

**AGREEMENT**

**between**

**ELKTON-PIGEON-BAY PORT LAKER SCHOOLS  
BOARD OF EDUCATION**

**and**

**LAKER EDUCATION ASSOCIATION  
MEA/NEA "ASSOCIATION"**

2017-2018, 2018-2019, 2019-2020

This Agreement entered into by and between the Elkton-Pigeon-Bay Port Laker School District, hereinafter called the "Board" and the Laker Education Association, MEA/NEA, hereinafter called the "Association".

WITNESSETH: Whereas, the Board and the Association recognize and declare that providing a quality education for the children of the district is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching staff, and

WHEREAS, the members of the teaching profession are particularly interested in assisting in the formulation of policies and programs designed to improve educational standards, and

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the Representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they declare to confirm in this Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

#### **ARTICLE I – RECOGNITION**

- A. The Board hereby agrees to recognize the Association as the exclusive bargaining representative for professional teaching personnel regularly employed, but excluding all supervisory, executive, management, office clerical, custodial, food service, bus driving, Director of Counseling, Athletic Director, and all others.

The term teacher, when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the bargaining unit as defined above, and any reference to male teachers shall include females.

- B. The Board agrees to not negotiate with any teachers' organization other than the Association for the duration of this Agreement.

#### **ARTICLE II - ASSOCIATION AND TEACHER RIGHTS**

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective negotiation or bargaining and other concerted and lawful activities for mutual aid and protection. As a duly elected body exercising governmental power under the laws of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective professional negotiations

with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to those terms or conditions of employment.

- B. The Association and its duly authorized representatives, and respective affiliates, shall be permitted to hold meetings and transact official Association business on school property at all times, with the permission of the building principal, provided that this shall not interfere with or interrupt normal school operation. When a special custodial service is required, the Board may make a reasonable charge thereof. No charge shall be made for the use of school rooms other than special events that require additional set up or cleaning.
- C. The Association shall have the right to use school facilities and equipment, when such equipment is not otherwise in use and with the agreement of the administration. Expenses will be charged for materials and any intentional damages attributed to such use.
- D. The Association shall have the right to post notices of its activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each building.

No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off the school premises unless it creates a disruption in the learning process.

- E. The Board agrees to make available to the Association information to which it is legally entitled, such as, but not limited to annual financial reports and audits, register of certified personnel, minutes of Board meetings, treasurer's reports, census and membership data, list of teaching staff, and information which may be necessary to process any grievance.
- F. At the written request of the Association, the Board shall grant the representatives of the Association an opportunity to discuss the district's financial condition and/or educational policy with a representative of the Board.
- G. The private and personal life of a teacher shall not be within the appropriate concern or attention of the Board unless it impacts the teacher's ability to be an effective classroom teacher.

### **ARTICLE III - RIGHTS OF THE BOARD**

- A. The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the district to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this agreement.
- B. Nothing contained here should be considered to deny or restrict the Board of its rights, responsibilities and authority under law, except as agreed upon in this Agreement.

## ARTICLE IV - PAYROLL DEDUCTIONS

Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, United Fund, insurance programs, or any other plans or programs available through the Business Office.

## ARTICLE V - TEACHING HOURS

- A. The normal teacher duty day shall be a maximum of seven and one half (7 1/2) hours.

All teachers shall be entitled to a duty free thirty (30) minute lunch period. All teachers shall be on duty at least fifteen (15) minutes prior to the start of school.

Teachers are encouraged to remain for a sufficient period after the close of the pupil's school day to attend to those matters which properly require attention at that time, including consultations with parents when scheduled directly with the teacher.

- B. The normal teaching load in a full instructional week in the junior high and high school will have five unassigned preparation/conference periods.

All efforts will be made to keep the number of academic preparations for a teacher in the junior high or high school to not exceed a maximum of four (4) per academic period (i.e. semester).

- C. Elementary teachers shall have at least equal preparation/conference time as the secondary per week; excluded from this preparation time is pupil supervision time, lunch and instruction time. Elementary teachers may use for preparation/conference all time during which their classes are receiving instruction from various teaching specialists. The teacher does not have to remain in the classroom where instruction is being provided by a specialist.

- D. If a junior high or high school teacher agrees to forego a preparation/conference period on an ongoing basis to take another class section, he shall receive additional compensation based upon that teacher's hourly rate for the time worked.

- E. If a teacher is absent and with administrative approval another teacher takes on the added assignment for the period, the teacher will be paid at the B-1 hourly rate of pay for amount of time worked.

