

The International Academy Letter of Understanding



July 1, 2014 through June 30, 2017

TABLE OF CONTENTS

DURATION OF AGREEMENT	1
SELECTION OF PERSONNEL, TRANSFERS, TERMINATIONS & REDUCTION IN FORCE	1
Teachers are Employees of Home School District	1
Selection of Personnel.....	1
Vacancies Posted at Home School District	1
Termination.....	2
WAGE ISSUES	2
Payment for Required Days (according to home district’s step/salary track)	2
Stipend for Required Days (worked beyond the regular work year)	2
Stipend Paid in Two Installments.....	2
Compensation for Teaching Optional Enrichment/Orientation Days	2
SUPPLEMENTAL ACTIVITIES PAY	3
WORK YEAR FOR STAFF	3
The 2014-15, 2015-16, 2016-17 Calendars (attached as Appendix C)	
Work Year	3
Discretionary Day	3
Student Days.....	4
Open House	4
Parent/Teacher Conferences.....	4
Guidance Counselor	4
Professional Development	4
TENURE	4
GRIEVANCE PROCEDURE	4
Definitions.....	4
Time Limits	5
Association Representative	5
Procedure	5
Power of Arbitrator	6

Miscellaneous Provisions.....	6
TEACHING SCHEDULE.....	6
APPLICABILITY OF HOME DISTRICT COLLECTIVE BARGAINING AGREEMENT...7	7
OTHER ISSUES	7
Teachers will not Evaluate Staff	7
School Closing	7
Leave Days	7
Absence Reporting.....	8
Compensation for Substituting (for another Academy teacher)	8
Compensation for Parent-Teacher Conferences	8
Standing Committee	8
Agreement does not Establish Precedent at Consortium Districts	8
SIGNATURE PAGE	9
APPENDIX A-1.....	11
Stipend Rates (less than five years experience).....	11
APPENDIX A-2.....	12
2007-08, 2009-10 Stipend Rates (five years experience).....	12
APPENDIX B	13
Supplemental Pay, Clubs & Activities	13
APPENDIX C-1.....	14
2014-15 School Calendar (All Campuses.....	14

APPENDIX C-2..... 15
2015-16 School Calendar (All Campuses)..... 15

APPENDIX C-3..... 16
2016-17 School Calendar (All Campuses) 16

APPENDIX D 17
International Academy Eight-Block Schedule 17

APPENDIX E..... 21
International Academy Guidance Counselor 21

MIDDLE YEARS PROGRAMME (MYP) TEACHER LEADER JOB DESCRIPTION 22

DEPARTMENT HEAD JOB DESCRIPTION 23

MENTOR/MENTEE COMMITTEE CHAIR JOB DESCRIPTION 24

THE INTERNATIONAL ACADEMY

This Letter of Understanding is entered between the Consortium Districts and the respective Education Associations for the purpose of establishing terms and conditions of employment for teachers employed by Bloomfield Hills Schools and assigned to the International Academy. The International Academy is a consortium of public school districts who have combined their resources to provide a grade nine through twelve program operating as a school of choice for residents of the consortium districts operating at various locations in the consortium districts. The parties, through their undersigned representatives, agree to amend and add to the terms of the home school district collective bargaining agreement, as follows:

1. DURATION OF AGREEMENT

This agreement with respect to the International Academy (the Academy) will be in effect from July 1, 2014 through June 30, 2017.

2. SELECTION OF PERSONNEL, TRANSFERS, TERMINATIONS AND REDUCTION IN FORCE

a. Teachers are Employees of the Home School District and are not Employees of the International Academy Consortium.

Teachers assigned to the Academy are not employees of the consortium. Instead, teachers working at the International Academy shall remain as employees of the home school district and will be considered to be assigned to the International Academy.

It is understood that the home school district may hire a teacher for the purpose of assigning that teacher to teach at the International Academy. Such teacher shall be the employee of the home school district and not an employee of the International Academy Consortium of school districts.

b. Selection of Personnel

The selection of personnel for the International Academy will be made by the Academy's Joint Steering Committee. The Joint Steering Committee will determine the qualifications of the applicants.

The staff will be selected from qualified teacher applicants employed by the consortium school districts. If a position cannot be filled in this manner, (i.e., qualified or if qualified applicants do not apply), the Academy will ask a consortium district to hire a qualified candidate.

c. Vacancies Posted at Home School District

Vacancies at the International Academy will be posted in the home districts for seven (7) calendar days. Copies of the postings will be sent to affected Uniserv offices.

d. Termination

Nothing in this section shall prohibit a school district from terminating a teacher's employment pursuant to the terms of the home district's collective bargaining agreement and/or the Michigan Teachers' Tenure Act.

3. WAGE ISSUES

a. Payment for required days will be according to the home school district's step and salary track.

Teachers will be paid for the required days according to the appropriate step and salary track of their home districts. The regular paychecks shall be issued according to the home district pay schedule.

b. Stipend for required days worked beyond the regular work year

For required days worked beyond the home district's regular work year, teachers will be paid as follows:

(1) Stipend Rate:

The stipend rates are attached as Appendix A(1) and A(2).

(2) Stipend Paid in Two (2) Installments

The stipend will be paid in two (2) installments: the first payroll in December and the last payroll in June.

c. Compensation for Teaching Optional Enrichment/Orientation Activities

All teachers who plan or participate in enrichment/orientation activities which take place outside of the established school day or year shall be compensated as outlined below. Teachers are not required to participate in enrichment/orientation activities and the International Academy is not required to use teachers assigned to the International Academy for these services. All teacher sponsored enrichment activities will be submitted to the enrichment team for review and are subject to administrative approval. Approval will include the completion of the pre-enrichment payment agreement.

