

# **MASTER AGREEMENT**

**BETWEEN**

**ROCHESTER COMMUNITY SCHOOLS**

**BOARD OF EDUCATION**

**AND THE**

**ROCHESTER EDUCATION ASSOCIATION, MEA/NEA**

**ROCHESTER, MICHIGAN 48307**

**August 16, 2013 THROUGH June 30, 2019**

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## PREAMBLE

This Agreement made and entered into on May 9, 2014 by and between the Board of Education of the Rochester Community School District, Rochester, Michigan, hereinafter referred to as the "Board" and the Rochester Education Association, hereinafter called the "Association".

WITNESSETH:

The Board and the Association firmly believe that the primary function of the Board and its professional staff is to assure each student attending the Rochester Community Schools the highest level of educational opportunities obtainable. The Board recognizes that teaching is a profession. The Board and the Association believe that the objectives of the educational program are realized to the highest degree when mutual understanding, cooperation, and effective communication exist between the Board and the Association.

Providing a high quality education for the children of the Rochester Community Schools is the paramount aim of this school district. The Board of Education, the Administrative Staff, and the Professional Teaching Staff have definite responsibilities in providing such education. We hereby declare:

**WHEREAS:** the Board under law, has the responsibility for establishing the policies for the District,

**WHEREAS:** the Administrative Staff has the responsibility for carrying out the policies established, and

**WHEREAS:** the Professional Teaching Staff has the responsibility to provide the best possible education in the classroom,

**WHEREAS:** the parties to this Agreement have a common goal of providing the best possible education for all children,

**WHEREAS:** the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 379 of the Michigan Public Acts of 1965 as amended, to negotiate with the Association as the representative of its teaching personnel with respect to hours, salaries, and terms and conditions of employment, and

**WHEREAS:** the parties reached certain understanding which they desire to confirm in this Agreement.

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

## ARTICLE 1 – RECOGNITION

- 1.01** This recognition constitutes an agreement between the Board and the Association to attempt to reach mutual understanding regarding matters related to terms and conditions of employment. The Board and the Association recognize that the Board is the legally constituted body responsible for the determination of policies covering all aspects of the Rochester Community School District. The Board recognizes that it must operate in accordance with all statutory provisions of the state, and such other rules and regulations as are promulgated by the Department of Education in accordance with such statutes.
- 1.02** The Board, in order to recognize a teacher organization as exclusive representative of teaching personnel, requires satisfactory evidence that the organization, in fact, represents a majority of such employees. Such evidence will be in the form of a membership list, signed designation cards, or dues deduction authorization.
- 1.03** By virtue of satisfactory evidence submitted by the Association to the Board that the Association does represent the majority of the teachers of the Board, the Board hereby recognizes the Association as the official negotiating agent for all teachers under contract to the Board. The Association will, upon request, submit to the Board a list of active members of the Association.
- 1.04** The term "teacher" when used herein will refer to employees included in the unit for bargaining as set forth in the paragraph below. The term "Board" when used herein will refer to the Board of Education. The Superintendent, and other Central Office Administrators, Principals, Assistant Principals, and all other supervisory personnel within the meaning of Act 379 will be appropriately referenced.
- 1.05** The following teacher personnel holding temporary and/or permanent teaching certificates issued by the State of Michigan and/or the appropriate license issued by the State of Michigan (where applicable and a teaching certificate is not required), and who hold valid contracts with the Rochester Community Schools comprise this bargaining unit: Teachers of preprimary impaired classes, early intervention classes, kindergarten classes, teachers of grades 1 through 5, teachers of music, art, physical education, vocational education, learning consultants, teacher consultants, counselors, media specialists, teachers of all subjects grades 6 through 12, teachers of all special education classes, student services staff, program consultants, curriculum consultants, physical therapists, occupational therapists, department heads, building athletic directors, social workers, psychologists and, teachers of the speech and language impaired, reserve teachers, but excluding all supervisory and executive personnel now in existence or hereinafter established by the Board, day-to-day substitute teachers, all non-teacher positions (coach, summer school, drivers education, co-curricular, game workers, etc.), who are not otherwise a member of the bargaining unit, office, secretarial, clerical, cafeteria, maintenance, operational, bus drivers, and school aides as well as any other non-certified and certified personnel employed by the Board. The Association agrees that it shall not, during the effective dates of this contract and for any mutual extension thereof, seek to represent for the purposes of collective bargaining any of the positions/job classifications currently excluded from the bargaining unit. The Association may seek to represent newly created positions.
- 1.06** The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.

## **ARTICLE 2 - WAIVER CLAUSE**

- 2.01** The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other will not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, even though such subject or matter may not have been at the time they negotiated or signed this Agreement. Matters of common concern may be subject to negotiation during the period of this Agreement upon the written request and mutual Agreement of both parties.
- 2.02** The parties agree that this Agreement is intended to be in compliance with state law. Therefore, changes in state laws that impact wages, hours, and/or terms and conditions of employment, not addressed herein will be referred to Special Conference as provided in this Agreement.

## **ARTICLE 3 - NEGOTIATION PROCEDURES**

- 3.01** Not later than April 15<sup>th</sup> of the calendar year in which this Agreement expires, the Association must submit, in writing, its desire to negotiate an Agreement in accordance with the procedures set forth herein in a good faith effort to reach Agreement as stipulated in Act 379 with respect to hours, salaries, and terms and conditions of employment.
- 3.02** If the parties fail to reach Agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission or take any other lawful measures it may deem appropriate.
- 3.03** Designated representatives of the Board will meet at mutually agreed upon places and times with representatives of the Association for the purpose of affecting a free exchange of facts, opinions, proposals, and counter proposals in an effort to reach mutual understanding and Agreement. Both parties agree to conduct such negotiations in good faith and to deal openly and fairly with each other.
- 3.04** There will be two (2) signed copies of the final Agreement for the purposes of record: One retained by the Board, and one by the Association.
- 3.05** Annually, for the life of this Agreement, at least two (2) representatives of the Association and at least two (2) representatives of the Board (number to be equal) will meet upon the request of either party to review the terms and implementation of this Agreement. Both parties will identify and attempt to resolve any current problems with respect to the above and if resolutions are agreed upon, they will be confirmed in written letters of agreement and signed by both parties. Any costs incurred will be shared equally by both parties.

## **ARTICLE 4 - BOARD RIGHTS AND RESPONSIBILITIES**

- 4.01** The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:
- A. to exercise the executive management and administrative control of the school system, its properties and facilities, and the professional activities of its employees;
  - B. to hire all employees and, subject to the provisions of this Agreement and of the law, to determine their qualifications; and the conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees;
  - C. to establish grade levels, and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
  - D. to decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aides of every kind and nature;
  - E. to initiate and carry out procedures by which teaching contracts are not renewed according to the provisions of the Michigan Tenure Act; and this Agreement
  - F. to carry on an evaluation of programs and to evaluate the effectiveness of individual teacher performance;
  - G. to initiate and carry out the means of obtaining financial support for the School District.
- 4.02** The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith will be limited by the terms of this Agreement to the extent such terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.
- 4.03** Nothing contained herein will be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws or any other national, state, county, district, or local laws or regulations as they pertain to education.

## **ARTICLE 5 - ASSOCIATION RIGHTS AND RESPONSIBILITIES**

- 5.01** Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher will have the right to freely organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiations. The Board agrees that it will not directly or indirectly discourage, deprive, or coerce any teacher in the enjoyment of any rights covered by Act 379 of the Public Acts 1965; laws of the State of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or terms and conditions of employment by reason of

his/her membership in the Association, participation in collective professional negotiation; or the institution of any grievance, complaint, or proceeding under this Agreement.

- 5.02** The Association will have the privilege of using school buildings, when available, and in conformance with Board policies for meetings provided that when special custodial service is required the Board will make a customary charge therefore. The Association will have the privilege of posting notices of official organizational materials of the Association on the designated bulletin board provided in each building.
- 5.03** The Board agrees to furnish to the Association in response to reasonable written requests from time to time public information concerning the financial resources of the District. The Board further agrees to supply available information which is germane to the issue which may be necessary for the Association to process any grievance or complaint, except in cases involving confidential personnel records.
- 5.04** Duly authorized representatives of the Association will be permitted to transact official Association business on school property at all reasonable times, provided that it does not interfere with, interrupt, or affect the normal operation of assigned duties. It is the responsibility of the above mentioned Association representatives to report to the building principal before they conference with any teacher. It is understood that no Association views on matter related to Administrative- Teacher or Board-Association relationship will be discussed in the presence of students. If, in the opinion of the principal or the immediate supervisor of the Association member, such Association activity is interfering with classroom activities or assigned duties, such Association activities must be discontinued immediately.
- 5.05** The Association may use school facilities and equipment, at reasonable times, when such equipment is not otherwise in use, providing:
- A. Written request is made and use is arranged for in advance.
  - B. The use is strictly to serve the legitimate business of the Association, such as records, notices, correspondence, etc.
  - C. The purpose is for internal business use of the Association and is not for public information.
  - D. Supplies, in connection with such equipment use, will be furnished or paid for by the Association.

Equipment will not be removed from school property unless permission is granted by the Administrator following a written request by the Association president/designee. Use of equipment other than that listed herein will be with administrative approval. The Association recognizes that all equipment in a building is ultimately the responsibility of the building administrator.

- 5.06** The Association may use the inter-school mail service and the teachers' mailboxes for the purpose of transmitting and/or distributing official Association materials. The Association will have a mailbox in the Board offices to transmit and receive communications from its membership.
- 5.07** The Association will be granted a total of twenty-eight (28) days per school year without loss of pay for conducting Association business including attendance at Association meetings. Appropriate written notice signed by the Association President of approved Association business days will be given to the supervisor (so that a substitute will be secured) and the Department of Human Resources in advance of the use. All requests for the use of Association days must be approved and countersigned by the President of the Association.



**5.08** The President of the Association or his/her designee will be released to exercise one of the following two (2) options as listed below. The president will notify the Superintendent/designee of his/her choice no later than the last scheduled teacher work day of the preceding school year.

**Option One:** The president of the Association or his/her designee will be released from his/her regular teaching assignment with no loss of pay, benefits or professional advantage.

Effective with the commencement of the 2011/12 school year, if this Option is chosen, the Association will reimburse the District each school year in an amount equal to one-half (1/2) of the BA Step 0 rate set forth in Schedule A3. The District will bill the Association on May 1<sup>st</sup> of each school year and the reimbursement shall be received by the School District no later than June 30<sup>th</sup> of each school year.

**Option Two:** The president or his/her designee will be assigned to a position commensurate with his/her skills, background, and interests which will be mutually agreed to between the Board and the Association. While assigned to this position the president/designee will report directly to the Superintendent.

The past president upon the completion of his/her term of office will return to a full-time position. The past president will be placed on the building staff list of the building assignment at the time of election. If there is a vacant position, the past president will be placed in that building. If there is no vacant position, the teacher with the least seniority in that certification will be transferred to another position or laid off.

**5.09** Any expenses mutually agreed upon between the Board and the Association in performing Association and/or Board business will be reimbursed within a ten-day period after billing.

**5.10** All Association materials intended for distribution or display on any property under the management of the Board must be approved by an appropriate Association official before display or distribution.

**5.11** The Association recognizes that abuse of sick leave or other leaves, chronic tardiness or absence, deficiencies in professional performance, or other violations of discipline, or violations of this Agreement by a teacher reflects adversely upon the teaching profession and creates undesirable conditions in the school system. Alleged breaches of discipline will be reported as soon as practical to the offending teacher and may be reported to the Association. The Association will use its best efforts to correct breaches of professional behavior by any teacher.

## **ARTICLE 6 - TEACHER RIGHTS**

**6.01** Nothing contained herein will be construed to deny or restrict to any teacher rights he/she may have under the Michigan General School Laws or other laws and regulations. The rights granted to teachers hereunder will be deemed to be in addition to those provided elsewhere.

