

MASTER AGREEMENT

Between the Ladue Educators' Association {LEA}

and the Board of Education

Board Approved June 27, 2022

2022-23



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MASTER AGREEMENT

ARTICLE I -- INTRODUCTION

The following articles have been agreed upon between the duly designated representatives of the Board of Education of the Ladue School District and representatives of the Ladue Educators Association (" Association"), the designated bargaining committee of all Employees in the bargaining unit defined in Section 2.3 ("Unit "). The undersigned hereby submit these agreed articles to the Board of Education as a joint resolution and recommend its adoption.

The purpose of the Master Agreement is to set forth certain terms and conditions of employment that have been mutually agreed upon between the Board and the Association and is a contract between both parties. Board of Education Policy and the Evaluation Program documents further define terms and conditions of employment but are expressly not included or affected by the Master Agreement and therefore not subject to any rights that may be granted within the Master Agreement. Concerns arising from possible violations of the Master Agreement shall be handled according to the provisions of Article V, Grievance Procedure. Questions or concerns that may arise from the administration of Board policy are referred to Policy GBM, Staff Complaints, and appeal of evaluation issues are referred to "Evaluation Recourse" in the Evaluation Program document. All employees represented by the Association and Association officials are responsible for awareness of and adherence to Board Policy and Evaluation Program documents.

All terms of the Master Agreement shall become effective upon approval of the Board.

BOARD REPRESENTATIVE

LEA REPRESENTATIVE

Julie Helm 5.26.22

Michael L. Hill 5-27-22

Julie Helm 5.26.22

MICHAEL L. HILL 5-27-22

ARTICLE II -- RECOGNITION AND PROCESS

- 2.1 The Superintendent is recognized as the chief executive officer of the District. The Superintendent and other members of the Administrative Team maintain the executive and administrative duties and responsibilities necessary for carrying out Board policies.
- 2.2 The Association recognizes that the Board of Education is a locally elected body charged with the establishment of policy of public education in the District and is the employer of all personnel of the school system under state law. The Association recognizes that the Board has sole responsibility for the management of the schools as provided under Missouri law.
- 2.3 By virtue of satisfactory evidence presented to the Ladue Board of Education that the Association does represent a majority of the employees in the Unit described below, the Board recognizes the Association as the bargaining representative for the term of this Master Agreement unless and until it is presented with evidence that the Association no longer represents a majority of such employees, at which time the Board will proceed under the provisions of Article IV, paragraph 4.9. Additionally, to the extent that statute or federal statutory or case law may render any provision of this Agreement unlawful, when in part or in the entirety, such principles of law shall prevail. The Association represents all full-time and regularly employed part-time certified teachers, counselors, librarians and technology coordinators and no other employees of the District.
- 2.4 The process for bargaining shall be mutually agreed upon by the establishment of ground rules at the beginning of each bargaining period. Absent controlling Missouri law, the District and the Association agree with the following terms and principles:
 - a. Bargaining shall be in good faith. "Good faith bargaining" is defined as the willingness to meet at reasonable times and confer in good faith, in an effort to reach a mutually agreed upon position on proper subjects of bargaining.
 - b. The obligation to bargain in good faith does not compel either party to agree to a proposal or make a concession.
- 2.5 The meet and confer teams of the District and Association agree to develop a process for communicating information about meet and confer. Sharing of information about negotiations, salaries, working conditions and disagreements with administration will not be communicated to students, staff members, parents or community patrons outside of the agreed-upon communication vehicle(s). Each team must be able to communicate the gist of the meet and confer process to their constituencies. Board, Administration and Association members will use discretion and not share information about meet and confer discussions with patrons, staff, and community members, except to the extent otherwise required by law.

ARTICLE III -- RIGHTS OF MANAGEMENT

- 3.1 The Board of Education, in conjunction with and through the Administrative Team of the Ladue School District, retains sole and exclusive rights and authority to manage the business of the school District unless altered by a specific agreement in the Master Agreement with the Association. Any such Master Agreement shall have a limited duration and effect as approved by the Board. Such management rights include, but are not limited to, the authority:
- a. To plan, direct and control the operation of the school District through Board policy, administrative guidelines, actions of the Board, implementation actions of the administration, or any other appropriate and lawful activity.
 - b. To determine the location, design, size and number of facilities.
 - c. To determine the business hours of operation.
 - d. To decide, within lawful limitations, the educational services and programs to be provided to the community and students.
 - e. To determine the starting and quitting time, work schedules and hours to be worked for all personnel.
 - f. To maintain, as may be required by law or appropriate administrative practices, records of attendance, absences and daily time worked.
 - g. To organize the duties and assignments of all personnel in whatever manner deemed appropriate by the Board and the administrative staff.
 - h. To determine, monitor and evaluate the most effective curriculum and instructional practices to promote optimal student performance.
 - i. To discipline personnel, suspend with or without pay, discharge, hire, layoff, assign, transfer and promote personnel within the legal requirement of due process that may be prescribed by law.
 - j. To determine the number of teaching and non-teaching staff positions.
 - k. To introduce new or different methods, techniques, and/ or programs for the efficient and effective performance of personnel.
 - l. To evaluate personnel within the guidelines of the evaluation process recommended by the District's Evaluation Committee and approved by the Board.
 - m. To determine class size.
 - n. To determine whether or not to subcontract any function of the District operations.
 - o. To determine the number of personnel.
 - p. To determine the duties of all personnel.
 - q. To modify, enlarge, consolidate or terminate District programs.
 - r. To maintain in all material respects control and direction of the District's business, educational program and other affairs.