- F. Specialist teachers shall be provided relief and preparation time to the same extent as other teachers in the district.

- G. Both parties understand that it may be necessary to add time in the form of minutes, hours, or days in order to comply with state law as it pertains to full state aid and to add days or time to comply with state law regarding professional development requirements.

The parties agree to meet when necessary to formulate a school day schedule and calendar to be in compliance with minimum state law and to be eligible for full state aid.

If the parties cannot agree, the Board shall have the authority to impose such school day schedule and calendar.

## ARTICLE VI - TEACHING CONDITIONS

The parties recognize that optimum school facilities for both student and teacher are desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward insuring that the teacher's energy is primarily utilized to this end.

- A. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size should meet the following optimum standards except in traditional large group instruction or experimental classes where the Association has agreed in writing to the suggested class sizes.

### SUGGESTED CLASS SIZE

1.	<u>Elementary</u>	
	K through 2nd -----	26
	3rd through 5th -----	27
2.	<u>Junior High School</u>	
	Sixth Grade -----	28
	Seventh Grade -----	28
	Eighth Grade -----	28
3.	<u>High School</u>	
	Industrial Arts -----	25
	English -----	25
	Social Sciences -----	25
	General Education -----	25
	Mathematics -----	25
	Science -----	25
	Language -----	25
	Business -----	25
	Art -----	25
	Health -----	25
	Drafting -----	30
	Music -----	40
	Physical Education -----	45

4. Special Education

All special education courses will follow the state guidelines.

5. With the exception of physical education, vocal, band and music, in the event that a given class exceeds thirty-five (35) students or if a combination class (two grades combined) exceeds thirty-two (32) students, the Board agrees to employ a full time aide in that particular room.

- B. Enrollments in grades kindergarten through fifth shall be leveled throughout building.
- C. 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, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board undertakes promptly to implement all joint decisions thereon made by its representative and the Association. The Board agrees at all times to keep the schools reasonably equipped and maintained.
- D. The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level of professional performance. In furtherance of the recognition, the Board shall provide a teacher reference library in each school in the district and include therein all texts which are reasonably requested by the teachers of that school.
- E. The Board agrees to make available in each school adequate word processing and duplicating equipment to aid teachers in the preparation of instructional materials.
- F. The Board shall provide:
  - 1. A separate desk for each teacher in the district with a lockable drawer space.
  - 2. Suitable closet space for each teacher to store coats, overshoes, and personal articles.
  - 3. Adequate chalkboard space in every classroom.
  - 4. Copies, exclusively for teacher's use, of all texts used in each course he is to teach.
  - 5. Adequate storage space in each classroom for instructional materials.
  - 6. Adequate attendance books, paper, pencils, pens, chalk, erasers, and other such materials required in daily teaching responsibilities.
- G. To relieve teachers of cafeteria duty the Board agrees to engage the necessary teacher aides in the elementary school responsible to the building principal.
- H. Under no conditions will a teacher be required to drive a school bus as part of his regular teaching assignment.
- I. The Board shall make available in each school building adequate lunchroom, restroom and lavatory facilities primarily for teacher use and at least one room, appropriately furnished, which shall be reserved for use as an employee work room.
- J. Telephone facilities will be made available to teachers.
- K. Adequate off-street parking will be made available to teachers.
- L. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being.

- M. Regular staff meetings within the respective buildings shall not be held more than once per week. Special meetings and committee meetings shall only be scheduled as need arises. Every effort shall be made to keep the total number of meetings to a minimum.