**6.02** There will be no discrimination by the Association or the Board toward any employee because of race, creed, color, gender, age, handicaps, sexual orientation, marital status or dependents.

- 6.03** It is recognized and agreed that teachers will have the privilege to join, or not to join the Association, but membership will not be a prerequisite for employment or continuation of employment of any teacher.
- 6.04** Teachers will have the privilege to payroll deductions for the following items:
- A. Tax sheltered mutual funds (custodial account) and tax-sheltered annuity (two deductions from up to seventeen mutually agreed upon companies, one of which will be MEA Financial Services:
  - B. Credit Union;
  - C. United Way;
  - D. other deductions approved by the Board;
  - E. Universal Life;
  - F. Long Term Care (carrier to be determined by the Board and Association).
  - G. IRS Section 125 salary reduction ("Rainbow Plan")
  - H. MPSERS Tax-deferred payments
- 6.05** Teachers will be entitled to full rights of citizenship, and no religious or political activities of any teacher or the lack thereof will be grounds for any discrimination with respect to the professional employment of such teacher. In the classroom, teachers will not promote individual convictions, but will encourage the students to study varying points of view and respect their right to form their own judgment.
- 6.06** A teacher will be entitled to have a representative of the Association present when he/she is being formally reprimanded or disciplined by any member of the Administration for any infraction of rules or delinquency in professional performance. Should disciplinary action likely occur at a given meeting, the employee will be advised immediately of said possibility and be advised of the right to be represented under this provision.
- 6.07** Whenever the result of a reprimand, warning, or disciplinary action for any infraction of discipline, or delinquency in professional performance is reduced to writing by the administrator, the findings and decisions of the administrator will be filed, in writing, in the teacher's personnel file and a copy thereof given to the teacher. The teacher will have the right to reply to any such communication and the reply made a part of his/her personnel file.
- 6.08** A complaint, either identified or anonymous that is not substantiated will not be placed in a teacher's personnel file. Any member may forward e-mails of concern from administrators that he/she has received directly to the Association.
- A substantiated complaint directed towards a teacher will not be included in said teacher's personnel file unless such matter and the identity of the person(s) making the complaint were reported in writing within a reasonable period of time.
- 6.09** Each teacher will have the right, upon request, to review the contents of his/her own personnel file, including building files. The teacher must make an appointment with the Department of Human Resources in order that an employee of the Department will be present when he/she inspects his/her file. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Privileged information, such as confidential credentials and related personal references normally received at the time of employment, are specifically exempted from review.
- 6.10** Faculty groups, coaches, play directors, etc. may use school facilities as listed in the **Association Rights and Responsibilities** Article, in the performance of their contractual obligations during evenings and weekends. This use will be permitted provided that:

- A. the request is made in accordance with existing procedures for building usage;
- B. the use is strictly limited to the performance of contractual obligations;
- C. the employee is responsible for exercising due care for all facilities under his/her direction;
- D. the facilities are not used on a Sunday or holiday without the approval of the Superintendent, or designee.

**6.11** Prior to the Board acting on charges filed against a teacher pursuant to the Michigan Teacher Tenure Act, the teacher will receive a copy of the charges. The teacher has the right to reply to the charges.

**6.12** The Board will provide without cost to the teacher in an at-risk position who so requests, shots to prevent disease related to blood born pathogens (e.g. hepatitis B). Teachers not in positions presently identified as at-risk may request to receive the shots.

**6.13** The Association President will be provided an opportunity to appoint an Association representative to all administrative approved committees if the committee's area of inquiry could affect wages, hours, and/or terms and conditions of employment.

## **ARTICLE 7 - TEACHER RESPONSIBILITIES**

**7.01** Teachers are responsible for maintaining a continuous high level of professional service to the welfare and benefit of the student body. Teachers are required to display exemplary behavior, in the performance of their work assignment, as an example to students, parents, community and co-workers. Teachers, therefore, are responsible to discharge their teaching assignments with professional proficiency, to plan adequately and to make conscientious efforts to meet, as required, with children, parents, and/or consultants.

**7.02** Teachers will be encouraged to assist the Board in interpreting the program of the schools to the community in ways which will improve the public's understanding of purposes and problems, and which will encourage its involvement and support.

**7.03** It is the responsibility of the teacher personnel and their representatives to comply with rules, regulations, policies and directives adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement.

**7.04** The teacher accepts responsibility to strive for excellence in teaching and to take advantage of opportunities for continually improving his/her teaching skills and his/her relationship with children. Evidence of this responsibility includes reasonable and sincere participation in some activities such as in professional study committees.

Rochester Community Schools needs teachers on district committees, building committees, and to attend Professional Development programs. There is a limit, however, as to how many of these committees (and hours per week, month or year) a teacher can be involved in and still be productive in his/her regular job assignment and other responsibilities. Probationary teachers may serve on the School Improvement Plan (SIP) committee and not more than one (1) other building or district level committee.

If, as a result of the No Child Left Behind Act, a school is placed at Phase I or above relative to Adequate Yearly Progress, a joint committee will be formed at that school to provide advisory input to address the need for that school's improvement. This committee will consist of the Superintendent, or his/her designee, one (1) building administrator from that building, and two (2) teachers from that building appointed by the Association.

- 7.05** It is the responsibility of each individual teacher, as well as the Board, to provide the highest quality education program practical for each student in the school district; thus the teacher will continue to use the school day for:
- A. planning and preparing for their classes; (careful daily, weekly, and semester preparations);
  - B. teaching their students;
  - C. evaluating student progress and discussing with their colleagues the effectiveness of their own planning and implementation of their plans;
  - D. reporting their evaluations of student progress to the school administration and to the parents of the children whom they teach in a timely manner to support student learning;
  - E. assuming other responsibilities for the education, health, safety and welfare of their students;
  - F. providing professional services to the school and community for the purpose of assisting in the development and implementation of quality education in the Rochester Community Schools;
  - G. practicing good housekeeping in the lounge, the halls and respective classrooms;
  - H. updating their district-approved web page at least annually with relevant general classroom information.
- 7.06** Supervision of students is the teacher's responsibility during the entire school day. This includes activities in all school areas such as cafeteria, halls, lavatories, playground, assemblies, and any other place where students may congregate during the normal school day
- 7.07** It is recognized by the parties that participation in activities that relate to education and students can be helpful. Teachers are encouraged to participate in after school activities, e.g., curriculum, Professional Study Committees, textbook selection, sponsor of student activities, etc., as well as any other appropriate committee which would contribute to the betterment of the education of the children in the Rochester Community Schools. Each teacher at the secondary level is encouraged to share equally in after school responsibilities.
- 7.08** It is understood and accepted that teacher attendance at school affiliated evening meetings (PTA's, etc.) is desirable and beneficial. Except for illness or other emergencies, teachers will be required to attend such evening meetings as: Curriculum Night, Open House, parent/teacher conferences, Kindergarten Round Up. In addition, since teachers are an important part of PTA or PTO, they are encouraged to support its activities and attend its meetings. Teachers are encouraged to attend public performances of students. If the "World of Welcome" program at the elementary level is authorized by the building principal, the one hour World of Welcome program must be only offered during the first building meeting time.
- 7.09** It is expressly understood that the teacher preparation period is subject to the total school program, and, as a result, such things as miscellaneous programs, special events, field trips, testing programs, emergency class needs, assemblies, and work related activities, etc., may from time to time be substituted for preparation time. Conference periods will be used for such things as thorough preparation, conferences with parents, teachers and administrators, and special assistance to students as defined above, and in the **Teaching Hours, Schedules and Assignments Article**.
- 7.10** Members of the staff, with the approval of the appropriate administrator, may adjust their schedule to better serve students and parents.

- 7.11** The Board has the responsibility of providing necessary support for approved programs. Teachers will then be responsible for implementing these programs. Each elementary specials area group may recommend to the school district the level of subsidy needed to sustain a quality instructional program. The district is responsible for securing licensed permissions for any applicable copyrighted materials received or presented via technology for school and home use that have been approved by the District, or that are provided through a manufacturer's "Educator Use Program." The district will continue to strive to provide teachers with remote access to resources which are designed to improve work efficiency.
- 7.12** All teachers will attend professional development sessions in accordance with the applicable school calendar. Teachers are encouraged to provide input for the agenda. The agenda for the professional development sessions should be prepared and available a day before the meeting. Teachers are expected to make every effort to attend the required building professional development sessions. Teachers not able to attend a professional development session must communicate said absence to their immediate supervisor and the district's absence reporting program prior to the meeting.
- 7.13** All teachers will attend one hour staff meetings. Staff meetings are held once a month generally on the second Tuesday of each month, but will not be conducted on the fourth Tuesday of the month. Meeting dates will be provided to teachers by the second week of school. If the building administrator proposes a meeting date other than a Tuesday, it must also be agreed to by the majority of the building's teachers. Teachers are encouraged to provide input for the agenda. The agenda for the staff meeting should be prepared and available a day before the meeting. Teachers not able to attend a staff meeting must communicate said absence to their immediate supervisor prior to the meeting. Teachers not in attendance are responsible for acquiring the information provided at that staff meeting.
- 7.14** Members of the student support service staff may be requested to attend staff meetings during the workday in the student support services department at the administrative service center.
- 7.15** Teachers are expected to attend the scheduled parent/teacher conferences set forth in the school calendar attached and incorporated herein by reference unless excused by their supervisor or if family or personal illness makes attendance impossible. Parent/teacher conferences must be made up in a reasonable period of time outside the scheduled workday for the teacher to have the compensatory leave time as provided in the school calendar.

Fall Secondary parent/teacher conferences will be conducted for three (3) hours each. There will be an afternoon and an evening session.

There will be three (3) fall elementary sessions for parent/teacher conferences. Two (2) evening sessions will be conducted for two and one half (2.5) hours each, and one (1) afternoon session will be conducted for three (3) hours.

Spring secondary sessions for parent/teacher conferences will be conducted for two and one half (2.5) hours each. There will be an afternoon and an evening conference.

Spring elementary sessions for parent/teacher conferences will be conducted for three (3) hours each. There will be an afternoon and an evening session. These conferences will only be scheduled if there is a parent or teacher request for a conference.

Afternoon sessions will not begin before one half (1/2) hour after student dismissal. Evening sessions will not begin before 5:00 pm.

- 7.16** Teachers will not be required to work in learning labs that are held outside the teacher's regular workday. In the event that the Board approves, adopts or mandates any curriculum plan that will provide supplemental or tutorial support for students during non-standard student contact time (e.g. before school, after school, lunch), teachers serving in this capacity will be paid the non-permanent extra class assignment rate.
- 7.17** The teacher responsible for a student's instruction in a particular course or program will determine the student's grade. No student's semester grade will be changed without the approval of the teacher who assigned the grade. The semester grade may be questioned as herein provided by an authorized person. Authorized person is a student or a parent/legal guardian of a student.
- A. The authorized person requesting a grade change must do so in writing no later than thirty (30) calendar days after final semester report cards are handed out or from the date they are reported.
  - B. When a semester grade is challenged by an authorized person, the administrator will contact the teacher about the grade. A meeting between the administrator, parent, teacher, and counselor will take place. If after the meeting the teacher does not concur with the request for the grade change, the principal will advise the authorized person that the teacher does not concur and a *Grade Review Panel* may be convened.
  - C. The *Grade Review Panel* will meet within fourteen (14) calendar days after the request for the review panel is provided to the principal. The *Grade Review Panel* will consist of three (3) teachers, selected by the Association, one (1) Board of Education member, and the Superintendent or designee. The superintendent or designee will serve as chairperson of the *Grade Review Panel*.
  - D. The authorized person is to be invited to the meeting of the *Grade Review Panel*, and is to be provided an opportunity to make a written and/or oral presentation to the *Grade Review Panel*.
  - E. The involved teacher is invited to the meeting of the *Grade Review Panel*, and is to be provided an opportunity to make a written and/or oral presentation to the *Grade Review Panel*.
  - F. It is understood that the authorized person and teacher will separately meet with the *Grade Review Panel*.
  - G. The decision will be made after reviewing the request and reasons supporting the request, and the teacher's reasons for non-concurrence. The *Grade Review Panel's* decision will be transmitted in writing to the teacher and the authorized person within fourteen (14) calendar days of the conclusion of the *Grade Review Panel* hearing. The district will place a copy of the *Grade Review Panel's* written decision in the student's CA-60 and maintain a copy in a general file called *Grade Review Panel* Decisions. The *Grade Review Panel* will notify the appropriate person to change the student's transcript, if necessary.
  - H. The timelines provided may be extended upon the showing of good cause by the *Grade Review Panel*. It is agreed that good cause is unavailability of participants. The *Grade Review Panel* may adopt alternative procedures for any appeal that are consistent with this Agreement. The *Grade Review Panel* will set the time,

duration and location for each meeting. The decision of the *Grade Review Panel* is final unless appealed to the Board of Education within fourteen (14) calendar days.

