contract day of the school year.

When applicable, ALA's will be field-tested prior to implementation by the curriculum writing team. Teachers will report class progress in a narrative format including quantitative data (using appropriate scoring guide to give data about descriptors). The curriculum coordinators will then meet/contact the curriculum writing team to monitor and adjust the reporting procedure yearly.

The Associate Superintendent of Curriculum will ensure that all District curricula are developed and implemented according to District policy. The District will adhere to the practice of adopting curriculum as outlined in the Curriculum Advisory Council guidelines.

All instructional programs must come before the Curriculum Advisory Council before they can be implemented. The CAC members will then report back to their respective buildings regarding all proposed programs and return to the following CAC meeting with input from their buildings. The CAC minutes will be posted in each faculty conference area.

Section C: Distribution of Pilot Programs

1. Curriculum committees are encouraged to survey the staff before making decisions on pilot programs.
2. Curriculum committees will be encouraged to issue interim reports on progress of pilot programs to all schools.
3. The District, through the Inside Rockwood publication, will solicit and publish information regarding the availability of grants and the process for seeking/securing same.
4. The District will publish articles as often as space permits in future issues of Inside Rockwood which explain how teachers can participate in pilot programs at their schools.

Section D: Home School/TAG Center Schedules

1. Instructional expectations between the home school and the TAG Center and resource teachers should be defined and published in each home school handbook for teachers and parents/students.
2. These instructional expectations, developed through a committee process with Association and teacher representatives, will be standardized for the District and distributed by the Superintendent of Schools.

Article VIII - Meeting Student Needs

Section A: Support in Meeting Student Needs

To meet the needs of voluntary transfer and at-risk students, support will be provided for classroom teachers.

1. At the request of the teacher, a new student will be tested in basic skills such as reading, language, and math. It is suggested that testing occur within two weeks of the student's entering the District.
2. In the elementary school, the reading teacher and the principal will be notified when remedial students exceed five in the classroom.
3. Counselors and support groups will work with voluntary transfer students and at-risk students to develop empowering self-discipline skills which will increase the students' successes.
4. When a teacher's class reaches the number of Resource/Phase II students which reduces the students' chances for success, the teacher will notify the principal.
5. The principal will respond to the teacher in a timely manner regarding possible alternatives.

Section B: Class Size

Along with the overall planning process, The Board of Education is committed to reducing class sizes within the financial constraints of the District.

A teacher who experiences difficulties with student/teacher ratio, equity of student distribution, and/or whose class(es) has exceeded the MSIP minimum standards should notify the counselor and principal. If the matter remains unresolved, then the principal will involve the appropriate school staff to brainstorm all possible options. If unable to resolve the problem at the building level, the teacher may discuss the problem with the Superintendent or designee to insure that all appropriate steps have been taken to address the issue.

Class sizes should be maintained at a student/teacher ratio that is conducive to student learning and success and that does not exceed the MSIP minimum standards.

At all levels, principals should strive to equitably distribute students into classes/sections, taking into consideration the numbers and types of students as well as the instructional environment intended to be created.

Section C: Collaborative Process for Student Assessment

Recognizing the need to support the District's Mission Statement which focuses on results-oriented learning for students, the RNEA and Board agree to work collaboratively to develop multiple instruments for student assessment that will assist the District in evaluating instructional programs as well as developing public information that adequately gives an accounting of the District's instructional program in relation to student results. RNEA representatives participating in this collaborative process will be appointed by the RNEA President.

Section D: Enhancing the VICC Program

1. A District-wide orientation meeting will be held in the city in August to recruit students and provide information regarding the start of school.
2. A District-wide pamphlet of information will be developed to put into parents' hands at the orientation meeting. The pamphlet would contain information pertinent to getting students off to a successful start in school such as: Information on deadlines, transportation, registration, Adventure Club, and steps for success in school.
3. In order to foster a positive relationship, taxi cab companies and the VICC bus transportation personnel will be invited to quarterly meetings to discuss and enhance the level of service.
4. The District will continue to encourage the development of a voluntary mentoring program in all middle schools which focuses on appropriate role models.
5. The PIE Program will actively pursue African-American in its pool of available presenters.
6. Curriculum planning and staff development will continue to support improvement of the VICC Program.
7. The use of the VICC Partnership Program will be actively encouraged.
8. Whenever possible, an exit interview will be held for all VICC students leaving the District.

Section E: Crisis Intervention

1. The Crisis Intervention Planning Committee will develop a communications plan each year to update all schools regarding the Crisis Intervention Manual.
2. Distribution of the condensed version of the Crisis Intervention Planning Manual will be included in the faculty handbook in each school.

Section F: Student Behavior

Principals will seek suggestions from teachers for the design and implementation of strategies to support the development of appropriate student behavior.

Article IX - School Day Defined

Section A: School Day Defined

1. In addition to the regular hours of duty, attendance at meetings called by the principal's office or Central Office is considered a part of each teacher's professional responsibility. It is expected that adequate notice is given and that such meetings are held at reasonable times. Work on District-wide professional committees outside the regular school day will be voluntary.
2. Teachers will have a duty-free planning period except as required by the principal in special cases.

Section B: Duty-Free Lunch

Teachers/librarians/counselors will be provided a minimum of 25 minutes of uninterrupted duty-free lunch excluding passing time.

Article X - Duties Outside Regular School Day/ECA

Section A: Supervision

The ECA Committee will be reorganized into three subcommittees: elementary, middle school and high school with teacher and administrator representatives at each of these levels. It will be the responsibility of the ECA subcommittees to annually report to the full ECA committee, and the full ECA Committee to annually make recommendations through a Board Governance Committee to the Board of Education in February.

1. ECA rates will be developed through the recommendations of the ECA Committee. Since the ECA rates to be developed will be based on market comparison data, previously negotiated language that references indexing will no longer be applicable.
2. Members of the faculty serving as ticket takers, ticket sellers, game supervisors, dance supervisors, pep bus sponsors, etc., shall be compensated. The rate for supervisor compensation will be reviewed annually and set at a competitive rate. The following activities shall be compensated at differentiated rates:
 - Activities that occur after school.
 - For night events.
 - For Saturday events.

3. Pay for selected positions such as scorers and timers at athletic events will be reviewed by the administrator and athletic directors to establish an appropriate rate of pay for these responsibilities.

Section B: Extra Duties Not Compensated

Reasonable professional expectations are those that benefit the school climate, parent communication, and student participation. Using a collaborative administrative/teacher process at the school level, such as the monthly RNEA/Administration meetings, reasonable professional expectations shall be identified at the start of the school year in order to allow for planning and scheduling both for the school administration and teaching staff. The identified expectations may include, but are not limited to, back to school night/orientation, transition activities for incoming students, curriculum night, open house, award events, graduation/promotion, and parent organization activities.

Reasonable expectations:

- shall be established and reported in writing to teachers.
- are duties beyond the contract that are not compensated for or require forfeiture of a teacher's personal plan time. (Note: Parent/Teacher Conferences *are* a compensated activity).

Section C: Contracts for Sponsoring Activities

When a teacher is hired, he/she shall be informed that the extra-curricular commitment is considered part of the contract.