International Academy teachers who plan or participate in these activities will be compensated at \$25 per hour. Payment shall be made no later than the second pay period following the teacher's submission of the required documentation.

Maximum payment per day is eight (8) hours. (A seven (7) hour and fifty (50) minute day will be paid as eight (8) hours.) Maximum payment for an activity is forty (40) hours times the hourly amount. At each campus, the principal may designate up to six (6) activities per year that will be compensated up to 64 hours. However, the principal has the discretion to increase number of hours paid based on the activity planned. Foreign Language Immersion activities will receive priority. Maximum payment may include up to eight (8) hours of preparation time.

Activities that occur on a teacher work day will be paid the hourly amount for all time beyond the regular work day except that a maximum four (4) hours will be paid if that time is for the purpose of travel.

Prior to the activity the International Academy principal shall determine the number of staff to be compensated for the activity and the number of hours for which each is to be compensated. This determination will be set forth in writing and provided to all staff participants.

4. SUPPLEMENTAL ACTIVITIES PAY

Teachers will be compensated for each supplemental activity in accordance with the schedule in Appendix B. Appendix B activities shall have the prior approval of the principal. All teachers will sponsor a prior approved activity or agree to assignment to a duty (e.g., Department Head, Assembly Planner, Building Safety Officer, etc.) It is understood that certain activities will occur outside of the teacher work day especially those in Category III.

A minimum of ten (10) students must participate in order for an activity to be approved. Each activity must meet a minimum of the equivalent of eighty (80) minutes per month during the school year. Remuneration may be divided between staff members who co-sponsor an activity with the approval of the principal.

Activities not contained in Appendix B shall generally be placed in Category I except that the teacher and the principal may mutually agree to an alternate placement. Should agreement not be reached, the matter may be referred to the Standing Committee.

5. WORK YEAR FOR STAFF (The calendars are attached as Appendix C.)

- a. Work Year: Teachers are required to work 192 days which includes 190 student days.
- b. Discretionary Day: Each teacher shall receive one paid discretionary day each school year. Such day may be taken during the regular work year. If the discretionary day is not utilized by the end of the school year, it shall not be carried over to the next school year. The request for use of the discretionary day, whenever possible, shall be made in advance on the form available at the International Academy. Scheduling of the discretionary day shall be on a first-come, first-served basis and be approved by the principal, with no more than ten percent (10%) of the staff allowed on any one day. The scheduling of the discretionary day shall occur no later than April 15 of each school year. Should circumstances warrant, exceptions to the above may be made by the principal.

- c. Student Days: There shall be 190 instructional days. In addition, students will be scheduled for enrichment/orientation days.
- d. Open House: Teachers are required to attend the Open House as identified in the school calendar.
- e. Parent/Teacher Conferences: Teachers are required to attend the parent teacher conferences as identified in the school calendar.
- f. Guidance Counselor: See Appendix F for counselor work year and job responsibilities.
- g. Professional Development days/hours will be conducted as follows:

The International Academy will provide a minimum of 30 professional development hours. Twenty-four (24) hours of professional development are specified in the calendars attached as Appendix C. Six (6) additional hours will be scheduled by November 1 of each school year by each department for a total of thirty (30) hours. Teachers who do not attend the scheduled professional development hours are required to make up this time at a principal approved activity outside of the school day. (This requirement may be waived for good cause at the sole discretion of the principal). Professional development hours over 30 will not have to be made up. Probationary teachers will be responsible for additional hours of professional development to meet any statutory requirements.

All professional development hours must be completed by June 1 of each school year. Failure to complete the annual professional development hours will result in docking the teacher's pay by one hour for each hour of professional development missed.

6. **TENURE**

Tenure will be with the teacher's home school district and not with the International Academy or any consortium district other than the home school district. Each teacher will sign an acknowledgment that his/her tenure is with the home district.

7. **GRIEVANCE PROCEDURE**

Definitions: Any claim by the constituent association units (local education association) or a bargaining unit member that there has been a violation, misinterpretation or misapplication of the terms of the International Academy Agreement shall be a grievance and shall be resolved through the procedure set forth below. Any grievances regarding the home district's collective bargaining agreement shall be filed and processed in accordance with the home district's collective bargaining agreement.

Time Limits: Time limits shall be measured by regular working days of the International Academy. Time limits may be extended only with the written consent of the principal (step one) or a member of the grievance Joint Steering Committee's Grievance Committee (step two, step three) and the Association. In the event management does not file a timely response at any step of the grievance procedure, the grievance shall automatically be granted. In the event the Association does not file a timely response at any step of the grievance procedure, the grievance shall automatically be considered abandoned.

Association Representative: An Association representative is any person so designated by the constituent association units.

Procedure: Nothing in this procedure shall be construed to prevent the bargaining unit member and the International Academy principal from attempting to resolve the problem.

Formal – Step One:

- a.** Whenever a bargaining unit member or the Association has a grievance, the aggrieved shall present the grievance in writing to the International Academy principal within fifteen (15) working days following the date of the alleged occurrence giving rise to the grievance or within fifteen (15) working days following the date that the aggrieved became aware of the alleged occurrence. Within five (5) work days after receipt of such grievance, the International Academy principal shall schedule a meeting with the aggrieved member. This meeting may be attended by the Association representative.
- b.** Within five (5) work days after the conclusion of the Step One meeting, the International Academy principal shall submit a written response to the aggrieved bargaining unit member and the Association.