- I. Within fourteen (14) calendar days of receipt of notice of the *Grade Review Panel's* decision, either party to the dispute may appeal the decision of the *Grade Review Panel* to the Board of Education. The appeal to the Board must be in writing. The Board will notify the teacher or authorized person and the chairperson of the *Grade Review Panel* that an appeal has been made. The Board will meet within fourteen (14) calendar days after the appeal is received. At any meeting with the Board, the chairperson will present the position of the *Grade Review Panel*. The Board will notify the teacher, authorized person and the chairperson of the *Grade Review Panel* of its decision. If the grade is changed the Board will notify the appropriate person to change the grade on the student's transcript. The decision of the Board is final and binding.

- 7.18** Teachers are required to maintain a district approved grade book where applicable which will be linked to the district approved Parent Portal. Only individual student data will be displayed. The following disclaimer will be provided on the Parent Portal: "Teachers update data at different times. Please do not expect instantaneous updates."

## **ARTICLE 8 - TEACHING HOURS - SCHEDULES AND ASSIGNMENTS**

- 8.01** The maximum length of a teacher's scheduled work day will be seven (7) hours and fifteen (15) minutes which includes a teacher's obligation to arrive before the students and remain after their departure. Secondary teachers shall have a daily, uninterrupted, duty-free lunch period of not less than thirty (30) minutes. Elementary teachers shall have a daily, uninterrupted, duty-free lunch period of not less than forty (40) minutes. A full day of elementary student instruction shall be six (6) hours and twenty-three (23) minutes. A half-day shall have three (3) hours and fifteen (15) minutes of student instruction. The full standardized teacher work day for Professional Development will be seven (7) hours including a sixty (60) minute duty free lunch.
- 8.02** Teaching is a profession. Therefore, teachers should have some flexibility in setting their own workday. However, teachers are expected to be on duty and to work the hours required to accomplish their total teaching assignment and responsibility. Because of basic differences which exist in the amount of planning, paperwork, curriculum study, extracurricular supervision, and other duties, it is impossible to keep the teaching day on a completely equal schedule. However, in fairness to pupils, parents, and teachers, and in the interest of some uniformity, the following should be observed:
- 8.03** The normal weekly teaching responsibility for an elementary teacher shall be approximately twenty-five (25) instructional periods. The Board recognizes the need for elementary teachers to have preparation time. The preparation time will consist of two hundred forty (240) minutes per week provided by physical education, art, music, and media center. Each elementary school's master schedule may allow for no more than two (2) weekly blocks of common grade level planning time. Whenever an elementary physical education teacher, elementary art teacher, elementary vocal music teacher or elementary Media Specialist is absent, the District will hire a substitute so preparation time will not be lost. In the event a substitute is not available or is not present, elementary teachers will be compensated per the Extra Duty Assignment and Compensation Article (26).

- A. Elementary Specials teachers of music, art, physical education and media center will have two hundred forty (240) minutes of preparation time extended to them in periods of not less than twenty (20) minutes. All special subjects teachers should expect teaching assignments according to the following provisions.

Elementary teachers of music will teach classes of thirty (30) minutes each. Elementary teachers of physical education will teach classes of thirty (30) minutes each. Elementary teachers of art will teach classes of sixty (60) minutes each and half periods for kindergarten. Classes of instruction in the Media Center shall be sixty (60) minutes in length per week. Travel time between building assignments on the same day is counted the same as having taught one section. These teacher assignments shall be capped at no more than forty-four (44) sections per week. Whenever possible, each of these Specials teachers shall teach a maximum of nine (9) sections per day. Whenever possible, the elementary school's master schedule should allow for the scheduling of sections of the same grade level in consecutive time slots.

In the event that an elementary school does not have the minimum number of sections necessary for a full-time assignment, then the teacher may be assigned to travel to another building, provided the teacher is allowed to teach all the Music, Physical Education, or Art classes in the building in which they are primarily assigned. The majority of teacher's preparation time should be at their home building in which they are primarily assigned.

At least five (5) minutes will be scheduled between art, music, physical education and media center classes. "Specials" teachers will provide input to the principal in setting the special schedule for the year. The principal and teacher may upon mutual written consent, alter the application of the five (5) minutes between classes as long as the total number of minutes for passing are not reduced. However, if due to the amount of sections or facilities available, it is impossible to schedule the five (5) minutes of passing time between classes, the Chief Human Resource Officer, building principal and representatives of the Association will meet to mutually agree upon an appropriate solution such as compensation or compensatory time.

The Board and Association will establish a committee to study and propose alternatives to the current release time with regard to the media center instructional model.

- 8.04** The normal weekly teaching responsibility for a middle school teacher, inclusive of the following conditions, will be twenty-five (25) instructional periods and/or duty assignments and five (5) preparation and/or conference periods. The middle schools will have a six (6) period day. A full day of middle school student instruction shall be six (6) hours and twenty-three (23) minutes. A half-day shall have three (3) hours and fifteen (15) minutes of student instruction.

Middle School will provide a ten (10) to twelve (12) minute homeroom period each morning at the start of each school day. The homeroom activities will be determined by the teacher. The Board and Association will establish a committee to study and propose alternatives that enhance opportunities for remediation, acceleration and other learning activities.

- 8.05** The normal weekly teaching responsibility for a high school teacher, inclusive of the following conditions, will be twenty-five (25) instructional periods and/or duty assignments and five (5) preparation and/or conference periods. A full day of high school student instruction shall be six (6) hours and twenty-three (23) minutes. A half-day shall have three (3) hours and fifteen (15) minutes of student instruction.



- A. The high schools will be a six (6) period day. The period will be approximately sixty (60) minutes in length. High school teachers' workday will consist of five (5) instructional or duty periods and one (1) individual preparation period. (Also see the **Professional Development Article**)
- B. High school instrumental teaching schedule will be five (5) periods of instruction including a sectional period (if there are at least 180 students in marching band), a zero hour scheduled with principal's approval and one individual planning period. High school vocal music will have a zero hour schedule with the principal's approval.

**8.06** It is recognized that counselors, social workers, psychologists, learning consultants, teachers of the speech and language impaired, teacher consultants, occupational therapists, physical therapists, and secondary information literacy specialists do not need a regularly scheduled preparation period. However, a break in the morning and/or in the afternoon of at least twenty (20) minutes will be allowed. Social workers, psychologists, teachers of the speech and language impaired, counselors, learning consultants, teacher consultants, occupational therapists, physical therapists and information literacy specialists will be scheduled an uninterrupted, duty free lunch period equal to that scheduled for the other teaching staff in the building. Time will be provided during the workday for record keeping and preparation. Consultants for English Language Learners shall receive a daily preparation period equal to one class period and none of their students will be assigned to them during that time.

**8.07** The workday will be continuous. Teachers who work less than full-time will be assigned consecutive periods. If the teacher is not assigned a class period for instruction in the middle of the assignment, the teacher will be paid for the unassigned period and the assigned periods. The rate of pay will be the ratio of periods required to be at work to the number of instruction periods required for full-time work. The same ratio will be used to determine the time the teacher is required to be at work before and after the student day, and the length of the planning period. At his/her request, a part-time teacher shall receive a full lunch period. Less than full-time teachers are required to attend or complete a pro-rated amount of professional development sessions that are outside the workday. Inservice or professional development (including personal professional development) sessions scheduled outside the regular work time may be attended by the less than full-time teacher without additional compensation.

**8.08** If a teacher teaches more than the normal teaching load as set forth in this Article, the teacher will receive additional compensations as prescribed in the **Extra Duty Assignment & Compensation Article**. Administrators may request reasons for refusal in writing. These extra assignments will be as equally apportioned among staff as is educationally feasible as determined by building administrators.

**8.09** Both parties acknowledge the responsibility of building administrators to exercise the authority to reassign any teacher duties to meet any emergency situation.

**8.10** Teachers are expected to make themselves available for student and parent conferences. All teachers will attend meetings called by the administration as a regular part of their teaching assignments unless otherwise excused by the Administration. Sufficient notice of such meetings and agendas will be given when practical.

**8.11** It is recognized that teachers may occasionally require emergency relief. When such relief is required, the building administrator will see that temporary supervision is provided.

- 8.12** Any teacher desiring to leave the assigned building prior to the completion of the daily schedule and the normal workday will first secure the permission of the immediate supervisor or the supervisor's designated appointee.
- 8.13** When school is canceled on a day designated as a teachers' records day or on a day designated as a student exam day, the Board and Association will be mutually responsible for determining the calendar adjustment. Every effort will be made to reschedule the teachers' record day or student exam day exactly as it was scheduled.
- 8.14** If the teachers at a building want to consider a modified schedule in order to provide time for professional development, the provisions of the **Site Based Decision** Article must be followed. Any modified schedule must be approved by the Association and the Board.
- 8.15** If hours **or** schedules of any building are under consideration for change by the Board, the Rochester Education Association will be notified. Before implementing any changes, the Board of Education and the Rochester Education Association will meet to negotiate any changes in wages, hours and terms and conditions of employment prior to implementation.
- 8.16** The Board is required by State School Code to provide the mandated number of hours of student instruction, inclusive of the provisions of this Agreement.
- 8.17** All K-5 elementary teachers will be provided a substitute teacher for a minimum of one (1) full day and three (3) half-days per section to perform district/state directed student assessments. The Board and Association will review the number of assessment days provided in this section in light of change in the type and number of assessments required and additional professional development that will be provided.
- 8.18** The Board of Education and the Association recognize and support efforts to advance student learning opportunities through alternate instructional models. Both parties agree to encourage teachers to investigate these models. The investigation process must include a cost estimate for the model. The model being investigated must be explained and discussed with other affected teachers. It is understood that teachers would only participate in alternate instructional models on a voluntary basis. The Superintendent or his/her designee must approve the model prior to implementation.

Electronic on-line courses are permitted only according to current Board policy. If a teacher develops an on-line course for transmission that the Board of Education would like to market and use outside the school district, the teacher, a representative of the Association, and Superintendent/designee will meet to determine if compensation for the use of the course materials is appropriate and/or the teacher's right to retain the intellectual property rights of the course work is applicable.

- 8.19** Representatives of both parties shall meet annually to continue the discussion of rotating early and late start schedules for elementary schools. Additionally each year, the Human Resources Department will notify all teachers through their immediate supervisors of the established reporting and dismissal times for teachers and students for each building.
- 8.20** The work schedule and calendar provisions for the teachers in the Special Education Post – Secondary, Special Education Pre – School, and Alternative Center for Education programs can be modified subsequent to agreement by the Board and the Association.