- 3.2 The Board maintains unless otherwise expressly approved the unrestricted right to manage the affairs of the school District through any lawful exercise of the Board.

ARTICLE IV - RIGHTS OF THE ASSOCIATION

- 4.1 Representatives of the Association shall be permitted to transact business on school property at reasonable times, provided this action shall not conflict with official duties or involve students in any manner. The transaction of business shall not violate professional standards of discretion in interaction with colleagues or members of the community.
- 4.2 The Association shall have the privilege of displaying organization materials in the "faculty lounge" of each building at a place to be designated by the building administrator.
- 4.3 The Association shall have the right to insert organization materials in the members' mailboxes. Any material distributed in the mailboxes must clearly identify the Association and/or any of the Association's subcommittees.
- 4.4 Subject to all applicable Board Policies, the Association shall have the right to reasonably use District communication tools such as e-mail, school mail and print/copy facilities for the publication and dissemination of reasonable communications related solely to the business of the Association. Confidentiality of materials will be respected by the District, but will not be guaranteed by the District and District shall have no liability to anyone if confidentiality is breached.
- 4.5 The Association shall have the right to participate in the District's annual orientation of new teachers and the opening day in-service of all staff. A reasonable time and scope for such participation will be provided as determined by the Superintendent.
- 4.6 No reprisals of any kind shall be taken against any member for participating in the lawful activities of the Association provided this action shall not conflict with official duties or involve students in any manner. The transaction of Association activities shall not violate professional standards of discretion in interaction with colleagues or members of the community.
- 4.7 Employees in the Unit shall have the privilege of payroll deductions of organizational dues for the Association. Frequency, amount, and procedures for such deduction are to be determined by the administrator in charge of Business and Finance.

- 4.8 The Superintendent and/or his/her designee(s) will meet regularly with the President of the Association and/or his/her designee(s) to discuss items of mutual concern. The purpose of this meeting is to maintain open lines of communication. The President of the Association will schedule the meetings at a mutually agreeable date and time.
- 4.9 The Board recognizes the Association as the bargaining representative for the Association for the term of this Master Agreement unless or until the Board is presented publicly with valid, true, and correct evidence and determines, on that basis, that the Association no longer represents a majority of the employees designated in paragraph 2.3; or unless state or federal law renders continued representation unlawful. At that time, the Board shall issue a notification to the Association of the evidence and require a vote of proof for continued recognition. The vote shall be conducted in accordance with Board Policy HH - Teacher Negotiating Representatives, or as otherwise required by law, if Board Policy HH is no longer consistent with the law.
- 4.10 The enumeration of rights of members and of the Association shall not be construed to deny or disparage other lawful activities not specifically enumerated, except to the extent that they conflict or are inconsistent with other provisions of the Master Agreement.

ARTICLE V -- GRIEVANCE PROCEDURE

- 5.1 A grievance is defined as a complaint that an alleged violation, misinterpretation or misapplication of a specific provision of this Master Agreement, has occurred. Under the Master Agreement, a grievance may not be filed regarding the discretionary act of an administrator, an action of the Board of Education, or an alleged violation, misrepresentation or misapplication of Board Policy. A "discretionary act" is defined as an administrator making decisions not in violation of the Master Agreement, Board Policy or Evaluation Program documents on various matters based on their opinion within generally accepted professional standards including, but not specifically limited to, evaluation, discipline, or termination of an employee pursuant to legal requirements of Missouri law.
- 5.2 The parties acknowledge that it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communications. If the matter is not resolved informally, a formal grievance may be filed in accordance with the procedures listed below.
- 5.3 A grievant shall present the grievance in writing to the immediately involved supervisor (or building principal) with a copy to the Superintendent no later than twenty (20) days following the alleged violation of this Agreement. The written grievance shall state the specific term of the Master Agreement alleged to be

violated, and the remedy requested. The immediately involved supervisor (or building principal) shall provide a written answer to the grievant no later than ten (10) days after receipt of the written grievance, together with reasons for the decision.

- 5.4 If the grievance is not satisfactorily resolved at the previous level, the grievance shall be sent to the Superintendent (or designee) within ten (10) days. The Superintendent (or designee) shall arrange for a meeting with the grievant, and other appropriate parties, including a representative of the Association if requested by the grievant, within twenty (20) days after his/her receipt of the grievance appeal to attempt to resolve the grievance. Within ten (10) days of the conclusion of the Superintendent's hearing, the decision of the Superintendent shall be put in writing, and copies of the decision shall be provided to the grievant, the building principal, and other appropriate parties. The Superintendent's decision shall be final in the matter.
- 5.5 A grievant maintains any legal rights extended by law throughout the Grievance Procedure. Once a grievance has been initiated, a grievant must exhaust the administrative process in the Grievance Procedure; waive in writing any future grievance process; or let the time procedure lapse in the Grievance Procedure before exercising any other legal rights. A grievant's written waiver to any future grievance process shall not be asserted as a defense against litigation against the District, except in such matters that an employee or the Association asserts a claim that the District failed to provide an administrative process.
- 5.6 Days in this and all articles of the Master Agreement shall be contract duty days, not calendar days.
- 5.7 At the request of any member seeking to pursue a grievance , provided that the member has signed the grievance, the Association may pursue the grievance(s) on behalf of the members of the Unit described in Section 2.3 above and to act as the representative of any such grievant in any phase of the grievance procedure and/or designate such representatives.
- 5.8 The Association shall have the right to designate a representative to be present during any disciplinary or grievance meeting involving a member of the Unit with the approval or at the request of the member involved in the disciplinary or grievance action, provided such right shall not constitute an interruption or unreasonably delay any such disciplinary or grievance meeting.
- 5.9 The above stated Grievance Procedure is only related to the Master Agreement and is not intended to alter, impair, or otherwise conflict with other stated policies and/or procedures.