Step Two:

- a.** If the grievance has not been resolved at Step One, within ten (10) work days after the Step One meeting, the grievant(s) may present the grievance in writing to the Joint Steering Committee's Grievance Committee. The Grievance Committee shall consist of three representatives from the constituent school districts; one (1) member of the Grievance Committee shall be from the grievant's home school district. Within ten (10) work days, the Grievance Committee shall schedule a meeting which may be attended by the grievant(s), the Association representative and the International Academy principal.
- b.** Within five (5) work days after the conclusion of such meeting, the Grievance Committee shall submit a written response to the Association with a copy to the grievant.

Step Three:

If the grievance is not settled at Step Two, only the Association may cause the grievance to go to binding arbitration. To do so, the Association shall, within twenty (20) work days after the receipt of the Grievance Committee's decision, file for arbitration under the rules of the

American Arbitration Association which shall act as administrator of the proceedings or the parties may agree to mutual selection of arbitrators with all other AAA rules remaining applicable. The losing party shall pay the arbitrator's fees and expenses.

Power of Arbitrator:

The arbitrator shall have no power of authority to alter, amend, add to, or subtract from the terms of this Agreement. The decision of the arbitrator shall be final and binding on both parties.

Miscellaneous Provisions:

The grievant(s) shall be provided with paid release time for attendance at the arbitration hearing.

Time lines shall be tolled if a grievance is filed under the wrong grievance procedure. In such event, management is responsible for apprising the grievant(s) and conveying the grievance to the appropriate destination (International Academy or home district).

9. TEACHING SCHEDULE

- a. The normal daily schedule for teachers is seven (7) hours and fifty (50) minutes per day.

The normal teacher schedule will have two hundred seventy (270) minutes of instructional time per day. When time is not available during the school day to schedule meetings with parents and/or students because of conflicts in parent and/or student schedules, teachers, upon parent and/or student request, will provide opportunities to meet before or after the school day. This time is not part of the seven (7) hours and fifty (50) minute day. During the time after the end of the student's instructional school day until the end of the teacher's contracted day, teachers are to maintain a schedule of open office hours and be available to support students when not involved in a club activity and/or department/staff meetings.

In an eight (8) block schedule over a two-day period, a normal full time teacher schedule shall be six (6) instructional blocks out of the eight (8).

Block E is for Music Teachers only:

Music teachers are expected to teach a Block E course that enhances the musical program during the school year. It is the responsibility of the teacher to schedule and record the Block E instructional block for one semester or full year, if applicable.

During a year that a teacher is assigned to instruct Block E, he/she will be assigned five (5) instructional blocks (instead of six (6)) within the normal teacher schedule for one semester or a full year, whichever is comparable to the Block E instructional time as determined by Administration. If the schedule does not allow

for five (5) instructional blocks in one semester during an instructional year, he/she will be compensated one-sixteenth 1/16 of his/her salary for the additional instructional block. Block E does not necessarily need to run concurrently with the semester of five (5) instructional blocks. (i.e., it can be offered as a year-long program that is equivalent to the instructional hours of one semester.)

- b.** The normal teacher schedule may include a homeroom/passport that is not intended to exceed an average of forty (40) minutes bi-weekly.
- c.** Over a two-week period, the normal workweek shall include an average of two hundred fifty (250) minutes of preparation time per week.
- d.** The schedule in Appendix E is an example of a typical eight (8) block schedule. Any proposed significant long-term changes may be brought to the Standing Committee for consideration.
- e.** Lunch: There shall be a daily, thirty (30) minute, duty free lunch.
- f.** Further Math: The teacher assigned to the further math class shall receive a stipend of \$3500.00 per school year.

9. APPLICABILITY OF HOME DISTRICT COLLECTIVE BARGAINING AGREEMENT

Provisions of the teacher's home collective bargaining agreement are applicable except as otherwise modified by this International Academy Agreement.

10. OTHER ISSUES

a. Teachers will not evaluate support staff but will work with Administration to supervise graduate assistants.

Teachers will not evaluate or supervise support staff members, including graduate assistants, but department heads will work with Administration to supervise and evaluate graduate assistants, acknowledging that the final responsibility for their employment status remains with Administration.

b. School Closing

For purposes of school closing, i.e., inclement weather, etc., the International Academy shall function as the fiscal agent of that campus.

c. Leave Days

Leave day provisions will be in accordance with the terms of the applicable collective bargaining agreement of the home school district. The International Academy calendar will govern the teacher and student days at the International Academy.

d. Absence Reporting

Teacher absences will be reported to the Substitute Management System of the fiscal agent for the campus to which the teacher is assigned for the majority of his/her work day. The International Academy will report the absences to the home school district.

e. Substituting

Teachers who substitute for another Academy teacher shall be paid at the rate of \$25 per hour.

f. Parent/Teacher Conferences

Teachers shall be paid \$25 per hour for scheduled parent/teacher conferences held outside the regular school day.

g. Standing Committee

Issues regarding: class size, progress reports, multi-duties, number of preparations and other issues will be discussed by a standing committee during the school year. Representatives of the present negotiations teams will be on the committee. These issues shall not be governed by a consortium district's Master Agreement. If any issues arise with respect to an individual teacher, the personnel administration and Education Association representative from the home district shall be members of the committee. The committee shall meet at the request of either party but in no case less than once per year.

h. This Agreement does not Establish Precedent at Consortium School Districts

This Agreement is specific to the International Academy and shall not establish a precedent at any of the consortium school districts for the addition of hours or days to the school day or calendar.

