

**MILAN AREA SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
TUESDAY, August 31, 2021 @ 7:00 PM
AGENDA**

I. Call to Order

II. Pledge of Allegiance

III. Communications

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public meeting. There are two times for public participation during the meeting as indicated in the agenda. When addressing the Board, you will be asked to state your name. The Board determines the amount of time granted to individuals or groups to speak. Each person shall be allowed to speak for up to 3 minutes. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such items will be referred to the superintendent for advisement, investigation, study, and/or recommendation or designated as future agenda items for Board consideration.

A. Public Comments

IV. Old/New Business

A. Personnel Issues

1. Milan Area Schools Transportation Association Master Agreement - Attachment A
2. Milan Area Schools Support Staff Master Agreement - Attachment B

B. Public Comments

C. Superintendent's Comments

D. Addenda

1. Board Member Comments

V. Adjournment

**MILAN AREA SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING
TUESDAY, August 31, 2021 @ 7:00 PM
RESOLUTIONS**

I. Call to Order

The special meeting of the Milan Area Schools Board of Education was called to order by President Cislo at _____ p.m. on August 31, 2021.

Board Members Present:

Board Members Absent:

Staff Present:

Guests Present:

II. Pledge of Allegiance

III. Communications

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public meeting. There are two times for public participation during the meeting as indicated in the agenda. When addressing the Board, you will be asked to state your name. The Board determines the amount of time granted to individuals or groups to speak. Each person shall be allowed to speak for up to 3 minutes. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such items will be referred to the superintendent for advisement, investigation, study, and/or recommendation or designated as future agenda items for Board consideration.

A. Public Comments

IV. Old/New Business

A. Personnel Issues

1. Milan Area Schools Transportation Association Master Agreement - Attachment A

Motion by _____ supported by _____ to approve the Master Agreement with the Milan Area Schools Transportation Association as detailed in Attachment A.

Kiger _____ Landingham _____ Moccio _____ Cislo _____ Faro _____ Frait _____ Heikka _____
Carried _____.

2. Milan Area Schools Support Staff Master Agreement - Attachment B

Motion by _____ supported by _____ to approve the Master Agreement with the Milan Area Schools Support Staff as detailed in Attachment B.

Landingham _____ Moccio _____ Cislo _____ Faro _____ Frait _____ Heikka _____ Kiger _____
Carried _____.

B. Public Comments

C. Superintendent's Comments

D. Addenda

1. Board Member Comments

V. Adjournment - Time of Adjournment _____.

**Milan Area Schools
and
Milan Area Schools Transportation Association
2021-2022, 2022-2023, 2023-2024
Tentative Agreement**

Three Year Contract

Update all Dates and Timelines Accordingly

Remove Mutually Agreed Upon Obsolete Language

**Sick Leave, Bereavement and Person Business Leave
Section E.1 - Terminal Leave (page 15)**

Add: In order to qualify for terminal leave pay, an employee shall notify the Board in writing on or before March 30th that he/she intends to retire/resign at the end of the school year. If an emergency need arises after March 30th, an exception can be approved by the Superintendent/designee. The employee will notify the Board by completing the "Terminal Leave" form.

Replace: The maximum amount will be six thousand seven hundred fifty dollars (\$6,750.00).

With: The maximum amount will be seven thousand dollars (\$7,000.00).

Replace: The maximum amount of terminal leave pay shall not exceed six thousand seven hundred fifty dollars (\$6,750).

With: The maximum amount of terminal leave pay shall not exceed seven thousand dollars (\$7,000).

**Sick Leave, Bereavement and Person Business Leave
Section E.2 - Terminal Leave (page 15)**

Add: In order to qualify for terminal leave pay, an employee shall notify the Board in writing on or before March 30th that he/she intends to retire/resign at the end of the school year. If an emergency need arises after March 30th, an exception can be approved by the Superintendent/designee. The employee will notify the Board by completing the "Terminal Leave" form.

Replace: The maximum amount of terminal leave pay shall not exceed four thousand two hundred fifty dollars (\$4,250).

With: The maximum amount of terminal leave pay shall not exceed four thousand five hundred dollars (\$4,500).

Attendance

Section C.1 - Attendance Bonus (page 20)

Replace: Any employee who is absent from work two (2) or fewer days in any school year (either sick, personal business leave or unpaid days, or any combination thereof), will receive an attendance bonus payable on the last pay period of June according to the following schedule.