## ARTICLE VII - ILLNESS AND DISABILITY

- A. At the beginning of each school year each teacher shall be credited with eight (8) days of leave, the unused portion of which shall accumulate from year to year to a total of one hundred (100) days. The Board of Education shall buy back the unused days over the 100 at the end of each year at the rate of \$50.00 per day. The pay-off shall be made no later than June 30th each school year. The leave days may be taken for the following conditions:
  - 1. Personal Illness or Disability - The teacher may use all or any portion of his leave to recover from his own illness or disability.
  - 2. Death in the Immediate Family – Up to five (5) days per incident for matters pertaining to the death of persons in the immediate family or household. Additional days may be requested in writing from the Superintendent. Immediate family shall be interpreted as husband, wife, mother, father, brother, sister, children, grandchildren, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, and grandparents.
  - 3. Other Deaths - The teacher may take one (1) day to attend the funeral of any other person. This day is to be deducted from personal leave.
  - 4. Medical or Nursing Care - The teacher may take three (3) days per year to make arrangements for medical or nursing care for a member of his immediate family. (See definition in #2 above.)
  - 5. Illness in the Immediate Family - The teacher may take a maximum of five (5) days per year for critical illness in the immediate family. Additional days may be requested in writing from the Superintendent. Each request for additional days will be reviewed and determined on a case by case basis and the denial or approval of such a request is not subject to the grievance procedure. Critical illness shall be defined as a condition requiring and obtaining medical attention from a doctor within 24 hours. Immediate family shall be defined as in #2 above.
- B. The Board shall furnish each teacher with a written statement at the beginning of each school year setting forth the total leave credit.
- C. A teacher who is unable to teach because of personal illness or disability and who has exhausted all leave available shall be granted a leave of absence without pay for the duration of such illness or disability up to one year.
- D. For those eligible bargaining unit members retiring from the school district with at least ten (10) years of teaching experience, the Board of Education shall buy back no more than one hundred (100) of the unused sick days (as referenced in paragraph A above) from any bargaining unit member upon notification of retirement of said bargaining unit member under MPSERS (Michigan Public School Employee Retirement System).

Teachers with less than 40 days of accumulated sick leave will not be eligible for any payment. Eligible teachers will be paid for up to 100 days at the daily substitute rate.

#### **ARTICLE VIII – APPENDIX B-1 ASSIGNMENTS**

- A. With the exception of vocal music, band and the FFA positions, any assignments in addition to the normal teaching schedule listed in Appendix B-1 shall not be obligatory, but shall be with consent of the teacher.
- B. B-1 assignments will be posted preliminarily to the bargaining unit prior to the general public and members of the bargaining unit will be given consideration for such assignments among all the internal and external candidates who apply.

#### **ARTICLE IX - PROFESSIONAL, PERSONAL AND ASSOCIATION LEAVE**

- A. At the beginning of every school year, each teacher shall be credited with four (4) days for personal business. Such days may be used for activities that are not possible to schedule outside of work time. A teacher planning to use a personal business day or days shall notify his principal at least one week in advance except in cases of emergency.

Personal leave days shall be available for the practice of individual religious preferences. Unused days will be added to a teacher's sick leave if the teacher's sick leave accumulation is below the maximum amount. There shall be no more than two personal leave days granted on the same day in any one building.

- B. A teacher called for jury duty or to give testimony before any judicial tribunal on behalf of the district shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation.
- C. At the beginning of every school year, the Association shall be credited with two (2) days; such use to be at the discretion of the Association. An additional four (4) days may be used with the same notice requirements as below. The Association, however, shall pay for the substitutes if and when these eight days are used. The Association agrees to notify the Board no less than forty-eight (48) hours in advance of taking such leave.

#### **ARTICLE X - UNPAID LEAVES OF ABSENCE**

- A. A leave of absence shall be granted to any teacher for the purpose of child care up to one (1) year in duration. A teacher adopting a child may receive similar leave which shall commence upon entry of an order terminating the rights of the natural parents by the probate court.
- B. All leaves under this article are without pay and benefits unless the continuation of paid benefits is required by the Family Medical and Leave Act.
- C. A military leave of absence shall be granted to any teacher who shall be inducted for military duty in any branch of the armed forces of the United States. Upon discharge



from military duty, a teacher shall be placed at the same position on the salary schedule as the teacher would have been had the teacher taught in the district during such period. They shall return with sick leave accumulations accumulated at the time the leave was granted

#### **ARTICLE XI- PROFESSIONAL BEHAVIOR**

- A. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building.
- B. A teacher will have the right to review the contents of all records of the district pertaining to such teacher, originating after the original employment, and to have a representative of the Association accompany him in such a review.
- C. No material originating after original employment will be placed in his personnel file unless the teacher had the opportunity to review the material. The teacher may submit a written notation regarding any material in the teachers personnel file and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign the material placed in his files, such signature shall be understood to indicate his awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material. All recommendations, written or oral, shall be based on the contents of the teacher's personnel file.

#### **ARTICLE XII - PROFESSIONAL IMPROVEMENT**

- A. The parties support the principle of continuing training of teachers, participation by teachers in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies, foreign travel and participation in community, state and federal educational projects.
- B. The Board agrees to reimburse fees to compensate registration, lodging, mileage and meals for teachers who desire to attend selected professional conferences. All teachers desiring to attend said conferences shall apply to the building principal who shall make the final determination as to approval or disapproval of the application. Criteria to be used in making said decision shall include, but not be limited to, needs of the district, areas of specialization of the teacher, validity of the proposed program, and the number of conferences or seminars attended by the applicant as proposed to other applicants for other programs.