- 8.21 Part-time teachers, who are not regularly scheduled to work on a professional development day, shall be able to adjust their work schedule with the approval of the building administrator in order to receive their prorated required professional development time.
- 8.22 Part-time teachers who are not scheduled to work on a teacher's records day, shall receive their prorated amount of release time for the completion of their records.
- 8.23 Co-teaching between a Special Education teacher and a general education teacher is expected to be a voluntary assignment. Both teacher volunteers will be consulted about the arrangement prior to the scheduling of students. If no volunteers come forward, the principal, the Special Education director, the Special Education teacher and all potential general education teachers shall meet to discuss the options. The final decision to schedule the co-teaching assignment will rest jointly with the building principal and the Director of Special Education. If the decision to schedule the co-teaching class goes forward, an assignment will be made on a rotating basis within the affected department. Under no circumstances will a teacher be forced to have a co-teaching assignment for two (2) consecutive years.
- 8.24 If a full-time teacher is required as part of his/her teaching assignment to travel between schools, there shall be allocated at least thirty (30) minutes for traveling. If as a result of traveling a teacher's preparation time has been diminished, he/she shall be compensated for a full thirty (30) minutes per the extra duty permanent basis rate at Section 26.04.

**ARTICLE 9 - CLASS SIZE**

- 9.01 Pupil-teacher ratio is an important aspect of an effective educational program. The parties agree that low class size is desirable. To the extent feasible (taking into account the availability of qualified staff, facilities, funds and state requirements) the Board will maintain low class size limits. It is agreed that the following limits on class size apply:

A. Elementary General Education: Class size limits

<b>Grade</b>	<b>Relief</b>	<b>Maximum</b>
K	25	27
1	28	30
2	28	30
3	28	30
4	32	34
5	32	34

B. Elementary Combined Classes: Class size limits

<b>Grade</b>	<b>Relief</b>	<b>Maximum</b>
K	(no splits will exist)	
1-2 combined	26	28
2-3 combined	26	28
3-4 combined	26	28
4-5 combined	30	32

Classrooms having combined grades will have a reasonable balance of students from each grade. The combined grouping will have a ratio of not less than 70:30.

The maximum class size limit will be two (2) less than the maximum stated for the lower grade in the combined grade classroom.

C. Middle School: Class Size limits

<b>Class</b>	<b>Planning</b>	<b>Maximum</b>
1. <b>6-8 ACADEMIC</b>	32	34
2. <b>6-8 ACTIVITY</b>		
Art	24	28
Computer	25*	35*
Drafting	24*	28*
Ind. Arts	24*	28*
Keyboarding	25*	35*
Home Economics		
Foods	24*	28*
Sewing	24*	28*
Skills	24	28
Physical Education		
Basic	30	40

\*See Section 9.01,G, "Work Stations"

D. High School: Class Size Limits

1. **GRADES 9 - 12 ACADEMIC CLASSES**

<b>Relief</b>	<b>Maximum</b>
35	37

**High School English Composition**

<b>Relief</b>	<b>Maximum</b>
28	30

For split classes having combined subjects, the maximum class size limit will be two (2) less than the maximum stated. Only two (2) courses can be combined into a split class. No teacher can teach more than one split class per semester.

2. **GRADES 9 - 12 ACTIVITY CLASSES**

<b>Class</b>	<b>Planning</b>	<b>Maximum</b>
Art	25	28
Photography	25	28
Computer	30*	35
Drafting	25	28
Ind. Arts	25*	28*
Typing	30*	35*
Home Economics/Life Skills		
Cooking	24* (4 per kitchen)	28*
Sewing	24*	28*
Survival	25	28
Int. Design	25	28
Physical Education		
Basic	35	44
Life Saving	27	32
Swimming	30	35

\*See also Section 9.01,G, "Work Stations"

Academic classes include any class not listed above except Vocal Music and Instrumental Music.

E. Instrumental Music

Marching Band will have a Director and an Assistant Director if one hundred fifty (150) or more students are in the marching band. Additional support staff will be hired as needed.

- F. Vocal Music  
At the secondary level an accompanist will be provided for performing classes with thirty five (35) or more students and at performances.
- G. All 6-12 science lab, industrial arts, typing, home economics, and computer usage classes will be limited to the number of fixed available pupil work stations as mutually agreed upon by the Administration and Association.
- H. Limits will be as stated above except in traditional large group instruction or in experimental classes, as well as in new technological and innovative approaches toward classroom teaching, in which case the new limits will be mutually agreed to by the Board and Association.

**9.02** At the elementary level, where more than one teacher within a building is assigned to the same subject or grade level, class sizes will be adjusted to be as equal as feasible. At the secondary level within a building the same subject or grade level class sizes will be adjusted to be nearly equal. If the class size reaches the overload levels stated on the overload payment chart, and remains at or above the overload level for ten (10) or more student days during any card marking, the elementary level teacher will be paid per student per card marking according to the 2008/09 Official Overload Chart and at the secondary level the teacher will be paid according to the 2008/09 Official Overload Chart per period, per student, per card marking.

If the class size reaches the overload level for ten (10) or more student days during any card marking, the elementary level teacher will be paid one hundred fifty dollars (\$150.00) per student per card marking; and at the secondary level the teacher will be paid thirty-five (\$35) per period per student per card marking. The paraeducator time provided will remain at the levels indicated on the 2008/09 Official Overload Chart.

**9.03** When the number of students exceeds the maximum class size in 9.01, the teacher will continue to be compensated at the overload rate for the first two (2) students as stipulated in Section 9.02 unless alternate solutions are determined through the methods below.

- A. At the elementary level, if a particular building has an unusual population distribution at any grade level but adding a section is not a feasible solution, then meeting and/or exceeding the maximum class limit may be necessary. In such cases a mutually agreeable solution will be determined through the following process.

Once maximum has been met, a meeting will be called between the building principal, the teachers involved, the Association president or designee and the Assistant Superintendent of Instruction or designee. The purpose of such meeting will be to determine a contingency plan in the event an additional student of that grade level joins that attendance area. Solutions may include, but are not limited to:

1. Rescheduling of students
2. Reassigning the student to a different attendance area
3. Additional teacher hired
4. Other solutions as mutually agreed upon
5. If no other solutions can be mutually agreed upon then a three (3) hour paraprofessional and monetary compensation will be provided.

- B. Whenever feasible, adding class sections at the secondary level is the most desirable solution for dealing with excessive student numbers thus avoiding relief or maximum class size compensations. Some unusual scheduling situations may necessitate exceeding maximum class size limits. Under such circumstances, the affected teacher(s) will receive compensation at the relief rate for each student causing the count to reach the maximum and/or exceed it by one or two. This model for compensation for secondary teachers may be applied for up to two (2) students beyond maximum.

The number of students in any classroom cannot exceed the maximums listed in 9.01 by more than two (2) students.

- 9.04** The counseling load of a full time counselor at the secondary level will be not more than 350 students. If at any time this load is exceeded by more than 10%, relief will be provided. It is understood that duties and responsibilities assigned to counselors within a particular building will be divided equitably.
- 9.05** The district will provide paraeducator support at the elementary level.
- 9.06** In the event of a substantial reduction in revenue due to such things as millage failure, state aid cuts, or an unanticipated increase in expenditures, etc. which would affect the standards set forth in this Article, the Board may, at its option, re-open negotiations with the Association. These negotiations would relate to class size as set forth in the Article.

## **ARTICLE 10 - TEACHING CONDITIONS**

- 10.01** The Board recognizes that appropriate texts, library reference facilities, computers, computer programs, and software, maps, globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standardized tests and questionnaires, and similar materials are the tools of the teaching profession. Further, the Board recognizes that efforts will be continued to seek and use textbooks and supplementary reading materials, which contain the contribution of minority groups and women to the history, scientific and social development of the United States. The Board agrees at all times to continue to keep the schools reasonably equipped and maintained providing financial conditions permit.
- 10.02** Faculty members will be informed upon request to the principal as to materials, supplies, and funds available for their use.
- 10.03** The Board agrees to make available in each school: typing, duplicating equipment and supplies to aid teachers in preparation of instructional materials, providing financial conditions permit. The use of the aforementioned materials by the faculty will be in accordance with policies and priorities established by the building principal.
- 10.04** The Board will continue to provide wherever possible and practicable:
- A. a desk for every teacher;
  - B. closet space for each teacher to store coats, overshoes, and personal articles;
  - C. chalkboard/white board space in every classroom;
  - D. copies of all texts used in each of the courses a teacher is assigned to teach;
  - E. instructional materials storage space.
  - F. class books, paper, pencil, chalk, erasers, and other such materials required in daily teaching responsibility.
  - G. a computer for every teacher

- 10.05** The Association agrees that there are certain duties which may be assigned to teaching personnel by the building principal. The use of teachers to perform non-instructional functions will be kept to a minimum. In the event that it is necessary to assign teachers to non-teaching duties, it will be on an equitable basis for the entire staff.
- 10.06** Telephone facilities will continue to be made available to teachers for school business and local personal calls.
- 10.07** Upon the approval of the Superintendent and providing that space, facilities, and circumstances permit, vending machines placed in the staff room will be paid for and operated by the teachers of the building. The teachers of a particular building will assume full responsibility for the care, maintenance and monies involved. The proceeds from all such machines will be placed in a faculty fund. Such fund will be administered by the faculty in each building that has the above requested vending machines.
- 10.08** In any situation, when in the opinion of the Administration it is advisable to discontinue regular classes for pupils, teachers will be informed, as soon as possible, of their teaching schedule for that day if it deviates from the regular school day for teachers.
- A. When students are not required to report to school because of adverse weather, teachers will not be required to report.
  - B. If road conditions in a given teacher's area are deemed unsafe, he/she is expected to call his/her principal or immediate supervisor to explain the situation and to report as soon as conditions permit. Under extreme and unusual conditions the principal or immediate supervisor may determine that driving conditions are unsuitable and the employee may be excused from work. Unless prior permission to remain away from work is granted, time lost will be deducted from the employee's sick leave.
  - C. In the event the district will lose state aid because the number of days of instruction falls below the minimum number of days required to receive full state aid as per the foundation grant and the district determines that the days will be made up in order to qualify for full state aid as per the foundation grant, teachers will work the rescheduled day without additional pay. The Association will be consulted as to the make-up schedule.
- 10.09** Where practicable, properly maintained and identified parking facilities will be made available for school personnel during school hours. Reserved parking for faculty only will be provided at the high schools.
- 10.10** A teacher may be selected by the Administration to be a teacher-in-charge of the building and personnel in the absence of the administrative personnel. This teacher, if selected, will receive an amount stated in the **Compensation** Article, annually prorated, to compensate for this added responsibility.
- 10.11** Normal care of facilities and equipment is the duty of each teacher as part of his/her employment. When repairs or maintenance are necessary, it will be brought to the attention of the immediate supervisor for disposition.
- 10.12** No teacher will have transportation/student pick-up duty except in cases of emergency. However, it is understood there will always be one teacher in the building and available to assist in cases of emergency until the last bus student has left. All

elementary teachers will walk their students to the designated bus area. If the transportation is not at school, the teacher will notify the principal/designee. The principal/designee will make arrangements for supervision of the students so the teacher will be able to leave the transportation area.