SIGNATURE PAGE

The negotiators of both parties reached a Tentative Agreement on May 12, 2014, and the International Academy teachers ratified the Agreement on June 9, 2014.

The parties for the Consortium School Districts and Education Associations have executed this Agreement by their duly-authorized representatives below on this _____day of _____.

Education Association

Board of Education

By: _____
President

By: _____
Superintendent

By: _____
Executive Director

By: _____
President

By: _____

By: _____
Secretary

Note: The actual signature pages are on file in the Human Resources Office of Bloomfield Hills Schools.

**A
P
P
E
N
D
I
X**

APPENDIX A-1

Teachers With Less Than Five Years Full Time Teaching Experience

Days In Home District	Difference at IA	Longer Year Rate	Longer Day Allocation	Total Additional Compensation
		\$ 118.08	\$1200.00	
182*	10	\$1180.80		\$2380.80
183	9	\$1062.72		\$2262.72
184	8	\$ 944.64		\$2144.64
185	7	\$ 826.56		\$2026.56
186	6	\$ 708.48		\$1908.48
187	5	\$ 590.40		\$1790.40
188	4	\$ 472.32		\$1672.32
189	3	\$ 354.24		\$1554.24
190	2	\$ 236.16		\$1436.16
191	1	\$ 118.08		\$1318.08
192	0	\$ 0.00		\$1200.00

*182 days is the minimum number of days to be used in this calculation. To the extent that a home school district has less than 182 teacher work days, 182 days will be used.

APPENDIX A-2
Teachers With Five Years Full Time Teaching Experience

Days In Home District	Difference at IA	Longer Year Rate	Longer Day Allocation	Total Additional Compensation
		\$ 175.90	\$1787.50	
182*	10	\$1759.00		\$3546.50
183	9	\$1583.10		\$3370.60
184	8	\$1407.20		\$3194.70
185	7	\$1231.30		\$3018.80
186	6	\$1055.40		\$2842.90
187	5	\$ 879.50		\$2667.00
188	4	\$ 703.60		\$2491.10
189	3	\$ 527.70		\$2315.20
190	2	\$ 351.80		\$2139.30
191	1	\$ 175.90		\$1963.40
192	0	\$ 0.00		\$1787.50

*182 days is the minimum number of days to be used in this calculation. To the extent that a home school district has less than 182 teacher work days, 182 days will be used.

APPENDIX B

SUPPLEMENTAL PAY, CLUBS & ACTIVITIES

PAY RATE

Category I	866
Category II	1190
Category III	1570

Category I

Class Sponsor (9th, 10th)
Mentor/Mentee Committee Chair
IA-Mission-Related Clubs

Category II

Class Sponsor (11th)
Honor Societies (Language, National Honor)
Coordinators (Passport, Product Team, buildOn, Theory of Knowledge (TOK),
School Improvement, Student Leadership, Extended Essay)
Assistant Coaches for Competitive Teams
Honors Convocation (Counselor duty)

Category III

Class Sponsor (12th)
Department Chairs (The total cost of the remuneration for department heads for all
campuses is capped at \$10,990 during the term of this contract.)
Coaches for Competitive Teams
Yearbook Advisor
Graduation Planning (Counselor duty)
Directors of Fine Arts (Band, Drama, Orchestra, Vocal)

- ◇ All for-pay clubs must be pre-approved by principal.
- ◇ All for-pay coach and assistant coach positions must be pre-approved by principal.
- ◇ All positions subject to approval of administration.

Middle Years Programme Leader: \$5000 annual stipend.

International Academy

2014-2015 School Calendar

August 2014							
w	Su	M	Tu	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
1	17	18	19	20	21	22	23
2	24	25	26	27	28	29	30
3	31					9	9

September 2014							
w	Su	M	Tu	W	Th	F	S
3		1	2	3	4	5	6
4	7	8	9	10	11	12	13
5	14	15	16	17L	18	19	20
6	21	22	23	24	25	26	27
7	28	29	30				
						21	30

October 2014							
w	Su	M	Tu	W	Th	F	S
7				1	2	3	4
8	5	6	7	8	9	10	11
9	12	13	14	15L	16	17	18
10	19	20	21	22	23	24 TW	25
11	26	27	28	29	30	31	
				PT	PT	22	52

November 2014							
w	Su	M	Tu	W	Th	F	S
							1
12	2	3	4	5	6	7	8
13	9	10	11	12	13	14	15
14	16	17	18	19	20	21	22
15	23	24	25	26	27	28	29
16	30					16	68

December 2014							
w	Su	M	Tu	W	Th	F	S
16		1	2	3	4	5	6
17	7	8	9	10L	11	12	13
18	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
						15	83

January 2015							
w	Su	M	Tu	W	Th	F	S
					1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16 TW	17
21	18	19	20	21	22	23	24
22	25	26	27	28P	29	30	31
						19	102

February 2015							
w	Su	M	Tu	W	Th	F	S
23	1	2	3	4	5	6	7
24	8	9	10	11	12L	13	14
	15	16	17	18	19	20	21
25	22	23	24	25	26	27	28
						15	117

March 2015							
w	Su	M	Tu	W	Th	F	S
26	1	2	3	4	5	6	7
27	8	9	10	11P	12	13	14
28	15	16	17	18	19	20	21
29	22	23	24L	25	26	27	28
30	29	30	31				
						22	139