With: Any employee who is absent from work two (2) or fewer days in any school year measured during the two semesters of the traditional school year (either sick, personal business leave or unpaid days, or any combination thereof), will receive an attendance bonus payable on the last pay period of June according to the following schedule.

Payroll and Deductions

Section A (page 28)

Replace: Employees, at their option, will receive either twenty-four (24) or twenty (20) pays. Some drivers may be paid using time sheets for each pay period. Pay dates will be published to all employees.

With: During the 2021-2022 school year, employees, at their option, will receive either twenty-four (24) or twenty (20) pays. Some drivers may be paid using time sheets for each pay period. Pay dates will be published to all employees.

Starting with the 2022-2023 school year and in all subsequent years, all employees will be paid using time sheets for each pay period. Pay dates will be published to all employees.

Wages

Section 1 (page 28)

Replace: In November of 2020, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, and the assigned fund balance for PECC, compared to the audited expenditures) is equal to or greater than 10%, then 50% of the amount of the unassigned fund balance exceeding the 10% threshold will be distributed to all employees of the district (using percent of salary calculations) and will be paid out in a one-time salary distribution on the last paycheck of December 2020.

With: In November of 2022, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, the assigned fund balance for PECC, and the newly assigned fund balance for unspent ESSER funds) compared to the audited expenditures is more than \$1,400,00 above 10%, the unassigned fund balance exceeding the \$1,400,000 above 10% will be distributed to all employees of the district (using percent of salary calculations). The funds distributed to the transportation department will be used to increase each employee's hourly wage by an equivalent dollar amount effective December 1, 2022. Eligible employees must have been on the June 30, 2022 payroll and must be on the December 15, 2022 payroll.

In November of 2023, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, the assigned fund balance for PECC, and the newly assigned fund balance for unspent ESSER funds) compared to the audited expenditures is more than \$950,000 above 10%, the unassigned fund balance exceeding the \$950,000 above 10% will be distributed to all employees of the district (using percent of salary calculations). The funds distributed to the transportation department will be used to increase each employee's hourly wage by an equivalent dollar amount effective December 1, 2023. Eligible employees must have been on the June 30, 2023 payroll and must be on the December 15, 2023 payroll.

Wages

Section 1.A - Driver Wages (page 28)

Drivers				
	2020-2021	2021-2022	2022-2023	2023-2024
Beginning Driver	\$13.68	\$17.50	\$17.85	\$18.21
Second Semester	\$15.00	\$18.00	\$18.36	\$18.73
Second Year	\$16.74	\$18.50	\$18.87	\$19.25
Third Year or More	\$17.74	\$19.60	\$20.00	\$20.40

Wages

Section 1.B - Monitor Wages (page 28)

Monitors				
	2020-2021	2021-2022	2022-2023	2023-2024
Beginning Monitor	\$10.96	\$12.00	\$12.24	\$12.48
Second Semester	\$11.26	\$12.25	\$12.50	\$12.74
Second Year	\$11.57	\$12.75	\$13.01	\$13.27
Third Year or More	\$11.83	\$14.00	\$14.28	\$14.57

**Milan Area Schools
and
Milan Area Schools Support Staff
2021-2022, 2022-2023, 2023-2024
Tentative Agreement**

Three Year Contract

Update all Dates and Timelines Accordingly

Remove Mutually Agreed Upon Obsolete Language

**Article 8: Employee Rights and Protection
Section B.1 (page 9)**

ADD: For paraprofessionals and administrative assistants, discipline may be issued by any building or district level administrator. For custodial maintenance employees, discipline may be issued by the Buildings and Grounds Director or any building or district level administrator.

**Article 10: Work Year, Work Week, Work Day
Section B.1 (page 11)**

Replace: The work year for administrative assistant and clerical employees will be either ten (10) months or twelve (12) months.

Starting in the 2013-2014 school year 10 month administrative assistants shall have the following options:

- a. Start the work year on the date determined by the administration;
- b. Start the work year on the third Wednesday before Labor Day.

Each administrative assistant will notify their immediate supervisor in writing of their selection prior to the first Monday of May of each year. Failure to notify the administration prior to the first Monday of May of their selection will result in the automatic implementation of option a.

With: The work year for ten (10) month administrative assistants will start three (3) weeks prior to the first day of school and will end one (1) week after the last day of school. The work year for twelve (12) month administrative assistants will be twelve (12) months.

