

**PROFESSIONAL AGREEMENT**  
**BETWEEN THE**  
**GLEN LAKE COMMUNITY SCHOOL DISTRICT**  
**AND THE**  
**GLEN LAKE FEDERATION OF TEACHERS**  
**AFT/MFT/AFL-CIO**



**2018-2021**

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## **SECTION I - BASIC CONTRACTUAL PROVISIONS**

### **1.1 MASTER AGREEMENT 2018-2021**

This agreement entered into on December 13, 2018 by and between the School District of the Glen Lake Community Schools, the City of Maple City, Michigan, hereinafter called the "Board," and the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO, hereinafter called the "Federation".

### **1.2 RECOGNITION**

Pursuant to Act 379, Public Acts of 1965, as amended, the District hereby recognizes the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO, in the unit described below, as the exclusive representative for the purposes of collective bargaining, with respect to rates of pay, hours, and other terms and conditions of employment for the entire term of this Agreement

#### **UNIT:**

INCLUDING ALL CERTIFIED TEACHING PERSONNEL FOR GRADES K-12 WHOSE JOB REQUIREMENTS INCLUDE TEACHER CERTIFICATION AND WHOSE RESPONSIBILITIES PRIMARILY INVOLVE STUDENT INSTRUCTION AND ALL COUNSELORS, BUT EXCLUDING SUPERVISORY AND EXECUTIVE PERSONNEL, SCHOOL PSYCHOLOGIST, VOCATIONAL EDUCATION DIRECTOR, CAREER EDUCATION DIRECTOR, COMMUNITY EDUCATION DIRECTOR, OFFICE AND CLERICAL EMPLOYEES, BUSINESS MANAGER, CUSTODIANS, BUS DRIVERS, MECHANICS, CAFETERIA EMPLOYEES, MAINTENANCE PERSONNEL, TEACHER AIDES, LIBRARY CLERKS, SUBSTITUTES, PLAYGROUND SUPERVISORS, SCHOOL NURSES AND ALL OTHER EMPLOYEES.

- A. The term "Federation", when used hereinafter shall refer to Glen Lake Chapter of the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO.
- B. The term "Unit Member", singular or plural, male or female, used interchangeably in this agreement, shall refer to all employees represented by the Federation in the bargaining or negotiation unit as above defined.
- C. The term "Board" shall include its officers and agents.

### **1.3 WITNESSETH**

Whereas, the parties to this agreement are required by law to negotiate with respect to wages, hours and the terms and conditions of employment of Unit Members and, through negotiations in good faith have reached agreement on all such matters and desire to execute this contract covering such agreement.

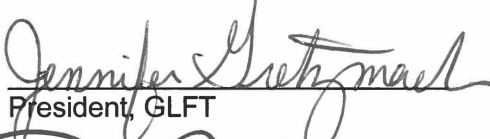
### **1.4 EXTENT OF AGREEMENT**

- 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 Unit Member, shall be subject to and consistent with the terms and conditions to this Agreement and Board Policy. If an individual contract contains language inconsistent with this Agreement or Board Policy, this Agreement, during its duration, and/or Board Policy shall be controlling to the extent of such conflict or inconsistency.

- C. This Agreement shall supersede any rules, regulations, or practices of this 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. An emergency manager appointed under the Local financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Stability and Choice Act, 2012 Public Act 436.

**1.5 DURATION OF AGREEMENT**

- A. Professional Agreement between the Glen Lake Community School District and the Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO is for 2018-2019, 2019-2020, 2020-2021 school years.
- B. This Agreement shall be effective as of December 13, 2018, and shall continue in effect until June 30, 2021. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- C. Upon ratification, those teachers on Step 13 or above shall receive a one-time signing bonus of \$300.

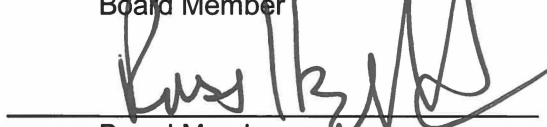
  
 \_\_\_\_\_  
 President, GLFT

  
 \_\_\_\_\_  
 President, Board of Education

  
 \_\_\_\_\_  
 Federation Team Member

  
 \_\_\_\_\_  
 Board Member

  
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 Federation Team Member

  
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 Board Member

  
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 Federation Team Member

  
 \_\_\_\_\_  
 Superintendent, Glen Lake CS

**1.6 PAYROLL DEDUCTIONS**

- A. Annuities
  1. Section 403(b) of the Internal Revenue Code of 1954, as amended, permits the purchase of an annuity contract for an employee who performs services for an educational institution.
  2. Therefore, the Board's finance officer is authorized to adopt a proper procedure for the administration of all funds, the handling and transmission of which has been made necessary through the adoption of the implementation of the annuity policy.
  3. All Unit Members of the Glen Lake Community Schools shall be informed of the policy by the Board at the time of employment.

4. Glen Lake Community Schools will offer a 403(b) program consistent with current IRS regulations and in accordance with the MRIC agreement. GLCS maintains the right to restrict the number of vendors in order to not create an administrative burden but will set the number of minimum vendors at no less than four (4).

**B. SET Options**

At the request of the employee, the Board shall payroll deduct the amount necessary to pay for SET-SEG, INC., or current carrier options:

- |                               |                                |
|-------------------------------|--------------------------------|
| 1. Group hospital confinement | 2. Group short term disability |
| 3. Group additional term life | 4. Group dependent life        |
| 5. Group survivor income      |                                |

**1.7 SALARY**

- A. The employees' salary will be paid in twenty-one (21) or twenty-six (26) installments beginning with the first pay period in September and every two weeks thereafter.

**B. Deductions**

1. Required:

- (a) Federal Withholding Tax
- (b) State Withholding Tax
- (c) Social Security and Medicare Tax
- (d) MPSERS deductions
- (e) Orders by courts of competent jurisdiction and court authorized agencies (child support, garnishments, judgments, etc.)
- (f) Payroll deductions for insurance contributions

2. Optional:

- (a) U.S. Savings Bond - first pay of each month
- (b) Annuities
- (c) SET-SEG, INC. INSURANCE or current carrier options
- (d) H.S.A. Employee Contribution

- C. Changes in payroll deductions may be made upon written notice one (1) week prior to July 1, October 1, January 1, and April 1.

- D. The Employer may make corrections in an employee's pay due to bona fide Employer or employee error. In such cases, an explanation of the reason for the correction will accompany the pay adjustment.

- E. The Parties recognize that federal funding in the form of "impact aid" constitutes a significant portion of the District's funding sources. The Parties further recognize that the salary scale listed within this agreement is predicated upon the receipt of full impact aid. Should the District suffer a loss of impact aid funding (either in part or in total), resulting in a yearly impact aid payment of less than Two Million Seven Hundred Fifty Thousand Dollars (\$2,750,000.00). The salary scale contained herein will revert to the 2017-2018 school year salary scale for the Bargaining Unit Member's position (or a similar position if the position did not exist in 2017-2018). Bargaining Unit Members will retain any step and/or lane increase(s) previously awarded, but will be paid those steps and lanes based upon the 2017-2018 salary scale. The salary scale will revert to the 2017-2018 school year salary scale on the Ninetieth (90th) day after the District is notified of the loss of impact aid funding. This clause shall survive the

expiration of this Agreement, and shall remain operational even if the Parties have not yet entered into a successor Agreement.