The sponsoring activity for teachers should be voluntary. However, this is not always possible. Should a teacher request a release from extra-curricular activities, the principal will make every reasonable effort to find a replacement. (Revised Forum 11/99)

The teacher is encouraged to put in writing to the building principal the request to be relieved of the extra-curricular activity. A copy of this request will be forwarded by the building principal to the Assistant Superintendent for Human Resources.

Section D: High School Zero Hour

Teaching a zero hour should be voluntary. Should a teacher decline or request a release for a zero hour position, the principal will make every effort to find another teacher to fill the position.

The Zero Hour stipend will be increased by 28.8% over 2 years from the current level in FY2007-08.

The secondary ECA Committee will be charged with reviewing the Zero Hour stipend each year in conjunction with the work of that committee after 2010.

The process for Zero Hour hiring will follow these steps:

1. The principals post the assignment within his/her own building and attempt to fill the Zero Hour position from within the staff.
2. In the event that the position cannot be filled from within the building, the position would be sent out to the other high schools for potential interest. Anyone from another school who is interested must be able to complete the Zero Hour assignment and get to his/her own building in time to complete their full assignment.
3. If we are still unable to fill the position, HR identifies all eligible employees from the District and then determines who is available to complete the assignment without interfering with the teacher's individual building schedule.

In situations two and three, the individual would have to have a first period plan time for travel purposes.

Article XI - Professional Development

Section A: Tuition Reimbursement/Staff Development

Teachers seeking tuition reimbursement for graduate credit hours earned as part of a BA/BS +15, MA/MS, MA/MS + 15 or MA/MS+ 30, PhD must submit a form Application for Course Approval and Tuition Reimbursement - Certified to the Assistant Superintendent of Human Resources /designee, illustrating the relevancy of the coursework in terms of enhanced classroom instruction, student achievement, certification in a critical teaching area, counseling, librarian, or administrative certification.

Courses will not be approved that present a random pattern or selection without a focus or relevancy that can be explained by the applicant to the District. Selection of courses should result in additional teaching or administration certifications, be related or expand upon the knowledge base of a current certification, or be demonstrably related to enhanced classroom instruction or student achievement.

The need for a statement to request tuition reimbursement will apply to teachers earning credit toward a BA/BS +15, MA/MS, MA/MS + 15 or MA/MS+ 30 and PhD beginning with college coursework in the fall 2006 semester.

Teachers are eligible for tuition reimbursement up to \$582.30 each fiscal year. The amount is based upon the current UMSL rate for three (3) graduate credit hours, which is currently \$194.10 per graduate credit hour. This rate will be adjusted annually as the UMSL rate changes and will be established on July 1 of each fiscal year.

The school District is encouraged to continue the level of support that currently exists for professional development.

Principals will be asked to monitor staff development so that there is a continuity of instruction for the students.

1. Under certain circumstances where administration has identified the need for technical training, tuition reimbursement will be available for undergraduate courses when approved by the Associate Superintendent for Curriculum and School Leadership. This provision does not apply to the Tuition Reimbursement Fund. Credit hours earned cannot be applied for channel changes on the salary schedule.
2. Teachers may submit form for pre-approval which will be processed within 21 days. This pre-approval will guarantee payment on successful completion of course work.”
3. The PDC is encouraged to continue to evaluate the quality and the kinds of training required of teachers.
4. The District will coordinate in-service so as to minimize multiple teacher absences in a school. Building principals will be provided a quarterly report of leave activity related to staff development/conference days.

Section B: Communication for Staff Development

In order to facilitate communication regarding staff development programs, the following actions will be taken:

The minutes of each Professional Development Committee meeting will be distributed and posted for faculty review in a timely manner in each building.

Section C: Teacher Attendance at Professional Seminar/Conference

1. The Rockwood School District will recognize the importance of its teaching staff attending conferences and seminars to promote teacher’s professional growth. The Rockwood School District will publish information pertaining to local, state, and national conferences and meetings in the bimonthly publication Inside Rockwood. There will be contact information included in a special form or box in the Inside Rockwood. The principal of each building will post information regarding the Network in a location where staff regularly confers. District coordinators will encourage interested teachers to attend worthwhile workshops and help the teachers find funding to attend.
2. The Rockwood administration and the RNEA will work together as a team to provide teachers the opportunity to attend the state NEA professional meetings when held in the St. Louis area.

Article XII - Teacher Evaluation

On the Probationary Teacher Summative Evaluation Form, the recommendation regarding future employment will be marked to reflect the principal's recommendation based on teacher performance. In the event the probationary teacher is or could be recommended for non-renewal for a reason other than a performance-related issue, the teacher will receive notification on a separate document.

Article XIII - Transfer Policy and Procedures

Section A: Transfer Process

To implement the transfer process for regular teaching vacancies, certificated employees interested in a vacancy will be placed in the following groups:

Round I

Round I Candidates shall include:

- Current teachers with full time contracts
- Current teachers who have served two consecutive, full time, one-year only contracts (180+ days for both years) and are applying for a position their third year
- Current teachers with tenured, part-time contracts
- Employees on one-year only contracts, (who have not served two consecutive one-year only contracts), and current teachers with non-tenured part-time contracts (180 days) will be eligible to be interviewed in Round I at the discretion of the building principal.

For transfer purposes, Round I candidates may apply for all openings; and, if qualified, will be guaranteed the opportunity for a maximum of six interviews for a school year

Employees who are interested in a posted position must submit a Request for Transfer Consideration Form to the Human Resources Office within the posting guidelines. The Human Resources Office will notify the building principal of the transfer requests and the building principal will schedule interviews with the Round I candidates. Prior to round one transfer interviews, an interview team is selected by the building principal (barring extenuating circumstances) which can have representation from different constituencies and/or job classifications (i.e. administrators, teachers, support staff or parents.) Following interviews, the principal will recommend a candidate to the Assistant Superintendent for Human Resources, or will determine not to recommend any Round I candidates and move to Round II. Round I candidates will be notified that they have not been offered the position by a building level administrator.

Round II

Round II Candidates shall include:

- Current teachers employed with part-time contracts or one-year only contracts, appropriately certificated employees, including substitutes and other certificated employees, including substitutes and other certificated employees in support staff positions, plus other regular applicants from within the subject/position of the vacancy.

Rockwood employees considered Round II applicants should call to affirm their interest in a given position.

Candidates do not submit a Request for Transfer Consideration Form but are selected for interviews through the regular hiring process. Therefore, it is important for interested Round II applicants to keep their applications current in the Human Resources Office.

The Assistant Superintendent for Human Resources will evaluate applicants and determine those candidates who will be interviewed in Round II.

Other Information/Procedures

Qualifications:

Certificated employees applying for a regular teaching vacancy in Round I will be notified of qualifications for a posted vacancy. After reviewing the requests, if it seems evident that a transfer applicant lacks the appropriate certification or minimum qualifications for the position, the Assistant Superintendent for Human Resources will discuss this matter with the applicant to confirm the problem or determine if it has been alleviated. If confirmed, the candidate would not continue with the interview process.

