



# **AGREEMENT**

**between**

**PINCONNING AREA  
BOARD OF EDUCATION**

**and**

**PINCONNING AREA EDUCATION  
ASSOCIATION/MEA-NEA**

**2011-2014 Tentative Agreement**

## TABLE OF CONTENTS

<u>Article</u>		<u>Page</u>
<b>I</b>	<b>Recognition</b>	<b>1</b>
<b>II</b>	<b>Agency Shop</b>	<b>1</b>
<b>III</b>	<b>Board Rights</b>	<b>2</b>
<b>IV</b>	<b>Teacher Rights</b>	<b>3</b>
<b>V</b>	<b>Professional Compensation</b>	<b>4</b>
<b>VI</b>	<b>Teaching Hours</b>	<b>6</b>
	High School	6
	Middle School	7
	Central	8
	Linwood	8
<b>VII</b>	<b>Teaching Assignments</b>	<b>10</b>
<b>VIII</b>	<b>Seniority</b>	<b>11</b>
<b>IX</b>	<b>Layoff and Recall</b>	<b>12</b>
<b>X</b>	<b>Teaching Conditions</b>	<b>14</b>
<b>XI</b>	<b>Class Size</b>	<b>17</b>
<b>XII</b>	<b>Vacancy</b>	<b>19</b>
	Posting/Filling Vacancies	19
	Promotion	20
<b>XIII</b>	<b>Transfers</b>	<b>20</b>
<b>XIV</b>	<b>Leaves of Absence</b>	<b>23</b>
	Sick Leave	22
	Family	23
	Sick Leave Bank	24
	Funeral	26
	Jury Duty/Court/Conference	26
	Association/Business Days	27
	Short Term Leave	28
	Study & Research/Seniority/Sabbatical	28
	Maternity	30
	Peace Corp/Association Office/Military	31
	Public Office/Family Medical	32
<b>XV</b>	<b>Terminal Leave</b>	<b>34</b>
<b>XVI</b>	<b>Personnel File</b>	<b>35</b>
<b>XVII</b>	<b>Complaints/Discipline</b>	<b>35</b>
<b>XVIII</b>	<b>Teacher Evaluation</b>	<b>37</b>
	Non-Tenure	37
	Tenure	39
<b>XIX</b>	<b>Protection of Teachers</b>	<b>40</b>
<b>XX</b>	<b>Review Committee</b>	<b>41</b>
<b>XXI</b>	<b>Grievance Procedure</b>	<b>41</b>

<b>XXII</b>	<b>No Strike</b>	<b>46</b>
<b>XXIII</b>	<b>Miscellaneous Provisions</b>	<b>46</b>
<b>XXIV</b>	<b>Waiver Clause</b>	<b>47</b>
<b>XXV</b>	<b>Duration of Agreement</b>	<b>48</b>

<b><u>Appendix</u></b>		<b><u>Page</u></b>
<b>A</b>	<b>Salary Schedule</b>	<b>50</b>
	2011-2012	50
	2012-2013	51
	2013-2014	56
	Extra Hours	59
	Longevity	59
<b>B</b>	<b>Extra-Curricular Salary Schedule</b>	<b>61</b>
	Drivers Education/Split Class	62
	6 <sup>th</sup> Assignment/Summer/Hourly	63
<b>C</b>	<b>Tutorial/In School</b>	<b>63</b>
	Mentor Salary Schedules	64
<b>D</b>	<b>Fringe Benefits</b>	<b>66</b>
	Cash In Lieu/Payroll Deduct/Section 125	68
	Spouse Eligibility	69
<b>E</b>	<b>Course Limits [Class Size]</b>	<b>70</b>
<b>F</b>	<b>Individual Development/Professional Plan</b>	<b>71</b>
<b>G</b>	<b>Teacher Evaluations</b>	<b>72</b>

## ARTICLE I. RECOGNITION<sup>46</sup>

A. The Pinconning Area Schools Board of Education hereby recognizes the Pinconning Area Education Association as the exclusive bargaining representative, as defined in Section 11 of Act 379, Public Acts of 1965, for all professional instructional personnel employed by the Pinconning Area Schools Board of Education, but excluding all supervisory and executive personnel, office, clerical or non-certified employees. The term "teacher", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as defined above. Members of the bargaining unit will be the teacher of record in instances where there is on-site accountability.

## ARTICLE II. AGENCY SHOP

A. On or before the 15th of September of each year, the Association shall notify the Board in writing of the amount of the annual dues payable by members of the Association, and the amount payable by non-members pursuant to Section 10 [1] (c) and [2] of the Public Employment Relations Act (those who refuse to join the Union for any reason). The Board shall thereupon deduct such amounts in equal installments, beginning with the second check in October and ending in June of each year, from the paychecks of each teacher who has executed an individual Contract of Employment, and promptly pay such amount to the Treasurer of the Association.

B. The parties agree that every teacher regularly employed or permitted to work will be required each school year to sign an individual Contract of Employment as provided in Section 569 of the School Code and that every such Contract shall contain the following:

*"This Contract is subject to a collective labor agreement heretofore or hereafter negotiated by the Board and the exclusive bargaining representatives of teachers employed by the Board.*

*The terms of such collective labor agreement are incorporated herein and by accepting this Contract, you agree to*

*be bound by all such terms, including wage deduction provisions thereof."*

C. The Association agrees to indemnify and save the Board harmless against any and all claims, suits, or other forms of liabilities arising out of the Board deducting authorized monies from a teacher's pay.

D. The right to refund to teacher's monies deducted from their salaries under such authorizations shall lie solely with the Association. The Association agrees to reimburse any teacher for the amount of any dues deducted by the Board and paid to the Association, which is by error in excess of the proper deduction.

### **ARTICLE III. BOARD RIGHTS**

A. Subject to the provisions of this Agreement, the Board, on its own behalf and on the behalf of the electors of the District, reserves unto itself full rights, authority and discretion in the discharge of their duties and responsibilities to control, supervise and manage the Pinconning Area Schools and its professional staff under the laws and the Constitutions of the State of Michigan and the United States and to take any actions required by State or Federal law.

B. The exercise of the foregoing rights, authority and discretion shall be limited only by the terms of this Agreement and then only to the extent such terms hereof are in conformance with the Constitution and laws of the United States.

C. The parties agree that this Contract incorporates their full and complete understanding and that any prior oral agreements or practices are superseded by the terms of this Agreement. The parties further agree that no such oral understandings or practices will be recognized in the future unless committed to writing and signed by the parties as a supplement to this Agreement.

The right to direct the working forces, including the right to hire, promote, transfer, discipline and/or reassign employees, determine the size of the work force and to lay off employees, but not in conflict with the specific provisions of this Agreement.

#### ARTICLE IV. TEACHER RIGHTS

A. The Association shall have the right to use school building facilities for professional meetings as long as it does not interfere with the instructional programs or other school sponsored activities and does not take place during normal working hours. A building request form will be filed with the Building Principal a minimum of three (3) working days prior to the scheduled meeting, except in the case of an emergency as determined by the Building Principal. A written reply shall be forwarded to said applicant at least twenty-four (24) hours before the scheduled meeting. The administration shall retain the right to regulate the use of the buildings or equipment and shall make a Ten Dollar (\$10.00) charge for maintenance, and service costs. Meeting to discuss grades, purchase orders, flower funds, scholarship funds, and other non-union activities shall not be construed as a union meeting for the purpose of assessing a Ten Dollar (\$10.00) fee.

Bulletin boards shall be made available to the Association and its members for the purpose of posting meeting notices and other legitimate business.

B. No teacher shall be prevented from wearing an insignia, pins or other identification of membership in the Association either on or off school premises, provided it does not disrupt the normal school process.

C. Upon request in writing by the Association, the following reports will be made available within thirty (30) calendar days:

1. Annual Financial Report (Form B) for the year ending as of June 30 after completion of the audit.
2. Copy of the budget that has been adopted by the Board.
3. List of personnel covered by the Master Agreement, including salaries, degree and years of experience in and out-of-system.
4. Six (6) copies of the current School Board Policies shall

be given to the Association.

Updated policies will be available within two (2) weeks after adoption by the Board.

5. Five (5) copies of the approved public minutes of the Board of Education meetings will be sent to the President of the Pinconning Education Association upon approval of the minutes.

6. A copy of the auditor's report for the year ending as of June 30, after completion of the audit.

D. Before any personal information is released to a party making a Freedom of Information Act [FOIA] request, the District will inform the affected teacher(s) and the Association President of such release.

E. Schools proposed to be identified as failing to make adequate yearly progress:

Before identifying an elementary school or a secondary school for school improvement under 20 USC 6316 (B), Paragraphs (1) or (5), or for corrective action under Paragraph (8), the Employer shall provide the Association with an opportunity to review the school-level data, including academic assessment data on which the proposed identification is based. If the Association believes that the proposed identification is in error for statistical or other substantive reasons, the Association may provide supporting evidence to the Employer, which shall consider that evidence before making a final determination.

#### **ARTICLE V. PROFESSIONAL COMPENSATION**

A. The salaries of teachers covered by this Agreement are set forth in Appendix "A", which is incorporated in this Agreement. Such salary schedules shall remain in effect during the term of this Agreement.

B. The salary schedule is based upon a normal weekly teaching load as hereinafter defined in Article X. For extra work, other than defined in Appendix "A" and in Article VI. hereof, the

teacher shall be entitled to the hourly rate as established in "Appendix B" subsection D3. When attendance at activities, other than staff or curriculum meetings not specified in Article VI as part of the regular teaching duties is required, he/she shall be paid at the hourly rate as established in "Appendix B" subsection D3. Daily preparation for effective teaching, correcting papers, themes, and attending staff meetings requires many hours of application outside the classroom and add to the professional responsibilities of the teacher. In addition, requests are made for attendance at staff conferences, parent-teacher conferences, PTA meetings, and the like, which requests can become excessive.

It is mutually agreed that if required attendance at staff meetings beyond their normal workday shall exceed two (2) fifty-five (55) minute periods per month, the Board will pay the teachers for any hours in excess thereof at the teacher's hourly rate. These meetings will be held on the first, second or third Monday of the month. However, if there is no school on the first, second or third Monday, then the meeting may be rescheduled with a 24-hour notice. It is understood that staff meetings for elementary and secondary teachers will begin no later than fifteen (15) minutes after the students are dismissed, or end fifteen (15) minutes before the students arrive. The Principal may excuse any teacher from attendance. The meeting times will be mutually agreed upon by the building Principal and the staff.

C. A teacher released during the school day to engage in negotiating on behalf of the Association with any representative of the Board, or participating in any professional grievance negotiation shall be released from regular duties without loss of salary.

D. The Association and Board agree that the Board should attempt to maintain sufficient fund equity to ensure continued operation of the School District. See article XXIII and LOA covering this subject.

E. Teachers will be given three (3) payroll options:

1. Twenty-six (26) equal pays
2. Twenty-one (21) equal pays



3. Twenty (20) equal pays at the twenty-six (26) pay rate with one (1) lump sum payment equal to the final six (6) pays on the twenty-first (21<sup>st</sup>) pay

#### **ARTICLE VI. TEACHING HOURS**

The teaching hours covered in this Section shall be in effect during the normal school operation; however, in the event of a financial crisis in the District, or in the event of overcrowding in a given school or classroom situation, the Board and the Association agree to immediate negotiations.

A. The teacher's normal work hours shall fall between 7:00 a.m. and 4:15 p.m.

B. Hours of Kindergarten shall be fixed by the Superintendent at the beginning of each semester but shall be, in no event, longer than the foregoing.

If necessary to provide special programs, a teacher may have a schedule consisting of two of the following educational units: high school (9-12)/middle school (6 -8)/elementary (K-5). In no event will the total time be in excess of the regular day. The hours will be continuous with the exception of a lunch period.

Band and vocal music teachers may have a schedule consisting of all three educational units. In no event will the total time be in excess of the regular day. The hours will be continuous, with exception of a lunch period.