- F. **Part-Time Benefits and Salary:** A part-time Unit Member will be compensated for salary and benefits according to the following calculation: Each case has to be looked at on an individual basis based on what periods are worked.

Pro-rated prep time  
Total Min. /441 (total minutes in FT day) = %

Base rate for FT teacher (based on Step and column) is X by % = PT teacher salary.  
Professional Development days paid at full base rate (expectation is that teacher attends full day) PD days are TBD. Remaining student days are paid at the above part time percentage.

Longevity will be calculated with the same percentage.  
An additional 3% compensation will be paid to part-time Unit Members for required attendance at meetings, open house, and parent-teacher conferences.

- G. During the 2018-2019 school year, those bargaining unit members who brought years of teaching experience to Glen Lake Community Schools, but were not given experience credit when hired, would be eligible for One (1) Step in addition to the Step available to all employees. The following employees have been identified by the GLFT as the affected employees: Jerry Angers, Nate Brandsen, Carrie Brown, Jennifer Flynn, Linda Kinder, Marni LaPaugh, Leah Lawson, Lisa Migazzi, Sarah Jane Miller, Alisha Needham, Melissa Okerlund, Bethany Onthank, Rich Ruelas, Carrie Schichtel, Matt Soltysiak, and Anna Wassa.

## 1.8 COPIES OF MASTER AGREEMENT

Copies of the Agreement titled 'Glen Lake Community School and Glen Lake Federation of Teachers/AFT/MFT/AFL-CIO Master Agreement shall be reproduced within thirty days after the Agreement is signed. Copies will be presented to all Unit Members now employed or hereafter employed.

## 1.9 SCHOOL CALENDAR

For the term of this Agreement, the school calendars shall be as set forth in APPENDIX C, and in compliance with Michigan State law (MCL 380.1284a), the Glen Lake spring break and winter break shall match the yearly calendar of the Traverse Bay Area Intermediate School District.

In the event that the board chooses to require days to be made up due to "Act of God" days (snow, ice, fog, epidemic, etc.), Unit Members shall receive no additional compensation for the rescheduled days/hours unless the total number of days when Unit Members are required to provide services exceeds the total number of work days on the school calendar.

## 1.10 GRIEVANCE PROCEDURE

A claim by a Unit Member, or the Federation that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement, may be processed as a grievance as hereinafter provided.

Any employee having a grievance shall first discuss the matter with his/her immediate supervisor informally within ten (10) working days following the alleged contract violation or the date the employee reasonably should have known of the violation.

Failure at any step of this procedure by the Board to communicate the decision on a grievance within the specified time limit shall permit the lodging of an appeal at the next step of this procedure. Failure to file a grievance or appeal a decision at any step within the specified time limit shall be deemed a withdrawal of the grievance.

The time limits established by this grievance procedure shall be strictly construed. The time limits may be extended only by written mutual agreement of the parties, except that time limits shall be extended for ten (10) days upon the written request of either party during a vacation period (as long as such written request is delivered to the other party within the usual time limits established by this grievance procedure)

#### Step I

If, as a result of the informal discussion with the principal or supervisor, the alleged grievance still exists, he/she may invoke the formal grievance procedure on the form set forth in Appendix A, signed by the grievant and a representative of the Federation, which form shall be available from the Federation representative in each building. A copy of the grievance form shall be delivered to the principal within five (5) working days after oral discussion. If the grievance involves more than one (1) school building, it may be filed with the Superintendent or a representative designated by him or her.

#### Step II

Within five (5) working days of receipt of the grievance, the principal shall meet with the Federation's grievance representative and the affected Unit Member(s) in an effort to resolve the grievance. The principal shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Federation's grievance representative and to the affected Unit Member(s).

#### Step III

If the Federation's grievance representative is not satisfied with the disposition of the grievance at Step II, within five (5) working days from receipt of the principal's disposition the grievance shall be transmitted to the superintendent. Within five (5) working days the superintendent, or his/her designee, shall meet with the Federation's grievance representative and to the affected Unit Member(s) and shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting, and shall furnish a copy thereof to the Federation's grievance representative and to the affected Unit Member(s).

#### Step IV

If the Federation's grievance representative is not satisfied with the disposition of the grievance by the superintendent, or his/her designee, within five (5) working days from receipt of the superintendent's disposition the grievance shall be transmitted to the Board by filing a written copy thereof with the secretary, or other designee of the Board. The Board, no later than its next regular meeting, or two (2) calendar weeks, whichever shall be later, may hold a hearing on the grievance, review such grievance in executive session as permitted by the Open Meetings Act, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than seven (7) working days thereafter. A copy of such disposition shall be furnished to the Federation's grievance representative. Grievance hearings at the Board level shall be in accordance with Michigan's Open Meetings Act, Public Act 267 of 1976.

#### Step V

If the Federation is not satisfied with the disposition of the grievance at the previous level, or if no disposition has been made within the period above provided, the Federation may file a Demand for Arbitration of the dispute with the American Arbitration Association, whose rules shall govern the arbitration proceeding. The Federation shall file for arbitration no later than thirty (30) calendar days from the date of Board action. The arbitrator shall have no authority to add to, subtract from, modify, change, alter or amend the terms and conditions of the Agreement. Arbitrations shall be conducted in accordance with the Michigan Uniform Arbitration Act.

The arbitrator's authority is limited to the following:

- 1) The arbitrator shall have no authority except to pass upon alleged violations of the expressed provisions of this agreement and to determine disputes involving the applications or

interpretations of such express provisions.

- 2) The arbitrator shall have no power or authority to add to, subtract from or modify any of the terms of this agreement and shall not substitute his judgment for that of the employer, where the employer is given discretion by the terms of this agreement or by the nature of the area in which the employer was acting. The arbitrator shall not render any decision which would require or permit an action in violation of the Michigan school laws.
- 3) The costs and expenses of the arbitrator shall be shared equally by the parties.
- 4) 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.

## **SECTION II - EMPLOYMENT RELATIONS**

### **2.1 NEW HIRES**

- A. The Board shall notify the Federation President, within fifteen (15) school days after the beginning of each semester, or hiring date, concerning the employment of new staff members. The following information, in writing, shall be given:
  1. Name
  2. Step on salary schedule
  3. Extra duties.
- B. Both parties recognize that the filling of vacancies, and/or newly created supervisory and administration positions, is the prerogative of the Board.
- C. Signing bonuses (one time and up to \$7500) may be used at the Board's discretion to recruit certified professionals into positions who have either a proven track record of facilitating student achievement results, have achieved special recognition in their area of expertise, or have documented expertise in areas important to the district.
- D. Incoming Unit Members may, at the sole discretion of the Board, be granted their full teaching experience with full increment rate per year.

### **2.2 FEDERATION RIGHTS**

- A. The Federation shall have the same rights and responsibilities as the public in the use of school facilities and equipment.
- B. The Board and Federation may request study groups to have a closer working relationship between the School, the Federation and the public.
- C. The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, disability, genetic identity or membership in, or association with, the activities of any employee organization.