April 2015							
w	Su	M	Tu	W	Th	F	S
30				1	2 TW	3	4
	5	6	7	8	9	10	11
31	12	13	14	15	16	17	18
32	19	20	21	22	23	24	25
33	26	27	28	29	30		
						16	155

May 2015							
w	Su	M	Tu	W	Th	F	S
33						1	2
34	3	4	5	6	7	8	9
35	10	11	12	13L	14	15	16
36	17	18	19	20	21	22	23
37	24	25	26	27	28	29	30
38	31					20	175

June 2015							
w	Su	M	Tu	W	Th	F	S
38		1	2	3	4	5	6
39	7	8	9	10	11	12	13
40	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				
						15	190

Totals				
Type	#	Hrs	Min	Total
Full	174	6	20	1102
Half (12)	9	4	15	38.25
Half (11)	1	3	15	3.25
LS	6	4	35	27.50
Totals	190			1171.00
PD	24			

Calendar Key:



School Closed/ Holidays



Half Days with PD



Half Day AM/ PM Teacher Work Day



PD (no school for students)



Late Start



Exams



B Days

Full days:	6h 20m
Half-days:	4h 15m
Half-day (PT):	3h 15m (Oct. 30)
Late Start:	4h 35m
Late Start PD:	1h 30m
Half-day PD:	2h 30m
◆ Indicates end of card-marking or semester	

International Academy

2015-2016 School Calendar

August 2015							
w	Su	M	Tu	W	Th	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
1	16	17	18	19	20	21	22
2	23	24	25	26	27	28	29
3	30	31				11	11

September 2015							
w	Su	M	Tu	W	Th	F	S
3			1	2	3	4	5
4	6	7	8	9	10	11	12
5	13	14	15	16	17L	18	19
6	20	21	22	23	24	25	26
7	27	28	29	30			
						20	31

October 2015							
w	Su	M	Tu	W	Th	F	S
7					1	2	3
8	4	5	6	7	8	9	10
9	11	12	13	14L	15	16	17
10	18	19	20	21	22	23, TW	24
11	25	26	27	28	29	30	31
				PT	PT	21	2

November 2015							
w	Su	M	Tu	W	Th	F	S
12	1	2	3	4	5	6	7
13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21
15	22	23	24	25	26	27	28
16	29	30				17	69

December 2015							
w	Su	M	Tu	W	Th	F	S
16			1	2	3	4	5
17	6	7	8	9L	10	11	12
18	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
						14	83

January 2016							
w	Su	M	Tu	W	Th	F	S
						1	2
19	3	4	5	6	7	8	9
20	10	11	12	13	14	15, TW	16
21	17	18	19	20	21	22	23
22	24	25	26	27	28	29	30
	31					19	102

February 2016							
w	Su	M	Tu	W	Th	F	S
23		1	2	3	4	5	6
24	7	8	9	10L	11	12	13
	14	15	16	17	18	19	20
25	21	22	23	24	25	26	27
	28	29					
						16	118

March 2016							
w	S	M	T	W	Th	F	S
26			1	2	3	4	5
27	6	7	8	9	10	11	12
28	13	14	15	16	17	18	19
29	20	21	22	23	24	25	26
30	27	28	29	30	31		
						22	140

April 2016							
w	Su	M	Tu	W	Th	F	S
30						1, TW	2
	3	4	5	6	7	8	9
31	10	11	12	13	14	15	16
32	17	18	19	20	21	22	23
33	24	25	26	27L	28	29	30
						16	156

May 2016							
w	Su	M	Tu	W	Th	F	S
34	1	2	3	4	5	6	7
35	8	9	10L	11	12	13	14
36	15	16	17	18	19	20	21
37	22	23	24	25	26	27	28
38	29	30	31			21	177

June 2016							
w	Su	M	Tu	W	Th	F	S
38				1	2	3	4
39	5	6	7	8	9	10	11
40	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
						13	190

Totals				
Type	#	Hrs	Min	Total
Full	174	6	20	1102
Half (12)	9	4	15	38.25
Half (11)	1	3	15	3.25
LS	6	4	35	27.50
Totals	190			1171.00
PD	24			

Calendar Key:



School Closed/ Holidays



PD (no school for students)



B Days



Half Days with PD



Late Start



Half Day AM/ PM Teacher Work Day



Exams

Full days: 6h 20m
 Half-days: 4h 15m
 Half-day (PT): 3h 15m (Oct. 29)
 Late Start: 4h 35m
 Late Start PD: 1h 30m
 Half-day PD: 2h 30m

◆ Indicates end of card-marking or semester

International Academy

2016-2017 School Calendar

August 2016							
w	Su	M	Tu	W	Th	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
1	14	15	16	17	18	19	20
2	21	22	23	24	25	26	27
3	28	29	30	31			
						12	12

September 2016							
w	Su	M	Tu	W	Th	F	S
3					1	2	3
4	4	5	6	7	8	9	10
5	11	12	13	14	15L	16	17
6	18	19	20	21	22	23	24
7	25	26	27	28	29	30	
						20	32

October 2016							
w	Su	M	Tu	W	Th	F	S
							1
8	2	3	4	5	6	7	8
9	9	10	11	12L	13	14	15
10	16	17	18	19	20	21	22
11	23	24	25	26	27	28	29
12	30	31		PT	PT	20	52

November 2016							
w	Su	M	Tu	W	Th	F	S
12			1	2	3	4	5
13	6	7	8	9	10	11	12
14	13	14	15	16	17	18	19
15	20	21	22	23	24	25	26
16	27	28	29	30			2
						18	70