### **ARTICLE XIII - CONTINUITY OF OPERATIONS**

Scheduled days of student instruction which are not held because of conditions not within the control of school authorities such as inclement weather, fires, epidemics, mechanical break downs, or health conditions as defined by the city, county or state health authorities, may be rescheduled at the discretion of the Board to insure that there are a minimum required number of days to receive full state aid. Teachers will receive their regular pay for days which are canceled but shall work on any rescheduled days with no additional compensation, provided, however, that the parties agree to meet in an effort to mutually agree on when any make up days should occur. In the event they are unable to agree, the days will be added on to the end of the calendar set forth in Appendix A.

### **ARTICLE XIV - SCHOOL CALENDAR**

With the exception of those areas where the Public Employment Relations Act or the school code limit or prohibit negotiations, the parties agree that all aspects of the school calendar are negotiable, including length of school year, and further agree that the school calendar for the next academic year shall be published no later than March 1. The calendar will minimally contain student contact days required by the State of Michigan and five (5) additional teacher work days. Any deviation from this published document must be by mutual consent.

### **ARTICLE XV - PROFESSIONAL COMPENSATION**

- A. The basic salaries of teachers covered by this Agreement are set forth in Appendix B which is attached to and incorporated in this Agreement. Teachers will be paid over 26 pay periods (in certain years 27 pays may be required)

All teachers shall be in their respective building or on school business during their planning/conference period in accordance with the above schedule. All teachers shall be in attendance for their planning/conference periods, pre-school and post-school conference or work days and professional development days. Failure to attend will result in loss of pay.

- B. All teachers shall be given up to the tenth (10) step on the salary schedule for experience in any district in the State of Michigan, or other teaching experience in a school district accredited by a recognized accrediting agency.
- C. The salary schedule is based on the regular school calendar as set forth in Appendix A and the normal teaching assignment as defined in this Agreement.
- D. For the purposes of this contract, the teacher's hourly rate shall be determined in the following manner: The teacher's contracted annual salary shall be divided by the product of the number of teacher duty days per year and the number of teaching hours per day.

- E. Teachers involved in extra duty assignments will be compensated in accordance with Appendix B-1.
- F. Teachers required to drive their personal automobiles in the course of their work from one school building to another shall receive per mile payment in accordance with the rate established by the IRS. The same allowance shall be given for use of personal cars for field trips or other business of the district.

## **ARTICLE XVI - STUDENT DISCIPLINE AND TEACHER PROTECTION**

- A. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to maintaining control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to aid the teacher in carrying out his/her responsibilities with respect to such pupils.
- B. It is recognized that discipline problems are less likely to occur in classes which are well taught and where a high level of interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise and emphasis upon the child's desirable characteristics. A teacher may use force as it is necessary to protect himself from attack or to prevent injury to another student or teacher.
- C. To the extent afforded under board policy and the student code of conduct, a teacher may exclude a pupil from one class when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as promptly as his/her teaching obligations allow, full particulars of the incident in writing. The final resolution to any pupil problem, including re-admittance to any particular class, rests in the hands of the administration.
- D. Suspension of students from school may be imposed by a principal or his designated representative. School authorities will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and his parents when warranted.
- E. Any case of assault upon a teacher while on duty shall be promptly reported to the Board or its designated representative.
- F. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his/her employment, the Board will render all necessary assistance to the teacher in his/her defense, provided liability insurance is available at reasonable cost and provided the teacher was acting in a reasonably prudent manner.
- G. Administrative rules for the suspension and expulsion of students are available in each principal's office.