ARTICLE VI -- COMPENSATION

- 6.1 Meet and Confer teams met in the Fall of 2019 to negotiate a new teacher salary schedule. A salary structure to determine pay increases for all teachers, counselors, librarians and technology coordinators will be implemented as follows:
- All teachers are subject to the salary schedule.
 - The methodology used to calculate the new salary schedule is as follows:
 - Four districts are identified as Ladue' s comparable districts: Clayton, Kirkwood, Pattonville and Webster Groves. Their salary schedules are averaged to create the Ladue Salary Schedule.
 - An additional compensation of \$1300 will be added to each cell on the salary schedule.
 - Creation of extra steps on the overall salary schedule:
 - Addition of steps 9-10 on the BA track
 - Addition of steps 9-12 on the BA15 track
 - Addition of steps 26-30 on all the other tracks
 - An increase of the Second Advanced Degree track salary amounts by the financial equivalent of 3 credit hours to compensate for the additional hours required beyond the MA30.
 - An inflation protection was added into the schedule to guarantee a cost of living salary increase with a cap of 2% for all teachers.
 - More details about the calculation of the salary schedule with teachers on and off the schedule can be found in Appendix 2.
 - Appendix 1 - 2022-23 Salary Schedule
 - Appendix 2 - Compensation Plan and Calculation details
 - Provisions related to Article 6.1 will be in place through the 2022-23 school year unless otherwise altered by law.
 - a. Multiple advanced degrees do not qualify for additional compensation for those staff members above the salary schedule. A law degree shall be considered as a single advanced degree and the equivalent of a Master's degree.
 - b. For staff members above the salary schedule, any special certification, accreditation, and/or other relevant endorsements related to job duties may be eligible for Master's salary consideration based on a review of the program and transcripts by the administrator in charge of Human Resources. Equivalency of effort to a Master' s program shall be the guiding principle in the decision. Any dispute arising from this decision may be appealed to the Superintendent of Schools, whose decision shall be final.
- 6.2 Supplemental Agreements and Hourly Rate-
Agreement to the following formula for specified hourly rate compensation:

Beginning salary \$45,786.00 divided by 1450 = product rounded to the nearest \$0.50. Items included are supervision of students that utilizes professional skills and training, curriculum writing approved by the District, teaching professional development, and other duties utilizing professional skills, such as, full period coverage for substitute teaching. **The established rate calculation of \$31.50 per hour will remain in place through the 2022-23 school year.**

- a. The payment for supervision of students shall be limited to times and hours agreed between the teacher and administrator and no more than four (4) hours of pay during any twenty-four (24) hour period.
- b. Payment for supervision of students outside of the normal contract day will be at the rate of **\$20.00 per hour**. Supervision of students will include but not be limited to the following: before/after school detention, school dances, and similar duties.
- c. In district summer professional development will be paid at a rate of \$175 per day. Payments will be made in half day or full day increments. Half day payments (of \$87.50) will be for 3.5 hours or less. A normal professional development full day will span 7.5 hours in length consistent with a normal working day. Specific district professional development day schedules will be set by the Curriculum and Instruction Department.
- d. No change in compensation for athletic event duties through the 2022-23 school year, such as ticket takers, scorers, and timekeepers.
- e. Teachers substituting for colleagues should be paid by the District at the rate of \$31.50 per hour and will be paid in half hour increments. No teacher should substitute for another teacher if the teacher's weekly plan time minutes will fall below the state required 250 minutes.

6.3 The district will continue to cover the full expense of the base medical insurance plan (High Deductible Health Plan with Health Savings Account), dental and vision insurance for benefit eligible employees (prorated based on FTE) through the 2023-24 school year. The 2022-23 specific premium amounts for both district paid and employee paid coverage are noted in Appendix 3. Additional plan detail in bold type below was approved by the Board of Education on April 11, 2022:

1) Medical Insurance

Plan Alterations:

Medical Plan Design Changes - Currently the District offers three programs through UMR in which Ladue staff can work with UMR staff in managing their health care. Currently, there are no Ladue Staff utilizing this benefit and historically participation has been exceptionally low. Eliminating these programs would result in a savings of \$38,304.

- Disease Management
- Maternity Management

- Nurseline Program

Elimination of the PPO Plan - The PPO Plan will be eliminated in 2022-23. For the past several years, eliminating the PPO Plan has been discussed due to the overall cost of the plan. As part of the 2020-21 Master Agreement it was stated that: “the PPO will be specifically reviewed in detail by the Meet and Confer Team during the 2021-22 school year. The PPO Plan costs the District an additional \$79,000 in fixed costs.

Pharmacy Plan Design Changes - Express Scripts will be implementing two programs that will ensure that employees are prescribed the most effective and cost efficiency prescriptions from their physicians.

- Low Clinic Value/Fraud and Abuse Program
- High Dollar Claims review

These programs will target some of the plan’s most expensive prescriptions and require preauthorization from Express Scripts. Express Scripts will work with the physician in terms of identifying more cost effective prescriptions. These two programs will not impact any medications that employees are currently taking.