December 2016							
w	Su	M	Tu	W	Th	F	S
16					1	2	3
17	4	5	6	7	8	9	10
18	11	12	13	14L	15	16	17
19	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
						15	85

January 2017							
w	Su	M	Tu	W	Th	F	S
19	1	2	3	4	5	6	7
20	8	9	10	11	12	13	14
21	15	16	17	18	19	20	21
22	22	23	24	25	26	27	28
23	29	30	31				
						19	104

February 2017							
w	Su	M	Tu	W	Th	F	S
23				1	2	3	4
24	5	6	7	8L	9	10	11
25	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
26	26	27	28				
						15	119

March 2017							
w	Su	M	Tu	W	Th	F	S
26				1	2	3	4
27	5	6	7	8	9	10	11
28	12	13	14	15	16	17	18
29	19	20	21	22	23	24	25
30	26	27	28	29	30	31	2
						23	142

April 2017							
w	Su	M	Tu	W	Th	F	S
	2	3	4	5	6	7	8
31	9	10	11	12	13	14	15
32	16	17	18L	19	20	21	22
33	23	24	25	26	27	28	29
	30					14	156

May 2017							
w	Su	M	Tu	W	Th	F	S
34		1	2	3	4	5	6
35	7	8	9	10	11L	12	13
36	14	15	16	17	18	19	20
37	21	22	23	24	25	26	27
38	28	29	30	31			
						22	178

June 2017							
w	Su	M	Tu	W	Th	F	S
38					1	2	3
39	4	5	6	7	8	9	10
40	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
						12	190

Totals				
Type	#	Hrs	Min	Total
Full	174	6	20	1102
Half (12)	9	4	15	38.25
Half (11)	1	3	15	3.25
LS	6	4	35	27.50
Totals	190			1171.00
PD	24			

Calendar Key:



School Closed/ Holidays



PD (no school for students)



B Days



Half Days with PD



Late Start



Half Day AM/ PM Teacher Work Day



Exams

Full days: 6h 20m
 Half-days: 4h 15m
 Half-day (PT): 3h 15m (Oct. 28)
 Late Start: 4h 35m
 Late Start PD: 1h 30m
 Half-day PD: 2h 30m

◆ Indicates end of card-marking or semester

Appendix D

Daily Schedule -- Okma

First Lunch		Total			
	Start	End	Hours	Minutes	
First Block	7:45	9:15	1	30	1.50
Passing	9:15	9:25		10	0.17
Second Block	9:25	10:55	1	30	1.50
(First Lunch)	10:55	11:25		30	0.50
Passing	11:25	11:30		5	0.08
Third Block	11:30	1:00	1	30	1.50
Passing	1:00	1:05		5	0.08
Fourth Block	1:05	2:35	1	30	1.50
					6.33
Note: 6 hours of instruction and 20 minutes of passing time					

Daily Schedule -- Okma

Second Lunch		Total			
	Start	End	Hours	Minutes	
First Block	7:45	9:15	1	30	1.50
Passing	9:15	9:25		10	0.17
Second Block	9:25	10:55	1	30	1.50
Passing	10:55	11:00		5	0.08
Third Block	11:00	12:30	1	30	1.50
(Second Lunch)	12:30	1:00		30	0.50
Passing	1:00	1:05		5	0.08
Fourth Block	1:05	2:35	1	30	1.50
					6.33
Note: 6 hours of instruction and 20 minutes of passing time					

Late Start Schedule -- Okma

First Lunch		Total			
	Start	End	Hours	Minutes	
First Block	9:30	10:35	1	5	1.08
Passing	10:35	10:40		5	0.08
Second Block	10:40	11:45	1	5	1.08
(First Lunch)	11:45	12:15		30	0.50
Passing	12:15	12:20		5	0.08
Third Block	12:20	1:25	1	5	1.08
Passing	1:25	1:30		5	0.08
Fourth Block	1:30	2:35	1	5	1.08
					4.58

Late Start Schedule -- Okma

Second Lunch		Total			
	Start	End	Hours	Minutes	
First Block	9:30	10:35	1	5	1.08
Passing	10:35	10:40		5	0.08
Second Block	10:40	11:45	1	5	1.08
Passing	11:45	11:50		5	0.08
Third Block	11:50	12:55	1	5	1.08
(Second Lunch)	12:55	1:25		5	0.08
Passing	1:25	1:30		5	0.08
Fourth Block	1:30	2:35	1	5	1.08
					4.58

Half-day Schedule -- Okma

Total					
	Start	End	Hours	Minutes	
First Block	7:45	8:45	1	0	1.00
Passing	8:45	8:50		5	0.08
Second Block	8:50	9:50	1	0	1.00
Passing	9:50	9:55		5	0.08
Third Block	9:55	10:55	1	0	1.00
Passing	10:55	11:00		5	0.08
Fourth Block	11:00	12:00	1	0	1.00
					4.25

Half-day Schedule -- 11:00

Total					
	Start	End	Hours	Minutes	
First Block	7:45	8:30	0	45	0.75
Passing	8:30	8:35		5	0.08
Second Block	8:35	9:20	0	45	0.75
Passing	9:20	9:25		5	0.08
Third Block	9:25	10:10	0	45	0.75
Passing	10:10	10:15		5	0.08
Fourth Block	10:15	11:00	0	45	0.75
					3.25