Postings:

Positions will be posted for three days until three weeks before new teacher orientation. Thereafter postings will be ASAP and guidelines for interviewing under round one will be suspended.

Filling Vacancies During the School Year:

As a general rule, shorter-term vacancies and extenuating circumstances occurring during the school year, such as maternity leaves, sick leave, and other absences of indefinite duration, may be filled directly by the Assistant Superintendent for Human Resources and the supervising administrator. Unless there are extenuating circumstances whereby the Superintendent determines it is for the welfare of all students to approve a transfer, vacancies occurring during the school term will normally be filled by appointing qualified substitutes or other regular applicants for these positions. These appointments will be considered temporary for the remainder of the school year only.

Vacancies which are filled temporarily during the year will then be posted as vacancies for the next school year, and teachers may submit Request for Transfer Consideration Forms and will be interviewed according to the provisions of Round I interviews.

Section B: Involuntary Teacher Transfers

Nothing in Regulation 4210, section entitled Administration-Initiated Transfer will change during the term of this Current Agreement with the addition of this sentence at the beginning of paragraph 8 in that section of the Regulation:

Following the transfer procedures outlined, if it is determined that the proposed transfer is necessary, Rockwood School District will notify the teacher in writing.

Article XIV - Traveling Teachers

Section A: Placement

Traveling teachers will be assigned a home base school where they are paid and receive their summative evaluations. Traveling teachers will be expected to attend faculty meetings at the school where they end the day, except by mutual agreement between the traveling teacher and the principals.

Section B: Home Base Defined

The District will develop a system in which traveling teachers will be placed in schools within close proximity to one another, when possible, allowing for planning time and lunch time. Emphasis will be placed on planned communications among the building principals, subject area coordinators, and the Human Resources Office on the utilization of traveling teachers.

Section C: Traveling Teacher Technology

A laptop computer will be issued to any full time traveling teacher who spends less than three hours at any one school during a typical work day. The computer will be issued for use during the contract year only.

Article XV - Participatory Management

Section A: Point Distribution/Utilization

The District will encourage building principals to use staff input in considering the allocation of points at the building level and inform the staff of decisions based on that input.

Section B: Participatory Management

Standing building-level committees/subcommittees should be driven by the goals of the School Improvement Plan. The number of building-level committees

should be appropriate to the tasks to be accomplished with well-defined goals and established timelines.

Non-standing building-level committees/sub-committees that require extensive work beyond the contract day, should be completed by teachers who volunteer for these tasks.

Teachers are encouraged to take part in participatory decision-making groups.

1. Participatory management will be used to assist in defining teacher responsibilities for before and after school activities and duties.
2. Through a participatory management process, teachers will be provided the opportunity for input regarding utilization of non-District funds raised at the building level. These funds do not include moneys associated with parent or student groups.
3. It is recommended that teachers appointed by the RNEA President be a part of the Finance Long Range Planning Committee.

Article XVI - Calendar Committee

The Calendar Committee will adhere to the following guidelines:

1. The Calendar Committee will consist of representatives of parents, community, teachers, support staff, and administrators. No fewer than four (4) members of the RNEA as submitted by the President of the Association will sit on the committee.
2. Rockwood staff will be notified of names of committee members, meeting dates, and any calendar information.
3. If the Committee deems necessary, a survey requesting suggestions and date preferences will be sent to all Rockwood staff. (This is not a vote on a particular calendar; instead, this survey will gather data regarding employee preferences for starting/ending dates, grade recording days, holiday breaks, etc.).
4. The Calendar Committee shall meet annually to create a calendar using survey information, Cooperating School District calendars, and legal obligations. Blank calendars will be available to facilitate the process of creating a school calendar.
5. The selection of the calendar to be presented to the Board shall be based on a consensus of the Calendar Committee.

Article XVII - Association Rights and Responsibilities

Section A: Dues Deduction/PAC

1. Electronic Account Transfer: The Rockwood School District will provide for electronic transfer of dues and PAC contributions from its bank to the account of RNEA within one (1) working day of disbursement of paychecks.
2. The District will provide an opportunity for teachers to designate a sum via payroll deduction for contribution to RNEA-PAC.
3. A teacher seeking to join the association after the initial enrollment period of September 10 must submit a dues deduction authorization by the 10th day of the month, which shall be at the regular monthly dues rate. To meet the deduction deadline for summer payroll, the authorization must be submitted no later than May 10.

Section B: Release Time for RNEA President

1. The president of the Rockwood National Education Association will be granted full-time release from all teaching and other District assigned duties during the two-year term of his/her office. The plan will be submitted to the Human Resources Department for review.
2. Sick days and personal days will be the equivalent of a full-time teacher. During the term of office, the president will continue to advance one step annually on the salary schedule and will be granted an equivalent number of years toward Rockwood's retirement.
3. Upon completion of his/her term of office, the president will be guaranteed a teaching position. Reasonable effort will be made to place the teacher back in his/her building.
4. Salary.
The Association will notify the District and reimburse quarterly based upon one of the following options. The RNEA Board of Directors will determine the decision regarding which option will be selected at the beginning of each president's term.
 - a) The RNEA will reimburse the District the contract salary of the president. The District will pay the benefits including the District's portion of the retirement.
 - b) The District and RNEA will split all costs of the president and the replacement including benefits and retirement.
 - c) The RNEA will reimburse the RSD the cost (salary + full benefits) of the replacement teacher who enters the classroom of the President.

- d) The RNEA will reimburse the RSD the cost (salary + full benefits) of the average new teacher salary (including one year only teachers).

Section C: District-Wide Committees

The RNEA will be given the opportunity to be consistently represented on all District-wide committees.

Section D: Collaborative Process

The Forum Committee will annually update and clarify the master agreement.

A committee will be formed consisting of the RNEA President, the RNEA Vice-President, the RNEA Bargaining Chair(s), the Superintendent of Schools, the Assistant Superintendent of Human Resources, and Associate Superintendent. The focus of this committee shall be to discuss and come to resolution on issues of concern regarding the memorandum or related items. This committee shall meet monthly. The RNEA and administration may each add one additional member who is designated as working closely with the teacher working condition issues. Membership should not exceed a total of eight (8).

Opening Discussions. Based on the ground rules, both parties will meet in the collaborative process. Ground rules will be included in the Board Manual annually.

Discussion Procedures. Designated representatives of the Board shall meet at such mutually agreed upon times with representatives of the Association for the purpose of effecting a free exchange of facts, opinions, and possible solutions in an effort to attempt to reach mutual understanding and agreement.

Section E: Participation in Activities of the Professional Association

The Association will be provided up to fifteen (15) professional leave days annually. These days will be used for Association business which supports and elevates the goals of the Rockwood School District. Under extenuating circumstances, this number may be increased with the approval of the Superintendent of Schools. Charges for those days defined as being used for District-supportive business may be waived by the Superintendent; for those not so defined, the Association will reimburse the District for the cost of the substitute. The Association will not be charged for attendance of the elected delegates to the Representatives' Assembly.

The number of days used for Association business will be increased from 15 to 23 during negotiation years. Under extenuating circumstances, the RNEA may use up to a total of 35 days to be used with only a notice to the Human Resource department through the automated sub-caller system. These additional days beyond 15 or 23 will be reimbursed from the RNEA to the Rockwood School District at the current substitute rate.