Increase Insurance Premiums:

- The District contribution per employee as well as the retiree insurance rate will increase by 7.5% for 2022-23 and an additional 7.5% for the 2023-24 plan years.
- In alignment with the previous Master Agreement: Spouse, Children, and Family coverages will increase by 3% for 2022-23 and an additional 3% for the 2023-24 plan years.

Revised out of pocket maximums and co-insurance:

- Due to rising cost of healthcare and the significant increase in claims over the past three years, it is necessary to adjust the plans out of pocket maximum. Increasing the out of pocket maximum only impacts employees and retirees that have met their initial deductible. The out of pocket maximum will increase by \$500 for the 2022-23 plan year and an additional \$500 for the 2023-24 plan year. Once a plan deductible is met, employees and retirees will pay 10% of the billed services until the out of pocket maximum is met.
- The \$1,000 implementation will occur over a two year period.

2) Dental Insurance (no employee rate increase)

3) Vision Insurance

Employee Rates

2021-22 Exam Only	2022-23 Exam Only	2021-22 Exam and Materials	2022-23 Exam and Materials
.65	.74	11.12	12.78

Family Rates

2021-22 Exam Only	2022-23 Exam Only	2021-22 Exam and Materials	2022-23 Exam and Materials
1.39	1.58	23.87	27.46

4) Life Insurance/Supplemental Life (no employee rate increase)

5) Long-Term Disability (no employee rate increase)

6) HSA Contributions

- For current benefit eligible teachers on the High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) , the District will advance lump sum HSA contributions. Overall HSA contributions will occur in the following manner for returning benefit eligible teachers:
 - As a reminder, the typical 26 payroll periods for teachers begins in mid-August of each school year and concludes with multiple paychecks being issued at the end of May/beginning of June. These paychecks cover the period from the end of May until the new contract paychecks begin mid-August. As a result, July and August HSA contributions will be part of the paychecks issued at the end of May. A total of \$272 will be contributed to HSAs as reflected on these paychecks.
 - An additional \$544 will be advanced in a lump sum amount on the first payroll in September. A cumulative total of \$816 will have been contributed to reflect the time period from July to December.
 - A lump sum amount of \$816 will be contributed to HSAs on the first payroll in January. This amount will reflect the time period from January to June.
 - The pay periods where the lump sum HSA contributions occur will result in a decrease in the overall net pay received. This decrease will vary based on individual withholdings elected and retirement.
- For current benefit eligible teachers switching to the HDHP with HSA for the 2022-23 school year, the District will advance lump sum HSA contributions. Overall HSA contributions will occur in the following manner for those new to the HDHP with HSA:
 - A total of \$272 will be contributed to HSAs as of the first working day in July .
 - An additional \$544 will be advanced in a lump sum amount on the first payroll in September. A cumulative total of \$816 will have been contributed to reflect the time period from July to December.
 - A lump sum amount of \$816 will be contributed to HSAs on the first payroll in January. This amount will reflect the time period from January to June.
 - The pay periods where the lump sum HSA contributions occur will result in a decrease in the overall net pay received. This decrease will vary based on individual withholdings elected and retirement.
- New teachers hired into the District with a first contract day in July (or later) will not have lump sum contributions made due to not being on the normal plan year. Instead regular monthly contributions will occur for all new teachers.

7) Establish a District Insurance Committee:

In collaboration with LEA, the district will establish an ongoing committee that will review the District's self-insured medical plan on a quarterly basis. This committee will review the overall claims experience and overall performance of the plan in order to ensure that we are continuing to provide quality benefits at a reasonable cost. In order to appreciate the benefits of being "self-insured", we need to make sure that we are pro-active when there is volatility within our plan.

- 6.4 Overall salary increases for teacher Stipends and Leadership Funds are considered Article VI - Compensation, per the Master Agreement. The Stipend List and Leadership Fund Guideline Manual were constructed as a direct result of agreed upon topics in the 2012 Meet and Confer Session. Administration will continue to support teacher compensation , including stipends, to be at the midpoint of identified comparable districts as the goal.
- A. A Meet and Confer subcommittee was convened during the 2017-18 school year for the purpose of reviewing relevant stipend information and related data from the identified comparable districts. The subcommittee was composed of two (2) LEA and two (2) Administration representatives . Recommendations from the subcommittee were made to the full Meet and Confer Team. The recommendations were based on achieving the following goals for stipend positions:
 - a. Encourage teachers to coach/sponsor in order to tie extra-curricular character education components into the regular curriculum.
 - b. Encourage long-term stability of programs by attracting and retaining strong head coaches/program heads, and maintaining assistants.
 - c. Prioritize resources to the maximum benefit of students.
 - B. An increase to the overall District budget allotment for stipend positions will occur. This increase will not exceed \$100,000 and will be phased into the stipend amounts over a two-year period. As of the 2019-20 school year , a total compensation amount will be established for all official extra-duty stipend positions. Individual stipend amounts will be calculated and adjusted as necessary each school year to ensure the total stipend compensation allotted will not be exceeded.
 - a. Appendix 4 outlines further compensation information and related guidelines.
 - C. The Assistant Superintendent for Human Resources will have the authority to fill/transfer stipend positions based on student needs. Such transfer of stipend positions will not exceed the total budget allotment for all stipend positions and comply with established policy and procedure.
 - D. A stipend request/review form was created for the purpose of proposing new stipends, as well as revisions to existing stipends. The form will be submitted

for consideration and will be reviewed annually by the Meet and Confer committee or designated sub committee. Any new or revised stipends must fall within the total budget allotment for stipends.