1. High School (9-12)

Hours will fall between 7:00 a.m. - 3:00 p.m. Teacher workday includes:

5 hrs Instruction and pupil contact time. (5 classroom periods, including passing time.)

30 min Duty-free lunch

15 min Duty-free recess or break in conjunction with conference period.

45 min Prep and/or parent/principal or student conference period.

15 min Prep and/or parent/principal or student conference period before school.

15 min Prep and/or parent/principal or student conference period after school.

30 min Prep and/or parent/principal or student conference period to be worked at the beginning or end of the school day. (NOTE: This period will be selected by the individual teacher on the first day of each semester, with the exception of days when staff meetings are scheduled.)

Consecutive total: 7 hours 30 minutes

2. Middle School (6 -8)

Hours will fall between 7:00 a.m. - 3:00 p.m. Teacher workday includes:

5 hrs Instruction and pupil contact time. (5 classroom periods, including passing time.)

30 min Duty-free lunch

15 min Duty-free recess or break in conjunction with conference period.

45 min Prep and/or parent/principal or student conference period.

15 min Prep and/or parent/principal or student conference period before school.

15 min Prep and/or parent/principal or student conference period after school.

30 min Prep and/or parent/principal or student conference period to be worked at the beginning or end of the school day. (NOTE: This period will be selected by the individual teacher on the first day of each semester, with the exception of days when staff meetings are scheduled.)

Consecutive total: 7 hours 30 minutes

3. Central Elementary (K-5)

Hours will fall between 7:05 a.m. and 3:08 p.m. Teacher workday includes:

5 hrs 22 min Assigned to teachers.

38 min Duty free lunch.

30 min Duty free for music, physical education or other supplementary programs.

15 min Conference before school.

15 min Conference after school.

30 min Prep and/or parent/principal or student conference period to be worked at the beginning or end of the school day.

(NOTE: This period will be selected by the individual teacher on the first day of each semester, with the exception of days when staff meetings are scheduled.)

Consecutive total: 7 hours 30 minutes\*

\*The first bell for the elementary buildings would ring 10 minutes before school starts and teachers would need to be at their rooms. This would allow for the elementary teachers to be released 15 minutes after students leave on the half days for exams.

Linwood Elementary (K-5)

Hours will fall between 7:25 a.m. – 4:05 p.m.

Teacher workday includes:

5 hrs 22 min Assigned to teachers.

38 min Duty-free lunch.

30 min Duty free for music, physical education or other supplementary programs.

15 min Conference before school.

15 min Conference after school.

30 min Prep and/or parent/principal or student conference period.

(NOTE: Unless this period is assigned by Administration this period will be selected by the teacher on the first day of each semester, with the exception of days when staff meetings are scheduled.)

Consecutive total: 7 hours 30 minutes\*

\*The first bell for the elementary buildings would ring 10 minutes before school starts and teachers would need to be at their rooms. This would allow for the elementary teachers to be released 15 minutes after students leave on the half days for exams.

a. All elementary teachers, who remain in the classroom with their students the first ten (10) minutes of the lunch period daily, shall be given fifteen (15) minutes off the regular workday. Thus, those teachers who volunteer and are approved by the Principal will be allowed to leave fifteen (15) minutes early.

b. Teachers will be in or near their first teaching assignment fifteen (15) minutes before school begins for students.

c. The Young Five's Program will follow the work hours and calendar of the elementary building in which it is housed. If this program is housed at the Advancement Academy, the program will follow Central Elementary's schedule and calendar.

4. General Conditions:

a. Six (6) hours (3 hours each semester) of parent teacher conferences will be included in the wage scale. The dates and times for each building's conferences will be mutually agreed upon by the building Principal and by the building President.

b. When students are not in attendance, the teacher workday shall be 7:30 a.m. – 3:00 p.m. unless other arrangements are made between the building Principal and the individual teacher.

c. Work scheduled beyond the regular workday/year shall be voluntary.

C. The Association and the Board agree to co-develop school calendars to meet minimum state requirements for receiving full state aid funding for all three (3) years of the Agreement. If the state increases the requirement for hours above the current 1,098, both sides will immediately commence negotiations for additional compensation.

## VII. TEACHING ASSIGNMENTS

A. Since the educational program can be generally enhanced when teachers are working in their area of competency, teachers shall not be assigned, except temporarily and as a matter of education expediency, outside the scope of their teaching certificates or their major or minor field. No Administrative personnel shall perform or be assigned teaching duties

B. Teachers to be affected by changes in assignment as defined below will be consulted by the Board representatives as early as practicable.

1. Teachers will be notified of their tentative assignment on or before the last teacher workday of the school year. A change in assignment shall be defined to be a deviation from the following:

Secondary School (6 -12): Major field of preparation or current teaching minor field.

Elementary School (K-5): Lower Elementary (grades K-2); and Upper Elementary (grades 3-5).

2. It is understood by both parties that teaching a split class requires additional preparation and planning in order to integrate two grade level curriculums. It is desirable to have a veteran teacher in this assignment. Therefore, these assignments will be offered to teachers within the building in order of seniority with the most senior certified and qualified teacher being offered the assignment first. Teachers may turn down the split if they had a split the previous year, or it if involves moving to two new grade levels.

3. In the event of unexpected change in the student enrollment, a teacher will be notified of an assignment change no later than the fifth (5th) working day of each semester as determined by the high school calendar.

C.. A teacher that has been recognized as "highly qualified" under the ESEA by this School District, or another Michigan school district, shall be recognized as "highly qualified" by this

School District for the duration of his/her employment as to the extent permitted by law.

D. Michigan Highly Qualified Teacher Report. In order to assist with the progress reporting required by the ESEA, teachers that are "highly qualified" for their current assignment (including elementary and subject area classes) shall, upon the request of the Administration, complete the Michigan Highly Qualified Teacher Report for each core academic subject area.

E. The District shall not make a request to the State Board of Education for a waiver or deviation from the State Special Education Rules (R340.1701, et seq.) without prior written notice to the Association and the opportunity to meet and confer with the Association concerning the proposed request. Any such request shall be concurrently provided to any affected bargaining unit member(s).

#### **ARTICLE VIII . SENIORITY**

A. For the purposes of this Agreement, "seniority" is defined to mean the amount of time an individual is continuously employed as a certificated teacher with the School District, as defined in Article I. Part-time employees working one-half (1/2) or less of the full academic year shall have his/her seniority on a prorated basis. The full academic year will be less than or equal to 1,380 hours. That is, he/she shall receive one-half (1/2) year seniority for said academic year if he/she has worked at least 690 hours. An employee on an authorized, unpaid leave of absence shall not accrue additional seniority while on leave, but shall be deemed to be continuously employed. An employee shall lose his/her seniority when he/she resigns, retires, or is discharged for cause. (The prorating of seniority shall not begin until the 1984-85 school year.)

B. All teachers shall be ranked on the list in order of his/her effective date of employment. A Seniority List shall be mutually agreed upon by the representatives of the Association and the Board. Within fifteen (15) days after publication of this Master Agreement, the Pinconning Area Education Association will submit a teacher Seniority List; it will then be placed on the

teachers' Bulletin Board for fifteen (15) days. If there are no corrections by the teachers, the Seniority List shall stand as posted.

In the circumstances of more than one individual having the same effective date of employment, all individuals so affected will participate in a drawing to determine placement on the Seniority List. The Association and teacher(s) so affected will be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow affected teachers and the Association representative to be in attendance.

#### **ARTICLE IX. LAYOFF AND RECALL**

A. The Association and Board agree that the following conditions may necessitate a reduction in professional teaching staff:

1. Financial crisis in the District.
2. Substantial reduction in student enrollment.
3. Building closure, building realignments, cooperative education programs, TWIT (Two-Way Interactive Television).
4. Reorganization.

B. Should layoff of professional staff seem likely, the Association shall be contacted immediately. Possible alternatives for resolution of the crisis shall be discussed. If layoff of teachers is deemed necessary, the following procedure shall be used:

1. Teachers who may be laid off shall be given at least sixty (60) day's notice except in the case of financial crisis.

2. Probationary teachers shall be laid off first.

3. If the reduction of teaching personnel is still necessary, then tenured teachers in the specific positions being reduced or eliminated shall be laid off on the basis of seniority, except as hereafter provided. Layoffs made pursuant to this Section shall be made in the inverse order of seniority, i.e., those with the least seniority are to be laid off first.

4. A tenured teacher who is laid-off pursuant to this Article has the right to be placed in a teaching position for which the teacher is certified and qualified to fill and which is occupied by a teacher with the least seniority. For the purposes of this Article qualified shall mean that the Teacher meets requirements imposed by State or Federal law, rule, or regulation:

a. When an assignment has been made the Board shall pay the cost incurred for the district approved training of district mandated instruction and assessments except in cases where a teacher requests and is granted a new assignment.

5. All teachers shall maintain their sick leave benefits and seniority upon re-entrance to the System. Sick leave days and seniority do not accrue while on layoff. The Tenure Act provides for three (3) years of recall rights while on layoff.

6. A teacher may apply for, and if mutually agreed to, may receive a voluntary layoff in a situation where the Board of Education has determined that teacher layoffs are necessary.

7. Teachers on layoff may refuse recall if the position to which they are recalled is non-comparable in hours and/or pay to their former position. Teachers on layoff shall only be called for intermittent substitute positions (and paid at the substitute rate) if they submit their desire to substitute in writing to the Superintendent. This provision shall not be interpreted to require the district to recall teachers to temporary or long term substitute positions. A teacher called for a substitute position with an assignment to one (1) specific teaching position of sixty (60) days of consecutive work days or more in that assignment, will be compensated according to Section 1236 of the Revised School Code or successor provision, or the teacher's contractual rate, whichever is higher UNLESS PROHIBITED BY LAW.

C. Recall of teachers shall be in the inverse order of layoff (i.e., those laid-off last will be recalled first, provided that a teacher, in order to be reassigned, shall be certified and qualified as defined in this Article).



## ARTICLE X. TEACHING CONDITIONS

A. The Board shall furnish, without charge, gym uniforms for all physical education teachers, two (2) smocks for art teachers per year, home economics, industrial education and science teachers. Laundry of uniforms shall be the responsibility of the teacher. Gym uniforms not to exceed One Hundred Dollars (\$100.00) each annually.

B. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, chalkboards, blackout curtains, and similar materials are tools of the teacher profession. The Board agrees that the professional staff will be involved in selecting and recommending appropriate technological instructional tools and that every reasonable effort will be made to implement the recommendations as presented through the various departments and committees.

C. The Board shall make available in each school building a restroom, lavatory facility and room which shall be reserved for use as a faculty lounge and lunchroom in which no use of tobacco products will be permitted. The "ITV" room in the high school is to be used as a classroom. The faculty lounge/lunchroom shall be used only as a workroom for teachers. The lounge/lunchroom shall be made available for lunch to year-round school employees only. There shall be no structural modification of any kind in these lounges without the written permission of the Superintendent of Schools. Further, these rooms shall be open for inspection by the Administration at all times. Administration shall make every attempt to make available a computer and printer for professional staff use.

D. Private school telephone facilities shall be made available to teachers for their reasonable use during working hours. Long distance calls shall not be made on these telephones unless one of the following conditions exist:

1. The phone call is credited to the Teacher's personal credit card number.

2. The telephone call is credited to the Teacher's home phone number.

3. The charge for the telephone call is transferred to the person who is being called (collect call).

4. The phone call is for student/parent contact.

E. Adequate parking facilities shall be made available to teachers for their use with teachers required to use designated areas.

F. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board; yet, if such teacher's personal activities impair his/her ability to teach, impairs the teacher-student relationship, or disrupts the educational process, it shall be a matter of concern of the Board and action commensurate with the facts may be undertaken.

G. When in the opinion of the Superintendent of Schools or his/her delegated representative, it is necessary to close all schools, teachers will be notified through a telephone fanout that they will not be required to report for work. In the event that someone cannot be reached (such as disrupted telephone service), in no way will the school be responsible for any additional compensation to any employee. Administration and Association will agree to a (voluntary) fanout list and listing of radio and television stations to be used for each school year by October 1 of each school year.