- 10.13** The Board will provide clean, well-maintained classrooms.
- 10.14** Adequate rooms, equipment, and furniture will be provided to all student services teachers in the building(s) to which they are assigned. Where possible, student services teachers will not be required to share office space in their home base building.
- 10.15** If the temperature in the classroom is less than 60 degrees Fahrenheit or more than 85 degrees Fahrenheit when the heating system, ventilation system, or cooling system is at fault, the teacher involved and/or the REA representative will meet with the building principal and the students will be relocated to a more suitable learning environment. If there are building-wide conditions that may adversely affect the health and welfare of the teachers, a designee for the Superintendent will contact the Association President.
- 10.16** The term "school health service" will mean any act or function constituting the "practice of medicine" within the meaning of Section 17001 of the Public Health Code (MCL 333.17001). First aid is not the major responsibility of teachers, but teachers are expected to act in a reasonable and prudent manner which may include aid in life threatening circumstances or the dispensing of medication on field trips in circumstances where the child is to have the medication on the field trip and no other person designated to dispense that medication is present. No teacher will otherwise be expected to provide school health services or otherwise dispense medication in a manner that is prohibited by law.
- 10.17** No teacher will be expected to take care of student bathroom needs including catheterization, changing diapers or cleaning up after accidents.
- 10.18** A teacher directed to pack his/her classroom materials in their entirety for moving to a different building or due to building renovation or construction will receive the ad-hoc rate in Section 29.04 to a maximum of ten (10) hours, which includes both packing and unpacking. Unless otherwise agreed to in advance between the supervisor and the teacher, a teacher directed to pack only a portion of his/her classroom materials for moving to a different building, or a teacher working in an office-type setting who is directed to pack his/her materials in their entirety for moving to a different building or due to building renovation or construction, will receive the ad-hoc rate in Section 29.04 to a maximum of six (6) hours, which includes both packing and unpacking.
- 10.19** Coverage for absences may include the use of a guest teacher, the use of a teacher volunteer during his/her planning period, or the use of an administrator. However, if the school district determines that it does not have enough available substitute coverage for a particular school day, teachers attending internal district professional development/curriculum programs will be the first of the staff members to be returned to their buildings for necessary redeployment of guest teachers. Next, teachers who had pre-approved conference attendance scheduled will only be returned to their buildings provided they are reimbursed for any out-of-pocket expense associated with their conference. Teachers on approved leave or incentive/compensatory leave and coaches of students participating in secondary sporting competitions who have filed the appropriate paperwork will not be required to return to their buildings.



## ARTICLE 11 - PROFESSIONAL QUALIFICATION AND ASSIGNMENTS

- 11.01** Both the Board and the Association agree to the importance of having a properly certified or licensed (where applicable) teacher with a minimum of a Bachelor's degree and educational training preferred. The Board will attempt to contract only teachers who have a degree or degrees from an accredited college or university and those individuals who also meet the minimum Michigan Certificate Code requirements, or appropriate Michigan licensing requirements where a teaching certificate is not required. Teachers in reimbursed vocationally certified programs must hold a valid vocational certificate in their specialized areas. (All teachers employed as of 1 July 1985 are grand fathered.) If teachers in reimbursed vocationally certified programs do not hold vocational certification as required, said teachers will be encouraged to apply for or renew vocational certification and/or may be subject to transfer to maximize the district's ability to obtain reimbursement.
- 11.02** Those teachers for whom special permits are being processed while they are waiting full certification from the State of Michigan, or teachers of vocational subjects who possess a vocational certificate or permit are excluded from the provision of Sections 11.01 and 11.02 of this Article.
- 11.03** The Association recognizes that each teacher must assume the responsibility of filing his/her valid Michigan teaching certificate or other documents indicating same with the Department of Human Resources by July 1. Each teacher must file with the Department of Human Resources a valid Michigan teaching certificate/license and a transcript of credits.
- 11.04** The responsibility for being certified to teach in the Rochester Community Schools rests solely with the individual teacher. The Board will continue its present practice of informing the teachers of this responsibility and the manner in which it may be fulfilled. Teacher proof of certification must be on file by July 1. The Department of Human Resources will work in partnership with the Association to notify any teacher who does not have proof of certification on file. If a teacher has not provided the Department of Human Resources proof of certification by August 15th, he/she will be placed on an unpaid leave of absence in accordance with Article 16 until proof of certification is provided the Department of Human Resources. The unpaid leave of absence will be for no longer than 90 calendar days from the first student day. If proof of certification is not obtained within the 90 day period, the employee will be terminated.
- 11.05** Teachers who are leaving the District, or contemplating leaving the District, or are requesting a leave of absence for any reason, have an ethical responsibility to report this to their immediate supervisor and Department of Human Resources at the earliest possible date. This early reporting will enable the Department of Human Resources to obtain the best possible replacement for the following year. It is recommended that a written notice of resignation and/or leave of absence be given to the Department of Human Resources not later than the first of May.
- 11.06** Elementary and middle school teachers will be given the opportunity to express their wishes for room assignments within a department, block or grade level. Course or grade level assignments will be based on qualifications and experience.

Senior high teachers can request specific room assignments for the following school year. Once tentative room assignments have been determined, available administrators will review these assignments with interested department members to elicit input for changes to the proposed room assignments. Such changes will be made if at all practical

- 11.07** In order to comply with Section 1119 of the Elementary and Secondary Education Act (ESEA), also known as the No Child Left Behind Act (NCLB), teachers will be required to be “highly qualified” in their area of teaching in compliance with State and Federal Regulations. In the event that the laws are repealed or amended so as to not require the concept of “highly qualified”, this section shall be void.
- 11.08** The district-wide Professional Development Assessment Team (PDAT) shall be composed of four members: two (2) administrators appointed by the Assistant Superintendent for Instruction and two (2) teachers appointed by the Association. The PDAT shall make a determination whether a teacher has become “highly qualified” through the portfolio method. For teachers choosing the portfolio method, an individual portfolio shall be completed by the teacher for each subject area in which the teacher wants to demonstrate his/her highly qualified status. The portfolio assessment shall be conducted by the PDAT using the negotiated guidelines and forms. If the PDAT fails to indicate that competency has been demonstrated by the portfolio in all four categories, the PDAT will indicate how the portfolio must be improved in order to demonstrate competency. The teacher may resubmit his/her revised portfolio until competency is demonstrated in all four categories. The teacher must submit the completed Portfolio Assessment Report to the Chief Human Resource Officer.
- 11.09** Candidates for National Board certification will receive two (2) release days to work on their portfolios.

## **ARTICLE 12 - SHARED STAFF**

Any full time position may be filled by the employer with two (2) teachers sharing the position.

- 12.01** Salary will be divided between the two (2) teachers based on the percentage of the assignment.
- 12.02** Both teachers will be responsible for full time participation in all conferences, building professional development sessions, and teacher workdays, without benefits or extra compensation, unless specifically excused by their immediate supervisor.
- 12.03** Benefit protection will be prorated according to the **Benefit Protection** Article in this Agreement.

## **ARTICLE-13 - SENIORITY**

- 13.01** Seniority will be based on years of service since the current hire date as a member of the Bargaining Unit except administrators employed prior to September 1, 1989 will continue to accrue seniority in the REA Bargaining Unit. Administrators employed on or after September 1, 1989 will retain all previous seniority in the REA Bargaining Unit but will not accrue additional seniority.

In all cases, seniority will be interpreted and enforced on a district wide basis.

- 13.02** If two (2) or more teachers have the same amount of seniority and it is necessary to break the tie, it will be done by a random drawing with a representative of the Association present.
- 13.03** Seniority will continue to accrue for the first two (2) years of layoff.
- 13.04** Employees who work for the Rochester Community Schools following the effective date of their retirement under the Michigan Public Schools Employees Retirement System shall not have any nor accrue any seniority.

#### **ARTICLE 14 - LEAVES OF ABSENCE WITHOUT PAY**

- 14.01** A leave of absence of up to one (1) year may be granted to any tenure teacher, upon application. The leave will terminate on June 30. The purpose of such leave is as follows:
- A. Participating in the Peace Corps, Teacher Corps, or other exchange programs approved by the Board, as a full-time participant in such program, provided said teacher states his/her intention to return to the school system. The teacher will return to the salary schedule receiving full increments for service up to the time of the leave;
  - B. Engaging in study at an accredited college or university for the following reasons:  
1) study related to an education related field; 2) study, research or special teaching assignments involving probable advantage to the school system;
  - C. Carrying out of the duties of an appointed or elected staff or officer's position of the Michigan or National Education Association;
  - D. Any other reason approved by the Board;
  - E. Campaigning for, or serving in, a public office;
  - F. Immediate family care as defined in the **Leaves of Absence with Pay** Article;
- 14.02** The Board may grant an unpaid parental leave of up to one (1) year, inclusive of the time required pursuant to the Family and Medical Leave Act of 1993, upon written request for such leave, and upon proper clarification of pregnancy by the employee's physician. At least sixty (60) days prior to the beginning of a semester, the teacher may apply to return to work. If requested by the Administration, the individual will submit with such application a statement from a qualified physician declaring the individual's ability to resume teaching responsibilities.
- 14.03** The Board may grant an unpaid adoptive leave of up to one (1) year, inclusive of the time required pursuant to the Family and Medical Leave Act of 1993, upon the written request for such leave, and upon proper notice from the adoptive agency. At least sixty (60) days prior to the beginning of a semester the teacher may apply to return to work.
- 14.04** A military leave of absence, not to exceed five (5) years will be granted to any teacher who is inducted for military duty in any branch of the Armed Forces of the United States. Upon termination of such services, if the teacher; 1) is honorably discharged; 2) is certified to perform the duties of teaching; and 3) requests return to work, in writing, not later than ninety (90) days after completion of military service, he/she will be returned to active employment. A teacher who is granted a military leave of

absence will return to the salary schedule receiving full increments for service up to the time of leave, and for military service of up to a maximum of five (5) years.

- 14.05** A personal leave of absence may be granted. If granted, the leave will continue throughout the balance of the school year.
- 14.06** A teacher granted any leave of absence provided above, except as otherwise provided for in this Article, will return to the salary schedule receiving full increments for service up to the time of the leave but not during the leave.
- 14.07** A teacher may request an extension of any leave covered in this article for a period not to exceed one (1) additional year.
- 14.08** A leave of absence may be canceled if mutually agreeable to the employee and the Board.
- 14.09** It is the responsibility of said teacher on a leave of absence to inform the Board, in writing, ninety (90) days prior to the termination of said leave of his/her intention to return to work, resign, or if allowable, extend said leave.
- 14.10** A teacher must be employed by the Board for one hundred eighty (180) work days before he/she is eligible for any leave of absence without pay, except military, parental, adoptive, or sick leave.
- 14.11** A teacher who wishes to rescind a leave provided for in this Article must notify the Board in writing. If the Board agrees to rescind the leave and there is a vacant position or a position becomes vacant for which the teacher is certified, the teacher with the greatest seniority on the early return list will be placed. If no position is available the Board will offer a day-to-day substitute position. If no position is available, the Board may offer a reserve teacher position.
- 14.12** A teacher unable to work because of a disability, who has used his/her accumulated sick leave days and the maximum number of leave days from the master sick bank, will remain on an unpaid employment relationship with the Board.
- 14.13** The Family Medical Leave Act of 1993 (FMLA) provides up to twelve (12) weeks of job-protected leave to "eligible" employees for certain family and medical reasons. A leave granted under the provisions of this section is in conjunction with any other paid or unpaid leaves already provided to members under other applicable sections of this agreement. The Board will continue to observe any leave provisions of benefit programs that provide greater leave rights than the rights established by the FMLA. The Board shall continue health, dental and vision benefits during this leave. The employee is responsible for completing the Department of Labor application and submitting that application to the Chief Human Resource Officer.

## **ARTICLE 15- LEAVES OF ABSENCE WITH PAY**

- 15.01** All full-time teachers regularly employed by the district will be allocated twelve (12) sick leave days at the beginning of the school year. Teachers who are less than full-time will receive a pro-rated allocation. These sick leave days will have unlimited accumulation.
- 15.02** In the event of the absence of a teacher for illness of three (3) days or longer, the Board may require a doctor's examination.

**15.03** The teacher must assume the responsibility of notifying the Board's absence reporting system when he/she expects to be absent and when he/she expects to return, according to established procedures. If a substitute reports to work because the regular teacher has failed to give notice at least one (1) hour before reporting time in that teacher's school, the substitute will receive one-half day's pay to be deducted from the regular teacher's salary.

**15.04** The Board may require any employee to submit a physical, psychological or psychiatric examination. If the choice of the examiner is not agreeable to both the Board and the teacher involved, the Board and the teacher will mutually agree to a qualified examiner from a list of three (3) provided by the Board. The cost of this (these) examination(s) will be paid for by the Board.