- E. The Leadership Fund Manual was reviewed and updated as part of the 2019-20 Meet and Confer process.
 - a. Language was updated to reflect current practices.
 - b. There will be a one-time increase of Leadership Funds for all of the Elementary Schools and Middle School since the High School receives more funding through stipends.
 - i. Elementary/FGC - increase from \$33/student to \$39/student
 - ii. Middle School - increase from \$39/student to \$43/student
 - iii. High School - remains at \$33/student
 - c. The Elementary Schools will update the list of similar leadership activities for as much consistency among the schools as possible.
- F. A Stipend Oversight Committee will be established and meet annually to review existing and proposed stipends. Any additional stipends would require board approval. (2020-21 Meet and Confer Resolution)

ARTICLE VII -- PROFESSIONAL CONDITION OF EMPLOYMENT

7.1 Children in the workplace

The district recognizes members of the teaching staff may have children requiring childcare services during the employee's scheduled work hours and/or during scheduled meetings. In order to provide a professional working environment, no staff member's children should be present in the assigned building/district working space during the staff member's normal student contact time nor be present at scheduled meetings. Staff children may be present in the designated working space before or after normal student contact time but must be supervised at all times pursuant to district policy. This will include all contracted days and times for the respective staff member. The immediate supervisor may approve exceptions due to intermittent extenuating circumstances and/or emergency situations.

This will be the expectation during normal student contact hours (bell schedule) plus assigned before/after school supervisory duty time. See Appendix 5 for official school start and end times.

- 7.2 Tutoring: The expectation for all Ladue teachers is to provide students with the best educational experience. The classroom teacher is in the best position to meet the academic needs for students. This means all teachers will be available to assist students as part of expected job and professional responsibilities. All teachers will be expected to adhere to district policy regarding tutoring Ladue students.

- 7.3 A Wellness Benefit of \$100 per employee per school year will be provided pursuant to the procedures established by the Wellness Committee and approved by the Administration.
- 7.4 The District will provide a life insurance benefit of \$75,000 per member of the Bargaining Unit.
- 7.5 The District will provide a debit card style Flexible Spending Account (FSA) plan as a component of the insurance package.
- 7.6 The Association acknowledges that Missouri law prohibits strikes, work slowdowns and work stoppages of any kind or duration, and such actions shall not occur, whether or not sponsored by, endorsed by, or instigated by LEA or any group of teaching personnel. Informational picketing may be a protected First Amendment activity when conducted in compliance with applicable law.

The Association further acknowledges that, in accordance with Missouri law, any agreement reached in response to a strike, work slowdown, or work stoppage is void and unenforceable.

In the event of any aforementioned strike, work slowdown, or work stoppage of any kind or duration, participating personnel shall have violated Missouri law and shall have consequences commensurate with the seriousness of the event(s) as determined by the Board of Education in its judgment and at its sole discretion, in accordance with the standards established by Missouri statutory and case law.

The District will not not conduct any form of lockout or action prohibiting teachers from performance of contract duties.

- 7.7 The teacher duty day shall be defined as the student contact hours and 30 additional minutes. Teachers shall report 15 minutes before student hours and 15 minutes after student hours unless otherwise approved by the Administration. See Appendix 5 for official school start and end times.
- 7.8 The tuition reimbursement program will allow a maximum of \$3,500 as a reimbursement amount over two years for a total of \$7 ,000. The intent of the reimbursement program is to maximize access to the total amount allotted. Two deadlines will be established for entry into the tuition assistance program. June 1 of each school year will be the deadline for approval prior to starting any coursework for the following summer and/or fall semesters. December 1 of each school year will be the deadline for approval prior to starting any coursework for the following winter /spring semester.

Total tuition must be at or exceed \$3,500 to receive the maximum reimbursement amount. If tuition expenses are less than \$3,500, reimbursement will be limited to the actual tuition amount paid. Requests to extend the maximum tuition reimbursement amount longer than two years will be reviewed by the Assistant Superintendent for Human Resources.

Extensions will not be granted to allow more than a total of four years to complete the degree program.

Tuition reimbursement may only be accessed for one advanced degree while an employee of the District. The Administration will establish procedures for applying, verifying, and receiving reimbursement. The employee will be responsible for adhering to the established parameters as outlined by Policy and Administrative Procedure GCLA - Professional Development Programs.

- 7.9 Teachers are responsible for attendance at District scheduled parent-teacher conferences. Teachers who have conflicts as a consequence of tournaments or competitions scheduled through Missouri State High School Activities Association events will be excused for the days /evenings in conflict. All other teacher absences will require prior approval of the administrator in charge of Human Resources.

Teachers who miss a session of parent conferences will offer an alternative date(s) and provide appropriate notification to parents of the alternative date(s). No use of a personal leave day will be assessed if a teacher meets the criteria established in this provision.

Parent/Teacher conference times will occur from 4-8 pm on the first scheduled night and 4-7 pm on the second scheduled night. Buildings with early start times may schedule conferences from 3-7 pm on the first scheduled night and 3-6 pm on the second scheduled night. Elementary parent conferences will be scheduled for no less than twenty (20) minutes per conference.

All elementary buildings will have the same designated dates for parent teacher conferences. Other buildings will have the ability to schedule the conference dates over a two week period. No mandatory before or after school activities or meetings will be held during the week of the extended conference night, except in the case of an emergency or in the case of meetings that are legally obligated to be held, including but not limited to, IEP and 504 meetings.