Section F: Communications

The RNEA shall have uncensored use of mailboxes, email and other communication systems for communicating with bargaining unit members, except that the RNEA will not use the District's email accounts, mailboxes or other communication systems to advocate, support or oppose any ballot measure or candidate for public office.

The RNEA may use the District's email accounts to direct members to other RNEA-sanctioned websites, such as the RNEA web site, Zoomerang, etc. for all official RNEA business provided the incoming e-mail does not include a subject line or information that advocates, supports or opposes any ballot measure or candidate for public office.

The RNEA shall exercise good judgment, professionalism and ethical conduct in the nature of the materials distributed.

Article XVIII Teacher's Rights and Responsibilities

Section A: Staff Morale

The RNEA and Board will examine and propose programs to reduce stress and promote high staff morale. It is recommended that this issue be a major agenda item for the monthly RNEA/Board collaborative meetings.

Section B: Transporting of Students by Teachers

The RNEA and Board agree to research and publish a statement to all certified personnel which provides guidelines for those occasions when District personnel should/should not transport students. The statement will also include an explanation of the District's liability insurance coverage applicable to District personnel transporting students. The statement will be included in the handbook to be published.

Section C: Right to Representation

Teacher-Initiated Principal Conferences:

1. It is in the interest of the District to establish procedures to assist teachers who are experiencing job-related problems they consider significant, but which they are unable to resolve through their own resources.
2. Teachers may request a meeting with the building principal and select a non-participating observer to attend a conference to discuss the problems as perceived by the teacher. The non-participating observer may listen and take notes, but may not participate in the discussion of the issues. The observer may be a teacher from the same or another building within the District.

3. This procedure does not apply to the formal teacher evaluation conference(s) held by the principal or any follow up to the formal evaluation which may occur.

Administrator-Scheduled Conferences:

When an administrator schedules a conference with a teacher, the teacher will be informed of the nature/purpose of the meeting. **The administrator will advise the teacher of his/her right to a silent observer.** The teacher may request an observer to be present. Provided the issue to be discussed does not involve safety or security of District students, personnel or property, **two days will be given to the teacher to obtain an observer if requested.** The observer may be an association member and/or a Rockwood School District teacher. The observer will not have a speaking role, but will serve as an observer/recorder. **The teacher must inform the administrator in advance that he/she will be bringing an observer.** The conference may be extended beyond the normal contract day if the situation requires immediate resolution. This policy does not apply to the formative and summative evaluation conferences as per Policy/Regulation 4610.

Focused Teacher Improvement Plan:

The purpose of a FTIP is to assist teachers in correcting a documented deficiency and is not a disciplinary action. The development of a FTIP is meant to be a collaborative effort; therefore, the principal should give adequate notice to the teacher of meetings to develop the contents of the plan. The teacher may request an observer be present. The ability to have an observer present should not be construed that the FTIP conference or conferences are disciplinary. The observer may be an association member and/or a Rockwood School District teacher. The observer will not have a speaking role, but will serve as an observer/recorder.

Section D: Informal Problem Resolution/Communication

Informal problem resolution should begin with direct communication between the parties involved and follow a reasonable procedure beginning at the lowest possible administrative level necessary to reach solution. This process should not be violated.

Informal problem resolution: In the spirit of teamwork, cooperation, and respect for others it is important that the professional staff shall not participate in activities that can be interpreted as harassment. Problems should be solved through informal problem resolution.

The Board and the RNEA agree that the word “voluntary” should be used with discretion. No teacher will be required to serve on a voluntary committee or participate in a voluntary activity.

Prior to responding to policy-based concerns or disseminating policy-based information, the RNEA leadership will verify the accuracy of that information. Current policy and regulations will be available on-line.

The Board and the RNEA agree that the best means for solving problems at the building level is through informal problem resolution using open and honest, face-to-face communication between teachers and administrators. When there is a failure to resolve problems on an informal basis, teachers have the right and the responsibility to seek assistance from the Rockwood NEA and the Associate Superintendent.

Section E: Grievance

1. During the length of this agreement Board of Education Regulation 4850 will not be amended or changed unless mutually agreed upon.
2. In addition, a grievant is obligated to exhaust his/her administrative remedies before pursuing a claim in court.
3. Alleged violations of the Current Agreement may be grieved.

Section F: Balance Between Professional and Personal/Family Obligations

Educators have the professional responsibility to be involved in school activities, and their participation is valuable. Educators also have personal/family responsibilities requiring their attention. Acknowledging these two areas of responsibility, the Board and the RNEA will promote a balance between professional and personal/family obligations.

Section G: Certification

The following information will be communicated with teachers:

Notification Steps Certification Renewal

1. Approximately two months prior to the expiration date of a teacher's certificate, Central Office sends a written notification to the teacher. The specific expiration date is listed on the memo. The teacher is requested to contact Human Resources regarding the progress on their renewal process. Teachers with summer expiration dates receive a written notice as well as a reminder sticker on their contract.
2. If a teacher has not responded to the memo, Human Resources contacts the teacher by phone to get a progress report.
3. Human Resources works closely with teachers who have concerns regarding their ability to meet the renewal requirements.
4. The employee's original Missouri teaching certificate will be returned, if requested, to the employee when leaving the District. The employee must

come in person to the office of Human Resources and sign for a receipt of their certificate.

Section H: Resignation of Contract

The District will accept resignations for the succeeding school year without restriction, if tendered prior to June 2. Resignations tendered after June 1 will be accepted subject to the availability of a suitable replacement for employment by the District.

In addition, if a teacher resigns after July 1, a penalty of \$500 may be assessed. Extenuating circumstances should be reviewed with Human Resources.

Section I: Absences

The administration and the RNEA will work cooperatively to communicate to staff members the importance of regular attendance during April and May. It is important that the following be done in a professional, positive manner:

1. In cooperation with the District, a story will be placed in Tell Tale about the statistics and the impact on students and their achievement when teachers are absent toward the end of the term.
2. The Superintendent will address an e-mail to all teachers at the end of March reminding them of the importance of being at school every scheduled workday and the benefit for student achievement.
3. The Superintendent or his designee will discuss this issue with principals at their monthly meetings. Statistics on leaves by building will be distributed followed by discussion in subsequent months of the causes behind the number of absences and the impact on students.
4. The RASCAL office will send out messages to substitutes concerning the bonus for working extra days in April/May and stressing the importance of substitutes being available to meet the demands.

Section J: Communication

The RNEA and administration agree that pro-active, on going, two-way communication is essential in ensuring that administrators, teachers, parents and students work together as a team. By building a strong partnership with parents, we increase our ability to assist all students in achieving academic success. Because good communication is vital to this partnership, the revised teacher evaluation instrument will clearly define expectations for school/home communication.

In accordance with common business practice, typically RSD employees will return e-mails and phone calls within 24-48 hours, excluding weekends, holidays and absences. This standard will be shared with parents in a multitude of ways,

including school web-sites, District web-sites, teacher web-sites (if applicable), newsletters, comments at Parent Meetings, Open Houses and conferences, etc.