### **2.3 PROFESSIONAL DUTIES**

- A. The Federation will provide two (2) sponsors per class for grades 9-12 when practical and possible. These two sponsors shall be Unit Members in grades 9-12. If fewer than two (2) are assigned then the percent of reimbursement will be divided among the assigned sponsors.

**B. Teacher Mentor Program**

Every new Unit Member will have a mentor, preferably from their department or grade level, during their first year of employment.

- The mentor teacher and mentee will meet with the principal as needed on an on-going basis throughout the year
- A stipend of 2% of step 1 BA schedule will be paid to the mentor teacher as authorized by the principal. The Administration reserves the right to work collaboratively with the GLFT in the definition of this program, but limits contract language to the 2% stipend.

**C. Attendance at Meetings and Events:** Unit members are required to attend all weekly staff meetings, professional development days identified on the district calendar, open house, and parent-teacher conferences. Staff members must also attend one of the following: Graduation, Senior Awards Night or the Spring Concert.

Meeting Requirements: 1 hr per month for building level (no additional compensation). District level meetings not to exceed 2 hours per month (compensated at \$35/hr), days of the week to be decided. District level meeting topics and agendas to be jointly decided upon with administration and GLFT representatives. Topics may include, but not limited to, current issues within the district, school improvement, or professional development opportunities. Staff involved with school sponsored extra-curricular activities will not be required to be present at staff meetings when practice or game schedules conflict.

In the rare event that a staff member cannot attend a staff meeting it is his or her responsibility to promptly communicate this and seek prior approval from an administrator.

Part-time unit members are expected to attend the same meetings as full-time unit members.

**D.** If a unit member's position (such as a counselor) is required or approved to work an extended calendar beyond the 187.5 'teacher days' plus 9 hours of PLC in the district calendar, he/she will be paid at their daily rate (per diem) for the additional time. If a unit member is directed or approved by an administrator to do specific tasks that are in addition to the responsibilities specifically identified in their job description (i.e. school improvement committees) and don't involve the direct instruction of students then they will be compensated at a rate of \$20 per hour.

**E.** June 14, 2019 will be the Safety Drill in addition to the ½ day records day. Teachers will participate in the ½ day Safety Drill at \$20.00 per hour for additional work.

**2.4 PERSONNEL FILES**

**A.** No statement or anecdotal information which reflects negatively on a federation member's competence or performance may be placed in a personnel file without notification to teacher within ten (10) days of occurrence and without allowing the teacher an opportunity to provide a written response and have said response become part of the file as allowed pursuant to the Bullard-Plawecki Employee Right to Know Act.

**B.** Complaints against the federation member placed in his/her personal file shall include names of the complainants and administrative action taken.

**C.** Material, which is found to be in error or unrelated to a Unit Member's performance, shall be promptly corrected or expunged, whichever is appropriate.

**D.** If the Unit Member is asked to sign material placed in his/her file, such signature shall not be interpreted to mean agreement with the content material.



- E. Each Unit Member shall have the right, upon request (subject to the "Bullard-Plawecki Employee Right to Know Act"), to review the contents of the personnel file maintained in the Unit Member's name in the office of the Superintendent. A representative of the Federation may, at the Unit Member's request, accompany the Unit Member in this review.

## **2.5 SENIORITY**

- A. **Seniority** - Shall be defined as total years of continuous service to the Glen Lake School District within the bargaining unit.
1. Seniority shall not continue to accumulate when bargaining unit members are on unpaid leaves. Seniority shall be frozen at the time of leave, and accumulation will begin upon return to service.
  2. Title I and other Special or Federal program Unit Members shall accrue seniority the same as all other teachers.
  3. Date of hire is to be defined as date of formal Board action. In the circumstance of more than one individual having the same effective date of hire, all individuals so affected will participate in a drawing to determine placement on the seniority list. Seniority shall be expressed in years and months.
  4. Seniority will continue to accumulate for those members of the bargaining unit who are on layoff. This subsection applies to seniority only, and will not be interpreted to grant any right to recall.
  5. At the beginning of each school year, the Administration shall prepare a seniority list. Copies shall be posted in the Unit Members' workrooms, and a copy given to the bargaining unit President by October 1. If no written objections to the accuracy of the seniority list are received by November 1, the seniority list prepared by the Administration will be regarded by the parties as accurate.

## **2.6 PROFESSIONAL IMPROVEMENT**

The parties support the principle of continuing training of Unit Members, participation by Unit Members in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies such as National Board Certification and participation in community educational projects.

## **2.7 BOARD OF EDUCATION RIGHTS**

The Board retains all rights, powers and authority vested in it by the laws and constitution of Michigan and the United States. The Board reserves unto itself all rights, powers and privileges inherent in it or conferred upon it from any source whatsoever, provided, however, that all of the foregoing being manifestly recognized and intended to convey complete power in the Board shall nonetheless be limited but only as specifically limited by express provisions of this agreement and under Act 379 of the Michigan Public Acts of 1965. Rights reserved exclusively herein by the Board which shall be exercised exclusively by the Board shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business, the equipment, the operations and affairs of the employer.
2. Continue its rights and past practice of assignment and direction of work of all of its personnel but not in conflict with the specific provisions of this agreement.
3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work to employees, determine the size of the work force and to lay off employees.

4. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods and standards of operation, including the institution of new and/or improved methods or changes therein.
5. Adopt reasonable policies, rules, and regulations. Said policies, rules, and regulations shall not be subject to grievance.
6. Determine the qualifications of employees.
7. Determine the location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
8. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
9. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the employer shall not abridge any rights from employees as specifically provided for in this agreement.

## **2.8 JOINT INSTRUCTIONAL COUNCIL/IN-SERVICE TEACHER DEVELOPMENT**

### **A. In-Service Training Days:**

1. Regularly scheduled In-Service training shall be scheduled in the calendar, Monday through Friday unless mutually agreed by the majority of the In-Service Committee.
2. A committee of three (3) will be appointed by the Federation and shall meet with two (2) administrative representatives to plan the In-service sessions and staff work days. There shall be a mandatory meeting of the committee held annually, not later than June 30 of the previous school year at which a regular schedule of future meetings will be set. Program content will be determined by mutual agreement of both parties.

### **B. Curriculum and Instruction:**

1. The Board and the Federation shall work together to provide for an ongoing evaluation of instructional practices, with the intent of developing, maintaining and updating the curriculum and instructional programs of the district to meet the ongoing needs of the district and/or to meet state and/or federal recommendations and/or requirements.
2. Membership from the District School Improvement Committee will be responsible to:
  - (a) Annually review policies concerning all testing programs and instructional programs.
  - (b) Watch over to guide and see that proposed initiatives/changes are happening, following expected timelines, and meeting desired objectives.
  - (c) At least one principal, Unit Member and counselor will minimally represent the elementary and secondary school from their respective building to see that these expectations are met.

