

Memorandum of Understanding
Between
Representatives Approved by the
Coffee County Board of Education
and
Representatives of the
Coffee County Education Association (CCEA)
2025-2028

Accepted this 7th day of May, 2025

In accordance with Tennessee Code Annotated 49-5-608 and 49-5-609, representatives from the Coffee County Education Association (CCEA) (hereafter referred to as ‘Educators’) representing the eligible professional employees and the management personnel of the Coffee County Board of Education (hereafter referred to as ‘Board’) have engaged in Collaborative Conferencing. Pursuant to the terms of the law, the scope of the conferencing was limited to the following: salaries or wages, grievance procedures, insurance, fringe benefits, working conditions, leave, and payroll deductions. This Memorandum of Understanding records the understanding reached by the Board of Education and its professional employees as to the terms and conditions of professional service.

Collaborative Conferencing Team Members

Board of Education Representatives: Dr. Prater Powell, Dr. Jimmy Anderson, Dr. Adam Clark, Paul Parsley, Katrina Wright, Angela Sellars, Lia Parsley

Teacher Representatives: Dr. Melanie Banks, Leslie Aaron, Mike Stein, Michelle Mullican, Kandace Perry, Vanessa Reynolds, Mycah Jordan

Table of Contents

BASIC PROVISIONS

SALARIES

2.1 Salary Schedule

2.2 Method of Payment

2.3 Salary Reopener

GRIEVANCE PROCEDURES

INSURANCE

4.1 Health Coverage

4.2 Dental/Vision Coverage

4.3 Disability Coverage

4.4 Insurance Reopener

FRINGE BENEFITS

5.1 Access to School Buildings

5.2 Teacher Advisory Council

5.3 Personal Items

5.4 Rights granted to the Coffee County Education Association

5.5 Admission into sports events

5.6 Employees' children admission into Coffee County Schools

WORKING CONDITIONS

6.1 Hours

6.2 Planning Time

6.3 Duty-Free Lunch

6.4 Faculty and After School Meetings

6.5 Outside Duties

6.6 Teacher's personnel files

6.7 Teacher's use of cell phones

6.8 Teacher Email Use After School Hours

6.9 Release of Master Schedule for the Following School Year

6.10 Classroom doors

LEAVE

7.1 Bereavement Leave

7.2 Association Leave

Appendix A-1

Note: Items in bold have been added or amended from the previous MOU that was approved in 2022.

BASIC PROVISIONS

Preamble

This Memorandum of Understanding (MOU) is entered into in good faith this 7th day of May, 2025 by the Coffee County Board of Education, hereinafter referred to as the Board, and the representatives of the professional employees of Coffee County Board of Education who are members of Coffee County Education Association (CCEA), hereinafter referred to as the Teacher Association, and selected pursuant to the terms of TCA §49-5-605, subject to annual amendments consistent with Tennessee law.

Recognition

The Board hereby recognizes CCEA, hereinafter referred to as the Teacher Association, as the designees for educator participants in collaborative conferencing pursuant to the terms of the Professional Educator Collaborative Conferencing Act of 2011 (PECCA), TCA §49-5-601, said determination having been made by Coffee County professional educators through a confidential poll per the terms of PECCA.

Recognition of Management

The PECCA team recognizes the right of the Board, subject to state and federal laws, rules and regulation of the state board and local board policies to supervise, direct, and manage the school district and its staff provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of the MOU.

Individual Contracts

Any individual 200-day contract between the Board and its professional employees shall be consistent with the terms and conditions of the MOU.

Maintenance of Benefits

Unless otherwise provided in this MOU, no part or provision of the Agreement shall be interpreted or construed to reduce, eliminate, or otherwise diminish any professional employee benefit existing prior to its effective date.

Severability

If any article or part of this MOU is held to be invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by such court, the remainder of the MOU shall not be affected, and the parties shall immediately re-enter collaborative conferencing for the purpose of reaching a mutually satisfactory replacement for such article or part.