Section K: New Teachers

Upon hiring, new employees will receive a Welcome to Rockwood packet from human resources that will include the following:

1. School calendar and daily school schedule
2. Summer workshop booklet with registration instructions
3. Welcome to the building letter with principal contact information, counselor information, school colors and mascot, etc.
4. Welcome letter or packet from RNEA President.

Article XIX - Facilities and Resources

Section A: Custodial and Maintenance Services

Time will be allocated in staff meetings in each of the buildings throughout the year in which the Director of Facilities Services will be available to listen to concerns and provide responses to questions asked regarding custodial and maintenance services.

Section B: Phone Accessibility

A minimum of one phone per every twenty teachers will be available in all middle schools and high schools by the conclusion of the 2008-09 school year. These phones will be in private or semi-private areas that do not allow student access. A minimum of three phones will be available for teacher use in all elementary schools by the conclusion of the 2009-10 school year. These phones will be in private or semi-private areas that do not allow student access.

Section C: Classroom Cleanliness

An annual custodial survey will be sent to all employees of the District. This survey will include a statement regarding reasonable expectations for custodial services in regards to duties performed and regularity of such duties. Survey data will be disaggregated by building and shared with principals. Principals will subsequently share the information at the next monthly RNEA – Principal meeting. Annual communication will be made to teachers by the RSD facilities department regarding possible signs of mold in the classroom as well as steps the District will take if mold is suspected.

Section D: Classroom Temperature

“Automated Logic” or similar thermostats that allow for classroom temperatures to be controlled by the inhabitants will be phased into all classrooms during 2008-10, with older schools having the phase-in implemented first.

Article XX - Working Conditions

Section A: Orientation Days

In years when there are five orientation days provided, one will be designated for a teacher workday and will be placed on the first day of second semester.

The contractual teacher orientation days prior to the opening of school will be organized as follows:

- one-half days District curriculum/in-service
- 1 day (not the day before school starts) District-wide orientation
- 1 day building meetings
- 1 full-day and 2 one-half days teacher work days

When the MNEA Fall Conference is held in St. Louis, school will not be in session. One of the orientation days designated for a teacher work day will be substituted for an MNEA conference day. Teachers choosing not to attend the MNEA conference on the contracted day may attend District meetings, staff development, participate in curriculum writing, or work in their classroom.

Section B: Professional Development for Teachers in Years One through Three

All teachers in years one, two and three will participate in professional development two days beyond the contract of 190 days. The per day stipend for all participants will be 1/190 of the base salary of the Current Agreement. In addition, first year teachers will be expected to participate in three additional days of summer professional development without compensation. Implementation will begin with first year teachers in 2009-10.

Section C: MNEA Fall Conference

Teachers will provide to the building principal a proof of participation at MNEA conference or other appropriate educational staff development activities. Teachers working in the building should check in with the building principal.

Section D: Grades/Parent-Teacher Conferences

Grades for middle and elementary schools are due five working days after each quarter. If three hours of recording time is scheduled for middle or elementary schools for a given quarter, grades will be due three working days after that quarter ends. A maximum of six hours per school year may be scheduled. Grades for high school are due five working days after first and third quarter.

High school grade sheets will be due three (3) working days after the last day of each semester.

1. Parent-teacher conferences will be held within three weeks following the end of the quarter. Human Resources will copy and send procedures to all administrators and registrars prior to the start of school.

2. Teachers will be given one week from the last day of the quarter to complete grade sheets. Parent-teacher conferences will be held within three weeks following the end of the quarter.
3. Human Resources will copy and send procedures to all administrators and registrars prior to the start of school.

Section E: Teacher Assessment of School Learning Climate

Consistent with the mission of the school district, building principals will conduct annual surveys of the staff for the purpose of assessing the school's learning climate. Data will be reported to the building principal's supervisor and the building's school improvement team.

Section F: Discipline

All building and District discipline policies will be communicated to teachers through in-service programs. Individual buildings will develop strategies through the participatory management process to maximize teacher efforts in discipline.

Section G: Classroom Learning Environment

The District will provide a list of special education contacts for each building to the RNEA each year.

Section H: Program Follow-Through

It shall be the responsibility of the facilitator of any program to provide for the follow-through, recognizing that the primary responsibility of the teacher is to teach and not be burdened with excessive/unnecessary reporting.

Section I: Middle School Issues

It should be recognized that the programming needs of middle schools demand point allocation necessary to maintain equity in the middle school program in the District. An on-going Middle School Steering Committee of administrators, middle school teachers, and a Central Office administrator will be established to regularly evaluate the program and provide recommended solutions to identified concerns. The members of this committee will be chosen by the Superintendent and RNEA President.

1. As part of updating curriculum, instructional time management will be considered as it relates to middle schools.
2. When supply issues are being decided at the middle school level, consideration will be given to supporting project-oriented curriculum.

3. The District will continue to encourage middle schools to develop flexibility in their advisory program and provide staff training with opportunities to share.
4. Curriculum planning for the Middle School Advisory Program will be incorporated into the District process for curriculum development and review.

Section J: Assignment of Part-Time Teachers

The Assistant Superintendent of Human Resources will interact with the building principals affected by the assignment of part-time teachers to develop the most efficient schedule possible for the District and teachers involved. When possible and to the mutual benefit of teachers and the District, full-time positions will be created.

Section K: Elementary Library Staffing

Elementary libraries currently have full-time library aides. These aides are an integral part of the library function. Classroom teachers need not be present in the library when aides are in charge. Substitutes for librarians and aides will be hired as needed so that all libraries remain open. Every attempt will be made to provide a pool of trained substitutes for the library.

Section L: Changes to Contractual Time

Any changes to the contractual time obligations of teachers shall be the result of a formal negotiation process between the District and the RNEA.

Section M: Teacher Expectations: Elementary and Middle School Records Day

In years when the first day of the second semester is not a teacher work day, the last day of first semester will be an early release day for elementary and middle schools for the purpose of teacher records day.

2008-09 TEACHERS SALARY SCHEDULE ROCKWOOD SCHOOL DISTRICT

STEP	BA	STEP	BA+15	STEP	MA	STEP	MA+15	STEP	MA+30	STEP	DOCTORATE
01	\$36,600	01	\$37,100	01	\$38,850	01	\$39,500	01	\$41,100	01	\$42,400
02	\$37,100	02	\$37,600	02	\$39,650	02	\$40,300	02	\$41,900	02	\$43,200
03	\$37,625	03	\$38,125	03	\$40,450	03	\$41,100	03	\$42,700	03	\$44,100
04	\$38,300	04	\$38,800	04	\$41,300	04	\$42,000	04	\$43,600	04	\$45,100
05	\$38,975	05	\$39,650	05	\$42,400	05	\$43,150	05	\$44,850	05	\$46,500
06	\$39,650	06	\$40,550	06	\$43,800	06	\$44,650	06	\$46,100	06	\$48,000
07	\$40,475	07	\$41,625	07	\$45,150	07	\$46,100	07	\$47,750	07	\$49,700
		08	\$42,725	08	\$46,600	08	\$47,600	08	\$49,500	08	\$51,500
		09	\$43,850	09	\$47,950	09	\$49,150	09	\$51,200	09	\$53,600
		10	\$45,050	10	\$49,625	10	\$50,750	10	\$52,900	10	\$55,650
		11	\$46,350	11	\$51,300	11	\$52,450	11	\$54,600	11	\$57,200
		12	\$47,625	12	\$53,000	12	\$54,200	12	\$56,400	12	\$58,800
		13	\$49,275	13	\$54,675	13	\$55,950	13	\$58,500	13	\$60,500
				14	\$56,400	14	\$57,700	14	\$60,700	14	\$62,700
				15	\$58,450	15	\$59,650	15	\$62,950	15	\$64,800
				16	\$60,350	16	\$61,750	16	\$65,200	16	\$67,200
				17	\$62,400	17	\$63,950	17	\$67,300	17	\$69,350