## ARTICLE XVII – PROFESSIONAL GRIEVANCE PROCEDURE

- A. A grievance shall be defined as an alleged violation, misinterpretation, or inequitable application of a specific provision of this agreement.  
The following issues are not subject the grievance procedure:
1. Any matter for which a statute provides an administrative procedure to seek redress (i.e. MERC, EEOC, etc.).
  2. The discipline or removal of a teacher from a position covered by Appendix B-1.
  3. A grievance may not be processed if the same issue is being litigated by the grievant or on behalf of the grievant by a member of the unit or by the Association..
- B. In the event that a teacher believes there is a basis for a grievance, he shall first discuss the alleged grievance with his building principal either personally or accompanied by his Association representative. The grievance must be filed within fifteen (15) calendar days of the violation, misinterpretation or misapplication, or within fifteen (15) calendar days of the discovery thereof.
- C. If, as a result of the informal discussion with the building principal, a grievance still exists, he may invoke the formal grievance procedure through the Association on a form substantially in accordance with that set forth in annexed Appendix D which shall be available from the Association Representative in each building. A copy of the grievance form shall be delivered to the principal. If the grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by him.
- D. Within five (5) calendar days of receipt of the grievance, the principal shall meet with the Association in an effort to resolve the grievance. The principal shall indicate his disposition of the grievance in writing within five (5) calendar days of such meeting, and shall furnish a copy thereof to the Association.
- E. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) calendar days of such meeting (or ten (10) calendar days from the date of filing, whichever shall be later), the grievance shall be transmitted to the Superintendent. Within seven (7) calendar days the Superintendent or his designee shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within five (5) calendar days of such meeting, and shall furnish a copy thereof to the Association.
- F. If the Association is not satisfied with the disposition of the grievance by the Superintendent or if no disposition has been made during the above period, the grievance may be submitted to arbitration before an impartial arbitrator by notifying the Superintendent in writing within ten (10) days of the receipt of the Superintendent's answer or ten (10) days of the deadline for the answer if none was issued.

If the parties cannot agree as to the arbitrator within five (5) calendar days from the notification date that arbitration shall be pursued, he/she shall be selected by the

American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceeding.

The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

- G. The fees and expenses of the arbitrator shall be shared equally by the parties.
- H. The time limits provided in this article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15<sup>th</sup> of any year and strict adherence to the time limits may result in hardship on any party, the Board shall use its best efforts to process the grievance prior to the end of the school term or as soon thereafter as possible.
- I. Notwithstanding the expiration of this Agreement, any claim or grievance arising during the term of this agreement may be processed through the grievance procedure until resolution.
- J. In cases where the time required to process a grievance through the normal grievance procedure will cause a disadvantage to the grievant(s), the grievance may be appealed directly to the Superintendent. This procedure will be exercised in extreme cases of emergency, and will not become a vehicle to circumvent the position of the building Principal.
- K. Any party affected by a grievance may be represented at all meetings and hearings of the grievance procedure by the Association. The Association shall have the right to be present and to state its views at all grievance proceedings. This same privilege shall be granted to members of the administrative staff and to members of the Board of Education, or its designee.

#### **ARTICLE XVIII– NEGOTIATION PROCEDURES**

- A. Representatives of the Board and the Association shall meet periodically, but in no event more than once a month, for the purpose of reviewing the administration of this Agreement and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. Each party will submit to the other at least seven (7) days in advance of said meeting an agenda covering what it wishes to discuss.

Should such a meeting result in a mutually acceptable amendment to the Agreement, then the amendment shall be subject to ratification by the Board and the Association provided that the bargaining committee shall be empowered to effect temporary accommodations to resolve special problems.

- B. The parties agree to attempt to begin negotiations on or about April 1<sup>st</sup>. There shall be three signed copies of any final agreement. One copy shall be retained by the Board, one by the Association, and one by the Superintendent.

- C. This Agreement incorporates the entire understanding of the parties on all issues which were or could have been subject to negotiation. During the term of the Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- D. A teacher engaged during the school day in negotiation in behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, including arbitration, shall be released from regular duties without loss of salary. The Association agrees to reimburse the Board for the cost of substitutes for teachers released.

#### **ARTICLE XIX – MISCELLANEOUS PROVISIONS**

- A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this agreement.
- B. Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement shall be controlling.
- C. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms.
- D. If any provision 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. Copies of this Agreement shall be posted on the district web site and sent electronically to individuals covered under this agreement.
- F. A faculty pass for all home athletic games shall be issued to all teachers.

#### **ARTICLE XX – CURRICULUM COUNCIL**

The Board and the Association shall establish a council known as the Instructional and Curriculum Council. This Council may initiate and recommend policies affecting the nature and design of the instructional program of the district. As part of its responsibilities, the Council may:

1. Develop criteria for the outgoing evaluation of all instructional programs;

2. Annually review policies concerning all testing programs and instructional management systems;
3. Review and make recommendations on all proposed pilot, experimental and/or innovative programs; and
4. Promulgate and recommend other policies relating to the district's instructional programs and curriculum.
5. Changes in the existing instructional program and the proposed new instructional program may be reviewed by the Council.