Memorandum of Understanding Waiver

Any deviations from the terms of any part of this MOU shall be agreed to by the Board and Teacher Association prior to implementation. Either party may request a waiver of the terms of any part of this MOU. If such a request is made, the parties shall meet and attempt to reach mutual agreement concerning the requested waiver.

Distribution

An electronic copy of the MOU shall be distributed to each newly hired professional employee through the applicant tracking system, as part of the “New Hire” packet. A digital copy of the MOU shall be disseminated on a yearly basis to all current professional employees by each building level principal. A link to the MOU shall be available on the district website within two working days of ratification.

Duration

This Memorandum of Understanding shall be effective as of May 13th, 2025 and shall continue in effect until the date of the May School Board meeting of 2028 (3 years).

SALARIES

2.1 Salary Schedule

The base salary of each educator shall be covered by the regular salary schedule as set forth in Appendix A-1 which is attached to and made a part of this MOU. All certified salary schedules shall include steps 0-25, with predictable and equitable step increases annually, will include predictable pay increases for the following advanced degrees: Master's, Education Specialist, and Doctorate. This does not prohibit the Coffee County School Board from amending the salary schedule by raising all certified salaries in the future, as long as it contains predictable and equitable step raises.

2.2 Method of Payment

- A. Educators shall have regular pay days each month by the 15th of the month.
- B. Educators shall have access to electronic notice of all payments.
- C. All salary payments issued to educators will be electronically transferred to the financial institution(s) that the educator has selected.

2.3 Salary Reopener

The collaborative conferencing teams agree to annually reopen salary and to establish and maintain a subcommittee for that purpose. The subcommittee shall consist of two members from each conferencing team.

The subcommittee shall convene no later than the March school board meeting of each year pending state funding information being available. The subcommittee shall review financial data, meet with district finance staff and present a summary of their findings and recommendations to the collaborative conferencing team and to the School Board during the reopener period.

GRIEVANCE PROCEDURES

PECCA MOU Grievance Procedure

A. Definitions

- a. A "complaint" is defined as a claim by:
 - i. A teacher covered by the terms of the agreement, that there has been a violation, misinterpretation, or misapplication of the terms and specific provision of the Memorandum of Understanding;
 - ii. The teacher that feels there has been a violation, misinterpretation, or misapplication involving the rights of that teacher.
- b. The term "complainant" is defined as a teacher making such a claim, which may complain any part of the MOU (that specifically pertains to the association, or petitioner of whose claim is specifically addressed in an article under the terms of this agreement.).
- c. The term "days" shall mean any day, Monday through Friday, on which students attend school during the normal school year. After the last day of the normal school year, a "day" shall be Monday through Friday, excluding holidays and breaks.

- d. The term “immediately involved supervisor” shall mean the lowest level supervisor with the authority to resolve the problem.

B. Procedures

The parties hereto acknowledge that it is usually more desirable for a teacher and his/her immediately involved supervisor to resolve problems through free and informal communication within ten (10) days of the alleged violation of the MOU.

If the informal process fails to resolve the issue, the complaint may be filed following the procedure set forth below:

Step 1:

The complainant will present the complaint in writing to the immediate supervisor within five (5) days of the informal meeting.

The immediate supervisor shall arrange for a meeting to take place within ten (10) days after receipt of the written complaint. Within five (5) days of the meeting, the complainant shall be provided with the supervisor’s written response including the reasons for the decision. If the immediate supervisor is not the principal, then the next step is for the complainant to bring the issue to the building level principal and repeat Step 1 if necessary.

Step 2:

If the complaint is not resolved in Step 1, then the complainant may refer the alleged violation to the Director or his/her designee, and arrange a meeting within five (5) days after receipt of the Step 1 answer.

An association representative, if requested by the complainant, may be present for the meeting. Their participation shall be allowed as a mediator if agreed upon by all parties. Notice of attendance of an association representative shall be given in advance of the meeting.

Each party shall have the right to include in its presentation such witnesses as they desire. The employee and the Director can attempt to remediate the issue before witnesses are included in a meeting. If a meeting with witnesses is required, the employee shall provide the Director with a list of witnesses who will be present at the meeting. Within five (5) days the complainant shall be provided with the Director’s response including the reasons for the decision.