## **2.9 TEACHERS' RIGHTS**

Pursuant to the Michigan Public Employment Relations Act (the "Act"), the parties recognize that every Unit Member shall have the right freely to organize, join and support the Federation for the purposes of engaging in collective bargaining or negotiations or to refrain from such activities. As a duly elected

body exercising governmental power under cover of law of the State of Michigan, the parties agree that they will not directly or indirectly discourage or deprive or coerce any Unit Member in the enjoyment of any rights conferred by the Act or Constitutions of Michigan and the United States, that they will not discriminate against any Unit Member with respect to hours, wages, or any terms or conditions of employment by reason of his membership or non-membership in the Federation, his participation (or lack of participation) in any activities of the Federation or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

## **SECTION III - TEACHING CONDITIONS**

### **3.1 TEACHING HOURS**

- A. The regularly scheduled day for both the elementary and secondary Unit Members shall be a contiguous seven (7) hours and twenty-one (21) minutes. In the event school is dismissed early, Unit Members shall be required to stay on duty until the end of the normal teaching day, except under dismissal for hazardous conditions. Under hazardous conditions, Unit Members will be required to remain until all students have safely cleared the buildings. Exceptions to these regulations will only be with the permission of the building principal. Adjustments to the instructional day may be made by the Board during the term of this contract only if necessary to meet the annual minimum hours of instruction required by the State Department of Education.

The Board recognizes the importance of providing staff uninterrupted time to prepare instructional materials, evaluate student work, and confer with colleagues and expects that teaching staff will use this time in service to the students of the district.

- B. The regular day for Secondary Unit Members shall include a preparation period equal to a regular class period.
- C. Elementary Unit Members shall receive a minimum of five (5) preparation periods per week totaling at least 300 minutes.
- D. All Unit Members shall have at minimum a thirty-five (35) minute duty free lunch period.
- E. The administration and staff members may agree upon utilization of a "zero" hour to be held before or after the regular school day (when students are available to be enrolled in that "zero" hour class). "Zero" hour implementation may occur only if a teacher consents to work an early or late schedule.

The Unit Member who consents to work the "zero" hour schedule may report to work and leave work at a different time than listed above, as mutually agreed to between the parties. The "zero" hour may be canceled and the teacher returned to the regular workday schedule if enrollment/scheduling makes it impractical to operate the "zero" hour program.

If the zero hour represents an additional instructional period, the Unit Member will be compensated at their per diem rate.

- F. If a Unit Member consents to teach without a prep period, compensation will be paid at the per diem rate.

### **3.2 CLASS SIZE**

- A. The Board recognizes that the pupil-teacher ratio is an important aspect of a safe and effective educational program and that effort will be made to provide for a safe class size whenever possible.

Utilization of teacher assistants is an appropriate remedy for classes with excessive pupil-teacher ratios; therefore, any time a class reaches 30 students, the superintendent will automatically consider placement of a teacher assistant if safety is an issue.

- B. While the Board retains the right, at its sole discretion, to establish pupil-teacher ratio and/or to approve/disapprove advanced programs, the Federation is encouraged to provide timely written recommendations to the Board (through the Superintendent of Schools) in regard to pupil-teacher ratio and/or advanced programs.

### **3.3 RECORD KEEPING**

CA 60's – Student files (CA-60's) will be maintained by office staff. This includes adding end-of-year attendance numbers, filing report cards, and organizing assessment data.

## **SECTION IV - LEAVES OF ABSENCE**

### **4.1 JURY, PROFESSIONAL, AND FEDERATION LEAVE**

- A. Jury Duty:

A Unit Member called for jury duty, or to give testimony before any Judicial or Administrative Tribunal, on a scheduled Unit Member work day shall receive their full daily salary with the jury pay being returned to the Board of Education less mileage allowance. Excused time will be for actual travel and time necessary to perform said obligation. (EXAMPLE: If employee spends 1/2 day in court, then employee is expected to return to work for the remainder of the day.) Such time lost shall not be deducted from accumulated sick leave. The District shall not be obligated for said above compensation when such testimony or duty is connected with non-school employment.

- B. Professional:

At the beginning of every school year, each Unit Member may be credited with three (3) days to be used for the Unit Member's professional business. These days shall not be deducted from sick leave or any other leave. The Unit Member planning to use a professional business day shall confer with and obtain approval from the principal at least one (1) week in advance of his absence. The Unit Member shall leave complete plans and adequate materials for substitute use. Professional Business days shall be used for the purpose of:

1. Visitation to view other instructional techniques or programs;
2. Conferences, workshops, or seminars conducted by colleges and universities, Professional organizations as related to their teaching or co-curricular assignment.

- C. Federation:

At the beginning of every school year, the Federation shall be credited with twelve (12) days to be used for union business by Unit Members who are officers or agents of the Federation. No one (1) Unit Member shall be entitled to more than five (5) days per school year. Not more than four (4) Unit Members will be released at any one time. These days shall be used for Federation business only. The Federation agrees to notify the Board no less than forty-eight (48) hours in advance of taking such leave. The president of the Glen Lake Federation of Teachers shall be granted an additional three (3) days per year to be used for union business. The Federation shall reimburse the Board for the cost of any substitute teacher(s) required for any such day or days used beyond seven in any school year.

## 4.2 SABBATICAL LEAVE

- A. Any Unit Member, who has been employed for at least seven (7) consecutive years in the Glen Lake Community School District, may be granted a Sabbatical Leave for one (1) year. During said Sabbatical Leave, the Unit Member will be considered to be in the employ of the Board and shall be paid one-half (1/2) of his/her annual base salary only not including medical benefits.
- B. A Unit Member shall return as an employee of the school district in the school year following the leave, and shall remain an employee for a minimum of one (1) year following return from the leave, or return to the Board of Education all of the sabbatical pay.
- C. Application for leave will be submitted to the Board by April 1st of the year preceding requested leave and the final decision to grant or deny application for leave will rest with the Board. The Board will notify applicant within forty-five (45) days of application if possible.
- D. Two (2) Unit Members may be granted a Sabbatical Leave of a minimum of one (1) semester or one (1) Unit Member a maximum leave of one (1) school year. Total leave is not to exceed one (1) school year.

## 4.3 MILITARY LEAVE OF ABSENCE

A Military Leave of Absence shall be granted to any Unit Member who shall be inducted, or shall enlist, for Military duty in any branch of the Armed Forces of the United States. All military leaves of absence, shall be administered in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon return from such leave, a Unit Member will be placed at the same position on the salary schedule as he/she would have been had he/she not taken the leave.

## 4.4 SICK & PERSONAL LEAVE DAYS

- A. Employees will be granted eight (8) sick and four (4) personal days yearly. The unused portion of such leave shall accumulate as sick leave from year to year to a maximum of one hundred twenty-five (125) days.
  - 1. **Sick Leave** - Sick leave will be granted for illness or injury to the employee and his/her immediate family. Immediate family will be considered Spouse, Domestic Partner, Child(ren), and/or Parents. A doctor's affidavit may be required if there is reasonable cause to suspect abuse or misuse of this leave.
  - 2. **Personal Days** - Personal days shall be credited to each Unit Member at the rate of four (4) days per school year. It is the intent of the parties that these days be used at the discretion of the individual Unit Member. These days shall be applied for at least three (3) days in advance, whenever possible. Unused personal days will be rolled into the individual Unit Member's sick bank.
    - a. Up to two (2) personal days per year may be used before or after a holiday period. These may be consecutive or at different times. Requests submitted prior to October 1<sup>st</sup> will be placed in a random drawing. A maximum of 10% of the teaching staff requests will be honored for any one day. In the event that fewer than 10% of the teaching staff request to use a personal day on the same day before or after a holiday, the remaining slots will be filled on a first-come-first-serve basis. Applications in writing will be submitted to the Superintendent's office. The initial drawing will occur with the Superintendent (or designee) and member of the GLFT executive board. Holidays that are applicable are:
      - b. Thanksgiving, Christmas, Spring Break, and Memorial Day are eligible holidays.