Appendix D -- EAST

Daily Schedule -- East

First Lunch					
					Total
	Start	End	Hour s	Min	
First Block	7:45	9:15	1	30	1.50
Passing	9:15	9:20		5	0.08
Second Block	9:20	10:50	1	30	1.50
(First Lunch)	10:50	11:20		30	0.50
Passing	11:20	11:25		5	0.08
Third Block	11:25	12:55	1	30	1.50
Passing	12:55	1:05		10	0.17
Fourth Block	1:05	2:35	1	30	1.50
					6.33
6 hours of instruction and 20 minutes of passing time					

Daily Schedule -- East

Second Lunch					
					Total
	Start	End	Hours	Min	
First Block	7:45	9:15	1	30	1.50
Passing	9:15	9:20		5	0.08
Second Block	9:20	10:50	1	30	1.50
Passing	10:50	10:55		5	0.08
Third Block	10:55	11:40		45	0.75
(Second Lunch)	11:40	12:15		30	0.50
Passing	12:10	12:15		5	0.08
Third Block	12:15	1:00		45	0.75
Passing	1:00	1:05		5	0.08
Fourth Block	1:05	2:35	1	30	1.50
					6.33
6 hours of instruction and 20 minutes of passing time					

Daily Schedule -- East

Third Lunch					
					Total
	Start	End	Hour s	Min	
First Block	7:45	9:15	1	30	1.50
Passing	9:15	9:20		5	0.08
Second Block	9:20	10:50	1	30	1.50
Passing	10:50	10:55		5	0.08
Third Block	10:55	12:25	1	30	1.50
(Third Lunch)	12:25	12:55		30	0.50
Passing	12:55	1:05		10	0.17
Fourth Block	1:05	2:35	1	30	1.50
					6.33
6 hours of instruction and 20 minutes of passing time					

Half-day Schedule -- East

Total					
	Start	End	Hours	Min	
First Block	7:45	8:45	1	0	1.00
Passing	8:45	8:50		5	0.08
Second Block	8:50	9:50	1	0	1.00
Passing	9:50	9:55		5	0.08
Third Block	9:55	10:55	1	0	1.00
Passing	10:55	11:00		5	0.08
Fourth Block	11:00	12:00	1	0	1.00
					4.25
6 hours of instruction and 20 minutes of passing time					

Appendix D -- EAST continued

Late Start Schedule -- East					
First Lunch			Total		
	Start	End	Hrs	M	
First Block	9:30	10:35	1	5	1.08
First Lunch	10:35	11:05		30	0.50
Passing	11:05	11:10		5	0.08
Second Block	11:10	12:15	1	5	1.08
Passing	12:15	12:20		5	0.08
Third Block	12:20	1:25	1	5	1.08
Passing	1:25	1:30		5	0.08
Fourth Block	1:30	2:35	1	5	1.08
					4.58

Late Start Schedule -- East					
Second Lunch			Total		
	Start	End	Hours	Min	
First Block	9:30	10:35	1	5	1.08
Passing	10:35	10:40		5	0.08
Second Block	10:40	11:10		30	0.50
Second Lunch	11:10	11:40		30	0.50
Second Block	11:40	12:15		35	0.58
Passing	12:15	12:20		5	0.08
Third Block	12:20	1:25	1	5	1.08
Passing	1:25	1:30		5	0.08
Fourth Block	1:30	2:35	1	5	1.08
					4.58

Late Start Schedule -- East					
Third Lunch			Total		
	Start	End	Hour s	Min	
First Block	9:30	10:35	1	5	1.08
Passing	10:35	10:40		5	0.08
Second Block	10:40	11:45	1	5	1.08
Lunch	11:45	12:15		30	0.50
Passing	12:15	12:20		5	0.08
Third Block	12:20	1:25	1	5	1.08
Passing	1:25	1:30		5	0.08
Fourth Block	1:30	2:35	1	5	1.08
					4.58

Half-day Schedule -- 11:00					
Total					
	Start	End	Hours	Minutes	
First Block	7:45	8:30	0	45	0.75
Passing	8:30	8:35		5	0.08
Second Block	8:35	9:20	0	45	0.75
Passing	9:20	9:25		5	0.08
Third Block	9:25	10:10	0	45	0.75
Passing	10:10	10:15		5	0.08
Fourth Block	10:15	11:00	0	45	0.75
					3.25

Appendix D -- WEST

Daily Schedule -- West

Non-electives		Total			
	Start	End	Hours	Minutes	
First Block	7:45	9:15	1	30	1.50
Passing	9:15	9:25		10	0.17
Second Block	9:25	10:55	1	30	1.50
Passing	10:55	11:00		5	0.08
Third Block	11:00	12:30	1	30	1.50
Lunch	12:30	1:00		30	0.50
Passing	1:00	1:05		5	0.08
Fourth Block	1:05	2:35	1	30	1.50
					6.33

Note: 6 hours of instruction and 20 minutes of passing time

Late Start Schedule -- West

		Total			
	Start	End	Hours	Minutes	
First Block	9:30	10:35	1	5	1.08
Passing	10:35	10:40		5	0.08
Second Block	10:40	11:45	1	5	1.08
Passing	11:45	11:50		5	0.08
Third Block	11:50	12:30	0	40	0.67
Lunch	12:30	1:00		30	0.50
Third Block	1:00	1:25		25	0.42
Passing	1:25	1:30		5	0.08
Fourth Block	1:30	2:35	1	5	1.08
					4.58

Half-day Schedule -- West

		Total			
	Start	End	Hours	Min	
First Block	7:45	8:45	1	0	1.00
Passing	8:45	8:50		5	0.08
Second Block	8:50	9:50	1	0	1.00
Passing	9:50	9:55		5	0.08
Third Block	9:55	10:55	1	0	1.00
Passing	10:55	11:00		5	0.08
Fourth Block	11:00	12:00	1	0	1.00
					4.25