Step 3:

The complainant may, within five (5) days of receipt of the Director’s written response, request a review by the Board of Education at the next regularly scheduled Board meeting. The request shall be made in writing through the office of the Director of Schools. The Board shall review the case; shall hold a hearing with the teacher, if requested by the complainant; and shall render a decision in writing within ten (10) days of the review. Copies of the decision of the Board of Education shall be sent to the aggrieved teacher and to the Director of schools.

C. Filing of Materials

All documents, communications, and records dealing with the processing of a complaint shall be filed separately from the personnel files of the participants. Complaint documents shall be confidential if an attorney is present.

D. General

- a. The Board and the teacher shall cooperate in the investigation of any complaint.**
- b. A complaint may be withdrawn at any time by the complainant without establishing precedent.**
- c. If the complainant fails to appeal a complaint at any level within the specified time limits, that complaint shall be deemed withdrawn.**
- d. Failure at any step of the procedure to communicate the decision on a complaint within the specified time limits shall permit the complainant to proceed to the next step.**
- e. Time limits prescribed in this procedure may be extended by mutual consent.**
- f. Processing complaints will be done at times that do not interfere with the teacher's assigned duties.**
- g. No retaliatory actions shall be invoked against any teacher for processing a complaint or participating in a complaint procedure.**
- h. Any change in this portion of the policy will also require approval from the PECCA Representatives.**

INSURANCE

4.1 Health Coverage

Each full-time educator shall be eligible to participate in Coffee County's health insurance plan. If a change in coverage is made, all participating professional employees shall receive written notification of the change thirty (30) days before the change takes effect. The Board shall provide all participating professional employees with a yearly update of any changes in the insurance plan during open enrollment.

4.2 Dental/Vision Coverage

Each full-time educator shall be eligible to participate in dental and vision insurance plans. If a change in coverage is made, all participating professional employees shall receive written notification of the change thirty (30) days before the change takes effect. The Board shall provide all participating professional employees with a yearly update of any changes in the insurance plan during open enrollment.

4.3 Disability Coverage

Each full-time educator shall be eligible to participate in disability insurance plans.

4.4 Insurance Reopener

The collaborative conferencing teams agree to annually reopen insurance and to establish and maintain a subcommittee for that purpose. The subcommittee shall consist of two members from each conferencing

team.

The subcommittee shall convene no later than September 15 of each year. The subcommittee shall review financial and insurance data, meet with district insurance staff and present a summary of their findings and recommendations to the collaborative conferencing team and to the School Board during the reopener period.

FRINGE BENEFITS

5.1 Access to School Buildings

All educators shall be offered a master key or entry code to their respective school buildings so they can access their classrooms outside of school hours. Building level principals shall notify their respective faculties if there are particular hours when they should not access the building without prior notification, such as when the building alarm might be activated.

5.2 Teacher Advisory Council

Vision

The vision of the Coffee County Schools Teacher Advisory Council is to foster constructive interactions that are honest and transparent with district leaders to elevate teacher voice and engagement by providing valuable feedback about issues affecting teaching and learning for all stakeholders in Coffee County Schools.

Mission

The Coffee County School's Teacher Advisory Council represents the voice of Coffee County educators who are committed to providing an excellent education for all Coffee County students. The committee shall also serve as the vehicle by which the faculty may propose changes in existing policies and practices.

CCSS Teacher Advisory Council Bylaws

Article I – Name

The name of the organization is Coffee Teacher Advisory Council (C-TAC).

Article II – Purpose

The purpose of C-TAC is to:

- Collaborate with the Director of Schools, or designee, on such matters as curriculum improvements, supply and equipment needs, professional development opportunities, and other related matters regarding the effective operation of the school system.
- Provide consistent and meaningful teacher engagement on decisions initiated by C-TAC members on issues affecting the district.
- Contribute crucial perspectives of school level personnel to bridge the gap between policy and practice.