**15.05** Any teacher who is absent because of an injury or disease which may be compensated under the Michigan Workers Compensation Law will receive, from the Board, the difference between Workers Compensation and his/her full salary up to the teacher's maximum number of cumulative sick leave days with no deduction of sick leave days. After this point is reached, the Board will review the case and, at its discretion, extent the period of paying the difference between the Workers Compensation benefits and the teacher's full salary. Workers Compensation benefits apply during the official school year and to summer school teachers while summer school is in session.

**15.06** All teachers may be granted sick leave for personal illness, or illness in the immediate family. The immediate family is interpreted as husband, wife, son or daughter, parents or dependents. A maximum of five (5) sick leave days may be granted under the provision of this Article for death in the immediate family or of a close relative. A maximum of ten (10) sick leave days may be granted under provisions of this Article for illness in the immediate family. Such leave will be charged against the employee's sick leave.

**15.07** Upon approval of the Superintendent or his/her designee, no more than three (3) days of accumulated sick leave may be used annually for approved leave. Approved leave may mean an activity that the teacher indicates requires his/her presence during the school day and is of such a nature that it cannot be attended to at a time when schools are not in session, such as listed:

- |                      |                                 |
|----------------------|---------------------------------|
| A. legal business    | E. graduation                   |
| B. court appearances | F. immediate family commitments |
| C. medical           | G. other reasons as approved    |
| D. funerals          |                                 |

**15.08** Leaves of absence with pay but not chargeable against the teacher's sick leave will be granted for any of the following reasons:

- A. The school district will pay any teacher called for jury duty the difference between the amount received for jury duty and the teacher's regular salary, if either the employee or the Superintendent is unable to have the employee excused from this duty;

A teacher who received a jury duty interview and appearance notice must notify the Department of Human Resources within one (1) week of such notice. To be eligible for jury duty pay differential, the teacher must furnish the Board with a written statement from the appropriate public official, listing the amount and the dates he/she received pay for jury duty;

- B. Court appearance as a witness in any case connected with the teacher's employment by the Board, except where the teacher is an adversary of the Board or on behalf of an adversary of the Board, whenever the teacher is subpoenaed to represent the Board at such proceedings;
  - C. Visitation at other schools or for attending educational conferences or conventions upon administrative approval;
  - D. Selective service physical examination;
  - E. Other reasons as approved by the Superintendent/designee. These reasons could include:
    - 1) Legal reasons
    - 2) Religious reasons
    - 3) Other matters
- 15.09** Any request for an approved leave day, as well as any other request for leave, must be requested in writing in advance (at least one week whenever possible) and such leaves must have prior approval from the Superintendent or his/her designee before being granted.
- 15.10** Approved leave days except with the exception of Section 15.08 above, will be deducted from the sick leave allowance.
- 15.11** Only personal illness or a physical disability rendering one unfit for performing his/her responsibilities and/or emergency medical procedures are covered by the sick leave policy. Pregnancy related disability will be treated the same as any other disability.
- 15.12** An approved leave day will not be granted the last scheduled work day immediately before and the first scheduled work day immediately after any holiday or vacation period, as well as the first and last days of the school year. The Department of Human Resources will not grant any exceptions except in cases of emergency. If requested, the teacher will be required to indicate the nature of the approved leave request in a signed statement.
- 15.13** If an illness occurs on the day before or after a holiday or vacation period, the teacher may be requested to present a physician's statement to the Superintendent or his/her designee upon his/her return.
- 15.14** Any teacher in the military reserve who is assigned active duty for training purposes or emergency duty (few weeks duration) during their regular work year must notify the Department of Human Resources within one (1) school day of notification of such assignments. To be eligible for the pay differential consideration, the teacher must furnish the Board with a written statement from the appropriate military official listing the amount and the dates he/she received pay for military duty.
- 15.15** Attendance Incentive Program:
- A. The number of accumulated sick leave days will be established at the end of the school year for the ensuing school year. Individuals will receive written notice (via Employee Self\_Service) of their accumulation at the end of each year.
    - 1. A teacher who has accumulated thirty (30) or more sick leave days will be entitled to three (3) approved leave days and one (1) incentive day for the year.
    - 2. A teacher who has accumulated sixty (60) or more sick leave days will be entitled to two (2) approved leave days and two (2) incentive days.

3. A teacher who has accumulated ninety (90) or more sick leave days will be entitled to two (2) approved leave days and three (3) incentive days.
  4. A teacher who has accumulated one hundred and seventy-five (175) or more sick leave days will be entitled to three (3) approved leave days and four (4) incentive days.
- B. An incentive day may be used without specificity by all employees in a regularly assigned position. Application must be made at least two (2) days prior to the day of leave except in cases of emergency. All incentive days used will be deducted from the employee's sick bank.
- C. Not more than forty (40) teachers will be excused for compensatory time, or for an incentive day on any given day district-wide and not more than ten (10) percent of the faculty of any given secondary building or special department and not more than fifteen (15) percent of any elementary building on any day. Priority will be established by date of receipt of request by the Department of Human Resources.
- 15.16** Paid leave days will not be charged for a day when school is not in session.
- 15.17** A teacher may use up to thirty (30) days of his/her accumulated sick leave days for the purpose of adopting. The time may be taken before or after he/she receives custody of the child.
- 15.18** Leave of absence with pay chargeable against the teacher's sick leave will be granted for a court appearance as a witness in any case connected with the teacher's employment by the Board not provided in Section 15.08, B above, whenever the teacher is subpoenaed to such proceedings.

**15.19** Compensatory time

At the request of his/her immediate supervisor, a teacher may choose to earn compensatory leave time by working on a day, or portion thereof that is not a scheduled workday. To earn compensatory leave time, the extra work and the amount of compensatory leave time must be approved in writing by the principal prior to working.

The compensatory leave time must be taken in the school year it is earned and is subject to the same time restrictions as incentive leave days. Compensatory leave time less than one day may be rolled over to the next subsequent school year.

- 15.20** A maximum of three (3) days of bereavement leave may be used for a death of a spouse, the individual's parents, sister, brother, or a son or daughter. Bereavement leave, meeting the above definition, will not be charged against the teacher's sick leave.

## **ARTICLE 16 - SICK LEAVE BANK**

The Board will cooperate in the operation of a sick leave bank, "Bank". All teachers will participate in the Bank. The Bank's purpose is to provide paid leave time to a teacher who is unable to work because of the teacher's own illness or disability. The following limitations are established for participation in the Bank.

- 16.01** Each teacher will donate one (1) day of his/her sick leave to the bank whenever the bank balance drops below eight hundred (800) days. This donation could be at the start of the year, and/or during the year.
- 16.02** A teacher terminating employment will not be permitted to withdraw the contributed days.
- 16.03** The first thirty (30) work days of illness or disability as described in the **Leaves of Absence with Pay** Article, will not be covered by the Bank but must be covered by the person's own accumulated sick leave or by absence without pay. While drawing sick leave benefits a teacher cannot be receiving any other pay from the Board.
- 16.04** A teacher may draw up to 180 days from the Sick Leave Bank for the same illness in a two (2) school year period of time. If there is a reoccurrence of the same illness, additional days may be drawn from the Sick Leave Bank to the limit necessary to fill the elimination period to qualify for long term disability. The lifetime maximum for the sick bank is 180 days regardless of whether it is for the same illness or the number of years over which the sick bank years are drawn.
- 16.05** Teachers withdrawing sick leave days from the Bank will not have to replace these days except as a regular contributing member to the Bank.
- 16.06** The Bank will be controlled by a committee composed of two teachers selected by the Association, and two administrators selected by the Superintendent. Final authority to grant or deny Bank benefits rests with the committee. Interpretation of the Bank policy will rest with the Board.
- 16.07** A teacher drawing from the Bank will receive eighty percent (80%) of his/her regular base contract pay.
- 16.08** A Board appointed physician will determine the extent of convalescence and ability to return to work.
- 16.09** In case of alleged abuse of the Bank, the Board will have the right to investigate and take appropriate action.
- 16.10** When a teacher stops drawing days from the Bank and returns to duty, and his/her personal Bank balance is zero, the teacher's personal Bank will be re-established at the pro-rated rate of one half (1/2) day per month for the balance of the school year.
- 16.11** A teacher who wishes to draw days from the Bank will notify the Human Resource Department that he/she is in need of days from the Bank. The Human Resources Department will provide the teacher with the necessary forms. The teacher will provide the Sick Bank Committee with a doctor's letter stating the general nature of the illness or disability and the estimated time the teacher will be off work. The teacher will also supply other relevant information as may be requested by the Committee.
- 16.12** Accumulated unused sick days over one hundred fifty (150) days for which teachers are not compensated (**Severance Pay** Article) at the time of termination will be added to the Sick Leave Bank. In addition one-half of the accumulated unused sick days under seventy-one (71) for which teachers are not compensated (**Severance Pay** Article) at the time of termination will be added to the Sick Leave Bank.
- 16.13** Teachers that have been injured on the job and are drawing Workers Compensation benefits are not eligible for the Sick Bank Benefits.



## ARTICLE 17- SABBATICAL LEAVE POLICY

- 17.01** Sabbatical leaves of absence may be granted to any teacher. The granting of such leave is subject to the approval of the Board upon the recommendation of the Superintendent, when in their considered judgment the professional competence of the staff member and the general welfare of the District will benefit.
- 17.02** The rules and regulations of the Rochester Sabbatical Leave Program are authorized and will be interpreted in accordance with the following Michigan Statutory Provisions and any amendments thereto:
- A. After a teacher has been employed at least seven (7) years by the Board and at the end of each additional period of seven (7) or more years of employment, the Board may grant said teacher a sabbatical leave for professional improvement not to exceed two (2) semesters at any time. During said sabbatical leave, the teacher will be considered to be an employee of the Board, will have a contract, and will be compensated as provided herein.
  - B. Teachers on sabbatical leave will be allowed credit toward retirement for time spent on such leave in accordance with rules and regulations established by the Michigan Public School Employees' Retirement System (MPERS).
- 17.03** Any teacher who will meet the qualifications will be eligible to apply for sabbatical leave for the subsequent year. A teacher may apply for sabbatical leave subject to the following conditions and requirements:
- A. Applicant must have completed seven (7) years of satisfactory service as an employee of the Board.
  - B. Subsequent sabbatical leaves may be authorized after eligibility has been re-established by service on an additional seven (7) years of satisfactory service as an employee.
  - C. A maximum of five (5) semesters per year, not to exceed three (3) teachers, may be granted sabbatical leave each year. Insofar as possible, a proportionate division of leaves will be granted to various groups of teachers.
  - D. A sabbatical leave may be granted for a period of not less than one (1) full term or semester; not more than two (2) consecutive semesters or three (3) consecutive terms.
  - E. As a condition of receiving final approval of a sabbatical leave, a teacher will file with the Secretary of the Board a written agreement stipulating that he/she will remain in the service of the Board for a period of two (2) years after the expiration of said leave. (See the following sections for conditions governing default of this Agreement.)
  - F. A minimum of seven (7) years must elapse between sabbatical leaves.
- 17.04** The following additional conditions will prevail with reference to applications for sabbatical leave;
- A. Approval of a sabbatical leave by the Board will be contingent upon securing a teacher qualified to assume the teacher's duties.

- B. A sabbatical leave, once granted, may not be terminated before the date of expiration except as otherwise provided, or as otherwise agreed upon by the teacher, the Superintendent, and the Board.
- C. The Board reserves the right to reject any or all requests for sabbatical leaves of absence. (In the event of rejection, the teacher will be advised as to the reasons for such action.)
- D. Application for a sabbatical leave will be made in writing between November 1 and April 1 preceding the school year for which the leave is desired. The application must be accompanied by a statement of a well-conceived plan for spending the leave in a manner calculated to contribute to the professional effectiveness of the applicant and to the best interests of the District. Said application will contain a detailed analysis of the program the individual teacher plans to pursue during his/her absence. No changes in this program will be made without the consent and knowledge of the Superintendent.
- E. In determining his/her recommendation for requests of sabbatical leave, the Superintendent will consider the following items:
  - 1. the extent of the teacher's professional study growth, contributions and successful service during the preceding seven (7) years;
  - 2. the extent to which plans submitted for use of time while on leave are definite and educationally constructive;
  - 3. potential benefit to the Board;
  - 4. length of period of uninterrupted service to the Board;
  - 5. order in which applications are received.