- c. All applications for the above holidays will be submitted to the Superintendent or designee by October 1<sup>st</sup> of the applicable contract year.
- d. No more than 10% of the teaching staff will be released on any given day. In the event more than 10% of the teaching staff requests a given day, a random selection will be held to determine which staff members will receive the requested date. All individuals will be notified of the disposition of their request within one calendar week after the selection process.

The Superintendent and one member of the GLFT Executive Board will supervise this process. Adjustments to this process may be made by mutual consent of the agreeing parties through the Superintendent and the GLFT President. Ten percent (10%) shall be interpreted as five staff members for the duration of this contract. Married couples shall put both names on one slip for the drawing, and if drawn in the selection process shall count as one staff member for the purposes of this provision.

- 3. **Attendance Incentive** - Unit Members will receive an attendance incentive award if they use no more than the following combination of sick, business, and personal days.

<b>No more than</b>	<b>Award</b>
3 days used	\$ 100
2 days used	\$ 200
1 day used	\$ 300
0 days used	\$ 400

- B. Leave accrual prior to present contract year shall be treated as sick leave only. Utilization of accrued sick leave may require physician's verification of illness if there is reasonable cause to suspect abuse or misuse of this leave with the exception of 4.4 A (2) for use of leave time.
- C. With the exception of 4.4 Section 2. No more than fifteen percent (15%) of the bargaining unit shall be granted non-illness personal days at any one time with the exception of the above 4.4 sec. 2. Applications will be granted on a first-come, first serve basis. In cases of emergency, the three (3) day advance notice personal leave and the fifteen percent (15%) limit may be waived by the Superintendent.
- D. **Sick Bank**
  - 1. A Sick Leave Bank is hereby established. The GLFT will administer. The Board will donate 70 days one time at the inception.
  - 2. At the conclusion of each use of the sick leave bank, the Federation shall report to the Employer the number of days used. The Employer shall, after receiving notice of the number of days used, notify the Federation of the number of remaining days in the bank.
- E. A Unit Member, who is unable to teach because of personal illness or disability and who has exhausted all sick leave available, may be granted a leave of absence without pay for the duration of such illness or disability up to a maximum of one (1) year. The leave may be renewed for an extended period upon written request by the Unit Member and with the right of the Board to verify the reasons advanced for the leave. At the Board's discretion, the Unit Member may be required to submit to a physical examination by a Physician selected by the Board, and at the Board's expense.
- F. When a Unit Member retires, or dies any accumulated sick leave to his/her credit shall have the cash surrender value of thirty-three percent (33%) per day of up to one-hundred twenty-five (125) days, maximum of forty-one and one-quarter (41 1/4) days pay, computed at the rate of the average daily

salary for the last five (5) years of employment, or if employed less than five (5) years, the average daily salary of years employed. This shall be done in accordance with the Michigan Public School Employees Retirement System and/or Social Security Act.

#### **4.5 BEREAVEMENT LEAVE**

- A. Up to four (4) days leave with pay will be granted for death in the immediate family per occurrence. The immediate family shall be interpreted as: Spouse, Domestic Partner, Father, Mother, Father-in-law, Mother-in-law, Grandparents, Children, Sisters, Brothers or dependent (dependent being one who qualifies under Internal Revenue Service Regulations.) Such days shall not be deducted from any other leave.
- B. Additional leave may be granted for death in the immediate family due to extenuating circumstances. Said leave, at the discretion of the employee, shall be deducted from either personal or accumulated sick leave.
- C. At the Superintendent's discretion, up to three (3) days may be granted in the death of a person who was closely associated with the employee. Said leave, at the discretion of the employee, shall be deducted from either personal days or accumulated sick leave.

### **SECTION V- COMPENSATION AND BENEFITS**

#### **5.1 HEALTH INSURANCE**

- A. The insurance listed below shall be maintained during the term of this 2018-2021 Agreement unless a change in insurance plan(s) is negotiated between the Parties. Either Party may initiate negotiations for a new plan at any time during the term of this Agreement and thereafter.
- B. To the extent allowable by law or regulation, upon proper application for enrollment by the appropriate insurance underwriter, and/or carrier, the Board shall make payments toward medical benefit plan coverage costs for all eligible Employees (those not taking cash-in-lieu who otherwise meet the requirements listed in this Article), and their eligible dependents toward the chosen insurance plan(s) (the "Plan(s)"), in a combined monthly amount equal to One-Twelfth (1/12) of the hardcap amount contained within Section 3 of Public Act 152 of 2011 (as amended from year-to-year by the Department of Treasury), paid per eligible employee for the appropriate category of coverage (i.e., single, two-person, full-family) (hereinafter referred to as the "Board Contribution").

The Board Contribution shall first apply toward the health insurance premium or illustrated rate (including any taxes and fees) of the applicable Plan(s). Any remaining Board Contribution shall be paid toward the eligible employee's Health Savings Account or Health Reimbursement Account (whichever is applicable). Should the Board choose to self-fund its insurance plan in order to realize cost savings, the Parties agree that they will split any resulting savings, with half the savings going to the Board and half to the employee.

For the 2018-2021 school years, the Plan(s) shall be:  
SET/SEG BCBSM HSA with 20% co-insurance and \$10/\$40/\$80 Rx. High-Deductible Health Plan (HDHP) minimum deductible limit as required by the IRS. (\$1350/\$2700 for 2018)

The Plan(s) shall conform to all requirements of the Patient Protection and Affordable Care Act (PPACA or its replacement Act), IRS Code, and Public Act 152 of 2011 (PA 152); including any



requirements necessary to avoid penalties, taxes, or other liabilities for the Board; the Board is specifically authorized to make any adjustments to this Article necessary to fully comply with the PPACA (or its replacement Act), IRS Code, and PA 152, including to avoid any penalties, taxes, or other liabilities chargeable to the Board.