#### ARTICLE XXI – DURATION OF AGREEMENT

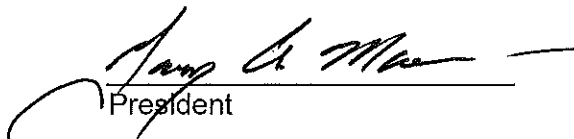
This Agreement shall be effective the later of July 1, 2017 or ratification by the parties and shall continue in effect through June 30, 2020. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

Section 15(7) of the Public Employment Relations Act (PERA) mandates that any contract entered into include a statement that allows an Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act to reject, modify, or terminate the collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act. This provision is intended to satisfy this requirement. No grievances may be processed contesting action (s) taken by an Emergency Manager. The inclusion of this provision is not intended to be construed that the Association concurs with the Act or serve to waive its right to file a law suit should the Emergency Manager take action that is contrary to the terms of the master agreement

FOR THE BOARD OF EDUCATION

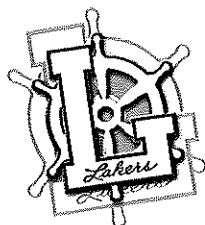
FOR THE LAKER EDUCATION ASSOCIATION  
MEA/NEA

  
\_\_\_\_\_  
President

  
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President

APPENDIX A

2017-2018 Calendar



Aug 29	Countywide Teacher PD
Aug 30	Laker Teacher PD
Aug 31	Teacher Workday Evening Open House / Tailgate
Sept 1-4	No School – Labor Day Weekend
Sept 5	1 <sup>st</sup> Day for Students / MP1 Begins
Nov 3	MP1 Ends / Early Release for Students & Staff
Nov 9	Early Release for Students Fall Parent-Teacher Conference (Afternoon & Evening)
Nov 15	No School for Students Teacher PD (Full Day)
Nov 23-24	Thanksgiving Break
Dec 20	Early Release for Students & Staff
Dec 21-Jan 1	Holiday Break
Jan 19	End of MP2 / 1 <sup>st</sup> Semester Early Dismissal for Students Teacher PD
Feb 19-23	Midwinter Break
Mar 29	End MP3 / Early Release for Students & Staff
Mar 30-Apr 6	Spring Break
Apr 12	Early Release for Students Teacher PD (Afternoon) Spring Parent-Teacher Conference (Evening)
May 25	Early Release for Students Teacher PD
May 28	No School – Memorial Day
Jun 3	Commencement
Jun 14	Last Day for Students / End of MP4 Early Release for Students Teacher PD
Jun 15	Last Day for Teachers

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180 Student Days  
185 Teacher Days

The Superintendent and Association president will develop a calendar for 2018-2019 and 2019-2020 that includes 180 student days and 185 teacher work days, if required by law.



**APPENDIX B – TEACHER SALARY SCHEDULE**

**2017-2018**

<b>Step</b>	<b>BA</b>	<b>BA+20</b>	<b>MA</b>	<b>MA+20</b>
0	37,365	38,051	39,604	40,639
1	39,789	40,489	42,108	43,146
2	42,220	42,909	44,610	45,648
3	44,650	45,342	47,108	48,150
4	47,078	47,768	49,616	50,652
5	49,503	50,195	52,119	53,164
6	51,930	52,622	54,619	55,666
7	54,363	55,056	57,121	58,162
8	56,793	57,484	59,631	60,670
9	59,219	59,914	62,133	63,169
10	62,568	63,274	65,607	66,660

**2018-2019**

<b>Step</b>	<b>BA</b>	<b>BA+20</b>	<b>MA</b>	<b>MA+20</b>
0	37,552	38,241	39,802	40,842
1	39,988	40,691	42,319	43,362
2	42,431	43,124	44,833	45,876
3	44,873	45,569	47,344	48,391
4	47,313	48,007	49,864	50,905
5	49,751	50,446	52,380	53,430
6	52,190	52,885	54,892	55,944
7	54,635	55,331	57,407	58,453
8	57,077	57,771	59,929	60,973
9	59,515	60,214	62,444	63,485
10	62,881	63,590	65,935	66,993

**2019-2020**

<b>Step</b>	<b>BA</b>	<b>BA+20</b>	<b>MA</b>	<b>MA+20</b>
0	37,740	38,432	40,001	41,046
1	40,188	40,895	42,530	43,579
2	42,643	43,339	45,057	46,106
3	45,098	45,797	47,580	48,633
4	47,550	48,247	50,113	51,160
5	49,999	50,698	52,641	53,697
6	52,451	53,150	55,167	56,224
7	54,908	55,608	57,694	58,745
8	57,362	58,060	60,229	61,278
9	59,813	60,515	62,756	63,802
10	63,195	63,908	66,265	67,328

A. For 2015-2016, 2016-2017, 2018-2019 and 2019-2020, the parties agreed that teachers would only receive a half step. These steps will not be reinstated in the future absent mutual agreement between the parties.