**17.05** Requirements and status while on sabbatical leave are defined as follows:

- A. The compensation for the teacher on sabbatical leave will be one-half (1/2) of the teacher's base teaching salary he/she would receive if on active teaching status for the period in which the leave is effective.
- B. Payment of salary to a teacher on sabbatical leave will be made in accordance with the provisions of the Board for payment of salary to other teachers.
- C. The term of sabbatical leave will entitle a teacher to an automatic salary schedule increment at the beginning of the next full year of school following his/her return to service in the system.
- D. A sabbatical leave granted to a teacher will also operate as a leave of absence without pay from all other school activities.
- E. Payment of full cost of hospitalization, option to health, dental care, and vision care for the teacher on sabbatical leave will be in accordance with the school Board Policy of the active teaching status for the period in which the leave is effective.

**17.06** Sabbatical leave may be granted for the following purposes:

- A. For work on advanced degree.

- B. Independent research which must be under the supervision of the Board or an accredited college or university.
- C. Any other reasons, such as travel or writing, must be approved by the Superintendent.

**17.07** Any teacher on sabbatical leave will furnish as many reports as the Superintendent deems necessary or reasonable to determine that the teacher is fulfilling the agreement and all the requirements of the leave. In the event that the Superintendent will find that the teacher is not fulfilling the agreement and or is dilatory in any respect, the entire sum paid to the teacher by the Board will become due, and in future, payments will cease. A teacher will not be considered as having completed the requirements of the sabbatical leave until a final report has been approved by the Superintendent. At his/her discretion, the Superintendent may require proof that the program as presented by the teacher has been followed. When approved by the Superintendent, these final reports will be transmitted to the Board.

**17.08** Status upon returning from sabbatical leave:

- A. Each teacher must agree to return to service with the Board immediately upon termination of sabbatical leave and to continue in such service for a period of two (2) years, unless physical disability makes this impossible or there is mutual agreement to the contrary. A signed agreement in the format of a promissory note will stipulate that the failure of the teacher to provide such service will result in the obligation to reimburse the Board a proportional part of the salary paid to him/her during sabbatical leave determined by the fraction of the two (2) years not served following the leave. This indebtedness is to be discharged within a period of one (1) year. The provisions of this paragraph may be waived at the discretion of the Board.

**17.09** Miscellaneous:

- A. Sabbatical leave will be automatically terminated should the teacher be placed upon a probationary academic status by his/her college or university.
- B. The teacher on sabbatical leave cannot accept outside employment while on such leave, which will interfere with his/her planned program, without the prior approval of the Superintendent.
- C. During the sabbatical leave, the teacher will not be allowed to hold any full-time paid position, without the approval of the Superintendent; however, this section will not be construed to deny any teacher the right to fellowships, grants-in-aid or other scholastic stipends.

## **ARTICLE 18- GRIEVANCE PROCEDURE**

**18.01** A claim by a teacher, or the Association as specified below, that there has been a violation, misinterpretation or misapplication of any provision of the Agreement may be processed as a grievance as hereinafter provided. If any such grievance arises, there will be no stoppage or suspension of work because of such grievance, but such grievance will be submitted to the following grievance procedure.

**18.02** A teacher may present a grievance to the Board or its designated representative without the intervention of the Association or its representative as long as any adjustments are not inconsistent with the terms of this Agreement. The administration will notify the Association of a grievance filed by the teacher and any adjustment thereof.

**18.03** If, as a result of an informal discussion with the principal or appropriate Administrator, a grievance still exists, the teacher may invoke the formal grievance procedure through the Association or independently according to the following steps.

**18.04** Step One: Within fifteen (15) working days of the time a grievance occurs, the teacher/Association had knowledge of a claimed grievance or when the teacher/Association should have reasonably known of a claimed grievance the teacher/Association will present the grievance in writing to the appropriate administrator. The grievance will be on the grievance form "Statement of Grievance" or a reasonable facsimile and signed. The "Statement of Grievance" will name the teacher, identify all the provisions of this Agreement alleged to have been violated by the appropriate reference, will state the contention of the teacher/Association with respect to these provisions, will indicate the relief requested and will be signed by the teacher/Association.

The administrator will give the teacher/Association an answer in writing on a Grievance Disposition Form or reasonable facsimile no later than five (5) working days after receipt of the written grievance or the Step One hearing if a hearing is held.

**18.05** Step Two: If the grievance is not resolved in Step One, it must be submitted in writing within five (5) working days of receipt of the Step One decision or the date of the decision is due, whichever is later, to the Chief Human Resource Officer. The Chief Human Resource Officer and the aggrieved teacher/Association will meet within a reasonable time, not to exceed ten (10) working days, in an attempt to resolve the matter. The administration will give the teacher/Association an answer in writing no later than five (5) working days after the Step Two hearing concludes.

**18.06** Step Three: If the grievance remains unresolved and the conclusion of Step Two, it may be submitted for binding arbitration at the request of the Association, provided written notice of the request for submission to arbitration is delivered to the Chief Human Resource Officer within fifteen (15) working days after receipt of the decision at Step Two, or the date the decision is due whichever is later.

Following the written notice of request for submission to binding arbitration, the Association and a representative of the Board will attempt to select an arbitrator. The arbitrator will be selected by the American Arbitration Association (AAA) in accordance with its rules which will likewise govern the arbitration proceedings.

**18.07** Powers of the Arbitrator:

It will be the function of the arbitrator, and he/she will be empowered except as his/her powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific Articles and Sections of this Agreement.

- A. He/she will have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
- B. He/she will have no power to establish salary scales or change any salary unless it is found that a teacher has been improperly placed on the existing salary schedule.

- C. He/she will have no power to rule on the following:
1. the termination of services or failure to re-employ any teacher to a position on the co-curricular schedule.
- D. He/she is not empowered to change any practice, policy, or rule of the Board that is not in violation of this Agreement. He/she will not substitute his/her judgment for the Board's judgment as to the reasonableness of any Board practice, policy, rule, or actions. His/her power is limited to deciding whether the Board has violated any term or condition of this agreement. The existence of a Board practice, policy, rule or actions does not absolve the Board from its obligations provided by this Agreement. He/she will not imply obligations, and conditions binding upon the Board not found in this Agreement. It being understood that any matter not specifically set forth herein remains within the reserved rights of the Board.
- E. In the event that a case is appealed to an arbitrator on which he/she has no power to rule, it will be referred back to the parties without decision or recommendation on its merits.
- F. There will be no appeal from an arbitrator's decision if the decision is based on this Agreement. It will be binding on the Association, the teacher or teachers involved and the Board.
- G. The fees and expenses of the arbitrator will be shared equally by the Board and the Association. All other expenses will be borne by the party incurring them, and neither party will be responsible for the expense of witnesses called by the other. The filing fee will be shared by the parties.
- H. Claims for back pay: All grievances must be filed, in writing within forty (40) working days from the time the alleged violation was to have occurred.
1. All claims for back wages will be limited to the amount of wages that the employee would otherwise have earned, less any compensation that he/she may have received from any source of a like nature during the period of the back pay.
  2. No decision in any one case will require a retroactive wage adjustment in any other case.
- I. Any grievance occurring during the period between the termination date of the Agreement and the effective date of the new Agreement will be processed. Any grievance which arose prior to the effective date of the Agreement will be processed, under the previous Agreement.
- J. The arbitrator will not insert his/her judgment or wisdom for that of the Board beyond the arbitrator's powers set forth in this Agreement. In rendering his/her decision, the arbitrator will not apply the Agreement to limit the Board's responsibility except as provided by this Agreement.
- K. Upon receipt of the administrative law judge's decision as provided for in the Michigan Teacher's Tenure Act, a tenured teacher may elect to appeal the decision to the Tenure Commission or file a grievance at Step Two, but not both. The grievance must be filed within thirty (30) days from the date of the administrative law judge's written decision.

The teacher shall not have multiple methods of seeking redress in a matter and is restricted to a choice of appealing to the Tenure Commission or having the Association file for arbitration, but not both.

The arbitrator will have no authority to decide any matter regarding discipline or dismissal of a teacher where an appeal has been filed pursuant to the Michigan Teachers' Tenure Act and the Tenure Commission has assumed jurisdiction of the matter.

- 18.08** Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step of the grievance procedure should be considered as maximum, and every effort should be made to expedite the grievance process. Any time limit may be extended by mutual consent. If either party finds it impossible to meet the maximum number of days indicated at any of the steps, then that party will give the other party written notice that a five (5) working day extension is necessary to prepare the case for the next hearing. As soon as a party discovers that the time limits provided hereinafter have been violated, then that party will so notify the delinquent party, the Chief Human Resource Officer, and the Association Executive Director in writing. After notification, a five (5) work day "grace" period will commence. Failure to respond within the maximum number of days indicated at any level (plus the five (5) work day "grace" period extension) will result in the delinquent party losing the grievance. The time limits specified may, however, be extended by mutual agreement in writing.
- 18.09** It will be the general practice of all parties to process grievances during times which do not interfere with or cause interruption of the students' educational program. Release time will be granted only upon mutual consent of the teacher, the Association, and the Superintendent. Such release time will be without loss of pay to the extent required for such participation in actual meetings with the Administration.
- 18.10** A grievance may be withdrawn at any step without prejudice and without precedence.
- 18.11** In the course of investigation of any grievance, representatives of the Association will report to the principal of the building being visited and state the purpose of the visit immediately upon arrival.
- 18.12** The filing of a grievance will in no way interfere with the right of the Board to proceed in carrying out its management responsibilities subject to the final decision on the grievance.
- 18.13** Any party in interest may be represented at all stages of this grievance procedure by a person of his/her own choosing, except that he/she may not be represented by an officer, member, or representative of any teacher organization other than the Association. When a teacher is not represented by the Association, the Association will be given advance written notice and will have the right to be present and to state its views at all stages of this grievance procedure. Either party at any level may be represented by counsel, but reasonable notice will be given to the other party in advance that counsel is to be present.
- 18.14** The parties may agree to waive any step of the grievance procedure.

## **ARTICLE 19- NO STRIKE**

- 19.01** The Board and the Association agree to abide by the Public Employees Relations Acts (PERA) as it relates to strikes and lockouts.

## **ARTICLE 20 - PROFESSIONAL IMPROVEMENT**

- 20.01** The parties support the principle of continuous training of teachers. This may include participation by teachers in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies, foreign travel, and participation in community educational projects.
- 20.02** The Board agrees to provide necessary funds for teachers who desire to attend professional conferences, inservice or staff development. The Board will offer/provide to teachers given new teaching assignments, opportunity for inservice or staff development.
- 20.03** Expenses submitted on a conference form and approved by the Administration will be provided.
- 20.04** A teacher attending such conferences and meetings will be granted sufficient leave time to attend without loss of compensation. The teacher will, upon request, submit a written or oral report regarding such conferences.
- 20.05** A teacher who enrolls in a Rochester Community Schools Community Education course which is related to their present or future teacher teaching assignment, will be allowed to attend tuition-free. To qualify for this benefit, the teacher must submit a request to the Superintendent/designee detailing how the specific course relates to the teacher's present or future employment with the Board.
- 20.06** The Association and Board agree to the following methods for meeting state required professional development hours for teachers.
- A. It is understood that during the first 3 years of his or her employment in the classroom, a new teacher will be inducted into teaching by participating in at least ninety (90) hours of professional development per Section 1526 of the Michigan School Code. The Board agrees to provide support for meeting this requirement by allowing for the necessary release time in order to participate in the Intermediate School District's New Teacher Support Center or any comparable professional development opportunity as determined by the teacher in consultation with his/her immediate supervisor. Funds for such programs will continue to be provided by the School District unless other arrangements are made.
  - B. Compliance with Section 1527 of the Michigan School Code will be met by combining any of the following professional development opportunities to total a minimum of 30 hours. Part-time teachers will have this amount prorated per their partial assignment.
    1. Calendar designated professional development dates. Part-time/shared time teachers will attend a minimum number of calendar designated professional development sessions that will equal the same percentage as their contract percentage.
    2. Voluntary participation in any professional development offered by the district's Department of Curriculum and Instruction, or curriculum-based activities offered by professional organizations, during the summer recess after June 30 of any calendar year and to be credited toward the upcoming school year.