- C. Any necessary amounts beyond the Board Contribution, as specified above, which are required to maintain the selected Plan(s) or any associated benefits are the responsibility of the Employee and shall be payroll deducted or, when payroll does not cover the deduction, paid directly by the individual Employee. To the extent allowable by law or regulation, the Employee may sign an agreement authorizing that any such amounts be payroll deducted through the Board's Section 125 Plan. If making direct payment, the Employee shall present payment directly on the 1st of each month prior to the date at which the payment becomes due. Failure of an Employee to pay their portion of the costs shall alleviate the Board of any duty to pay the Board Contribution. The Board shall have the right to make deduction of any amounts due from the Employee's wages and shall be held harmless from any liability arising from the deduction.
- D. Employees who have access to another Employee's Board funded insurance shall not be eligible for separate Board provided health insurance. Exceptions shall be made for employees who are less than 26 years of age and who are covered by a parent's PPACA (or replacement Act) compliant insurance but have dependents of their own. Those individuals may take separate Board funded insurance. During open enrollment, Employees electing health care coverage will sign a statement that they are complying with this paragraph.
- E. Unless otherwise noted within this Agreement, or as required by law or regulation, employees on unpaid leave status or who have exhausted leave allowed under this Agreement are financially responsible for the Board Contributions for those days.
- F. Employees who are eligible for Board paid insurance contributions may make a written waiver of that coverage and instead elect to receive dental, disability, and vision coverage, and cash-in-lieu of health benefits in accordance with the District's Section 125 Plan in the amount of Seven Thousand Dollars (\$7,000) per year (\$583.33 per month), less applicable taxes. All employees as a condition to receiving cash-in-lieu must first provide documentation that they otherwise receive health insurance that meets the value and coverage requirements of the Patient Protection and Affordable Care Act (or its replacement Act) by August 15th of each year. The district shall send a reminder email by August 1st.
- G. Employees are hereby advised that they may have a right pursuant to Section 4438 of the Insurance Code of 1956, MCL 500.4438, to convert their life insurance policy, and that the Employee must make application to the life insurance carrier within 31 days of any termination of their employment status.
- H. To the extent permitted by law or regulation, and/or insurer's policies, Board-paid insurance premium contributions shall continue as long as the Employee is in a pay status, but terminate at the end of the month during which the Employee ceases to be in a pay status, except as is otherwise provided herein or by law or regulation. Employees may continue the coverage at their own expense to the extent permitted by law or regulation.
- I. Employees are responsible for assuring completion of all forms and documents that will be provided by



Central Office and/or the insurance carrier that are required for his/her participation in the above-described insurance programs. Failure to complete the forms shall alleviate the Board of any requirements to fund insurance on behalf of that individual. The Board, by payment of its share of the insurance premium payments indicated above, shall be relieved from any and all liability with respect to insurance benefits. Such matters shall be excluded from the scope of the grievance procedure, except the Board's failure to remit contractual premium amounts required of it (unless the failure to remit contractual premium amounts is pursuant to Public Act 54 of 2011 or the requirements of this Article).

- J. Changes in family status shall be reported by the Employee to the Board within thirty (30) days of such change. The Employee shall be responsible for any overpayment of premium made by the Board on his/her behalf for failure to comply with this paragraph, and the Board is specifically authorized to deduct any such amounts from future wages.
- K. Unless otherwise delineated by law or regulation or the terms of the policy then in effect, eligible Employees shall receive insurance as of the 1st day of the 1st full month following their employment. Those employees opting to take cash-in-lieu shall not be eligible for Board paid health insurance contributions but must participate in all other insurance products chosen by the Federation at the Employee's sole expense if full unit participation is required by the insurance carrier. An Employee shall be eligible for Board paid insurance contributions or cash-in-lieu up to the maximum amounts allowed in this Article if the Employee is employed on a full-time basis as defined by the PPACA or its replacement Act (currently, working an average of thirty [30] hours or more per week in the District).
- L. An employee must work a minimum of half time to qualify for benefits. Those employees working a minimum of half time (17 hours per week) but less than full time (at least 30 hours a week on average) will have benefits pro-rated.
- M. The "medical benefit plan coverage year" shall run from January 1 to December 31 of each school year.

## **5.2 DENTAL INSURANCE**

The Board shall provide without cost to the employee the MASB/SET incentive Dental Care Plan 50/50/50, or its equivalent for all employees of the bargaining unit and their dependents including internal and external coordination of benefits.

## **5.3 DISABILITY INSURANCE**

The Board will provide without cost to the employee, long term disability insurance plan (66 2/3% salary, 60 day waiting period).

## **5.4 VISION CARE**

The Board will provide without cost to the employee MASB/SET Insurance plan Basic Vision (3X), or its equivalent for all employees of the bargaining unit and their dependents including internal and external coordination of benefits.

## 5.5 SUBSTITUTE PAY

Regular Unit Members may substitute at \$35 per hour. The substitutions may be voluntary or for the purpose of emergencies and unexpected situations.

## 5.6 EXTRA-CURRICULAR DUTIES

A. Derivations of percentages shall be one step for every two years service in that activity up to step six on the bachelor's schedule. The percentages for all extra-curricular duties will be determined by Appendix B (Schedule B).

\* All extra duty pay percentages are subject to fulfillment of the written job description.

\* A job description for these positions is available from the HR office. Other tasks that are reasonable and appropriate for these positions may be added over time as identified.

- B. Faculty members employed to supervise activities outside the regular school day (for example, after school detention, monitor computer labs, etc.) will be compensated at \$20.00 per hour. Such positions will be posted as outlined in Section II, Subsection 2.1.
- C. After school tutoring compensated at \$35 per hour. This only applies to extra-duty positions. Summer school teachers will be compensated at \$35 per hour of direct instruction and ½ hour planning time per day. Summer school teachers will also be compensated at \$35 per hour for three hours of room prep. In the event that a principal is unavailable in the summer, one Unit Member shall be selected to supervise the program. This Unit Member will be compensated for one-half (1/2) hour additional work per day.
- D. Unit members will receive a \$200.00 per day stipend for each night they spend the night on a school-sponsored field trip, receiving a maximum of four (4) days. Maximum of \$800.00 per event.
- E. In recognition of the additional time that staff contributes to be part of both classroom and district improvement initiatives (such as implementing new curriculum, looping, advising students with multi-disciplinary student projects, etc...), bargaining unit members who actively participate in these activities shall receive an off-schedule, bonus of \$600 each year they have this responsibility.
- F. Bargaining unit members who intend to retire at the end of the current school year shall receive a one-time off-schedule bonus of \$500 if the bargaining unit member provides notice and a signed, irrevocable, resignation no later than September 1 of the current school year. Those missing the September 1 deadline, but who provide notice and a signed, irrevocable, resignation no later than January 1 of the current school year shall receive \$300.

## 5.7 UNIVERSITY CREDIT REIMBURSEMENT

Unit Members will receive 60% reimbursement for each semester credit hour taken within field of teaching with a maximum of twelve (12) credit hours per year (July 1 to June 30). Credit shall be shown by proof of grade from a fully accredited college or university and shall be converted into semester hours. Unit Members must earn a B or above in approved class to qualify for reimbursement. Transcripts shall be provided as evidence of grade earned. Any courses taken for reimbursement that are outside of credits taken to maintain teacher certification must be approved by the Administration prior to enrolling.



**APPENDIX A - GRIEVANCE REPORT FORM**

Grievance # \_\_\_\_\_  
School District \_\_\_\_\_

**Distribution of Form**  
1. Superintendent                      2. Principal                      3. Federation                      4. Unit Member

(Submit to Principal in Duplicate)

Building \_\_\_\_\_ Assignment \_\_\_\_\_ Name of Grievant \_\_\_\_\_ Date Filed \_\_\_\_\_

**Step 1**

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

B. 1. Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

2. Relief Sought \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 2**

A. Disposition by Principal

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

B. Position of Grievant and/or Federation \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 3**

A. Date received by the Superintendent or Designee \_\_\_\_\_

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

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Page 2 of 2**  
**GRIEVANCE REPORT FORM (continued)**

**C. Position of Grievant and/or Federation** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Step 4**

**A. Date received by Board of Education or Designee** \_\_\_\_\_

**B. Disposition by Board** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**C. Position of Grievant and/or Federation** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Step 5**

**A. Date sent to American Arbitration Association** \_\_\_\_\_

**B. Requested by** \_\_\_\_\_

**C Findings of the Arbitrator** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Grievant and/or Federation** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Board of Education** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPENDIX B - SCHEDULE B - Salary Schedule for Additional Duties**