- Meet on a regular basis to support the development and review of Coffee County Schools' strategies that impact teaching and learning.
- Make recommendations that are in the best interest of all students and/or stakeholders

Article III – Membership

Section 1 – The C-TAC will consist of members from each school. Specifically, there should be one member from each elementary school, two from Coffee County Middle School, one from Raider Academy, and three from Coffee County Central High School/Koss Center/Coffee County Virtual School.

Section 2 – A member is defined as non-administrative, certified personnel.

Section 3 – Each member shall be elected by his or her respective building level faculty by September 1st. Any vacancy that happens during the school year shall be filled by a special election at that person's respective school. Every effort shall be made to fill vacancies before the next scheduled meeting.

Section 4 – A term will consist of two years beginning with new members brought on during the 2022 school year.

Section 5 – If a C-TAC member secures a position as a Principal, Assistant Principal or Central Office staff member at any time during their two years of service, they shall be removed from the C-TAC and replaced with a member through the nomination process mentioned in Section 3 above.

Section 6 – Resignations may occur at any time.

Article IV – Meetings

Section 1 – Regular Meetings

Meetings will be held quarterly. Dates for each meeting will be set at the previous meeting by those members in attendance. The first meeting should occur no later than September 15th and a chair, vice-chair, and secretary shall be elected at that meeting. Minutes shall be kept at each meeting and shared with all C-TAC members, the Director of Schools, and the School Board.

Section 2 – Special Meetings

Special meetings may be called at any time as needed by the C-TAC chairperson.

Section 3 – Attendance at Meetings

All members are expected to attend all regularly scheduled meetings. C-TAC members who miss three consecutive meetings may be removed from the C-TAC and replaced through the nomination process described in Article III, Section 3.

Section 4 – The Director of Schools, or their designee, and a member of the Coffee County School Board shall attend these meetings. Employees of the Central Office may also be requested to attend C-TAC meetings.

Article V – Committees

Committees and task forces may be convened as the need arises.

Article VI – Amendments of Bylaws

These Bylaws can be amended at any regular meeting of the C-TAC with a majority vote of the members present, provided the amendment has been presented to the C-TAC at the previous meeting.

Article VII – Membership Voting

A simple majority of those present and voting shall carry a decision in the event a vote is necessary on a topic not specified in prior articles.

5.3 Personal Items

Principals shall provide a lockable place for personal belongings with reasonable accessibility.

5.4 Rights granted to the Coffee County Education Association

- A. The Coffee County Education Association and its members shall have the right to make use of school buildings and facilities at reasonable times for meetings and reasonable use of any equipment, including but not limited to computers, copying machines, and all types of audio visual equipment when such equipment is not otherwise in actual use. Duly authorized representatives of the Coffee County Education Association and their respective affiliates shall be permitted to transact official Association business on system property before and after the instructional day. The Coffee County Education Association shall have the right to use the school system's regular interschool mail delivery system, other communication media (before or after school hours), employee mailboxes, and institutional bulletin boards for communications to employees or members of the teachers' associations.**
- B. The Board shall furnish to the Coffee County Education Association President, or designee, upon request, all available information concerning the financial resources of the school system including but not limited to: annual financial reports, agendas and minutes of all Board meetings, school census information, and such other public information as will assist the Coffee County Education Association in developing constructive proposals.**
- C. The Coffee County Education Association shall be given the opportunity to provide lunch and educational materials and be allowed to speak at new teacher orientation at Central Office at the beginning of each school year.**
- D. The building representative of the Coffee County Education Association should communicate with the principal for scheduling association meetings or visits.**
- E. Representatives from the Coffee County Education Association, Tennessee Education Association, and National Education Association shall be allowed on system property for teachers to speak with on a voluntary basis, during their planning or lunch time, as well as before and after school.**

5.5 Admission into sports events

Professional employees shall receive free admissions for use by the employee and his/her immediate family members to attend sporting events or athletic programs produced or sponsored by Coffee County Schools when an admission or entry fee is charged. This admission is non-transferable. The employee shall present a Coffee County Schools system-issued identification to redeem allocated admissions for free event entry. The staff member must be present and show his/her badge. This would not include TSSAA tournaments or school approved fundraisers.