If all schools are closed by the Superintendent after classes have commenced, teachers will be permitted to leave after receiving permission from their Building Principal; except that teachers may not be retained beyond one (1) hour after dismissal of students by the Building Principal.

1. Scheduled days of student instruction that are not held because of conditions not within the control of school authorities, and which must be made up due to state mandate shall be made up as follows:

The Superintendent and Association shall mutually agree upon make-up dates.

2. In the event there is a change in the Michigan State School Aid Act wherein inclement weather days do not have to be made up, the language in Paragraph 1. above shall be void and the parties will abide by the language stipulated in Paragraph G. above.

H. Curriculum Development/Implementation.

The Board and the Association agree that teacher participation in curriculum development and core curriculum/curriculum implementation is a goal that will provide positive results for education of all children in the District.

1. All changes in existing instructional programs and proposed new instructional programs must be submitted to grade level representatives and department heads when exploring curricular issues.

I. Use of the District's Internet systems, computers or software is expected.

J. The District's Acceptable Use Policy will be submitted to the Association for comment before implementation. Aspects of the District's Acceptable Use Policy affecting terms and conditions of employment for bargaining unit members shall be subject to negotiation.

K. Site-based Decision Making/School Improvement Committee.

The Board and the Association agree that employee participation in decision making is a goal that will provide positive results for

education within the District. Site-based Decision Making (SBDM)/School Improvement is a process for involving employees in decision making through joint planning and problem solving.

1. The SBDM process and/or School Improvement Plan shall not establish, nor be given by the Board, any authority to modify in any manner the scope or content of the collective bargaining agreement.

L. School Improvement Plans.

No School Improvement Plan (SIP) shall violate this Agreement.

**ARTICLE XI. CLASS SIZE**

A. Senior High

[Grades 9-12] - A maximum of 33 (thirty-three) students per academic classroom except where specified course limits have been established. In the case of classes with class limits based upon available workstations, the number of available workstations will be mutually agreed upon by the Administration and the PEA President or his/her designee by May 1, of each year. (See Appendix "E".) However, the Board will attempt to maintain an average of 30 (thirty) or less, per classroom District-wide.

Middle School

[Grades 6-8] - A maximum of 32 (thirty-two) students per academic classroom. However, the Board will attempt to maintain an average of 29 (twenty-nine) students, or less, per academic classroom. (Grade 6) – A maximum of the 31 (thirty-one) students per academic classroom. However, the Board will attempt to maintain an average of 28 (twenty-eight) students, or less, per academic classroom, District-wide.

Upper Elementary

[Grade 5] - A maximum of 31 (thirty-one) students per academic classroom. However, the Board will attempt to maintain an average of 28 (twenty-eight) students, or less, per academic classroom, District-wide.

[Grades 3-4] – A maximum of 29 (twenty-nine) students per academic classroom. However, the Board will attempt to maintain an average of 26 (twenty-six) students, or less, per academic classroom District-wide.

Lower Elementary

[Grade K-2] - A maximum of 27 (twenty-seven) students per academic classroom. However, the Board will attempt to maintain an average of 24 (twenty-four) students, or less, per academic classroom, district-wide.

1. Should a split class (a class in which two grade levels are taught in a self-contained classroom) be necessary, a maximum of 25 (twenty-five) students will be maintained.

2. The foregoing standards are subject to modification for educational purposes such as specialized or experimental instruction (e.g., team teaching, physical education, band, and vocal music). **NOTE:** If additional classrooms become available and the Board accepts the Superintendent's proposal, the Board and the Association shall commence immediate negotiations concerning class size.

B. Children shall not be assigned to any classroom in larger numbers than the capacity of the teaching facilities available in the classroom.

C. Secondary teachers shall not be required to teach more than two (2) fields, or more than three (3) teaching preparation classes. A teaching preparation is defined as each course having a different text and/or title, or each course having the same title and using the same text, but offered to classes of differing ability and/or achievement levels such as English 8A or 8B.

Upon written notification to the Association, teachers may, at their option, consent in writing to a schedule necessitating more than three (3) preparations; however, refusal to consent shall in no way enter into, in whole or in part, any evaluation of a teacher.

D. An involuntary assignment of an academic preparation for a

teacher for one (1) semester only may be made where a class cannot be conducted except for the involuntary assignment. The purpose of this Paragraph is to enhance the educational opportunities of the students.

E. The Employer shall make a reasonable effort to apply for all available money under the No Child Left Behind Act of 2001, 20 USC 6301 et seq., for reducing class sizes and shall use said money exclusively to lower class sizes below the maximum allowed under this Agreement.

## ARTICLE XII. VACANCY

A. **Definition of "Vacancy".** A "vacancy" is defined for the purposes of this Agreement as a position within the bargaining unit presently unfilled, including newly created positions, as well as such positions currently filled but anticipated to be open in the future for a period of thirty (30) or more school days. Nothing contained herein shall require the filling of a vacant position.

B. **Posting and Filling Vacancies.** Vacancies occurring within the bargaining unit, including newly created positions, which the Administration decides to fill shall be posted on a designated bulletin board in each District building, along with a copy of such posting to the Association. Positions as described above shall be posted at least fifteen (15) school days prior to being filled. Bargaining unit members may apply for such positions. Said positions shall **MAY** be filled by the certified applicant with the most seniority provided he/she meets all requirements imposed by State or Federal law. When certification and seniority are equal, the Board will **MAY ALSO** consider evaluations and graduate work.

C. **Summer Months.** During the summer months when regular school is not in session, the Employer will post in the personnel office all vacancies as above described and shall also forward at the same time copies of said vacancies to all bargaining unit members known by the Employer to be certified for the position (if certification is required) and the Association. Positions so posted shall remain posted at least fifteen (15) calendar days prior to being filled unless mutually agreed upon by

the PEA President and the Superintendent. Application may be made in the same manner as above described. Likewise, these positions shall be filled on the same basis. It shall be the employee's responsibility to notify the Superintendent of any change in his/her certification.

D. **Promotions.** Promotion is defined in the Agreement, but without in any way modifying or restricting the full application of the Tenure Act, in appropriate circumstances, shall mean placement within a supervisory or administrative position. Bargaining unit members will have the opportunity to apply for these positions.

### ARTICLE XIII. TRANSFERS

#### A. VOLUNTARY.

1. Transfers shall be defined as either a voluntary or involuntary move from one position to another within the bargaining unit, including grade/level and subject area moves as well as changes in buildings. Transfers to vacancies shall **MAY** be governed by the language above pertaining to vacancies. Other transfers will be governed by this section.

2. A request for a transfer may be submitted at any time in writing to the Superintendent who will provide a copy to the Association. The request shall specify the school, grade, subject/position sought. Requests for transfer by bargaining unit members wishing to switch positions shall **MAY** be granted. Subject to certification, a request for voluntary transfer shall **MAY** be granted unless the granting of same is inconsistent with the language pertaining to the filling of vacancies. Receipt of the request for transfer shall be acknowledged in writing by the Employer within five (5) working days. No bargaining unit member shall be discriminated against because of a request to transfer.

#### B. INVOLUNTARY.

E. An involuntary transfer should be avoided as much as possible and used only as a last resort. It will be used only when

necessitated by the educational needs of the District or for other good causes; i.e., declining enrollment, shifting student population, or lack of teaching assignments. When an involuntary transfer is necessary, the teacher with the lowest seniority who is qualified will be moved **IF ALL OTHER FACTORS ARE EQUAL**. Teachers will be notified of all foreseeable involuntary transfers on or before being given their teaching assignments for the next school year. If unforeseen circumstances necessitate involuntary transfers after this date, teachers and the Pinconning Area Education Association will be notified as soon as possible. Under this procedure no more than three (3) involuntary transfers will occur in any one (1) year.

If unusual or extreme circumstances require more than three (3) involuntary transfers in one (1) year, the Superintendent and/or Board Representative will meet with the Pinconning Area Education Association leadership and/or negotiating team to sign a Letter of Intent to agree upon the procedure to be followed, and to limit the number of involuntary transfers required.

1. When involuntary transfers are necessary, a teacher's area of competency, major and/or minor field of study, quality of teaching performance, and length of service in the School System will be considered, together with instructional requirements and staff availability in determining which teacher is to be transferred.

2. An involuntary transfer will be made only after a meeting between the teacher and the principals involved, at which time the teacher will be notified of the reasons for the proposed transfer. No transfers will be made after the fifth (5th) day of each semester as determined by the high school calendar.

3. Teachers who are involuntarily transferred will be transferred only to a substantially equivalent position. The term "substantially equivalent position" is construed to mean the same grade or grades previously taught or as close thereto as possible at the time of the transfer, and in no event outside the teacher's area of certification.

4. No teacher shall be involuntarily transferred more than once in a three (3) year period.



5. An involuntary transfer by the Superintendent will be rescinded if the teacher, who was involuntarily transferred, requests and is granted a voluntary transfer to any position before the first student instructional day of either semester, as determined by the high school calendar.

6. Involuntary transfers from one grade to another within the same building may be unavoidable, but shall be for good cause.

#### **ARTICLE XIV. LEAVES OF ABSENCE**

##### **A. SICK LEAVE.**

1. All teachers employed by the Pinconning Area School System shall be entitled to ten (10) sick leave days per year, cumulative to one hundred sixty-six (166) days. Teachers hired after March 15, 1995 may accumulate one hundred twenty (120) days. Teachers hired after June 30, 2008, may accumulate not more than ninety (90) sick leave days at the end of any given school year. Teachers absent from duty on account of illness or other approved reasons as stated in this Agreement may draw from their accumulated sick days.

When a teacher has accumulated the maximum number of sick days allowed under the contract (e.g. 166 days if hired before March 15, 1995, 120 days if hired after March 15, 1995, and 90 days if hired after June 30, 2008, he/she shall receive their contractual ten (10) sick days in the ensuing school year. Half of the unused sick days remaining from those ten (10) sick days shall be transferred into the teachers' sick leave bank as described in Section E of this article with maximum cap on the sick bank of 166 days.

a. Personal illness shall be described and attested to by the employee through the completion of a sick leave form furnished by the school, upon the return of the employee to school.

b. During the term of this Agreement, all full-time and regularly employed part-time teachers covered by this Agreement

shall be entitled to paid sick leave on a full participation or prorated basis in accordance with the following:

(1) Sick days are intended to be used in cases of personal illness and/or injury to the teacher, spouse, or unmarried minor children or dependent children.

(2) Elective surgery or treatment unrelated to preservation of health and which may be postponed to non-school year time are not covered by sick days.

(3) Teachers shall be informed of the procedure for accessing the district's automated substitute system. Teachers should make every effort to access the system at least one (1) hour before school is scheduled to begin to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the Administration to arrange for a substitute teacher.

(4) Teachers will try to plan medical or dental appointments or treatments at a time other than the school day except in case of illness or emergency.

(5) The Board can require, at its expense, an examination of a teacher by a physician mutually agreed upon by the Board and the Pinconning Education Association when a situation develops in the opinion of the Superintendent that the teacher's pattern of absenteeism has a disruptive influence on the education of students. In the event that the physician's diagnosis indicates that the teacher is unable to provide reasonable attendance to the educational needs of the students, the Board reserves the right to place the teacher on an involuntary sick leave.

Once a teacher is placed on involuntary sick leave, he/she can return to work upon presentation of a doctor's release from his/her personal physician releasing him/her to resume work. The Board reserves the right to have the employee reevaluated by the Board's physician. A teacher's accumulated sick days and the sick leave bank may be used while on involuntary sick leave.

B. ILLNESS IN FAMILY.

1. Leave of absence with pay, chargeable against the teacher's sick leave allowance shall be granted for

a. An illness of a person who is a member of the immediate family. Immediate family shall be defined as children not covered under Paragraph 1. (b) [1] above: father, mother, brother, sister, mother-in-law, and father-in-law.

C. SICK LEAVE REIMBURSEMENT. A teacher not using any sick leave days during the school year will receive Two Hundred Twenty Five Dollars (\$225.00) at the conclusion of the fiscal year.