B. Longevity pay will be paid as follows:

After one (1) year on Step 10 is completed, the bargaining unit member will receive 1% of his/her salary.

After five (5) years on Step 10 have been completed, the bargaining unit member will receive an additional 1% of his/her salary (for a total of 2%).

After twelve (12) years on Step 10 have been completed, the bargaining unit member will receive an additional 1% of his/her salary (for a total of 3%).

Periods of unpaid leaves and layoff shall not be counted.

## B-1 SCHEDULE (ATHLETICS)

2017-2018 \$67.51    2018-2019 \$67.85    2019-2020 \$68.19

Points	Activity	Points	Activity
71	Varsity Football	20	8th Grade Girls Basketball
71	Varsity Basketball-Boys	20	Assistant. Athletic Director
71	Varsity Basketball-Girls	14	Junior High Track-Boys
71	Varsity Volleyball	14	Junior High Track-Girls
50	Varsity Soccer-Boys	14	Junior High Cheerleading 7 <sup>th</sup> /8th
50	Varsity Soccer-Girls	12	5 <sup>th</sup> Grade Basketball
50	Varsity Baseball	10	Junior High Wrestling
50	Varsity Softball	10	Dance Team
50	Assistant Varsity Football		
50	Varsity Wrestling		
48	J.V. Basketball-Boys		
48	J.V. Basketball-Girls		
48	J.V. Volleyball		
48	J.V. Football		
40	Varsity Track-Boys		
40	Varsity Track-Girls		
40	Cross Country		
40	Golf		
40	Tennis		
40	Junior High Football		
38	Freshman Basketball		
38	Freshman Volleyball		
33	J.V. Soccer		
30	Winter Cheerleading		
28	J.V. Baseball		
28	J.V. Softball		
25	Fall Cheerleading		
20	7 <sup>th</sup> Grade Volleyball		
20	8 <sup>th</sup> Grade Volleyball		
20	6th Grade Basketball		
20	7th Grade Boys Basketball		
20	8th Grade Boys Basketball		
20	7th Grade Girls Basketball		

**B-1 SCHEDULE (ACADEMICS)**

2017-2018 \$67.51    2018-2019 \$67.85    2019-2020 \$68.19

Points	Activity	Points	Activity
71	Band Advisor	8	Junior High Council Advisor
35	Drama Advisor	6	7th Grade Class Advisor
30	Yearbook Advisor with Class	6	6th Grade Class Advisor
29	Debate	4	Dramatics Pianist
25	Junior Class Advisor		
20	Summer Band Activities		
17	Drama Advisor with Class-Fall		
17	Drama Advisor with Class-Spring		
16	Junior High Vocal		
15	Competitive Drama/1 Act Winter		
12	Senior Class Advisor		
8	Science Club		
8	Dept. Head/Class Level Leader		
8	Sophomore Class Advisor		
8	Freshman Class Advisor		
8	High School Student Council		
8	8th Grade Class Advisor		
8	Quiz Bowl Advisor		
8	Steam		

**B-1 HOURLY RATE                      2017-2018    2018-2019    2019-2020**

Summer Agriculture                      \$25.27            \$25.40            \$25.53

The Board of Education makes the determination as to which athletic and academic positions will be authorized in a given year and the number of positions (i.e. assistant coaches).

Unless the Superintendent approves of more than one individual being assigned and splitting the salary for a position (i.e. junior high football), the points set forth above will be paid for each individual assigned to a position approved by the board.

## APPENDIX C - INSURANCE BENEFITS

Teachers will be provided a choice of premiums for up to full family insurance benefits, subject to the following limitations.

- A. The Board shall provide PPO or HSA.

The open enrollment selections made by teachers will remain in effect for the calendar year.

The HSA plan is only available starting January 1 each year and as such, new teachers and those teachers returning from extended unpaid leave (where benefits were not extended under the Family Medical and Leave Act) at the start of the school year for example, must enroll in the PPO plan until the annual open enrollment period to change to the HSA effective January 1.