Teacher contact time beyond the standard working time for parent/teacher conference days will be a total of seven (7) hours. Conferences may be scheduled

during standard working time on the early release days so that parent requests for meeting times are being accommodated.

- 7.10 District elementary grade level meetings will be limited to no more than four (4) per year and will not last past 5:30 p.m. Grade level meeting dates will be published on the staff calendars before the beginning of the school year. Attendance at grade level meetings is a professional expectation. Non-attendance should be limited to those individuals who have conflicts as a consequence of tournaments or competitions scheduled through Missouri State High School Activities Association events. These teachers will be excused for the days in conflict. Other teacher absences will require prior approval of the administrator in charge of Curriculum and Instruction. Teachers who are ill or who are absent for primary care will notify their building principal, the administrator in charge of Curriculum and Instruction and the meeting facilitator. Such approved or excused absences **will** not be reflected negatively in the evaluation documents of the teacher nor shall any other form of recrimination occur.

Administration will continue to make every reasonable effort to publish the agenda in advance of all grade level meetings as well as their purpose and instructional or curricular relevance.

As with other professional activities, a system will be used to evaluate each meeting and provide feedback from the participants.

- 7.11 The Human Resources Department will maintain a protocol statement outlining guidelines for Administrators regarding personnel information. The protocol statement will be shared with the LEA. This protocol will include the following:
- a. The appropriate handling of building files containing personnel information;
 - b. The importance of maintaining privacy and confidentiality with regard to personnel information;
 - c. An annual review with administrators regarding accepted procedures to ensure privacy;
 - d. Like personnel files at the District, building files to be kept in a locked storage device, and;
 - e. Review of secretarial staff responsibilities for maintaining confidentiality of personnel information.

- 7.12 Members of District or Board committees are expected to fulfill their duties to the committee. Minutes will be kept at each meeting and they should provide the official record of that meeting. The minutes are to be approved by the members of the committee and then posted. While it is recognized that committee members must communicate to others regarding the work of the committee, individuals are discouraged from speculating about committee decisions or misrepresenting the events of committee work. All employees are referred to the language in Article 4, sections 1 and 6 of the Master Agreement regarding expected professional standards. Communications must be done in

a professional manner and not conflict with official duties or involve students in any manner. Professional standards of discretion in interaction with colleagues or members of the community should not be violated.

- 7.13 The District will agree to cover damage and replacement to staff-issued laptops being used in a professional manner. All federal and state laws, as well as District policies, will apply if a staff member inappropriately uses a District-owned computer. Acceptable Use Agreements will remain mandatory.
- 7.14 The following is based on the Employee Leave Sub-Committee that met during the fall of 2019. All staff should monitor their own attendance and adhere to district policies (Policy GBCDA and Administrative Procedures, Policy GBCBC) in regard to attendance. Staff attendance will also be monitored at the building and district levels. If an employee is approaching the maximum number of allowable absences per month (3), semester (10), or school year (20), the employee is expected to communicate with the relevant administrator(s) and/or Human Resources regarding the pertinent absences.

An employee who is in violation of the policy without communicating with their current supervisor and/or Human Resources, or who has otherwise established a pattern of absences, will be given a summary of absences and will be required to meet with the relevant administrator(s) and the Assistant Superintendent for Human Resources to develop a plan to improve attendance. Board policy GBCBC will be enforced if attendance concerns continue.

Based on the Meet and Confer resolution from 2021-22, there will be a special committee formed to review and research best practices for staff attendance and leave. The committee will share their findings with the Meet and Confer team by the fall of 2022.

ARTICLE VIII -- FINALITY CLAUSE

- 8.1 This Master Agreement summarizes the entire agreement between the Board of Education's Designated Representative and the Association. The parties acknowledge that during the discussions that resulted in this Master Agreement, each had the unlimited right and opportunity to make proposals with respect to any subject or matters brought to the table.
- 8.2 If any term or provision, or any part of any term or provision of this Master Agreement is or becomes in conflict with any federal or state law or Board policy, such term or provision shall continue in effect only to the extent permitted by such law or Board policy. Provided, if any term or provision of this Master Agreement is or becomes in conflict with any state or federal law or Board policy, such conflict shall not affect or impair any other term or provision of this Master Agreement.

ARTICLE IX -- DURATION

- 9.1 Salary (compensation plan) items will remain in effect through June 30, 2023, or as otherwise outlined in the relevant section(s). All other Articles will remain in effect through June 30, 2022, or as otherwise outlined in the relevant section(s).