**Article 10: Work Year, Work Week, Work Day
Section B.3 (page 12)**

Add: The work day for full-time ten (10) month administrative assistants will be eight (8) hours. The work day for full-time twelve (12) month administrative assistants will be eight (8) hours during the ten (10) month administrative assistant's work year and six (6) hours outside of the ten (10) month administrative assistant's work year.

Article 11: Working Conditions

Section J (page 17)

Replace: Custodial/Maintenance employees who are unable to report to work shall notify their immediate supervisor (or the designated person or system) at least thirty (30) minutes prior to the start of their shift except midnight shift employees who must call by 4:00 p.m. and afternoon shift employees who must call at least one hundred fifty (150) minutes prior to the start of their shift. Employees are expected to advise their immediate supervisor of the anticipated length of their absence from work. Using the district's web-based attendance system, employees are to report their absence by 6:30 AM. Administrative assistants shall also contact their immediate supervisor by 6:30 AM to report their absence. It is understood that emergency circumstances may arise when it is not possible to comply with these notification provisions.

With: Custodial/Maintenance employees who are unable to report to work shall notify their immediate supervisor (or the designated person or system) at least thirty (30) minutes prior to the start of their shift except midnight shift employees who must call by 4:00 p.m. and afternoon shift employees who must call by 12:00 p.m. Employees are expected to advise their immediate supervisor of the anticipated length of their absence from work. Using the district's web-based attendance system, employees are to report their absence by 6:30 AM. Administrative assistants shall also contact their immediate supervisor by 6:30 AM to report their absence. It is understood that emergency circumstances may arise when it is not possible to comply with these notification provisions.

Article 11: Working Conditions

Section L (page 17)

Replace: The district dress code for custodial maintenance employees requires safe and appropriate attire. The district may provide each custodial maintenance employee with up to 5 shirts (mutually agreed upon by the Superintendent and MASSS) not to exceed the total cost of \$50 per employee. Items that are not allowed include, but are not limited to, open toe shoes, crocks, sandals, flip flops, overly short shorts, shirts with graphics or statements (except for Milan attire).

With: The district dress code for custodial maintenance employees requires safe and appropriate attire. Therefore, each year, the district will provide each custodial maintenance employee with up to 5 shirts (MAS t-shirts, MAS polos, or MAS work shirts - these items must be mutually agreed upon by the Superintendent and MASSS) not to exceed the total cost of \$150 per employee. These shirts must be worn while working. Items that are not allowed include, but are not limited to, open toe shoes, crocks, sandals, flip flops, overly short shorts.

Article 16: Work Duties and Compensation

Item E - Terminal leave Pay (page 22)

Add: In order to qualify for terminal leave pay, an employee shall notify the Board in writing on or before March 30th that he/she intends to retire/resign at the end of the school year. If an emergency need arises after March 30th, an exception can be approved by the Superintendent/designee. The employee will notify the Board by completing the "Terminal Leave" form.

Appendix B

Additional Hourly Rates (page 34)

Replace:

Head Custodian:

Additional .30 an hour added to rate in the chart above

Maintenance:

Additional .75 an hour added to rate in the chart above. (2018-2019)

Additional .90 an hour added to rate in the chart above. (2019-2020)

Additional 1.00 an hour added to rate in the chart above. (2020-2021)

Delivery/Pool Maintenance:

Additional .10 an hour added to rate in the chart above

HQ Required Paraprofessionals:

Additional .10 an hour added to rate in the chart above

Lead Paraprofessionals:

\$200 Stipend

8 - 2 Per Building - Selected by Building Administration

The compensation shall be distributed in two installments of \$100
(December 31 and June 30).

With:

Head Custodian:

Additional .30 an hour added to rate in the chart above

Maintenance:

Additional 2.00 an hour added to rate in the chart above.

Head Maintenance:

Additional 4.00 an hour added to rate in the chart above.

Delivery/Pool Maintenance:

Additional .10 an hour added to rate in the chart above

HQ Required Paraprofessionals:

Additional .10 an hour added to rate in the chart above

Personal Care Paraprofessionals:

Additional .10 an hour added to rate in the chart above (Medicaid defined)

Lead Paraprofessionals:

\$200 Stipend

8 - 2 Per Building - Selected by Building Administration

The compensation shall be distributed in two installments of \$100
(December 31 and June 30).