OFF SCHEDULE

	BA	BA+15	MA	MA+15	MA+30	DOCTORATE
L09	\$40,475	\$49,275	\$63,450	\$65,100	\$68,475	\$70,410
L08	\$41,100	\$50,650	\$65,500	\$67,525	\$70,275	\$72,750
L07	\$41,600	\$51,375	\$67,900	\$70,125	\$72,975	\$74,720
L06	\$42,650	\$52,875	\$70,850	\$73,025	\$75,750	\$77,600
L05	\$51,000	\$54,700	\$75,475	\$76,850	\$79,125	\$80,425
L04	\$54,800	\$56,375	\$77,650	\$79,300	\$81,875	\$83,125

After spending a year at the top step of a channel, teachers will be moved "Off Schedule" to a longevity step. A teacher's first year placement off schedule will place them in a "class" with other teachers also reaching that step that year (consider it being the class of '05, '06, '07, etc.) Longevity steps will be identified by the year in which the teachers entered that step. For example, teachers entering the longevity step during the 2003-2004 school year would be placed on step L 04, those in 2004-2005 as L 05, etc. Teachers will remain in that "class" and on the same "L" step as long as they are placed on that channel. In the event that a teacher on the BA or BA + 15 channel accrues sufficient graduate credit for a channel change, the teacher will revert back to the last step on their channel and will move horizontally one channel and vertically one step. If the salary at the resulting new step is less than the salary on the teacher's previous longevity step, the teacher will be advanced the minimum number of steps needed to result in an increased salary for the teacher. From that point, the teacher will resume advancement at the rate of one step for each full time year of experience.

Teachers on the BA "L04" through "L07" or the "BA+15 "L04 through L07" steps may acquire graduate credits and move to the MA channel. If this is accomplished by June 30, 2009 the teacher will be grandfathered half of the years of service that they were "frozen" on the "L steps" towards their new placement in the MA channel. If their new years of service moves them off of the salary schedule on to the "L" steps they will be placed on the newly added "L" step for the next year.

Starting with the 2008-09 salary schedule, and in subsequent years thereafter the BA L09 step will be identical to the BA step 7 salary. Starting with the 2008-09 salary schedule, and in subsequent years thereafter the BA+15 L09 step will be identical to the BA step 13 salary.

At the conclusion of the 2009-10 school year (June 30, 2010) until a successor agreement has been negotiated and approved, all provisions of the Current Agreement including the existing salary schedule, without salary step increases, shall remain in effect.

2009-10 TEACHERS SALARY SCHEDULE ROCKWOOD SCHOOL DISTRICT

STEP	BA	STEP	BA+15	STEP	MA	STEP	MA+15	STEP	MA+30	STEP	DOCTORATE
01	\$38,250	01	\$39,000	01	\$40,000	01	\$40,700	01	\$42,300	01	\$43,600
02	\$38,775	02	\$39,500	02	\$40,900	02	\$41,500	02	\$43,150	02	\$44,400
03	\$39,325	03	\$40,025	03	\$41,850	03	\$42,300	03	\$44,000	03	\$45,500
04	\$39,975	04	\$40,550	04	\$42,850	04	\$43,200	04	\$44,850	04	\$46,500
05	\$40,625	05	\$41,250	05	\$43,850	05	\$44,400	05	\$46,050	05	\$47,700
06	\$41,275	06	\$42,125	06	\$45,000	06	\$45,800	06	\$47,450	06	\$49,100
07	\$42,000	07	\$43,100	07	\$46,450	07	\$47,250	07	\$48,900	07	\$50,700
		08	\$44,200	08	\$47,900	08	\$48,900	08	\$50,625	08	\$52,500
		09	\$45,300	09	\$49,400	09	\$50,450	09	\$52,450	09	\$54,400
		10	\$46,450	10	\$50,800	10	\$52,050	10	\$54,200	10	\$56,700
		11	\$47,650	11	\$52,525	11	\$53,700	11	\$55,925	11	\$58,750
		12	\$48,975	12	\$54,250	12	\$55,450	12	\$57,700	12	\$60,100
		13	\$50,800	13	\$56,000	13	\$57,250	13	\$59,600	13	\$61,700
				14	\$57,725	14	\$59,050	14	\$61,750	14	\$63,750
				15	\$59,550	15	\$60,900	15	\$64,050	15	\$65,950
				16	\$61,650	16	\$62,950	16	\$66,350	16	\$68,300
				17	\$63,600	17	\$65,050	17	\$68,600	17	\$70,700

OFF SCHEDULE

	BA	BA+15	MA	MA+15	MA+30	DOCTORATE
L10	\$42,000	\$50,800	\$64,875	\$66,475	\$69,825	\$72,125
L09	\$42,000	\$50,800	\$65,975	\$67,650	\$71,075	\$73,200
L08	\$42,700	\$52,450	\$68,125	\$70,150	\$72,975	\$75,600
L07	\$43,250	\$53,100	\$70,500	\$72,775	\$75,725	\$77,560
L06	\$44,300	\$54,675	\$73,500	\$75,700	\$78,625	\$80,500
L05	\$52,000	\$56,525	\$78,125	\$79,525	\$82,000	\$83,400
L04	\$56,525	\$58,200	\$80,375	\$82,025	\$84,875	\$86,325

After spending a year at the top step of a channel, teachers will be moved "Off Schedule" to a longevity step. A teacher's first year placement off schedule will place them in a "class" with other teachers also reaching that step that year (consider it being the class of '05, '06, '07, etc.) Longevity steps will be identified by the year in which the teachers entered that step. For example, teachers entering the longevity step during the 2003-2004 school year would be placed on step L 04, those in 2004-2005 as L 05, etc. Teachers will remain in that "class" and on the same "L" step as long as they are placed on that channel. In the event that a teacher on the BA or BA + 15 channel accrues sufficient graduate credit for a channel change, the teacher will revert back to the last step on their channel and will move horizontally one channel and vertically one step. If the salary at the resulting new step is less than the salary on the teacher's previous longevity step, the teacher will be advanced the minimum number of steps needed to result in an increased salary for the teacher. From that point, the teacher will resume advancement at the rate of one step for each full time year of experience.