D. SICK LEAVE BANK.

1. To afford the maximum protection against a prolonged illness, the following Sick Leave Bank shall be established and each teacher shall participate as follows:

a. To qualify for the Sick Leave Bank, a teacher must be employed in the District for a period of two (2) years. At the time a teacher becomes eligible for the Bank, such teacher shall contribute one (1) sick day to the bank.

b. When the Sick Leave Bank balance falls below thirty-five (35) days, the Board will assess each teacher one (1) day of his/her accumulated sick leave days. One hundred percent (100%) of the teachers are required to participate, except those that are presently drawing from the Sick Leave Bank.

c. A Review Board will be established to grant or suspend sick days from the Bank. Its judgment and/or decisions will be final. The Review Board will consist of one (1) member of the Pinconning Area School Board or its representative, and two (2) members of the Pinconning Area Education Association. Under no circumstances shall a teacher serving on the Review Board be involved in reviewing his/her own application. In such a case, the Association will select an interim representative.

The parties acknowledge that information obtained during the review process is confidential and must not be disclosed to persons not having an interest in the review process. In no event shall information of a private character be disclosed without the express written consent of the person to whom the information relates.

Any records utilized during the review process containing medical information shall be kept in a separate file and remain strictly confidential.

d. Upon depletion of a teacher's own accumulated sick leave, he/she must file an application to participate in the Sick Leave Bank. The illness must be for three (3) consecutive days to be eligible for withdrawals unless it is related to a previous prolonged illness.

e. Persons withdrawing sick leave days from the Bank will not have to replace these days except as a regular contributing member of the Bank.

f. If it appears that an individual is abusing the above policy, the Review Board may direct said individual to be examined by a doctor of the Review Board's choosing to determine if the illness is valid.

g. At no time, as long as this is in the Contract, will the Pinconning Area Education Association ask the Board of Education to contribute any sick days.

h. The Sick Leave Review Board will consider all applications within the following guidelines:

(1) Upon approved application, withdrawals may be made for up to the balance of the school year, but in no event will the withdrawal exceed two-thirds (2/3) of the regular school year.

(2) A teacher who is receiving worker's

compensation payments may use accumulated sick leave to supplement worker's compensation payments in an amount not to exceed the teacher's annual salary.

(3) The Sick Leave Bank cannot be used for elective or cosmetic surgery.

E. FUNERAL LEAVE.

1. Leave of Absence with pay, not chargeable against leave allowance described in "A", shall be granted for the following reasons:

a. A maximum of five (5) days per death per school year for a death in the immediate family. Additional days at the discretion of the Administration.

(1) Immediate family shall be defined as husband, wife, children, mother, father, brother, sister, mother-in-law and father-in-law.

(2) Leave of absence with pay chargeable against the teacher's sick leave allowance shall be granted for the following reason:

(a) Maximum of five (5) days for the attendance at the funeral services of a person who is a stepchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and grandchild.

(b) A maximum of three (3) days for the attendance at the funeral services of a person who is a niece, nephew, grandparent, aunt and uncle.

(3) Teachers will be entitled to a leave of absence of up to one (1) day, but not less than one-half (1/2) day, without pay, at their request for a funeral not covered by the provisions of the present Contract, and providing 24-hour notice is given.

F. JURY DUTY. Leave of absence with pay not chargeable against leave allowance described in Paragraph "A" shall be granted for jury service. The teacher must notify the Superintendent immediately after being called for jury service and

present a letter to the Court asking to be excused or deferred from jury service because of teaching children. The request to be excused or deferred until the summer months. A copy of that letter needs to be sent to the Superintendent so that payment for jury services will be forthcoming. If a teacher serves on a jury, he/she will turn over pay received for time on jury if it coincides with a school day, and will receive his/her full teaching pay.

G. COURT APPEARANCE. Leave of absence with pay not chargeable against leave allowance described in Paragraph "A" above. Court appearance as a witness in any case connected with the teacher's employment at the school, or whenever the teacher is subpoenaed to attend any proceeding. Witness fees shall be turned back to the Pinconning Area Schools.

H. VISITATIONS, CONFERENCES AND CONVENTIONS. Upon proper application and approval by the Superintendent, teachers will be allowed to visit other schools for attendance at educational conferences or conventions.

I. ASSOCIATION BUSINESS. Nine (9) days per year shall be granted with pay for Association business. The Association agrees to pay for all substitutes for any Association business.

J. BUSINESS DAYS. Personal Business is defined as an activity that requires the teacher's presence during the school day.

1. Three (3) days per year shall be provided each teacher other than a substitute as leave for business reasons. Three days will be granted in the present year. Up to two days may be carried over into the next school year. In no event will the teacher have more than five (5) business days at his/her disposal in a given year.

2. Unused business days will be credited to the teacher's accumulated sick leave unless carried over under Section K (1).

3. Business days will be granted provided application for personal business days have been applied for at least one (1) week in advance. However, on short notice (less than one [1] week) business days will be granted provided a satisfactory replacement

can be obtained.

4. Business days shall not be approved during the last five (5) student days of the school year.

5. Limit: Not more than eight (8) teachers shall be granted any one (1) day.

6. Procedure:

a. Business days will be granted in order of applications received (effective date is the date the Principal signs the leave request).

b. If there are more requests received for the same day that goes over the eight (8) allowed per day, then seniority shall be used to determine granted days prior to twenty (20) working days before the leave date. Thereafter, days shall be granted according to date received. If two (2) or more individuals apply for the same date, then seniority shall be the determining factor.

K. SHORT-TERM LEAVE. A short-term leave, without pay, may be applied for and shall be granted for up to a total of three (3) school days per school year upon proper application by the teacher.

1. Leave time cannot be taken in less than whole day segments.

2. Leave time cannot be taken during the first week of the school year, the last week of the first semester, the last two (2) days of attendance for seniors, or the last three (3) days of the teacher's work year.

3. All leaves under this section must be applied for and approval received seven (7) calendar days before the leave is to commence.

4. No more than four (4) teachers may be off on a short-term leave on any one workday.

L. STUDY AND RESEARCH LEAVE. A leave of absence without pay shall be granted upon approval for the purpose of study

and research. Upon expiration of said leave, a teacher will be placed on the staff in any position for which he/she is certified, if an opening exists. A teacher shall return from such leave with the same seniority and sick leave accumulation as when the leave was granted. In order to apply for leave, a teacher must be on tenure and have a minimum of three (3) years' seniority in the system.

Teachers who have been granted a study or research leave, will take graduate courses no less than (6) semester hours per semester, and will attend two (2) full semesters. For the writing of a dissertation and other special projects, the above can be waived by approval of the Administration.

M. SENIORITY LEAVE. A teacher who is on tenure and has a minimum of three (3) years seniority in the system, may apply for and shall be granted a leave of absence without pay for no longer than one (1) year. This type of leave of absence shall be granted only from the first day of school until the end of the same school year. Such leave shall be requested by July 1st.

A teacher on a seniority leave must reapply in writing for reemployment for the following year to the Superintendent no later than April 1st. If written notification is not received by April 1st, said employee's contract will automatically be terminated.

N. SABBATICAL LEAVE

1. Section 380.1235 of the Revised School Code allows the Board to grant a sabbatical leave to teachers holding Life, Permanent, or Continuing Certificates, who have been an employee of the District for a period of seven (7) consecutive years. Section 380.1235 limits the leave to two (2) semesters and provides that upon return the teacher shall be restored to his/her position, or a position of like nature, seniority, status and pay.

a. Subject to applicable Michigan Statutory provisions and any amendments thereto, the Board may grant sabbatical leaves for study, at one-half (1/2) base pay, providing:

(1) Not more than one (1) teacher in the school system shall be absent on sabbatical leaves at any one time.



(2) Requests are made in writing to the Superintendent on or before February 1 of the school year preceding the school year for which the leave is sought.

(3) The teacher shall agree to remain in the employment of the District for a period of not less than one (1) year following his return from sabbatical leave.

(4) The employee on sabbatical leave will be required to file three (3) reports with the Superintendent. One report shall be presented during the sabbatical containing ideas and objectives which may be utilized upon returning to the school system.

One report each semester will be submitted during the year after the person returns from his/her sabbatical.

(5) Teachers who have been granted a sabbatical leave shall be required to take a minimum of ten (10) semester hours for two full semesters. For the writing of a dissertation, the above hours may be waived by the Superintendent.

(6) Approval by the Board will be contingent upon securing a certified employee qualified to assume the applicant's duties while on leave. Upon return, the teacher shall be entitled to advance to the next level of the salary schedule providing all requirements of the sabbatical leave policy have been fulfilled satisfactorily.

(7) During the sabbatical leave, the sick leave policy will not apply. Sick leave days shall not accrue, but unused sick leave days held at the start of the sabbatical leave shall be reinstated.

O. MATERNITY/CHILD CARE LEAVE. Maternity leave is available to female teachers during the normal school year.

1. A leave of absence chargeable to sick leave shall be granted for a period of up to forty (40) working days.

2. A child care leave is available for male or female teachers, without pay or without paid benefits, for the remainder of the semester the pregnancy or adoption occurs in or for the remainder of the school year if desired.

3. A teacher having been duly granted a child care leave must, to retain his/her rights with the School District, apply for reemployment on or before April 1st prior to the school term for which reemployment is desired.

P. PEACE CORPS LEAVE. A leave of absence will be granted for up to two (2) years to any teacher who joins the Peace Corps as a full-time participant in such program. Any period so served shall be treated as time taught for purposes of the salary schedule set forth in this Agreement. Such teacher, in order to take advantage of this subparagraph must make application for reemployment with the District within ninety (90) days after discharge from the Peace Corps; and provided,

further, that such teacher reports for his/her teaching assignment at the outset of the semester immediately following such application for reemployment.

Q. ASSOCIATION OFFICE LEAVE. Teachers who are officers of the Association, or are appointed to its staff, may upon proper application be given leave of absence without pay for the purpose of performing duties for the Association. Teachers given leaves of absence without pay shall receive credit toward annual salary increment on the schedule appropriate to his/her rank.

R. MILITARY LEAVE/MILITARY FAMILY LEAVE ENTITLEMENTS. Military leaves without pay shall be granted to teachers, who are drafted into military service in any branch of the armed forces of the United States within the

meaning of the Selective Service Act of 1967, herein called the Act or a similar Federal law in the time of National Emergency.

Such teacher must return to his/her teaching duties at the end of his/her first tour of duty and shall be given the benefit of any increments and such leave allowances which would have been credited to them had he/she remained in active service with the

School System; provided, however, that such teacher shall make application for such reemployment within ninety (90) days after honorable separation from the Armed Forces, and provided further that such teacher reports for his/her teaching assignment at the outset of the semester immediately following his/her application for reemployment. The above provision applies to persons who qualified for a Michigan Regular Teaching Certificate prior to active military service, and was an employee of the Pinconning Area Board of Education at the time he/she was drafted into the military.

The Board of Education provides military leave, reemployment, and other rights as established by the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and State law.

Employees may contact the U.S. Department of Labor or the Michigan Department of Military and Veterans Affairs to obtain more information regarding their rights under these statutes.

This language is intended to comply with the service person's rights under USERRA and State law. To the extent there is any conflict, the USERRA, State law and their regulations prevail.

S. PUBLIC OFFICE LEAVE. A teacher elected or selected for a full-time public office which takes him/her from their teaching duties with the School System shall, upon prior written request, receive a leave of absence without pay for the terms of such office, or three (3) years, whichever is less.

It is recognized that teachers have the right to serve in, or be elected to public office, less than full-time. However, such services shall not be permitted to interfere with the educational process of any teacher's contractual obligation of employment.

All paid leaves of absence will include paid benefits per Contract.