Subject to the limitations of the Publicly Affordable Health Care Act, the district will fully fund the annual in-network deductible for the HSA plan each January. Teachers electing the HSA plan during the open enrollment period must sign a commitment to repay any excess payments when the teacher does not complete the entire calendar year for which the deductible was remitted by the district. (i.e. In the event of the death of the teacher, an unpaid leave of absence where benefit continuation is not required under the family medical and leave act, layoff or resignation, etc.). The teacher's signature constitutes authorization for payroll withholding of the excess payment and acknowledges that should there be insufficient amounts forthcoming through payroll to cover the amount due, that the teacher is still required to repay the funds.

Married teachers and their eligible dependents are able to enroll in the district's health plan provided they are not enrolled under another health care plan within or outside of the district.

- B. The Board will provide the premium for SET Ultra Dental for each bargaining unit member.
- C. The Board will provide each member of the bargaining unit with the School Employers Trust (S.E.T.) Vision III program. The eye glass frame maximum will be \$65.00.
- D. Full-time teachers not electing both the dental and vision plans will receive \$100.00 per month.

- E. The Board will provide without cost to the member group term life insurance protection in the amount of \$30,000 with accidental death and dismemberment.
- F. The Board will provide Long Term Disability Insurance for each member of the bargaining unit. Said insurance will provide for a ninety (90) calendar day waiting period and shall pay sixty percent (60%) of the teacher's salary up to a monthly maximum of two thousand five hundred dollars (\$2,500.00).
- G. Insurance benefits shall be pro-rated as follows:
  - 1. One-half contract or more as defined in Appendix B-2 shall be prorated based upon the teacher's schedule. The district reserves the right at its option to increase the contribution level to certain part time teachers if by doing so could avoid any penalty under the Affordable Care Act.
  - 2. Less than one-half contract time teachers shall receive no insurance benefits paid by the Board but shall be allowed payroll deduction for group insurance plans if allowed under the rules and regulations of the underwriters and third party administrators.
- H. For those eligible bargaining unit members not subscribing to Board-paid health insurance, the Board agrees to make twelve (12) monthly cash payments of \$450 which can be applied to an annuity or other variable options available through the Business Office in the amount of:
- I. The Board reserves the right to change all insurance plans provided comparable benefits are maintained; however, comparable options and alternatives will be shared with union leadership for review before implementation.

In terms of the health care plan, the plan must be comparable to the plan options in place on June 1, 2017 as posted on the school website and sent electronically to individuals covered under this agreement.
- J. The Board's maximum monthly premium contribution for the PPO or HSA plan for teachers who enroll in health care will be factored on the following annual limits: Shall be the individual subscriber categories in Section 3 of the Publicly funded Health Insurance Contribution Act.
- K. Amounts in excess of the board's contribution will be payroll deducted as a condition of this agreement.
- L. In computing the premiums owed by the teacher for plans that may be self funded, the illustrative rate or claims experience for the unit will be used.

**APPENDIX D - GRIEVANCE FORM**

The attached form is the format that is to be used to file all grievances either individual or class action type grievances.

**GRIEVANCE REPORT FORM**

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Laker School District

Grievance # \_\_\_\_\_

Distribution of Form  
1. Superintendent  
2. Principal  
3. Association  
4. Teacher

GRIEVANCE REPORT

Submit to Principal in Duplicate \_\_\_\_\_

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<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>
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**STEP I**

A. Date Cause of Grievance Occurred \_\_\_\_\_

B. 1. In the discussions with the building principal and in all grievances submitted in writing, the specific provisions of the master must be identified along with a summary of the specific facts leading to the alleged violation.

2. Statement of Grievance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Relief Sought \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SignatureDate

C. Disposition by Principal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

D. Position of Grievant and/or Association \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STEP II

A. Date Received by Superintendent or Designee \_\_\_\_\_

B. Disposition of Superintendent or Designee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Position of Grievant and/or Association \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STEP III

A. Date Submitted to Arbitration \_\_\_\_\_

B. Disposition & Award of Arbitrator \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Letter of Agreement

between the

Elkton-Pigeon-Bay Port Laker School District

and the

Laker Education Association

Re: Off schedule payments

In conjunction with the three year agreement covering the period of 2017 to 2020, the parties agreed to the following "one-time off schedule" payments in addition to the increases in the salary schedule set forth in Appendix B.

These payments will be made not later than the end of September and will be paid to all teachers in the bargaining unit regardless of the date of hire.

2017-2018	\$300
2018-2019	1% of the teacher's regular base Appendix B salary
2019-2020	1% of the teacher's regular base Appendix B salary

  
\_\_\_\_\_  
For the Board                      Date                      6-26-17

  
\_\_\_\_\_  
For the Association                      Date                      6-26-17