Teachers on the BA "L04" through "L07" or the "BA+15 "L04 through L07" steps may acquire graduate credits and move to the MA channel. If this is accomplished by June 30, 2009 the teacher will be grandfathered half of the years of service that they were "frozen" on the "L steps" towards their new placement in the MA channel. If their new years of service moves them off of the salary schedule on to the "L" steps they will be placed on the newly added "L" step for the next year.

Starting with the 2008-09 salary schedule, and in subsequent years thereafter the BA L09 step will be identical to the BA step 7 salary. Starting with the 2008-09 salary schedule, and in subsequent years thereafter the BA+15 L09 step will be identical to the BA step 13 salary.

At the conclusion of the 2009-10 school year (June 30, 2010) until a successor agreement has been negotiated and approved, all provisions of the Current Agreement including the existing salary schedule, without salary step increases, shall remain in effect.



**ROCKWOOD SCHOOL DISTRICT
INTEREST-BASED BARGAINING (IBB)
GROUND RULES
2007-08**

1) Purpose, Goals, General Procedures

ITEM	DATE(S)	LOCATION	TIME
Ground Rules Review and Approval	March/April 2007	Completed	Completed

Purpose

The Rockwood Board of Education, Administration, and RNEA aspire to arrive at a mutually satisfactory document setting forth the terms and conditions of employment for members of the unit of employees represented by the RNEA. The procedures set forth below are intended to improve the bargaining process by enhancing communications between the parties and creating an environment characterized by mutual respect, trust, and confidence. The Board of Education reserves throughout the process their legal rights and obligations under Missouri Law to be fiscally responsible to their constituents.

Goal

The goal of the IBB process is to arrive at a Memorandum of Understanding that will be submitted to the Board of Education and the RNEA for final approval. With the completion of the 2007-08 IBB process, a new Memorandum of Understanding will become effective beginning July 1, 2008.

Costs for the Process

All costs incurred during the process will be equally split for payment between the Rockwood School District and the Rockwood National Education Association.

- Costs for substitute teachers will be paid by the Rockwood School District.

Human Resources, each Committee will be allocated two (2) days (regular school days) of release time for research that may be required. One teacher may use both days, or both days may be divided among several teachers on the Committee. This cost will be covered by the Rockwood School District.

IBB Teams

The following is a listing of the membership on the IBB teams for the Rockwood School District and the Rockwood National Association Education (RNEA):

- Eight (8) representatives from the RNEA
- Eight (8) representatives from the Rockwood School District administration
- One (1) facilitator (From the Administration and Board of Education)
- One (1) facilitator (From the RNEA)
- Maximum of four (4) consultants (two for Rockwood NEA and two for the Rockwood School District).

All Board of Education members will be involved in the process for the Training Session and the Communications Lab. All members of the IBB process will be required to attend the Training Session and Communications Lab.

Role of Facilitators

The outside process facilitators will assist and guide the group during the IBB Process activities including the Training Sessions, Communications Lab, Report – Out and Final Issue(s) Resolution. The facilitator will deal with process issues only and will not be involved in the discussion or resolution of the content of the Communications Lab issues or Report – Out Resolutions. The facilitator will work together to develop the agenda for each session based on input from the Assistant Superintendent – Human Resources and the RNEA Bargaining Chair.

Communication

All communication during the IBB process is limited to information shared between IBB team members. No communication may take place outside of the IBB team during the IBB process, except in the following circumstances:

- A committee calls upon outside people for information and research related to their committee.
- The RNEA IBB Team may communicate with the currently elected RNEA Executive Board of Representatives and its attorneys.
- The Rockwood Administrative IBB Team may communicate with the currently elected Rockwood Board of Education and its attorneys.

Upon the reaching of an agreement all release of information with regards to the agreement will be provided to the RNEA membership, patrons, public, press etc. based on an agreed to timeline of the RNEA Bargaining Chair and Rockwood Superintendent. No information will be made public until the RNEA has held/scheduled its first ratification meeting with its membership. This meeting will be scheduled at the earliest possible time following the reaching of an agreement.

2) IBB Training Session

ITEM	DATE	LOCATION	TIME
Training Session* (new/all members)	November 5, 2007	Pevely Farms Golf Club	5:00 p.m. to 10:00 p.m.

The purpose of the training session is to provide all participants in the process with knowledge and experience regarding IBB philosophy, ground rules, process steps, skill requirements, team building, conflict resolution, consensus seeking, communication processes, etc., appropriate for negotiations intended to be collaborative, integrative, and non-adversarial.

* Dinner provided

3) Communications Lab – Presentation of Interest Statements

ITEM	DATE	LOCATION	TIME
Communications Lab** (Issues Clarification)	November 28, 2007	Annex A11	4:00 p.m. to 9:00 p.m.

The purpose of the Communications Laboratory is to seek mutual understanding of the issues to be addressed, clarify issues, combine issues when possible and appropriate, and assign issues to committees.

Prior to the Communications Laboratory, the participating groups meet separately to prepare sets of interest statements that reflect concerns of members of the group(s) represented. The RNEA will collect their issues and present the issues in one set. The Board and Administration will collect their issues and will present their issues in one set.

Except for an emergency, all IBB members, Board of Education members, RNEA President, and Superintendent are expected to attend the Communications Lab.

Upon completion of the communications lab, interests will be shared with the public.

** Breakfast provided

Interest Statement Presentation

All interest statements will be posted on the wall before the meeting begins. Postings of the questions will be on standard easel chart paper to provide clarity of focus and one handout of record that states the issues and leaves space for note taking.

The total number of interest statements for each side will be tallied. If an equal number of interest statements are presented, presentation will alternate between each group. If unequal, interest statements will be presented on a prorated basis so each side will conclude evenly.

A representative from each group will read the interest statement aloud, provide explanation of statement, and then ask if there are questions or clarifying comments.

Time will be given to clearly define and clarify the issue before proceeding to the next issue.

If the facilitator or the IBB Team determines that there are issues that could be combined, it will be noted on the easel paper.

Issues will then be assigned to a committee(s) by the RNEA bargaining chair and the RSD Assistant Superintendent of Human Resources.

Issues will be assigned to no more than three (3) or four (4) committees.

The IBB Team will remain in session until all interest statements have been clarified and assigned to a committee. Except for an emergency, all IBB Team members are expected to remain with the group until adjournment.

Committees will be formed and hold their organizational meeting before adjournment of the Communications Lab. Each committee will select their chair/spokesperson and recorder at this time and set the date and time for their initial meeting. No new interest statements may be introduced on the day of the Communications Lab; only those interest statements agreed to by the representatives prior to the meeting.

4) Committee Meetings

During the implementation of the committee phase of the IBB process, the committees will meet as often as necessary following the Communications Lab in which the interest statements have been shared and the scheduled Report – Out Session. Committees will proceed as follows:

Unless pre-approved by RNEA bargaining chair and the RSD Assistant Superintendent of Human Resources, all committee meetings will be held before or after regular school days.

Each committee will develop an agenda of items by consensus to be discussed at the next committee meeting. Following the committee meetings, minutes will be developed and sent to subcommittee members to be approved. Upon approval, copies of minutes will be provided to the RNEA bargaining chair and RSD Assistant Superintendent of Human Resources.