**BASEBALL**

Varsity	12%
Junior Varsity	9%
Middle School	6%

**SOFTBALL**

Varsity	12%
Junior Varsity	9%
Middle School	6%

**BASKETBALL-BOYS and GIRLS**

Varsity	12%
Varsity Assistant	6%
Junior Varsity	9%
9th Grade Basketball	8%
8th Grade Basketball	6%
7th Grade Basketball	6%

**BOWLING**

Varsity	10%
---------	-----

**CHEERLEADING**

Varsity-Fall	9%
Varsity-Winter	9%
Middle School	3.5%

**CROSS COUNTRY-BOYS AND GIRLS**

Varsity	10%
Middle School	6%

**FOOTBALL**

Varsity	12%
Varsity Assistant	9%
Junior Varsity (2 coaches)	9%
Middle School (2 coaches)	6%

**GOLF**

Varsity	9%
Varsity Assistant	6%

**SOCCER-BOYS AND GIRLS**

Varsity	12%
Varsity Assistant	6%
Middle School Co-Ed	6%

**SKI TEAM-BOYS AND GIRLS**

Varsity	10%
Varsity Assistant	6%

**TENNIS-BOYS AND GIRLS**

Varsity	9%
Varsity Assistant	6%

**TRACK-BOYS AND GIRLS**

Varsity-Boys	12%
Varsity-Girls	12%
Varsity Assistant	9%
Middle School-Boys	6%
Middle School-Girls	6%
Middle School Assistant	3%

**VOLLEYBALL**

Varsity	12%
Junior Varsity	9%
9th Grade	8%
Middle School (2)	6%

**WRESTLING**

Varsity	12%
---------	-----

**ATHLETIC EVENTS**

Coordinator	\$15/Hour-\$30 Minimum
Scorekeeper, Timekeeper, Announcer, Crowd Control	\$30/event
Ticket taker	\$36/event

**CHORAL/BAND**

Band Director	15% w/Marching band 8% w/out
Choral Director	10%

**ROBOTICS**

High School Head	10%
High School Assistant	6%
Middle School Head	10%
Middle School Assistant	6%
Elementary School Head	10%
Elementary School Assistant	6%

**SCHOOL PROGRAMS**

Curriculum Coordinator	5%
Driver Education	\$ 21.00/hour
Teacher Mentor	2%
School Improvement Committee (New)	\$200
Special Education Coordinator	5%
Wellness Committee (New)	\$100

**CLASS/GROUP ADVISORS**

9th Grade (2)	1.5%
10th Grade (2)	1.5%
11th Grade (2)	3%
12th Grade (2)	3%
Envirothon	3%
Debate	4%
National Honor Society	3%
Strength and Conditioning	12%
Student Council-M.S.	2%
Student Council-H.S.	5%

**THEATER**

Play Director	9%
Assistant Play Director	3%

**MUSICAL**

Director/Stage Director	9%
Music Director	9%
Elem/MS Play Director (2)	3%

**YEARBOOK/PUBLICATIONS**

Exposures	\$200
Splash	\$325
Splish	\$575
Yearbook	8%
M.S. Yearbook	3%



## APPENDIX B – 2018-2019 SCHOOL CALENDAR

AUGUST '18						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	

SEPTEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	<del>18</del>	<del>19</del>	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	<del>24</del>	<del>25</del>	26
27	28	29	30	31		

8/20 - 8/24	Room prep day*
8/27 - 8/29	Teacher PD Days
8/29	Open House K-12 (6:00 - 8:00 pm)
8/30	Teacher Work Day (Half Day)
8/31	Holiday
-----	
9/3	No school (Labor Day)
9/4	First full day for students
-----	
10/16	Parent-teacher conferences (5:00-8:00 pm)
10/18	½ day students -full day staff <i>Parent-teacher conferences</i> <i>12:30 to 3:00 pm</i> <i>5:00 to 8:00 pm</i>
-----	
10/19	No School students, PD for staff
-----	
11/2	End of 1 <sup>st</sup> marking period
11/21-11/23	Thanksgiving Recess
-----	
12/24-1/4	Winter Recess
-----	
1/7	School Resumes
1/21	Holiday - No School
1/24	Half day students - full day teachers
1/25	Half day students- (full day Secondary teachers; release ½ day for Elementary teachers that supervised Holiday Concert)
-----	
1/25	End of First Semester
-----	
2/13	Parent-teacher conferences (5:00-8:00 pm)
2/15	½ day for students & staff
2/18	No School - Holiday
-----	
3/25-3/29	Spring Recess
-----	
4/1	School Resumes
4/5	End of 3 <sup>rd</sup> marking period
4/19	Holiday-No School
-----	
5/27	No School-Memorial Day
-----	
6/2	Graduation (tentative)
6/13	Last day students (full day)
6/14	Active Intruder Exercise (6:45 - 10:15 a.m.) <small>Teacher ½ Work Day will commence at the end of the Active Intruder Exercise</small>

**Note: Students are dismissed at 11:30 am on ½ days**

This calendar **DOES NOT** have additional days added for inclement weather. Additional days **MAY BE ADDED** if an adjustment needs to be made.

\*8/20 - 8/24 Teacher room preparation day can be done on any day this week; after custodians are done preparing rooms.

Student Contact Days: 180

Teacher Days: 187.5 + 9 hours of PLC & Active Intruder Exercise

FEBRUARY '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	<del>15</del>	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '19						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '19						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '19						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### Symbols

- Holiday/ no school
- Teacher work day
- ◇ Professional Development Day
- Half day

## APPENDIX B – 2019-2020 SCHOOL CALENDAR

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8/19-23 Room prep day\*  
 8/26-28 Teacher PD Days  
 8/28 Open House K-12 (6:00 - 8:00 pm)  
 8/29 Teacher Work Day\*\*  
 8/30 Holiday

9/2 Holiday-No school  
 9/3 First full day for students

10/16 Parent-teacher conferences (5:00-8:00 pm)  
 10/17 Half day students  
 10/17 Parent-teacher conferences-  
 ½ day students -full day staff  
 12:30 to 3:00 pm  
 5:00 to 8:00 pm

10/18 No School-PD for Staff  
 10/25 No School  
 11/1 End of 1<sup>st</sup> marking period  
 11/27-29 Thanksgiving recess

12/23-1/3 Winter recess

1/6 School resumes

1/16 (½ day students- full day teachers)  
 1/17 (½ day students- full day Secondary teachers; release ½ day for Elementary teachers that supervised Holiday Concert)

1/17 First Semester Ends  
 1/20 No School-Holiday

2/11 Parent-Teacher Conferences  
 5:00-8:00 pm

2/13 Parent-Teacher Conferences  
 5:00-8:00 pm

2/14 Half Day  
 2/17 No School-Holiday

3/27 End of 3<sup>rd</sup> marking period  
 3/30-4/3 Spring Recess

4/6 School Resumes  
 4/10 No School-Holiday

5/25 No School-Memorial Day

6/7 Graduation (tentative)  
 6/11 Last day students (full day)  
 6/12 Teacher Work Day

Teacher Days: 187.5 + 9 hours PLC  
 Student Contact Days: 180  
 Note: Students are dismissed at 11:30 am on ½ days

This calendar **DOES NOT** have additional days added for inclement weather. Additional days **MAY BE ADDED** if an adjustment needs to be made.