Appendix B

General Wage Notes #6 (page 34)

Replace: In November of 2020, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, and the assigned fund balance for PECC, compared to the audited expenditures) is equal to or greater than 10%, then 50% of the amount of the unassigned fund balance exceeding the 10% threshold will be distributed to all employees of the district (using percent of salary calculations) and will be paid out in a one-time salary distribution on the last paycheck of December 2020.

With: In November of 2022, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, the assigned fund balance for PECC, and the newly assigned fund balance for unspent ESSER funds) compared to the audited expenditures is more than \$1,400,00 above 10%, the unassigned fund balance exceeding the \$1,400,000 above 10% will be distributed to all employees of the district (using percent of salary calculations). The funds distributed to MASSS's employees will be used to increase each employee's hourly wage by an equivalent dollar amount effective December 1, 2022. Eligible employees must have been on the June 30, 2022 payroll and must be on the December 15, 2022 payroll.

In November of 2023, the two parties will review the newly approved financial audit. If the audited unassigned fund balance (defined as the audited fund balance minus \$330,000, the assigned fund balance for athletics, the assigned fund balance for PECC, and the newly assigned fund balance for unspent ESSER funds) compared to the audited expenditures is more than \$950,000 above 10%, the unassigned fund balance exceeding the \$950,000 above 10% will be distributed to all employees of the district (using percent of salary calculations). The funds distributed to MASSS's employees will be used to increase each employee's hourly wage by an equivalent dollar amount effective December 1, 2023. Eligible employees must have been on the June 30, 2023 payroll and must be on the December 15, 2023 payroll.

Appendix B
General Wage Notes #1,2,3,5 (page 34)

Add: 1.Starting with the 2022-2023 school year and in all subsequent years, all employees will be paid using time sheets for each pay period. Pay dates will be published to all employees. At that time, items 1, 2, 3, 5 and Article 16.F are obsolete and said items will be removed in future contracts.

Appendix E: Evaluation Forms and Definitions
Paraprofessional Evaluation Form (page 42 and page 44)

Replace: Appearance – Neat and appropriate attire for assignments.

With: Professionalism - Employee is professional in their actions, behaviors, and interactions with students, staff members, and community members.

Appendix B Wage Schedule
Hourly Pay Rates (page 33)

Paraprofessional (16.5%, 2%, 2%)

	2020-2021	2021-2022	2022-2023	2023-2024
Probationary	\$11.16	\$13.00	\$13.26	\$13.53
Step 1	\$11.38	\$13.26	\$13.52	\$13.79
Step 2	\$11.68	\$13.61	\$13.88	\$14.16
Step 3	\$11.97	\$13.95	\$14.22	\$14.51
Step 4	\$12.01	\$13.99	\$14.27	\$14.56
Step 5-9	\$12.31	\$14.34	\$14.63	\$14.92
Step 10-14	\$12.74	\$14.84	\$15.14	\$15.44
Step 15+	\$13.25	\$15.44	\$15.74	\$16.06

Administrative Assistant/Clerical /Bookkeeper (7%, 2%, 2%)

	2020-2021	2021-2022	2022-2023	2023-2024
Probationary	\$12.34	\$13.20	\$13.47	\$13.74
Step 1	\$13.17	\$14.09	\$14.37	\$14.66
Step 2	\$15.68	\$16.78	\$17.11	\$17.46
Step 3	\$17.41	\$18.63	\$19.00	\$19.38
Step 4	\$18.51	\$19.81	\$20.20	\$20.61
Step 5-9	\$18.69	\$20.00	\$20.40	\$20.81
Step 10-14	\$18.79	\$20.11	\$20.51	\$20.92
Step 15+	\$19.05	\$20.38	\$20.79	\$21.21

Custodial Department (8.5%, 2%, 2%)

	2020-2021	2021-2022	2022-2023	2023-2024
Probationary	\$14.26	\$15.47	\$15.78	\$16.10
Step 1	\$14.54	\$15.78	\$16.09	\$16.41
Step 2	\$14.91	\$16.18	\$16.50	\$16.83
Step 3	\$15.29	\$16.59	\$16.92	\$17.26
Step 4	\$15.44	\$16.75	\$17.09	\$17.43
Step 5-9	\$15.58	\$16.90	\$17.24	\$17.59
Step 10-14	\$15.84	\$17.19	\$17.53	\$17.88
Step 15+	\$16.32	\$17.71	\$18.06	\$18.42