Half-day Schedule -- 11:00

		Total			
	Start	End	Hours	Minutes	
First Block	7:45	8:30	0	45	0.75
Passing	8:30	8:35		5	0.08
Second Block	8:35	9:20	0	45	0.75
Passing	9:20	9:25		5	0.08
Third Block	9:25	10:10	0	45	0.75
Passing	10:10	10:15		5	0.08
Fourth Block	10:15	11:00	0	45	0.75
					3.25

APPENDIX E

International Academy Guidance Counselor

Contract Extension:

The need may arise to extend the counselor's contract days beyond the teacher's contract for a maximum of four (4) days as determined by the principal. These four (4) days will be paid according to the longer school year/day provisions of the IA Letter of Understanding (Appendix A-1 & A-2)

Evening Supervision or Meeting:

Counselors shall attend and/or supervise up to eight (8) evening events beyond those required of classroom teachers. These events shall include but not be limited to:

- Ninth Grade Welcome
- Dimensions in Higher Education (Meet the College Deans Night)
- IA Enrollment Nights (2)
- Freshman Orientation Night
- Financial Aid Information Night
- Career or student health related programs
- IB curriculum sessions

The counselor and principal will create a schedule of these events. These evenings do not include attending events expected by teachers such as open house and conferences.

Program Development/Supervision:

Counselors will be responsible for organizing the following as part of their regular duties. The principal will assign these duties in coordination with the counselors:

- Honors Convocation
- Graduation Planning (Appendix B)
- Career Day
- Junior college planning meetings with family
- Dimensions in Higher Education (Meet the College Deans Night)
- CAS (Creativity Action Service) Coordination

Counselors will organize and attend Freshmen Orientation and such time will be compensated as an enrichment activity. During their regular work hours, counselors will assist administration in grading entrance essays.

Middle Years Programme (MYP) Teacher Leader Job Description*

Responsibilities include:

- Train staff on MYP philosophy, Areas of Interaction, and assessments (through PD and School Improvement initiatives)
- Provide departments with MYP assessment rubrics formatted for ease of use
- Answer pedagogical MYP questions as needed throughout the year for teachers at all campuses
- Coordinate/assist as needed with departmental pullouts/meetings to implement MYP
 - Help teachers moderate assessments so that they are common across campuses
 - Promote collaboration among campuses; support continuity of curriculum; support continued alignment with Curriculum Plan
 - Challenge and support departments to align curriculum horizontally and vertically (continue dialog to transition students successfully from MYP to DP)
- Visit campuses as needed in consultation with IB Coordinator and Associate Principals
- Attend departmental pullouts as needed
- Participate in School Improvement Steering Committee
- Participate in Administrative Team
- Preparation/coordination of unit plans for MYP application process
- Assist in development of MYP application and required components
- Other relevant duties as assigned

Desired Qualifications:

- Teaching experience, particularly in IB Diploma Programme
- Demonstrated leadership in curriculum and instruction

***The responsibilities and qualifications are subject to change at the discretion of administration.**

NOT PART OF LETTER OF UNDERSTANDING

Department Head Job Description*

Responsibilities include:

- Organize, manage, and direct effective and clear procedures for the operation and functioning of the department consistent with the mission and vision of the International Academy (IA), as well as the continuity of curriculum plan. This includes collaboration necessary to implement Middle Years Programme (MYP) and Diploma Programme (DP) instruction.
- Lead an ongoing process to ensure the development, implementation and evaluation of departmental goals and objectives based on reflection of departmental data (student achievement) and discussions.
- Monitor all curricula of the department, developing and modifying when appropriate to ensure that the curricula assists teachers with instruction that meets and exceeds International Baccalaureate (IB) and state requirements.
- Recommend personnel, courses and number of sections so that a master schedule for instructional programs is established. This process includes interviewing prospective teaching candidates.
- Inform administration of the needs, successes, and general operation of the department.
- Meet with new teachers to provide an orientation to school guidelines as it relates to departmental curriculum and instruction.
- Provide guidance to department members on how to assist students who may be experiencing academic difficulties.
- Keep the department staff informed and seek ideas for improvement of the school through regular departmental meetings. Distribute minutes of the meetings to administration.
- Serve as the department's representative on IA's administrative team. Keep the department staff informed of school initiatives, policies and the like.
- Develop and recommend to the principal purchases for the department, including textbooks and other educational resources.
- Maintain an inventory of departmental supplies as needed.
- Maintain communication with parents regarding departmental initiatives.
- Maintain positive, cooperative, and mutually supportive relationships with administration, staff, students and parents.
- Perform other relevant duties as assigned by administration.

***The responsibilities are subject to change at the discretion of administration.**

NOT PART OF LETTER OF UNDERSTANDING

Mentor/Mentee Committee Chair Job Description*

There will be one chairperson for the school. The position must be pre-approved by the principal, and will be based on the number of mentees in the program.

Responsibilities include:

- Coordinate, prepare, and distribute meeting agendas and minutes.
- Take attendance for all meetings.
- Report relevant information to Associate Principal in charge of Professional Development and KALPA.
- Reflect and report to Administration on program status and teacher needs.
- Meet annually with mentor/mentee committee to evaluate past year, to plan for following year, and to set yearly goals.
- Other relevant duties, as assigned.
- Subject to modification by Administration.

***This job classification is subject to change at the discretion of administration.**

NOT PART OF LETTER OF UNDERSTANDING