\*8/19 – 8/23 Teacher room preparation day can be done on any day this week; after custodians are done preparing rooms.

\*\*Half-day work day for staff who attended Open House

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### Symbols

- Holiday/ no school
- Teacher work day
- ◇ Professional Development Day
- ↙ Half day for all students



## APPENDIX B – 2020-2021 SCHOOL CALENDAR

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8/24-8/28 Room prep day\*  
 8/31-9/2 Teacher PD Days  
 9/2 Open House K-12 (6:00 - 8:00 pm)  
 9/3 Teacher Work Day\*\*  
 9/4 Holiday

9/7 Holiday-No school (Labor Day)  
 9/8 First full day for students

10/14 Parent-teacher conferences (5:00-8:00 pm)  
 10/15 ½ day students -full day staff  
*Parent-teacher conferences*  
*12:30 to 3:00 pm*  
*5:00 to 8:00 pm*  
 10/16 No School-PD for Staff

11/6 End of 1<sup>st</sup> marking period  
 11/25-27 Thanksgiving recess

12/23-1/1 Winter recess

1/4 School resumes  
 1/18 Holiday-No School  
 1/21 (½ day students- full day teachers)  
 1/22 (½ day students- full day Secondary teachers; release ½ day for Elementary teachers that supervised Holiday Concert)  
 1/22 End of First Semester

2/9 Parent-teacher conferences  
 5:00-8:00 pm  
 2/11 Parent-teacher conferences  
 5:00-8:00 pm  
 2/12 ½ day for students & staff  
 2/15 Holiday-No school

3/26 End of 3<sup>rd</sup> marking period  
 3/29-4/5 Spring Recess

4/6 School Resumes

5/31 No school-Memorial Day

6/6 Graduation (tentative)  
 6/15 Last day students  
 6/17 Teacher Work day

**Note: Students are dismissed at 11:30 am on ½ days**  
 This calendar **DOES NOT** have additional days added for inclement weather. Additional days **MAY BE ADDED** if an adjustment needs to be made.  
 \*8/24-2/28 Teacher room preparation day can be done on any day this week; after custodians are done preparing rooms.  
 \*\*Half-day work day for staff who attended Open House

Student Contact Days: 180  
 Teacher Days: 187.5 + 9 hours PLC

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Symbols
- Holiday/ no school
  - Teacher work day
  - ◇ Professional Development Day
  - Half day for all students

**APPENDIX C – 2018-2019 SALARY SCHEDULE**  
**1% over 17-18 Schedule**

<b>Step</b>	<b>BA</b>	<b>MA</b>	<b>MA+20</b>	<b>EDS</b>
1	41,474	44,819	46,157	47,495
2	43,119	46,465	47,803	49,143
3	45,181	48,528	49,866	51,204
4	46,842	50,187	51,525	52,864
5	48,895	52,241	53,581	54,919
6	50,961	54,307	55,645	56,984
7	53,031	56,375	57,714	59,055
8	55,089	58,437	59,775	61,112
9	57,142	60,488	61,825	63,165
10	59,210	62,556	63,895	65,234
11	61,278	64,624	65,962	67,299
12	64,988	68,336	69,675	71,012
13	65,531	68,877	70,216	71,553
14	66,073	69,418	70,758	72,095
15	66,614	69,959	71,297	72,635
16	66,836	70,181	71,519	72,857
17	67,058	70,403	71,741	73,080
18	67,279	70,625	71,964	73,301
19	67,503	70,850	72,189	73,526
20	67,728	71,076	72,414	73,751
21	67,954	71,299	72,638	73,975
22	68,251	71,596	72,935	74,272
23	68,548	71,893	73,232	74,569
24	68,843	72,190	73,529	74,865
25	69,139	72,486	73,824	75,161
26	69,434	72,782	74,119	75,457
27	69,729	73,076	74,413	75,752
28+	70,600	73,946	75,283	76,612

**APPENDIX C – 2019-2020 SALARY SCHEDULE**  
**1% over 18-19 Schedule**

<b>Step</b>	<b>BA</b>	<b>MA</b>	<b>MA+20</b>	<b>EDS</b>
1	41,888	45,267	46,619	47,970
2	43,550	46,930	48,281	49,634
3	45,633	49,014	50,364	51,716
4	47,310	50,689	52,040	53,393
5	49,384	52,764	54,116	55,468
6	51,470	54,850	56,201	57,554
7	53,561	56,939	58,292	59,645
8	55,640	59,021	60,373	61,723
9	57,713	61,093	62,443	63,797
10	59,802	63,182	64,534	65,886
11	61,890	65,270	66,622	67,972
12	65,638	69,019	70,372	71,722
13	66,186	69,566	70,918	72,269
14	66,734	70,112	71,465	72,816
15	67,280	70,658	72,010	73,362
16	67,504	70,883	72,234	73,586
17	67,729	71,107	72,459	73,810
18	67,952	71,332	72,683	74,034
19	68,178	71,559	72,911	74,261
20	68,405	71,786	73,138	74,489
21	68,633	72,012	73,365	74,715
22	68,933	72,312	73,664	75,015
23	69,233	72,612	73,964	75,315
24	69,531	72,912	74,264	75,614
25	69,830	73,211	74,562	75,913
26	70,129	73,509	74,860	76,212
27	70,427	73,806	75,157	76,510
28+	71,306	74,686	76,036	77,378

**APPENDIX C – 2020-2021 SALARY SCHEDULE**  
**1% over 19-20 Schedule**

<b>Step</b>	<b>BA</b>	<b>MA</b>	<b>MA+20</b>	<b>EDS</b>
1	42,307	45,720	47,085	48,450
2	43,986	47,399	48,764	50,130
3	46,089	49,504	50,868	52,233
4	47,783	51,196	52,561	53,927
5	49,878	53,291	54,657	56,023
6	51,985	55,398	56,763	58,130
7	54,097	57,508	58,874	60,242
8	56,197	59,611	60,976	62,340
9	58,290	61,704	63,068	64,435
10	60,400	63,814	65,179	66,545
11	62,509	65,923	67,288	68,652
12	66,295	69,709	71,075	72,439
13	66,848	70,261	71,628	72,992
14	67,401	70,814	72,180	73,544
15	67,952	71,365	72,730	74,095
16	68,179	71,591	72,957	74,322
17	68,406	71,818	73,183	74,548
18	68,631	72,045	73,410	74,774
19	68,860	72,275	73,640	75,004
20	69,089	72,504	73,869	75,234
21	69,320	72,732	74,098	75,462
22	69,623	73,035	74,401	75,765
23	69,925	73,338	74,704	76,068
24	70,226	73,641	75,007	76,370
25	70,528	73,943	75,308	76,672
26	70,830	74,245	75,609	76,974
27	71,131	74,544	75,908	77,275
28+	72,019	75,432	76,797	78,151

**APPENDIX E - SICK BANK APPLICATION**

GLFT Member: \_\_\_\_\_

Date your final leave day will be used: \_\_\_\_\_

Explanation of disability:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit copies of the completed application, two physician's statements and promissory note to the GLFT president and the superintendent.