T. FAMILY AND MEDICAL LEAVES. Upon request, the employer shall grant unpaid leave for eligible teachers in accordance with the Family and Medical Leave Act (FMLA) of

up to twelve (12) weeks during any 12-month period for the purposes permitted by the FMLA. Such purposes include:

1. The serious health condition of the teacher; or
2. The serious health condition of the teacher's spouse, parent, parent-in-law, domestic partner, grandparent, or child; or
3. The birth of a child; or
4. The placement of a child for adoption or foster care.

Child includes any individual under 18 for whom the teacher serves in loco parentis; a child over 18 who is incapable of self-care because of physical or mental disability; or a biological, adopted, stepchild, legal ward, or foster child.

To be eligible for a FMLA leave, a teacher must have been employed for at least twelve (12) months, and for at least 1,250 hours during the previous 12-month period, and meet any other eligibility criteria of the FMLA for the particular type of leave.

Upon return from the leave, the teacher shall be returned to the position held immediately before the leave began. If the position no longer exists, the employee shall be returned to a position equivalent in pay, benefits, hours, and other terms and conditions of employment.

The Pinconning Area School District will also permit the following additions to the FMLA:

1. The teacher shall have the option of first using accrued paid sick leave during the leave. The remainder of any leave time will be unpaid. Health benefits will be continued during the leave under the same conditions and at the same level as if the employee were still at work.
2. Seniority will continue to accrue during the leave. The employee shall have the right to take the leave on a reduced or intermittent schedule.

3. Whenever practicable, the teacher will provide the Administration at least thirty (30) calendar days written notice of the request for the leave. It will include the reason for the request; the expected beginning date; the expected ending date; and whether or not the teacher intends to use paid leave for any part of the leave.

#### **ARTICLE XV. TERMINAL LEAVE**

A. Eligibility will be governed by the following:

1. He/she must have eleven (11) or more years of service with the Pinconning Area Schools.

2. He/she must have been employed by the System for one or more years following ratification of this Agreement.

3. A teacher, who leaves the System before qualifying for terminal leave payments, shall forfeit all rights for payment. If a teacher is granted a leave of absence for one semester or more, then he/she shall not accumulate

terminal payment time during the leave. However, time accumulated before or after a return from leave shall be considered terminal leave accumulated time.

B. Terminal leave pay shall be computed as follows:

1. Fifty Dollars (\$50.00) shall be paid for each year of service up to a maximum of thirty (30) years.

2. The Board will pay Sixty Dollars (\$60.00) for each day of accumulated sick leave.

3. In the event of death, all terminal leave benefits accumulated shall be paid to the teacher's designated beneficiary.

C. Terminal leave shall be paid in one of the 403 (b) options that are available through the District.

## ARTICLE XVI. PERSONNEL FILE

- A. Employees will be notified when any substantiated complaint, evaluation or record of discipline is placed in employee files.
- B. Documents will be initialed and dated by employee and administrator. A copy of said document shall be provided to the employee. (Initialing does not reflect employee agreement with the contents of said documents.) Failure of employee to initial does not invalidate the document.
- C. The teacher shall have the right to inspect and answer any material files and his/her answer shall be attached to the file copy, provided the answer meets statutory requirements.
- D. Confidential university files, and/or those from placement agencies will be maintained in separate files and retained in the Superintendent's office.
- E. A teacher may request the removal or correction of records contained in the personnel file four (4) years after the date the records were placed in the file, provided that there has been no reoccurrence during that time period.

## ARTICLE XVII. COMPLAINTS/DISCIPLINE

- A. A teacher may request to have present a Representative from the Association at any meeting at which the teacher reasonably believes may result in discipline or when he/she is being reprimanded, warned, or disciplined for any infraction or discipline or delinquency in professional performance. The Administration will so advise the teacher to have his/her Building Representative present when a written reprimand is to be given. When a request for such Representative is made, no action shall be taken with respect to the teacher until such Representative from the Association is present.
- B. Any teacher, who is formally disciplined or reprimanded and who has no recourse available under the Teacher Tenure Act of 1937, may process a grievance under the procedures established in this Agreement **IF ALLOWED BY LAW.**

C. No teacher shall be reprimanded or disciplined in front of students. No teacher shall be disciplined, reprimanded, dismissed or demoted as defined under the Michigan Teacher Tenure Act, without just cause. Any such discipline, reprimand, demotion or adverse evaluation of a teacher's performance, short of dismissal, shall be subject to the Grievance Procedure hereinafter set forth. **IT ALLOWED BY LAW**. All information forming the basis for disciplinary action will be made available to the teacher and the Association upon request.

D. Any unsatisfactory behavior observed outside the classroom setting shall be reduced to writing and discussed with the employee in a personal conference no later than three (3) work days after the observed behaviors.

E. Any verbal complaint which provides sufficient facts to indicate possible impropriety, misconduct, or performance deficiencies by the teacher shall be, to the extent permitted by law, promptly called to the teacher's attention within five (5) business days, unless otherwise agreed to by the Association President and Administration.

All written complaints, to the extent permitted by law, shall be promptly discussed with the teacher and/or requested Association Representative within five (5) business days, unless otherwise agreed to by the Association President and Administration.

If any complaint is found to be unsubstantiated, the investigating Administrator shall prepare a written statement detailing the nature of the complaint and its disposition; the unsubstantiated complaint shall be kept in a separate, segregated file.

No record of any unsubstantiated complaint shall appear in a teacher's personnel file.

## ARTICLE XVIII. TEACHER EVALUATION

A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with knowledge of the teacher. Closed circuit television, public address or audio systems, and similar devices shall be used only by mutual consent of the principal and individual teacher. There shall be no electronic monitoring of the lounges and workrooms. This shall not prevent inclusion in an evaluation of factors not seen during the observation, but observable on a day-to-day basis; punctuality, attentiveness to class, complaints, etc., provided such factors comply with Article XVII, Section D.

### B. Procedure for Non-Tenured Teacher:

1. The parties agree that it is the duty of the Administration to evaluate probationary teachers under a procedure which will provide to the probationary teacher a statement of goals for each year of probationary service, identify observed areas of concern, and provide appropriate and specific techniques and/or resources for the improvement of performance.

2. The Principal or the Assistant Principal shall evaluate teachers. Where the evaluation process discloses unsatisfactory performance, the teacher may challenge the appointment of his/her evaluator upon agreement of the Association President. When so challenged, another evaluator will be provided.

3. Unless mutually agreed between the Association and the Administration, within twenty (20) school days of the start of school, or the date the teacher begins employment, if the teacher is employed after the start of the school year, the Administration shall: (1) provide each probationary teacher a copy of the Individualized Development Plan (IDP), Appendix "F" of this Agreement (a copy shall also be provided to the Association President and all mentors); and (2) the IDP shall be explained to and discussed with the probationary teacher in a meeting called by the evaluator for that purpose. The IDP shall set forth, with specificity, the goals to be met by the teacher during the school year, and the Administrative support to be provided the teacher in



reaching those goals. A copy of the completed IDP (Appendix "F") shall also be given to the teacher's mentor and to the PAEA President no later than September 30 of the school year.

4. Probationary teachers shall be evaluated at least once during the first semester. This evaluation will conclude with a written evaluation provided to the teacher and mentor five (5) school days prior to the last school day of the first semester. The written evaluation will be prepared by using the evaluation form that appears as Appendix "G" of this Agreement. Each unsatisfactory rating given by the evaluator on the evaluation form shall be supported by the evaluator's verifiable observations, and include suggestions for improvement and an Administrative plan for support. Each written evaluation shall assess and state the teacher's progress in meeting his/her Individualized Development Plan (if any). Any criteria not rated or judged shall be considered satisfactory. In the case of an unsatisfactory evaluation, a second written evaluation will be concluded at least sixty (60) days prior to the end of the current school fiscal year (June 30).

If after the first semester evaluation the Administration feels the probationary teacher is performing satisfactory, the Administration may choose to forego the second semester evaluation.

5. Each evaluation shall be preceded by two (2) classroom observations. Observations shall be for a minimum of forty-five (45) minutes. The dates for the observations shall be mutually agreed upon by the Principal, probationary teacher, and mentor and shall not be less than sixty (60) days apart.

6. Prior to any observation, the Administrator shall review the lesson plans of the teacher and notify the teacher of the time period during which the observation will take place.

7. Unless mutually agreed between the Association and the Administration, within five (5) school days of the observation, the Principal shall prepare and submit to the teacher and the teacher's mentor, at a post-observation conference a written summary of the observation. The summary shall set forth those

criteria observed and found unsatisfactory. Criteria not addressed shall be considered satisfactory. Where concerns are noted, or improvements are required, the summary shall list those areas and specific recommendations for improvement. A timeline for improvement shall be established and the teacher/mentor shall be provided with the resources necessary to implement the recommendations.

8. Recommendations for continued employment as a probationary teacher and/or the decision to grant/award tenure shall be the result of the IDP and evaluation process. In the event a probationary teacher is not recommended for continuing employment due to professional competence, the reasons for non-renewal shall be consistent with the criteria found in the Individualized Development Plan (Appendix "F") and the evaluation instrument (Appendix "G") and directly related to the failure to achieve the goals specified in the IDP and evaluation process.

9. The remedy for the failure of the Administration to follow the procedural requirements of this Article shall be that the evaluation shall be considered satisfactory.

C. No employee shall be observed during the first or last two (2) weeks of the school year, on the day before a school holiday, or on days where special school events and/or holiday activities are scheduled, unless mutually agreed upon by the teacher and Principal.

D Tenured Teacher Evaluation. Each tenured teacher may be evaluated once every three (3) years. Tenured teachers shall be notified by September 30 in the year they are to be evaluated. If a tenured teacher is not evaluated, his/her performance will be considered satisfactory.

Teachers may be evaluated in any class they teach. If this evaluation is in a subject which is not their major or minor field, an evaluation will also be done within these fields. After each written evaluation, the teacher and Administrator will discuss it. The teacher may attach any pertinent statement to the form he/she wishes and will receive a copy of the evaluation and shall

acknowledge receipt of same by signing. The evaluation procedure for tenured teachers will be the same as the one described in Section F for non-tenured teachers.

E. Any charge concerning the professional competence of a tenured teacher arising out of the evaluation process shall be filed with the Board of Education by April 30, of the school year the charge is made.

F. If proficiency in the use of District computer hardware and software is to be used in an evaluation, all teachers will first be formally trained and supported to become proficient.

G. Lack of participation in work scheduled beyond regular work day/year shall not be cause for negative evaluation.

#### **ARTICLE XIX. PROTECTION OF TEACHERS**

A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it is apparent to both the regular teacher and the Principal that a particular pupil needs special attention or treatment, the principal will seek the appropriate assistance of skilled personnel.

B. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

C. If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the Board will provide legal counsel and render all necessary assistance to the teacher in his/her defense if the teacher is acting in accordance with School Board Policies.

D. Time lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher.

E. When a teacher is injured in the course of his/her employment with the school system, all medical, surgical and hospital care and other benefits as provided by Worker's Compensation will be furnished by the Board.

F. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable, except in the case of gross negligence.

G. The school and the Association agree that neither shall use polygraph or lie detector devices in any investigation of any teacher.

#### **ARTICLE XX. REVIEW COMMITTEE**

The Board representatives agree to have meetings during the school year with the Pinconning Area Education Association Committee that is appointed by the Board of Directors of the Association, to discuss problems not covered by the provisions of this Contract; said meetings and problems pertaining to the Pinconning Area Schools must be agreed to by mutual consent of the President of the Board of Education or his/her representative and the President of the Pinconning Area Education Association or his/her representative. Reasonable advance notice must be given.

#### **ARTICLE XXI. GRIEVANCE PROCEDURE**

A. DEFINITION:

1. A grievance shall mean a complaint by a teacher in the bargaining unit that there has been to him/her a violation, misinterpretation, or inequitable application of a specific provision of this Agreement, except that the term "grievance" shall not apply to any matter as to which a method of review is prescribed by the Tenure Act **OR PROHIBITED BY LAW.**

2. As used in this Article, the term "teacher" may mean a group of teachers having the same grievance.

3. Information that is germane to processing and handling of grievances shall be made available to the officers of the Association upon request.