APPENDIX 1
2022-23 Certified Salary Schedule- Ladue School District

Ladue Schools 2022-23 Certified Salary Schedule						
STEP	BA	BA+15	MA	MA+15	Sec Adv Deg	Doct
1	\$ 45,786	\$ 47,475	\$ 49,765	\$ 51,726	\$ 54,421	\$ 56,943
2	\$ 46,833	\$ 48,484	\$ 50,779	\$ 52,845	\$ 55,726	\$ 58,050
3	\$ 48,035	\$ 49,665	\$ 51,893	\$ 54,053	\$ 57,090	\$ 59,340
4	\$ 49,006	\$ 50,944	\$ 53,177	\$ 55,457	\$ 58,550	\$ 60,881
5	\$ 50,225	\$ 52,250	\$ 54,644	\$ 56,899	\$ 60,135	\$ 62,445
6	\$ 51,317	\$ 53,655	\$ 56,115	\$ 58,377	\$ 61,753	\$ 64,069
7	\$ 52,565	\$ 55,077	\$ 57,601	\$ 59,899	\$ 63,285	\$ 65,628
8	\$ 53,888	\$ 56,429	\$ 59,070	\$ 61,455	\$ 64,768	\$ 67,290
9	\$ 55,077	\$ 57,814	\$ 60,593	\$ 63,052	\$ 66,317	\$ 68,967
10	\$ 56,475	\$ 59,235	\$ 62,160	\$ 64,692	\$ 67,921	\$ 70,794
11		\$ 60,156	\$ 63,776	\$ 66,358	\$ 69,694	\$ 72,715
12		\$ 61,099	\$ 65,532	\$ 68,130	\$ 71,545	\$ 74,631
13			\$ 67,301	\$ 69,838	\$ 73,391	\$ 77,074
14			\$ 69,841	\$ 71,821	\$ 75,864	\$ 79,977
15			\$ 71,505	\$ 73,915	\$ 77,579	\$ 81,448
16			\$ 73,487	\$ 76,099	\$ 79,728	\$ 83,131
17			\$ 76,420	\$ 79,637	\$ 83,418	\$ 86,054
18			\$ 81,713	\$ 86,119	\$ 89,187	\$ 91,863
19			\$ 83,379	\$ 87,653	\$ 90,962	\$ 93,386
20			\$ 85,277	\$ 89,310	\$ 92,911	\$ 95,282
21			\$ 86,662	\$ 90,910	\$ 94,450	\$ 97,010
22			\$ 88,142	\$ 92,531	\$ 95,983	\$ 98,519
23			\$ 89,624	\$ 94,146	\$ 97,651	\$ 100,078
24			\$ 91,001	\$ 95,696	\$ 99,253	\$ 101,668
25			\$ 92,263	\$ 97,220	\$ 100,787	\$ 103,419
26			\$ 93,314	\$ 98,653	\$ 102,283	\$ 104,819
27			\$ 94,289	\$ 100,017	\$ 103,529	\$ 106,191
28			\$ 95,357	\$ 101,380	\$ 104,766	\$ 107,660
29			\$ 95,705	\$ 101,855	\$ 105,144	\$ 108,128
30			\$ 96,056	\$ 102,336	\$ 105,528	\$ 108,604

Notes:

An additional \$1,300 will be added to each cell for an overall teacher salary per the Master Agreement.

Part time staff will have a pro-rated compensation consistent with equivalent FTE.

Instructions for salary schedule computation are in the Master Agreement.

APPENDIX 2
Compensation Plan Information
(Board of Education Approved on January 27, 2020)

The Meet and Confer Teams met in the Fall of 2019 and have agreed upon the following compensation items. The purpose of these continuing efforts is to provide a competitive, fair, equitable, and sustainable compensation system. Instructions on salary schedule calculations for the three year agreement can be found in the [2020-21 Master Agreement](#).

2022-23 Plan A

Computation of the Raft Comparable Schedule

Step I: Calculating the salary education track and step averages

- Ladue BA - Average of Clayton BA, Kirkwood BA, Pattonville BA, Webster BA
- Ladue BA 15 - Average of Clayton BA15, Kirkwood BA15, Pattonville BA16, Webster N/A
- Ladue MA - Average of Clayton MA, Kirkwood MA, Pattonville MA, Webster MA
- Ladue MA 15 - Average of Clayton MA15, Kirkwood MA15, Pattonville MA15, Webster N/A
- Ladue Sec Adv Deg - Average of Clayton MA30, Kirkwood MA35, Pattonville MA30, Webster MA30
- Ladue Doct - Average of Clayton PhD/EdD, Kirkwood PhD, Pattonville PhD, Webster PhD/EdD
- Notes - The last salary amount in each education track is used in subsequent steps if necessary to reach the maximum steps on the Ladue schedule.
 - (*Ex - Pattonville's current schedule ends at step 18, so the step 18 salary amount will be used for steps 19-30. Pattonville's BA16 year 10 salary amount is used for BA16 years 11 and 12.*)

Step 2: Second Advanced Degree adjustment

- For each salary step on the Ladue SAD education track, calculate 10 % of the dollar difference between the comparable district **MA** average and the comparable district MA 30/35 average.
- For each salary step on the Ladue SAD education track, add the 10% dollar amount into the corresponding Ladue SAD salary step.

Computation of the Final Adjusted Salary Schedule

Step 3: \$1,300 Additional Salary

- An additional \$ 1,300 is added to all cells on the Base Comparable Schedule.

Step 4: Inflation protection calculation

- The inflation protection calculation uses the 2021-22 final adjusted salary schedule and the 2022-23 base comparable schedule plus \$1300 additional salary .
- CPI-U increase is determined by the U.S Bureau of Labor Statistics December 2021 vs. December 2020 CPI- U with a 2% cap.
- The inflation protection is not calculated for Step I on any education track.

- The year-over-year % increase from one step to the next is determined by comparing the 2022-23 Base Comparable Schedule step + \$1,300 to the 2021-22 previous step on the same education track.
- If the year-over-year % increase from one step to the next on the same education track is less than the CPI-U increase, the CPI-U increase will instead be applied to the 2021-22 previous step.

Final Notes:

- The resulting salary schedule, reflecting calculation Steps 1-4, is referred to as the 2022-23 Final Adjusted Salary Schedule.
- To publish the salary schedule, calculation -steps 1-4 are performed and then \$ 1,300 will be subtracted from the total. The \$1,300 will be listed as a separate note at the bottom of the approved salary schedule.