5.6 Employees' children admission into Coffee County Schools

- A. Subject to available seats, children of professional employees may attend the school facility where the professional employee works or another Board facility offering the appropriate grade level for the employee's child.**
- B. Children of professional employees shall be given priority in assignment for available seats over any non-employee child not otherwise zoned or eligible due to at-risk or other special status for**

enrollment at such facility; however, in no case may the employee's child displace a properly zoned, assigned, or otherwise eligible at-risk or special status student.

- C. No tuition shall be charged for any school-age children of professional employees attending grades K-12 in the Coffee County School System who reside outside of the district.**
- D. These guidelines do not extend to employees' Pre-K students.**

WORKING CONDITIONS

6.1 Hours

The educator's regular work day is 7 hours and 35 minutes. This includes morning and afternoon supervision assignments. If necessary, schools will stagger their educators' arrival and departure times to ensure adequate student supervision within that time frame. Stipends will be provided to educators at schools who can not meet this requirement. The principal, or their designee, will determine how many hours are needed for a stipend.

6.2 Planning Time

- A. Teachers will receive the state minimum of 150 minutes per week as stated in [TCA §49-1-302\(e\)\(2\)](#)
- B. A priority will be given to providing teachers with daily planning periods of at least 30 consecutive minutes.
- C. Some Central Office staff can be used as floating substitutes for schools that are short on substitute teachers.

6.3 Duty-Free Lunch

- A. Included in the 7 hour and 35 minute work day, all educators shall have duty-free lunch time during the regular school day, equal to the amount of time given to their students for lunch.
- B. Educators may be required to escort their students to and from the dining area.
- C. Educators will be assigned no other duties during this time.
- D. The cafeteria must be available during an educator's lunch time.

6.4 Faculty and After School Meetings

- A. Administrators can call one faculty meeting per month, not to exceed 90 minutes in length, and with at least one week's notice.
- B. Administrators can call "special called" faculty/leadership meetings, but they will be kept to an absolute minimum. Any "special called" faculty/leadership meeting will be reported by the principal to the director of schools within 24 hours. Members of the faculty are expected to attend these meetings if at all possible; however, they will not be penalized in any way for missing these meetings if they cannot attend. Principals, or their designees, will be made aware if a member of the faculty cannot attend a "special called" meeting.
- C. Potential agenda items for faculty meetings may be submitted by members of the faculty to the principal with at least three school days' notice before the next monthly faculty meeting.
- D. Administrators can call one leadership meeting per month outside of the normal work day, not to exceed

90 minutes in length, with at least one week's notice.

- E. Every effort will be made to conduct IEP and Section 504 meetings during the normal workday.

6.5 Outside Duties

- A. Educators shall be paid a stipend when attending a workshop/training that exceeds the requirements for meeting the 200 day contract if the workshop attendance is required by the school system and determined to be necessary for the efficient operation of the system.
- B. Principals can not require more than 15 hours per school year outside of the workday, not including meetings. (This includes dances, game nights/supervision, fall festivals, homecoming activities, graduation, etc.)
 - a. If principals request more than 15 hours outside of the normal work day, then the director of schools must be notified.
 - b. For teachers assigned to more than one school, the 15 hours would apply cumulatively to all schools.

6.6 Teacher's personnel files

- A. No complaints, whether formal or informal, or derogatory material shall be placed in a teacher's personnel file without the teacher's knowledge and the teacher being given the opportunity to respond in writing. No anonymous material shall be placed in a teacher's personnel file. The term "other items" shall be stricken from the employee handbook on page 39. The personnel file should only include facts, not subjective narratives. All complaints that result in suspension or reduction of compensation shall be classified as a formal complaint.**
- B. When a complaint about an employee is made to the Board as a whole, a Board member individually, or any administrator, it will be directed to the school administration for review and potential resolution. The involved employee will be informed about the complaint's details and given a chance to explain, comment, and present their perspective of the facts to their school administrator. The administration will make reasonable attempts to resolve the complaint at the school level.**
- C. For complaints that cannot be resolved informally at the building level, established procedures using the Board's Formal Complaint Form through the CCSS Human Resources Department will be followed. Any complaint made by a parent, student, or other person to an administrator against a teacher will be thoroughly investigated. The school administrator will first try to resolve the issue informally. If this is unsuccessful, a formal complaint resolution process will be initiated. All formal complaints must be started within sixty (60) school days of the incident(s) that led to the complaint(s), although the school administrator may grant exceptions to this timeframe. The administration will notify the teacher of the complaint(s) within five (5) school days, unless a law enforcement agency or state agency provides alternative instructions.**
- D. All involved parties are expected to actively participate in finding a resolution to the complaint(s). If a complaint is found to be valid, appropriate corrective action will be taken based on the specifics of the incident(s). Complaints that are determined to be without merit will be dismissed, and no record of the matter will be kept in the teacher's personnel file(s).**