4. Teachers, who are on an approved leave of absence, shall be entitled to file a grievance when there is a violation of the leave section.

5. A grievance can be advanced to Level Four or Five only by the Association.

6. Failure of either party to resolve the grievance at Levels One and Two of the Grievance Procedure shall result in automatic advancement to the next level.

#### B. PROCEDURE FOR HANDLING

1. Level One - When the teacher feels that he/she has a grievance, he/she and/or his/her representative must first inform the Principal of the School within five (5) working days following the act or condition which is the basis of his/her grievance, of the facts supporting the grievance and the provisions of the Master Agreement alleged to be violated who will attempt to resolve it with him/her. If the grievance does not fall within the total purview of the Principal, then the Principal will indicate that the grievance may be taken directly to the Second Level - Superintendent's Step.

2. If this fails to resolve the grievance, the Grievance Committee shall reduce the grievance to writing, specifying the section of the Contract he/she alleges is violated, the events that caused the alleged violation, and the remedy he/she seeks within five [5] working days following the act or condition which is the basis of his/her grievance.

3. Within five (5) working days of receipt of the written grievance, the Principal shall arrange a conference; the teacher may appear personally or he/she may be represented by an Association representative, or both.

Such conference shall be scheduled at a time when there is no disruption of normal school routine and duties of the teacher.

4. Within five (5) working days after such conference, the Principal shall answer such grievance in writing.

5. If the Association does not accept the Principal's written answer, the grievance may be appealed to the Superintendent of Schools by sending such notice in writing to him/her within five (5) working days from the date of the Principal's written decision.

C. Level Two - Superintendent

1. Within five (5) working days of receipt of the written appeal, the Superintendent or his/her designated representative will arrange for a conference to satisfactorily resolve the grievance. Such conference shall be scheduled at a time when there is no disruption of normal school routine and duties of the teacher.

2. Within five (5) working days, the Superintendent, or his/her designated representative shall answer such grievance in writing.

D. Level Three - Board of Education

1. If the Association does not accept the Superintendent's written answer, the grievance may be appealed to the Board of Education by sending such notice in writing within five (5) working days from the date of the Superintendent's written decision.

2. Within five (5) working days of receipt of the written appeal, the Board of Education, or its designated representative, shall arrange for a conference to resolve the grievance. Physical presence of the grievant shall be required at the Board meeting level.

3. Within five (5) working days of the conference, the Board of Education, or its designated representative, shall answer such grievance in writing.

4. Such answer shall be final and binding unless appealed to the next step within thirty (30) days from the date of the Board of Education's written decision.

E. Level Four - Mediation/Arbitration

1. In the event such answer is not acceptable to the Association, they may at their option appeal the grievance to the State Mediation Service and/or binding arbitration by notifying the Superintendent of Schools. An Arbitrator may be selected through mutual agreement.

F. Level Five – Arbitration

1. The party choosing to arbitrate must give written notice to the other party, setting forth specifically the nature of the dispute to be arbitrated and must file said notice within thirty (30) days.

Within five (5) working days from the receipt of such notice, the other party shall notify the first party of its statement. The impartial arbitrator shall be selected from a list provided by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration hearing.

2. This Agreement constitutes a contract between the parties which shall be interpreted and applied by the parties and by the Arbitrator in the same manner as other collective bargaining agreements. The function and purpose of the Arbitrator is to determine disputed interpretations of terms actually found in the Agreement, or to determine disputed facts upon which the application of the Agreement depends. The Arbitrator shall, therefore, not have authority, nor shall he/she consider it his/her function to include the decision of any issue not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. The Arbitrator

shall not give any decision which in its practical or actual effect modifies, revises, detracts from, or adds to any of the terms or provisions of this Agreement. Past practice of the parties interpreting or applying terms of the Agreement can be relevant evidence, but may not be used so as to justify, or result in, which is in effect a modification (whether by addition or subtraction) of written terms of this Agreement. The Arbitrator has no obligation or function to render a decision or not to render a decision merely because in his/her opinion such a decision is fair or equitable or because in his/her opinion it is unfair or inequitable.

3. If either party shall claim before the Arbitrator that a particular grievance fails to meet the tests of arbitrability, as the same as set forth in the Article (Grievance Procedure), the Arbitrator shall proceed to decide such issue before proceeding to hear the case upon the merits. The Arbitrator shall have the authority to determine whether he/she will hear the case upon its merits at the same hearing in which the jurisdictional question is presented. In any case where the Arbitrator determines that such grievance fails to meet said test of arbitrability, he/she shall refer the case back to the parties without a decision on the merits unless the parties mutually agree otherwise.

4. Within thirty (30) days after the close of the hearing, or the date of filing Post Hearing Briefs if so desired by either party, the Arbitrator shall issue his/her decision which shall be final and binding.

5. Wherever used, the singular shall include the plural.

6. The fees and expenses of the Arbitrator, cost of transcript (if one is requested by the Arbitrator), and cost of the hearing room shall be borne by the loser of the grievance. All other expenses incurred shall be paid by the party incurring them.

7. All arbitrable grievances which are submitted to arbitration shall be heard, if possible, simultaneously or consecutively by one arbitrator.

8. An extension may be granted in any step of the Grievance Procedure by mutual consent.



## ARTICLE XXII. NO STRIKE

The Association agrees that its officers and representatives shall not authorize, instigate, cause, aid, encourage, or ratify, nor shall any member take part in any strike or stoppage of work or any other interruption of activities in the school system. The Association officers shall promptly disavow any such activities by members of the Association in the school system.

## ARTICLE XXIII. MISCELLANEOUS PROVISIONS

A. The Board recognizes that the acceptable criteria of professional behavior is the National Education Association Code of Ethics as adopted in 1974.

B. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement.

C. Three and one-half-inch by seven-inch ( $3\frac{1}{2} \times 7$ ) copies of this Agreement in booklet form shall be printed and presented to all teachers now employed or hereafter employed by the Board. The cost of printing this Agreement in booklet form shall be equally shared between the Board and the Pinconning Area Education Association.

D. If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

E. By mutual consent, any portion of this Agreement may be reopened for negotiations.

F. If the District determines that actual or projected costs of operation will cause the District's fund equity reserves to fall

below \$150,000 through no direct action of the Board, the parties agree to immediate negotiations to address the financial situation.

G. The PEA recognizes that specifically identified articles within this collective bargaining agreement are currently unenforceable as applied to bargaining unit members covered by the Michigan Teacher Tenure Act and therefore will not pursue grievances or disputes regarding those articles that are known to be unenforceable as a result of the PA 100 -103 (HB 4625, 4626, 4627, 4628) legislation which was signed into law on July 19, 2011.

All articles and/or Article subsections carrying the following identifier, EXAMPLE, shall be deemed to be unenforceable based on current legislative language and shall be subject to the aforementioned limitations regarding enforceability. Should a court of administrative agency of competent jurisdiction issue a decision that all or part of the cited legislation is unconstitutional or otherwise not legally effective, then those provisions previously deemed unenforceable shall immediately be in full force and effect.

All language with the following identifier, **EXAMPLE**, shall be eliminated should a court or administrative agency of competent jurisdiction issue a decision that reinstates language that was previously bargained.

#### **ARTICLE XXIV. WAIVER CLAUSE**

The parties acknowledge that during the negotiations, which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Association and the Board, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subjects or matter not specifically referred to or covered in

this Agreement, even though such subjects or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

Any changes that appear in the new Contract except those mutually agreed upon, shall be considered a typing error and shall revert back to the signed statement.

**ARTICLE XXV. DURATION OF AGREEMENT**

**THIS AGREEMENT** shall be effective as of September 12, 2011 and shall continue in effect until July 31, 2014.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed this \_\_\_\_ day of \_\_\_\_\_, 2011.

**PINCONNING AREA SCHOOLS BOARD OF EDUCATION**

By: Darren Kroczaleski, Superintendent  
Mike Vieau, Director of Instructional Services

**PINCONNING AREA EDUCATION ASSOCIATION/ MEA-NEA**

By: Thomas Osborne, Chief Negotiator  
Robert Dickey, Negotiator  
Debbie Smith, Negotiator  
Brad Dubay, Negotiator

**APPENDIX "A"**

Part-time teachers will receive twenty percent (20%) of all benefits and pay for each hour of teaching as follows:

- 1 Hr of Teaching - 20%
- 2 Hrs of Teaching - 40%
- 3 Hrs of Teaching - 60%
- 4 Hrs of Teaching - 80%
- 5 Hrs of Teaching - 100%

For example, if a teacher was scheduled to teach three (3) hours, then that individual would receive 60% of salary, 60% of insurance and other benefits, and ten (10) part-time sick days [same as amount of hours worked].

**SALARY SCHEDULES**  
**2011-2012 SY**

The following schedules provide a 1% increase on the regular salary Steps that are within the 6% index;

<b>2011-12 Salary Schedule</b>			
<b>Step</b>	<b>BA</b>	<b>BA + 35 MA</b>	<b>MA + 35 EDS</b>
<b>1</b>	32,940	35,472	37,225
<b>1.5</b>	34,033	36,537	38,342
<b>2</b>	35,128	37,600	39,459
<b>2.5</b>	36,286	38,728	40,642
<b>3</b>	37,446	39,856	41,826
<b>3.5</b>	38,674	41,051	43,081
<b>4</b>	39,529	42,247	44,336
<b>4.5</b>	40,824	43,527	45,665
<b>5</b>	42,117	44,855	46,995
<b>5.5</b>	43,420	46,191	48,405
<b>6</b>	44,723	47,528	49,815
<b>6.5</b>	46,033	48,894	51,310
<b>7</b>	47,342	50,318	52,804
<b>7.5</b>	48,661	51,827	54,389
<b>8</b>	49,980	53,337	55,972
<b>8.5</b>	51,306	54,937	57,652
<b>9</b>	52,633	56,538	59,330
<b>9.5</b>	53,971	58,234	61,111
<b>10</b>	55,404	59,929	62,891
<b>10.5</b>	56,684	61,727	64,776
<b>11</b>	61,173	64,513	67,219

**S**TEP 11 FOR COLUMNS BA, BA+35/MA, AND MA+35/ED SPEC. WILL NOT RECEIVE THE 1% INCREASE FOR THE 2011-2012 SY, DUE TO THE FACT THAT THEY ARE LARGER THAN THE 6% INDEX.

**2012-2013 SY**

The following schedules provide a 1% increase, **contingent on the student foundation allowance amount being at least \$7,036 per student for the 2012-2013 SY**, on the regular salary Steps that are within the 6% index beginning with the first pay of the 12-13 SY;

**2012-13 Salary Schedule**

Step	BA		BA+35 MA		MA + 35 EDS	
	Sep	*	SEP	*	SEP	*
<b>1</b>	32,940	33,269	35,472	35,827	37,225	37,597
<b>1.5</b>	34,033	34,373	36,537	36,902	38,342	38,725
<b>2</b>	35,128	35,479	37,600	37,976	39,459	39,854
<b>2.5</b>	36,286	36,649	38,728	39,115	40,642	41,048
<b>3</b>	37,446	37,820	39,856	40,255	41,826	42,244
<b>3.5</b>	38,674	39,061	41,051	41,462	43,081	43,512
<b>4</b>	39,529	39,924	42,247	42,669	44,336	44,779
<b>4.5</b>	40,824	41,232	43,527	43,690	45,665	46,122
<b>5</b>	42,117	42,538	44,855	45,304	46,995	47,465
<b>5.5</b>	43,420	43,854	46,191	46,653	48,405	48,889
<b>6</b>	44,723	45,170	47,528	48,003	49,815	50,313
<b>6.5</b>	46,033	46,493	48,894	49,383	51,310	51,823
<b>7</b>	47,342	47,815	50,318	50,821	52,804	53,332
<b>7.5</b>	48,661	49,148	51,827	52,345	54,389	54,933
<b>8</b>	49,980	50,480	53,337	53,870	55,972	56,532
<b>8.5</b>	51,306	51,819	54,937	55,486	57,652	58,229
<b>9</b>	52,633	53,159	56,538	57,103	59,330	59,923
<b>9.5</b>	53,971	54,511	58,234	58,816	61,111	61,722
<b>10</b>	55,404	55,958	59,929	60,528	62,891	63,520
<b>10.5</b>	56,684	57,251	61,727	62,344	64,776	65,424
<b>11</b>	61,173	61,173	64,513	64,513	67,219	67,331

\* This schedule provides a 1% increase, contingent on the student foundation allowance amount being at **least \$7,036 per student for the 2012-2013 SY**, on the regular salary Steps that are within the 6% index beginning with the first pay of the 12-13 SY.