Committees need to work as a committee of the whole to discuss assigned interest statements and to develop agreements for the assigned interest statements. However, individual members of the committee may be assigned specific research responsibilities which should be reported to the entire committee. Interest statements assigned to a committee should not be divided among committee members to determine agreements for the committee.

All committees are empowered to develop a consensus resolution. All resolutions are tentative pending consensus approval of the joint RSD / RNEA IBB committee.

Committee meetings are closed to all but committee members. Except in the following circumstances:

- Others can be invited by the consensus of the group for the purpose of information gathering.
- The Rockwood School District Superintendent along with the RNEA bargaining chair may at their discretion sit-in on committee meetings without prior invitation from the committee. With the permission of the committee members the superintendent and the bargaining chair may take part in committee discussions. This is to only be done when both the superintendent and the bargaining chair are both present.

Each committee will convene to write the final language for each issue to be presented in the Report-Out Session using the Report-Out form. Language will be taken from the report-out form to comprise the Memorandum of Understanding. However, the IBB Team may designate one person to organize the reports into one Memorandum of Understanding for review.

Committee Mid-Process Report-Out

ITEM	DATE	LOCATION	TIME
Committee Mid-Process Report-Out ***	January 24, 2008	Annex A12	12:30 p.m. to completion

Purpose:

1. Present tentative agreements or share work done and current status on outstanding items
2. Allow for clarifying questions
3. Post issues and allow for IBB team members to make posted comments
4. Send issues back to subcommittee for continued work as needed

Facilitators will be involved in this stage of the process, but will deal only with the interpretation of protocol and group process.

There can be no caucuses.

Board of Education members are invited and encouraged to attend.

*** Lunch provided

Committee Final Report-Out

ITEM	DATE	LOCATION	TIME
Committee Final Report-Out ****	February 11, 2008	Annex A12	5:00 p.m. – 9:00 p.m.

Purpose:

1. Present tentative agreements or share work done and current status on outstanding items
2. Allow for clarifying questions
3. Post issues and allow for IBB team members to make posted comments
4. Send issues back to subcommittee for continued work as needed

The time for the reporting session will be from the agreed starting time until all committee reports have been completed, and all unresolved issues, if any, have been assigned to the Final Issues Resolution Meeting. Only the final report from each committee will be used as a handout.

Facilitators will be involved in this stage of the process, but will deal only with the interpretation of protocol and group process.

There can be no caucuses.

Except for an emergency, all IBB members, Board of Education members, RNEA President, and Superintendent are expected to attend the Committee Final Report-Out.

**** Meal(s) and release time provided as needed.

Final Issues Resolution

ITEM	DATE	LOCATION	TIME
Final Issue(s) Resolution *****	February 29, 2008	Rockwood Bank	8:00 a.m.

Unresolved issues, if any, will be addressed in a Final Issues Resolution Meeting at the designated date and time. All IBB team members who serve on committees that have not come to resolution will be required to attend this meeting unless depending on the option agreed to resolve the issue by the IBB Team does not require their presence. Committees and members who have reached resolution will not need to attend this meeting but are invited to do so but may not take part in discussions.

Unresolved issues will be resolved in the following ways:

- Any issues unresolved by the IBB Team may be addressed by a sub group consisting of:

Superintendent	President – RNEA
Deputy Superintendent	RNEA Bargaining Chair
Asst. Supt. – Human Resources	Bargaining Team Member

This process may extend beyond the Final Issues Resolution Meeting but will need to be resolved before ratification.

- Any issues unresolved by the IBB Team may be addressed by the original committee members along with the Superintendent and the Bargaining Chair, who will become full active members of the committee.

This process may extend beyond the Final Issues Resolution Meeting but will need to be resolved before ratification.

***** Select Committees as needed. Attendance will be resolved after report-out meeting as to who is required to attend this session.
Meal(s) and release time provided as appropriate.

5) Development and Ratification of the Memorandum of Understanding

ITEM	DATE	LOCATION	TIME
Ratification	March 3 through 12, 2008	TBD	<i>TBD</i>
Board of Education Approval	March 13, 2008	CMS	6:00 p.m.

Memorandum of Understanding language will be developed from the report out forms. A complete memorandum will then be compiled by the RNEA bargaining chair and RSD Assistant Superintendent of Human Resources to be shared with all members of the IBB team. The fundamentals of the agreement will be agreed upon at the final issues resolution session. The RNEA bargaining chair and RSD Assistant Superintendent of Human Resources will have the next working day to complete memorandum wording.

The RNEA will schedule meetings with its membership, prior to the Board of Education's meeting, to review, discuss, and consider the Memorandum of Understanding. The IBB process requires the Memorandum of Understanding to be accepted or rejected as a package by the RNEA membership, and cannot be modified in the ratification process.

The Memorandum of Understanding will be considered by the Board of Education at the next regular Board of Education meeting. The Board reserves the right to accept or reject the proposed Memorandum of Understanding in accordance with its authority under Missouri Law. If the Board of Education rejects the memorandum, they may seek modification by requesting to re-open the negotiations process.

6) Steering/Assessment Committee

An Assessment Committee comprised of three (3) representatives from the RNEA, the Superintendent, the Assistant Superintendent of Human Resources, and the Board of Education President will have the responsibility to review the IBB process and make changes/modifications to the process for the next negotiations cycle. The revised process will be reviewed with the Board of Education, Superintendent's Cabinet, and the RNEA Executive Board.

The Assessment Committee will preferably meet within two (2) weeks of the ratification of the agreement by the RNEA and the Board of Education. If the two-week time frame cannot be fulfilled, the committee should meet before the conclusion of the summer break of the school year of the bargain.

Rockwood School District Interest-Based Bargaining Teams for 2007-08

Rockwood National Education Association	Rockwood Administration
<p>Debbie Albert Center for Creative Learning</p>	<p>Shirley Broz Executive Director of Finance</p>
<p>Mary Jo Barker Bowles Elementary School</p>	<p>Susan Hladky Director, Human Resources</p>
<p>Suzanne Dotta Eureka High School</p>	<p>Kelvin McMillin Assistant Superintendent Human Resources</p>
<p>Kevin McColgan Crestview Middle School</p>	<p>Linda Miller Interim Principal, Rockwood South Middle School</p>
<p>Katie Nease Rockwood Valley Middle School</p>	<p>Kathy Peckron Deputy Superintendent for Curriculum and School Leadership</p>
<p>Jason L. Schneider Lafayette High School</p>	<p>Jill Ramsey Principal, Chesterfield Elementary School</p>
<p>Paul Stanley Eureka High School</p>	<p>Katie Reboulet Principal, Rockwood Valley Middle School</p>
<p>Rose Watt Fairway Elementary School</p>	<p>John Shaughnessy Principal, Lafayette High School</p>

RNEA Consultants	Rockwood Administration Consultants
<p>Erik Graham RNEA President</p>	<p>Craig Larson Superintendent of Schools</p>
<p>Bob George NEA Uniserve Director</p>	<p>David Glaser Chief Financial Officer</p>

Facilitator	Facilitator
<p>Lori Roach NEA Uniserve Director, St. Charles County</p>	<p>Sharmon Wilkinson Clayton School District</p>