6.7 Teacher's use of cell phones

A personal cell phone may be carried by an employee of Coffee County Schools; however, no personal business shall be conducted on personal cell phones during instructional time or during direct supervision of students. Professionalism is expected at all times. All cell phones shall be on vibrate or silent mode during school hours.

6.8 Teacher Email Use After School Hours

No teacher shall be required to check emails outside of working hours.

6.9 Release of Master Schedule for the Following School Year

- A. A good faith effort shall be made to release by email a tentative copy of the master schedule for the upcoming school year by June 20th, with another tentative master schedule to be sent out no later than two (2) weeks prior to the beginning of the school year.**
- B. New teachers shall be given as much notice as possible regarding their specific teaching assignments.**
- C. If substantive changes in a teaching assignment are necessary (such as grade level, subject, or school move), then the teacher will be notified as soon as possible by administration.**

6.10 Classroom doors

By the end of the 2026-2027 school year, all classrooms shall have doors that can be locked.

LEAVE

7.1 Bereavement Leave

The bereavement policy found in Coffee County School Board Policy 5.303 issued on 3/13/23 shall be amended to the following:

Full-time employees shall be eligible for a total of five (5) working days of bereavement paid leave in the death of an employee's parent, stepparent, foster parent, spouse, child, stepchild, or foster child, siblings, grandparents, or parents-in-law. Bereavement leave requested for anyone other than listed must be approved by the principal/supervisor.

Additional requests for bereavement leave can be made from the direct supervisor/principal to the Director of Schools.

Approved bereavement days will be granted without charge to the affected employee's accumulated leave accounts and may be taken nonconsecutively.

Bereavement days cannot be added to accumulated leave or carried over from one school year to another.

7.2 Association Leave

Professional associations shall be allotted four days of association leave. The respective professional association is responsible for paying for the substitute teacher when an association leave day is used.

Appendix A-1



**COFFEE COUNTY SCHOOLS
CERTIFIED SALARY SCHEDULE
2024-2025**

7% Increase

STEP	BS	MA	M+	EDS	DOC	STEP
			<i>Frozen</i>			
			<i>7/1/2014</i>			
0	47243	51544	54905	56017	59336	0
1	48022	52379	55739	56907	60337	1
2	48801	53214	56574	57797	61339	2
3	49580	54048	57408	58687	62340	3
4	50359	54883	58243	59578	63342	4
5	51138	55717	59078	60468	64343	5
6	51917	56552	59912	61358	65345	6
7	52696	57387	60747	62248	66346	7
8	53475	58221	61581	63139	67348	8
9	54254	59056	62416	64029	68350	9
10	55033	59890	63251	64919	69351	10
11	55812	60725	64085	65809	70353	11
12	56591	61560	64920	66699	71354	12
13	57370	62394	65754	67590	72356	13
14	58149	63229	66589	68480	73357	14
15	58928	64063	67424	69370	74359	15
16	59706	64898	68258	70260	75360	16
17	60485	65733	69093	71151	76362	17
18	61264	66567	69927	72041	77363	18
19	62043	67402	70762	72931	78365	19
20	62822	68236	71597	73821	79366	20
21	63601	69071	72431	74712	80368	21
22	64380	69906	73266	75602	81369	22
23	65159	70740	74100	76492	82371	23
24	65938	71575	74935	77382	83372	24
25	66717	72409	75770	78273	84374	25