**S**TEP 11 FOR COLUMNS BA, BA+35/MA, WILL NOT RECEIVE THE 1% INCREASE FOR THE FIRST PAY OF THE 2012-2013 SY, DUE TO THE FACT THAT THEY ARE ABOVE THE 6% INDEX;

*C*olumn MA+35/Ed. Spec Step 11 will receive a \$112.00 increase starting with the first pay of the 2012-2013 SY.

The following schedules provide a 1% increase, **contingent on the January amended General Fund budget showing a fund balance of \$100,000 or more for the 2012-2013 SY**, on the regular salary Steps that are within the 6% index beginning with the first pay after the board of education approves the January amended General Fund budget for the 2012-2013 SY.

2012-13 Salary Schedule						
Step	BA			BA+35		
	Jan	*	**	JAN	*	**
1	32,940	33,269	33,602	35,472	35,827	36,185
1.5	34,033	34,373	34,717	36,537	36,902	37,271
2	35,128	35,479	35,834	37,600	37,976	38,356
2.5	36,286	36,649	37,015	38,728	39,115	39,506
3	37,446	37,820	38,199	39,856	40,255	40,657
3.5	38,674	39,061	39,451	41,051	41,462	41,876
4	39,529	39,924	40,324	42,247	42,669	43,096
4.5	40,824	41,232	41,645	43,527	43,690	44,402
5	42,117	42,538	42,964	44,855	45,304	45,757
5.5	43,420	43,854	44,293	46,191	46,653	47,119
6	44,723	45,170	45,622	47,528	48,003	48,483
6.5	46,033	46,493	46,958	48,894	49,383	49,877
7	47,342	47,815	48,294	50,318	50,821	51,329
7.5	48,661	49,148	49,639	51,827	52,345	52,869
8	49,980	50,480	50,985	53,337	53,870	54,409
8.5	51,306	51,819	52,337	54,937	55,486	56,041
9	52,633	53,159	53,691	56,538	57,103	57,674
9.5	53,971	54,511	55,056	58,234	58,816	59,405
10	55,404	55,958	56,518	59,929	60,528	61,134
10.5	56,684	57,251	57,823	61,727	62,344	62,968
11	61,173	61,173	61,173	64,513	64,513	64,802



**2012-13 Salary Schedule  
MA+35 EDS**

<b>JAN</b>	<b>*</b>	<b>**</b>
37,225	37,597	37,973
38,342	38,725	39,113
39,459	39,854	40,252
40,642	41,048	41,459
41,826	42,244	42,667
43,081	43,512	43,947
44,336	44,779	45,227
45,665	46,122	46,583
46,995	47,465	47,940
48,405	48,889	49,378
49,815	50,313	50,816
51,310	51,823	52,341
52,804	53,332	53,865
54,389	54,933	55,482
55,972	56,532	57,097
57,652	58,229	58,811
59,330	59,923	60,523
61,111	61,722	62,339
62,891	63,520	64,155
64,776	65,424	66,078
67,219	67,331	68,004

\* This schedule provides a 1% increase, contingent on the student foundation allowance amount being at **least \$7,036 per student for the 2012-2013 SY**, on the regular salary Steps that are within the 6% index beginning with the first pay of the 12-13 SY.

\* \* This schedule provides a 1% increase, **contingent on the January amended General Fund budget showing a fund balance of \$100,000 or more for the 2012-2013 SY**, on the regular salary Steps that are within the 6% index *beginning with the first pay after the board of education approves the January amended General Fund budget for the 2012-2013 SY*;

**S**TEP 11 FOR COLUMNS BA WILL NOT RECEIVE THE 1% INCREASE FOR THE FIRST PAY AFTER THE BOARD OF EDUCATION APPROVES THE JANUARY AMENDED GENERAL FUND BUDGET FOR THE 2012-2013 SY, DUE TO THE FACT THAT THEY ARE ABOVE THE 6% INDEX;

**C**olumn BA+15/MA will receive a \$289.00 increase as well as Column MA+35/Ed. Spec Step 11 will receive an 1% increase for the first pay after the board of education approves the January amended General Fund budget for the 2012-2013 SY.

## 2013-2014 SY

A 0% increase, with one (1) step advancement for those employees on steps.

In the event that the adopted General Fund budget for the 2013-2014 SY (with the step increase included as an expense) shows a General Fund balance of less than \$100,000, Appendix D will be reopened so that adjustments can be made by September 1, 2013 to correct the shortfall in order to maintain the \$100,000 General Fund balance.

In the event that the 2013-2014 audits show a General Fund balance greater than \$150,000, an off-schedule payment based on the percentage of expenditure for PEA members as expressed in the 2013-2014 audit that is in excess of \$150,000 shall be paid on March 1, 2015 to PEA members or former members who worked the 2013-2014 school year (prorated where appropriate). If Appendix D had to be reopened to correct the shortfall of the 2013-2014 General Fund balance, a General Fund balance limit of \$100,000 will have to be obtained before an off-schedule payment will be made.

**2013-14 Salary Schedule**

Step	BA			BA +35 MA		
	*	**	**	*	**	**
<b>1</b>	32,940	33,269	33,602	35,472	35,827	36,185
<b>1.5</b>	34,033	34,373	34,717	36,537	36,902	37,271
<b>2</b>	35,128	35,479	35,834	37,600	37,976	38,356
<b>2.5</b>	36,286	36,649	37,015	38,728	39,115	39,506
<b>3</b>	37,446	37,820	38,199	39,856	40,255	40,657
<b>3.5</b>	38,674	39,061	39,451	41,051	41,462	41,876
<b>4</b>	39,529	39,924	40,324	42,247	42,669	43,096
<b>4.5</b>	40,824	41,232	41,645	43,527	43,690	44,402
<b>5</b>	42,117	42,538	42,964	44,855	45,304	45,757
<b>5.5</b>	43,420	43,854	44,293	46,191	46,653	47,119
<b>6</b>	44,723	45,170	45,622	47,528	48,003	48,483
<b>6.5</b>	46,033	46,493	46,958	48,894	49,383	49,877
<b>7</b>	47,342	47,815	48,294	50,318	50,821	51,329
<b>7.5</b>	48,661	49,148	49,639	51,827	52,345	52,869
<b>8</b>	49,980	50,480	50,985	53,337	53,870	54,409
<b>8.5</b>	51,306	51,819	52,337	54,937	55,486	56,041
<b>9</b>	52,633	53,159	53,691	56,538	57,103	57,674
<b>9.5</b>	53,971	54,511	55,056	58,234	58,816	59,405
<b>10</b>	55,404	55,958	56,518	59,929	60,528	61,134
<b>10.5</b>	56,684	57,251	57,823	61,727	62,344	62,968
<b>11</b>	61,173	61,173	61,173	64,513	64,513	64,802

**2013-14 Salary Schedule**

**MA+ 35 EDS**

	*	**
37,225	37,597	37,973
38,342	38,725	39,113
39,459	39,854	40,252
40,642	41,048	41,459
41,826	42,244	42,667
43,081	43,512	43,947
44,336	44,779	45,227
45,665	46,122	46,583
46,995	47,465	47,940
48,405	48,889	49,378
49,815	50,313	50,816
51,310	51,823	52,341
52,804	53,332	53,865
54,389	54,933	55,482
55,972	56,532	57,097
57,652	58,229	58,811
59,330	59,923	60,523
61,111	61,722	62,339
62,891	63,520	64,155
64,776	65,424	66,078
67,219	67,331	68,004

\* This schedule provides a 1% increase, contingent on the student foundation allowance amount being at **least \$7,036 per student for the 2012-2013 SY**, on the regular salary Steps that are within the 6% index beginning with the first pay of the 12-13 SY.

\* \* This schedule provides a 1% increase, **contingent on the January amended General Fund budget showing a fund balance of \$100,000 or more for the 2012-2013 SY**, on the regular salary Steps that are within the 6% index **beginning with the first pay after the board of education approves the January amended General Fund budget for the 2012-2013 SY**.

## SALARY SCHEDULE

A. Credit for experience outside the school system shall be evaluated on an equitable basis by the Board and credit may be allowed on an equitable basis whenever the prior service of the teacher is deemed satisfactory. Full credit may be given for degree teaching experience up to five (5) years. Teachers may be advanced one (1) step on the salary schedule for between one (1) and three (3) years of active military service and two (2) steps if active military service exceeds three (3) years. This provision applies to individuals who qualified for a Michigan Regular Teaching Certificate prior to active military service. Credit for experience in a related field may be granted.

B. Increments become effective with the initiation of employment following July 1 of each year. Advancement under the salary schedule will be automatic as of September 15th or February 15th following completion of academic or professional courses and an official transcript is in the Business Office.

C. Extra Hours: A payment of Twenty-Five Dollars (\$25.00) per semester hour will also be made for all hours directed toward a Master's degree and other hours approved in advance by the Superintendent in excess of eighteen (18) hours beyond a Bachelor's degree. Payment is limited to \$350.00.

Twenty-Five Dollars (\$25.00) per semester hour will also be paid for approved hours beyond a Master's degree and/or Educational Specialist degree. An \$800.00 maximum shall apply.

All employees employed under the 1971 Contract are grandfathered in at ten (10) hours beyond the B.S. for certification. Thus, teachers who were employed during 1971 shall be paid for graduate hours earned beyond the State's required ten (10) hours.

D. Longevity: An annual payment of One Thousand Dollars (\$1,000.00) shall be paid to all teachers who have completed 15 years of employment as a teacher in the district. This payment will begin in the teacher's 16<sup>th</sup> year of employment.

An annual payment of One Thousand, Five Hundred Dollars (\$1,500.00) shall be paid to all teachers who have completed 20

years of employment as a teacher in the district. This payment will begin in the teacher's 21<sup>st</sup> year of employment.

An annual payment of Two Thousand Dollars (\$2,000.00) shall be paid to all teachers who have completed 25 years of employment as a teacher in the district. This payment will begin in the teacher's 26<sup>th</sup> year of employment.

Any teacher receiving longevity under the 2004-2007 agreement shall be grandfathered longevity payments as described in the 2004-2007 agreement. Teachers hired prior to the 07-10 agreement who were granted steps as part of their initial employment (i.e. hired in above step 1) shall receive longevity payments after completing five additional years beyond the 10<sup>th</sup> step of the salary schedule; completing ten additional years beyond the 10<sup>th</sup> step of the salary schedule, and completing 15 additional years beyond the 10<sup>th</sup> step of the salary schedule.