2022-23 Plan B

Computation of the Base Comparable Schedule

Step 1: Inflation calculation

- CPI-U increase is determined by the U.S Bureau of Labor Statistics December 2021 vs. December 2020 CPI-U with a 2% cap.
- The CPI-U increase is applied over the individual' s 2021-22 total salary .

Computation of the Final Adjusted Salary Schedule

Step 3: Inclusion of the \$1,300 additional salary

- An additional \$1,300 is added to the new 2022-23 base salary.
- The \$ 1300 will be listed as a separate component.

Final Notes:

- The resulting salary schedule, reflecting the inflation increase and the additional \$1300 additional salary, is referred to as the 2022-23 Final Plan B adjusted salary.

APPENDIX 3

2022-23 INSURANCE RATES (July 1, 2022 – June 30, 2023)

Medical Insurance – UMR UnitedHealthCare Choice Plus HSA (High Deductible Health Plan)	DISTRICT PAYS (monthly)	EMPLOYEE PAYS (monthly)
Employee	443.98 + 136.00 to HSA	-0-
Spouse		466.60
Dependents (1 or more children)		338.88
Family (spouse & children)		889.92
Dental Insurance Delta Dental PPO		
Employee	51.00	-0-
Spouse		41.00
Dependents (1 or more children)		57.00
Family (spouse & children)		98.00
Vision Insurance VSP Choice		
Employee Only Exam Coverage	.74	-0-
Employee Only Exam & Materials Coverage		12.78
Employee & Family Exam Coverage		1.58
Employee & Family Exam & Materials Coverage		27.46
Basic Life and AD&D Insurance MetLife		
Life and AD&D Insurance (\$75,000 Benefit Amount)	6.90	-0-

APPENDIX 4

Stipend Compensation Information

The Meet and Confer Teams have agreed upon the following items related to stipends. This compensation information is based on the work of a Meet and Confer subcommittee during the 2017-18 school year. This also advances prior agreements related to stipends.

General Parameters:

A stipend range system will be implemented over the 2018-19 and 2019-20 school years. Implementation over the 2-year period will allow the financial impact to be spread across two budget years. The stipend range system will be created using the identified comparable districts and only be applicable to athletics and extracurricular activities (not District level stipends). No current stipend will be altered without obtaining and reviewing the comparable district data. If an activity has no comparable district data, the Meet and Confer Team will make final recommendations about how to address those stipend amounts.

The maximum amount allocated for stipend changes and range implementation for the 2018-19 school year will be \$50,000. The total implementation cost will not exceed \$100,000 over the two-year period.

Phase 1-Implemented for the 2018-19 School Year

The focus for Phase 1 will be athletics and other competition activities. The Missouri State High School Activities Association (MSHSAA) governs the majority of these activities. These activities also had comparable school district data readily available.

The following calculation method will be applied to the extra-duty stipend positions being revised in Phase 1:

- A range system using Steps 1-10 of the Master's Track from the teacher salary schedule will become the base amount used to calculate stipend amounts.
- The comparable school district data determined a multiplying percentage for each stipend position.
- The multiplying percentage was applied to the base amount to create the actual ranges for the stipend positions. All amounts will be rounded to the nearest whole number.
- As an example, the multiplying factor for a head soccer coach is 10.5%. This was applied to MA Track, Step 1 in the amount of \$47,047 to create a minimum stipend of \$4,940. The overall range for a head soccer coach will become \$4,940 to \$6,241.

Placement on Steps 1-10 of the stipend range will be determined by experience in that activity/sport and have the following parameters:

- All activity/sport experience must be verified in order to be applied to placement within a stipend range.
- Similar activities/sports may be credited as experience for placement into a stipend range. As examples, softball coach experience would be counted toward placement into the

baseball stipend range. However, assistant golf coach experience would not count toward placement in the field hockey stipend range.

- Assistant level experience will count toward head coach /sponsor placement if the assistant experience is in the same activity/sport. As an example, credit for being an assistant basketball coach would be applied to the head basketball coach range.
- No coach/sponsor from the 2017-18 school year will have a reduction to his or her stipend amount for the 2018-19 school year. Stipend amounts will be frozen as appropriate until the applicable stipend range takes effect.
- The Assistant Superintendent for Human Resources will make the final determination related to experience credit and placement within the stipend ranges.

Phase 2 - To be implemented for the 2019-2020 School Year

The established Meet and Confer Stipend Subcommittee will continue to meet during the 2018- 19 school year to review all other activities at both the middle and high school levels. The majority of the remaining activities to review do not have comparable school district data available and will require a more in depth analysis by the subcommittee and the full Meet and Confer Teams. This is the primary reason these activities are the second phase of the process.

After the two phases of implementation, a total of \$85 ,000 will be paid towards all middle and high school level stipends. This amount is intended to keep the district's stipend positions competitive for coaches and sponsors, and leaves approximately \$15,000 remaining in the designated \$100,000 approved stipend allocation.

Subcommittee Regarding Evaluation Incentive Stipends

A subcommittee was formed and charged to review the information, details, and legalities surrounding Evaluation Incentive Stipends and related issues. After review, feedback from staff and discussion, the subcommittee proposed dissolving the Evaluation Incentive Pay as they did not feel it was effective in motivating staff. The money that funded this incentive was put back into the salary schedule.

APPENDIX 5

School Times

Elementary:	8:50 a.m.-3:50 p.m.
Fifth Grade Center:	7:30 a.m.-2:30 p.m.
Middle School:	8:10 a.m.-3:10 p.m.
High School:	7:30 a.m.-2:30 p.m.