**APPENDIX "B"**

Extra-Curricular Salary Schedule

A. All coaches will be paid at the following rates and placed in the following classifications:

<b>Other Activities 2011-2014</b>	
Senior Sponsor	\$1,250
Junior Sponsor	1,250
SADD/Post Prom	950
8th Grade Cheerleading Sponsor	700
S.A.E.	700
National Honor Society	750
Assistant Band	1,175
Choir	2,200
Renaissance	400
<u>Student Council</u>	
High School	1,500
Middle School	650
Elementary	400
7th Grade Sponsor	425
8th Grade Sponsor	425
9th Grade Sponsor	500
10th Grade Sponsor	500
Department Heads 7-12 (6 max)	1,750



**Class I** Head Football, Head Basketball, Head Baseball, Softball, Track, Wrestling, Volleyball, Drama, Varsity Cheerleading, and Extra Duty Band Director

**Class II** Head Golf, Debate/Forensics, Yearbook and Cross-Country, Soccer

**Class III** All Varsity Assistants, including coaches of Junior Varsity teams; Assistant Drama, Assistant Cheerleader, Mock Trial and all Freshmen Coaches

**Class IV** All 7th and 8<sup>th</sup> grade coaches, Pom Pon Sponsor

2011 – 2014  
**Schedule**

	<u>1st yr</u>	<u>2nd yr</u>	<u>3<sup>rd</sup> yr</u>	<u>4th yr</u>	<u>5th yr</u>
<b>Class I</b>	\$3,519	\$3,624	\$3,724	\$3,833	\$3,933
<b>Class II</b>	\$2,806	\$2,912	\$2,979	\$3,087	\$3,186
<b>Class III</b>	\$2,412	\$2,492	\$2,597	\$2,706	\$2,806
<b>Class IV</b>	\$1,533	\$1,600	\$1,700	\$1,800	\$1,900

B. Positions requiring additional responsibility and attendance at numerous functions over and above that required of normal teaching load:

1. Driver Education – Instructors shall be paid \$ \$24.00 per hour for the 2011-2014 school years.
2. Staff members serving as School Improvement/NCA chair or co-chair may be paid \$24.00 per hour for District approved time.

C. An elementary teacher assigned a split classroom (two grades in one class) shall receive an additional one-sixth (1/6) of his/her salary.

D. Work over and above the regular school day:

1. A sixth (6th) assignment to a teaching position shall be pro-rated to one-sixth (1/6) of the teacher's salary.
2. Summer Teaching: Guidance and Adult Education shall be paid \$24.00 per hour for the 2011-2014 school years.
3. Teachers used as subs will be paid \$24.00 per hour for the 2011-2014 school years.
4. Counselors that are asked by the Administration, and agree to work up to forty (40) hours after the regularly scheduled school year ends, shall be paid at the hourly rate as listed in Appendix "B", Section D, Item 2. A time sheet will be required to be completed by the Counselor(s) and signed by the Building Principal and is not to exceed forty (40) hours per pay period.
5. Counselors, when working ten (10) days prior to the regularly scheduled start of the school year, shall be paid on a per-diem rate based on his/her current annual salary for the upcoming school year, based upon the number of business days for the upcoming school year, working a seven (7) hour day per Article VI, Section B, Item 4 (b) of the Master Agreement.

**APPENDIX "C"**

Salary Schedule

A. Tutorial Position

The pay rate will be \$24.00 per hour.

F. Tutorial position will be added to the bargaining unit, but will not gain seniority unless they teach a minimum of 5.5 hours per day and a minimum of 120 days. Fifty percent (50%) of teacher benefits will be paid by the Board, as per the Master Agreement, if the individual opts to pay fifty percent (50%). Five (5) sick days per year will be allowed.

Tutorial positions are meant to be temporary. For example, a position created from grant money such as Title One in which funding may fluctuate from year-to-year. Tutorial positions are

designed to enhance and not displace regular classroom instruction. For example, a Title One Reading teacher may give instruction which enhances, but does not displace the regular Reading Program. This is where the tutorial position differs from that of the part-time teacher. The part-time teacher is hired to teach at least one (1) but not more than five (5) regular education courses. The tutor is not teaching any regular education course that is a part of the regular curriculum.

B. In-School Suspension

1. This position will receive the following:
  - a. Will work eight (8) hours per student instruction day. The hourly rate of pay will be \$12.62 per hour.
  - b. The work year for this position will be all student attendance days.

C. Mentor Teachers.

1. Mentors will be assigned to Pinconning Area School's probationary teachers.

2. Mentorship will not be restricted to members of the Pinconning Area Education Association.

3. The mentor position will be posted, and the Pinconning Education Association members will receive consideration upon submitting a written application to the building Principal. Appointment will be for a period of one (1) year.

4. Mentors will have at least five (5) years of teaching experience on the K-12 level, and will, in most cases, possess certification in the same area(s) as the probationary teacher.

5. Mentors from within the Pinconning Area Education Association bargaining unit will receive reimbursement at the rate of \$24.00 per hour for each hour of consultation and observation — such hours are to be documented and submitted to the building Principal for reimbursement on at least a semester basis. It is anticipated that most mentorships will require twenty (20) clock hours of consultation and observation per year. If it is anticipated

that reimbursable hours will exceed twenty (20) clock hours, prior approval must be given by the building Principal. The mentor shall be in attendance at all IDP meetings.

6. The mentor teacher will receive approved reimbursement from the School District for additional time and training.

7. The building Principal will assign mentorship no later than thirty (30) school days from the commencement of the school year.

8. Either the mentor, probationary teacher or the Principal may request a change in mentor assignment at any time during the probationary period.

9. The role of the mentor teacher shall be formative in nature. The mentor shall not participate in the evaluation process. Michigan Department of Education (MDE) Guidelines govern the Mentor Teacher Program for the District.

10. The probationary teacher may receive released time for in-service training to satisfy the fifteen (15) day requirement, but may also be assigned non-reimbursable training days so long as mileage, conference fees, and other expenses are borne by the School District.

**APPENDIX "D"**

**Fringe Benefits**

A. The Board agrees to pay the premium for a \$40,000 Term Life Insurance policy for all teachers in the system for the life of this Contract.

B. The Board agrees to furnish Pinconning Area Schools MiEHIP health insurance pool for a full twelve (12) month period for each year of this Agreement for the bargaining unit member and his/her eligible dependents. Bargaining unit members electing health insurance shall receive the Pinconning Area Schools MiEHIP health insurance.

C. Pinconning Area Education Association / MEA – NEA approved to pay 20% of their premium insurance for major medical, vision, dental, life and long term disability. This payment will be conducted through payroll with (18) equal payments. Rates will vary with full family, two-person, and single subscribers.

Premiums for the LTD/Life will also vary due to contractual salary differences. All MEA Teachers will pay \$1.88 until further information is provided. This rate comes from the old MESSA plan. Adjustments will be made accordingly when National Insurance Services provide the updated numbers.

**OPTION 1**

**Major Medical:** Cofinity With SaverRx(Caremark) Prescription Co-Pay With a \$500/\$1000 deductible, and a \$10/\$20/\$250 for OV/UC/ER co-pay.

**Long Term Disability:** 50% of Max Eligible Salary, Maximum Monthly Benefit \$3,500. 180 day calendar Modified Fill. All other provisions are the same as current plan. Starting on July 1, 2013, the district will provide 65 day modified fill long term disability insurance through the district's insurance provider at that time.

**Life Insurance:** \$35,000 with \$35,000 Accidental Death & Dismemberment.

**Vision:** NVA

**Dental:** 100%/90%/90%  
Class I, II, III Annual Maximum \$2,500.00  
Class IV Lifetime Maximum \$3,500.00  
Two Cleanings per year  
Sealant – yes; No adult orthodontics

**OPTION 2**

**Major Medical:** N/A;

**Long Term Disability:** 50% of Max Eligible Salary, Maximum Monthly Benefit \$3,500. 180-day calendar Modified Fill. All other provisions are the same as current plan. Starting on July 1, 2013, the district will provide 65 day modified fill long term disability insurance through the district's insurance provider at that time.

**Life Insurance:** \$40,000 with \$40,000 Accidental Death & Dismemberment.

**Vision:** NVA

**Dental:** 100%/90%/90%  
Class I, II, III Annual Maximum \$2,500.00  
Class IV Lifetime Maximum \$3,500.00  
Two Cleanings per year  
Sealant – yes; No adult orthodontics

Cash-In-Lieu 2010-2014
\$1,615 if 7 or fewer select this option
\$2,740 if 8-9 select this option
\$3,240 if 10-11 select this option
\$4,240 if 12-14 select this option
\$5,240 if 15 or more select this option

**OPTION 3**

Cash-In-Lieu 2010-2014
\$1,615 if 7 or fewer select this option
\$2,740 if 8-9 select this option
\$3,240 if 10-11 select this option
\$4,240 if 12-14 select this option
\$5,240 if 15 or more select this option

The Board shall be subject to the rules and regulations of the carrier.

The employee contributions for all bargaining unit members electing health insurance shall be deducted from the employee's biweekly payroll check over eighteen (18) pays during the school year.

As of October 1, 2011 when the new MIEHIP plan is implemented MEA Teachers will pay as followed.

Full Family	\$178.61
2-Person	\$161.07
Single	\$ 73.33
In-Lieu (D,V,L)	\$ 13.89

\*LTD is added into the total amount

The Employer will provide a qualified Section 125 Plan through payroll deduction for employees who may elect to use pre-tax dollars for the employee's share of health insurance.

C. Teachers in the District who are covered by their spouse's health insurance program may participate in the Cash-In-Lieu Program.

1. Employees who previously received health insurance and cease such coverage during Open Enrollment shall receive one of the bonuses based on the Cash-In-Lieu scale as defined above to be paid in December in one of the 403 (b) Options that are available through the District. An employee who recommences health insurance before August 30 of the following year shall

repay to the District a prorata amount of the bonus as to the extent permitted by law.

D. Any employee, no longer covered under his/her spouse's health insurance, will be allowed to be reinstated under the Board's present policy. In order to be eligible, the employee must notify the school district within three (3) weeks of the qualifying event. The coverage will begin within forty-five (45) days after the paper work is submitted to the School District.



**APPENDIX "E"**

**Course Limits**

Conditioning and Advance Conditioning	34
Lifetime Sports	34
Physical Education 1	40
Computer Literacy	26
Accounting	24
Multimedia	20
Business Services and Technology I & II	24
Art 1 and Studio & Senior Portfolio	30
Art 2 and Studio & Senior Portfolio	30
Ceramics & Advanced Ceramics	25
Chemistry	24
Physics	26
Intro to Physics	28
Applied Math	24
Math Lab 1 and 2	15
Construction Technology	24
Intro to Mfg & Construction Technology	24
Drafting	27
Cabinet Making	24
English 9-12, Basic, Advance & Advanced Placement	26
News Media and Advanced News Media	26
General English MMC	22
Creative Writing	25
Yearbook	15
Biology I*	32
Algebra I and II*	30
Geometry*	30
Band: Concert Band, Symphonic Band	75
(Changes above the maximum may be made at the Band Director's discretion)	
Middle School Intro to Computers	26
Math Foundations	15
Middle School Multi-Media	26
Middle School Reading	20

At no time will the number of students in each class exceed the number of work stations.

APPENDIX "F"

Individualized Development Plan/  
Professional Development Plan

For: \_\_\_\_\_

Teacher Status: \_\_\_\_\_ Tenured \_\_\_\_\_ Probationary  
(Year \_\_\_\_ 1, \_\_\_\_ 2, \_\_\_\_ 3, \_\_\_\_ 4)

Mutually Developed By: \_\_\_\_\_

(Teacher Signature) \_\_\_\_\_ (Date)

(Principal Signature) \_\_\_\_\_ (Date)

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**Goal 1:**

**Purpose of Goal:**

**Teacher Plan:**

**Administrative Support:**

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**Goal 2:**

**Purpose of Goal:**

**Teacher Plan:**

**Administrative Support:**

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**Goal 3:**

**Purpose of Goal:**

**Teacher Plan:**

**Administrative Support:**

**APPENDIX "G"**

**Pinconning Area Schools Teacher Evaluation**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date of IDP Meeting: \_\_\_\_\_

Date of Classroom Observations: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Scale Explanation: Satisfactory (S), Unsatisfactory (US), Not Observed/Not Applicable (N.O./N.A.)

- |   |   |
|---|---|
| 1. Teaches to an objective                              |   |
| 2. Monitors student progress                            | S |
| 3. Adjusts instruction if needed                        | S |
| 4. Organizes the classroom setting                      | S |
| 5. Establishes clear expectations of student behavior   | S |
| 6. Reinforces expectations for students' behavior       | S |
| 7. Demonstrates ability to maintain classroom control   | S |
| 8. Works in cooperative manner with principal and staff | S |
| 9. Punctual   |   |
| 10. Handles routine reports promptly and efficiently    | S |
| 11. Demonstrates knowledge of subject matter            | S |