3. As approved by a teacher's immediate supervisor or the Department of Curriculum and Instruction department at a time during which a substitute teacher and release time are provided so that staff might acquire professional development that meets their professional and/or instructional program needs.
  4. Teachers will report their participation in professional development experiences through the KALPA program. The district will provide the necessary information and support to facilitate the registering of appropriate information regarding the teacher's participation in professional development experiences.
- C. It is expressly understood that whether the professional development experience is funded by the district or not has no bearing on its qualification for meeting state required professional development hours unless otherwise determined by the State Department of Education.
- 20.07** The Board will make every effort to publish a schedule of building, district and personal Professional Development programs early in the fall to insure that the staff will have the opportunity to design a Professional Development Program for the year.

## **ARTICLE 21 - PROFESSIONAL STUDY COMMITTEES**

- 21.01** The Board and the Association recognize the value of cooperative effort involving members of the Administration and teaching staff in many areas of professional improvement.
- 21.02** Professional Study Committees:
- A. Suggestions concerning areas for professional study may be initiated by either the Administration or the Association.
  - B. Professional study committees may be appointed jointly by the Administration and the Association.

## **ARTICLE 22 - BENEFIT PROTECTION**

- 22.01** A group term death benefit in the amount of \$50,000 will be carried on all teachers. The death benefit will have an accidental death or dismemberment rider and a waiver of premium rider.
- 22.02** The group term death benefit will begin with the next enrollment period of the benefit carrier, when the teacher has: 1) properly completed the necessary forms, and 2) actually begins employment. Such benefit will terminate when the teacher terminated his/her employment. By October 1st of each year, the Board will prepare and forward to the Association a list of teachers not covered.
- 22.03** Health: Until June 30, 2014, the Board agrees to provide, upon request by the teacher, the following:



<b>Coverage</b>	<b>Blue Cross PPO - Alternative 2</b>
<b>Effective date</b>	<b>01/01/2013</b>
<b>Primary Services</b>	
<b>Office Visit</b>	<b>100% after copay of \$20.00</b>
<b>Prescription Drugs</b>	
<b>Generic Copay</b>	<b>\$5</b>
<b>Brand Copay</b>	<b>\$35</b>
<b>Other Services<sup>(1)</sup></b>	
<b>Deductible (Member Pays)</b>	
<b>Single Per Year</b>	<b>\$250</b>
<b>Family Per Year</b>	<b>\$500</b>
<b>Co insurance (Plan Pays)</b>	<b>80%</b>
<b>Co insurance Max</b>	
<b>Single Cap Per Year</b>	<b>\$1,000</b>
<b>Family Cap Per Year</b>	<b>\$2,000</b>
<b>Employee Premium (monthly)2014</b>	
<b>Single</b>	<b>98.62</b>
<b>Two Person</b>	<b>229.19</b>
<b>Family</b>	<b>287.53</b>
<b>Healthcare Reimbursement Account</b>	<b>\$500/\$750/\$1000</b>

Effective July 1, 2014, the Board agrees to provide, upon request by the teacher, the following (**See district website, HR page for details of the plan:**

Coverage	Blue Cross PPO
Effective date	07/01/14
Primary Services	
Office Visit	100% after copay of \$20.00
Prescription Drugs	
Generic Copay	\$5
Brand Copay	\$35
Other Services <sup>(1)</sup>	
Deductible (Member Pays)	
Single Per Year	
Family Per Year	\$500
Co insurance (Plan Pays)	\$1000
Co insurance Max	90%
Single Cap Per Year	\$1000
Family Cap Per Year	\$2,000
Employee Premium (Monthly)2014	
Single	\$94.40
Two Person	\$219.06
Family	\$274.86
Healthcare Reimbursement Account	<p>Effective 2014 Benefit Year (1/1/14) \$500 single/\$750 two person/\$1000 family</p> <p>Effective 2015 Benefit Year (1/1/15) \$375 single/\$750 two person/\$750 family</p> <p>Effective 2016 Benefit Year (1/1/16) \$250 single/\$500 two person/\$500 family</p> <p>Effective 2017 Benefit Year (1/1/17) Elimination</p>

\*Effective January 1, 2016, the parties agree to explore and discuss health care options should the annual cumulative illustrative rates increase by 10% or more.

**22.04** The Board may take any action in compliance with Michigan Public Act 152 of 2011, and payroll deductions are authorized for this purpose. In the event that Public Act 152 of 2011 is repealed, or declared unconstitutional or legally not effective by a court

or administrative agency, employees taking health insurance through the School District shall make the monthly contributions toward the cost of that health insurance in the amount of twenty percent (20%) of the cost of that health insurance as defined in PA 152, and payroll deductions are authorized for this purpose.

**22.05** If the teacher has any type of fully paid, full-family hospitalization policy coverage which is equal to or better in coverage than that offered by the Board in Section 22.03, above, the teacher involved will not be eligible for full-family hospitalization coverage with the Board. Equality of policy, if questioned, will be determined by a benefit committee composed of one (1) teacher representative appointed by the Association, and one (1) administrator appointed by the Superintendent and one (1) Board member appointed by the president of the Board. In all cases the determination of this committee will be final and nongrievable. Question of equality of policy must be submitted by October 1st of each school year. It is understood that double coverage is prohibited. In the event a teacher fails to notify the Department of Human Resources of double coverage and received dual payment of hospitalization benefits, the teacher will be ineligible for any hospitalization benefit paid for by the Board for a period of one (1) year. If requested by the Department of Human Resources each teacher will be required to certify, in writing, that they do not have double coverage of hospitalization.

**22.06** Long Term Disability Policy: The Board will provide long term disability income to cover all regular teachers under the age of 65, working at least fifteen (15) hours per week after the first 330 calendar days of illness or disability. Such policy will not exceed payment of 2/3 of his/her regular salary at time of illness or disability, subject to maximum benefit of five thousand dollars (\$5000.00) per month, and reduced by any amounts paid or payable under Worker's Compensation, Social Security, or any earned income. Said compensation, as described above, is subject to the terms of the contract with the respective carrier.

**22.07** Dental Coverage: Teachers employed on a full-time, full-year basis will be eligible for the dental plans provided by the Board for said teachers and all eligible dependents. The coverage will be: Class I - 100%, Class II - 80%, Class III - 60%, with an annual maximum of \$1900) and a Class IV lifetime maximum on orthodontics of \$1900) or the preferred provider option. Examinations are a Class I benefit. The benefit year is January 1 through December 31. Unmarried children who are full-time students and dependent on the teacher for support will be eligible for family member benefits through the calendar year the dependent becomes age twenty-six (26).

**22.08** Vision Coverage: The Board agrees to provide a Blue Cross Blue Shield Vision insurance plan summarized in on the HR webpage on the district website.

**22.09** If a teacher does not have hospitalization benefits through the Board, the teacher will receive:

A. Alternate Benefit Plan:

1. An additional Death Benefit \$50,000.00 A D & D.
2. \$160 per month cash for the 2009/10, 2010/11 and 2011/12 school years which may be taken in cash or used to purchase a tax deferred annuity as provided below (Section C). The annuity will be selected by the teacher from among the Board approved carriers. The payments will be made in January and June. This \$160 per month figure shall increase to \$300 per month provided that 100 teachers opt out of the Board provided health insurance during the open enrollment period in 2013 for benefits beginning January 1, 2014. This \$300 per month figure shall increase to \$500 per month

provided that 130 teachers opt out of the Board provided health insurance during the open enrollment period in 2013 for benefits beginning January 1, 2014. Due to the impact of Public Act 54, the members opting out of health insurance for the benefit year 2014 will receive \$300 per month from January 1, 2014 through May 31, 2014. They will receive \$500 for the month of June 2014. Effective July 1, 2014 through December 31, 2014 those declining single coverage will receive \$160 per month and those declining two person or family coverage will receive \$300 per month. Beginning with open enrollment in 2014, should the number of teachers who opt out of the Board provided health insurance drop below 100, the amount paid will be reduced to \$75 per month for those declining single coverage and \$160 per month for those declining two-person or family coverage. On or before January 15<sup>th</sup> of each year, the Board will inform the Association of the number of teachers who have availed themselves of this option.

- B. The Board will provide a cash option to health insurance benefits as provided in Alternate Benefit Plan A.3 above. The Board will formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue Code. The amount of the cash payment received may be applied by the teacher to any tax-deferred/sheltered annuity selected by the teacher with a company that is a Board approved carrier. The benefit will be paid in January and June.

The choice is in lieu of health care insurance as described in Section 22.03 of this Master Agreement.

Rules:

1. The teacher must select the option to health benefit for four (4) of the six (6) months preceding the January and June payments to receive a full six (6) month payment
2. The teacher may make a selection, or change in benefit only during the open enrollment period for health care, or if there has been a change in family status (as defined by IRS) during the year.
3. In order to receive this cash benefit or tax-deferred/sheltered annuity benefit, the teacher must show proof of health care benefit from another source.

**22.10** Upon termination of a teacher's contract with the Board, the teacher's death benefit, health coverage, long term disability, and dental policy as described above will cease to be paid by the Board. Except, however, a teacher may pre-pay his/her premium for those months between employment to the extent permitted by the benefit carrier, and law.

**22.11** Hospital, vision, and dental coverage will be provided to all regular part-time teachers if they pay the prorated premium costs through payroll deduction.

To be eligible for all coverage the teacher must be employed at least 40% of a full workday.

**22.12** To be eligible for hospitalization and death benefits, long term disability, and dental coverage, the teacher must be working. Teachers on leaves of absence in excess of one (1) month will be required to pay for the coverage or else it will be terminated. Teachers who are using their sick days or are receiving benefits from the Sick Bank will be considered as working, for the purposes of this Section.

- 22.13** In the event of any violation of the **No-Strike** Article, this provision will be immediately terminated and discontinued for the duration of the strike and the teacher will be reimbursed for any premium paid but unused.
- 22.14** General Policy Provisions:
- A. The terms of any contract or policy issued by a carrier hereunder will be controlling as to all matters concerning benefits, eligibility, and termination of coverage, and other related matters.
  - B. The Board, by payment of the premium payments, will be relieved from all liability with respect to the benefits provided by the benefit carriers as above described. The failure of a carrier to provide any of the benefits for which it has contracted, for any reason, will not result in any liability to the Board or the Association nor will such failure be considered a breach by either of them of any obligation under this Article.
  - C. Differences between employees or beneficiaries of employees and any carrier will not be subject to the grievance procedure. However, the Board will exert every effort to assist in resolving such problems.
- 22.15** Prior to contract being let with companies, the Association will be given the opportunity to review the benefits, costs, and coverage.
- 22.16** In the event of a teacher's death, all fringe benefits will be continued for three (3) months at no cost to the immediate family. The fringe benefits will be held by the beneficiaries indicated on the term death benefit policy. Prior to terminating any fringe benefits, members of the immediate family will be contacted to insure uninterrupted coverage.
- 22.17** Subject to the terms of the contract with the respective carriers, it is the intent of the parties that benefits provided for in this Article will commence on the first compensable working day of teachers and that coverage will remain in effect continuously for the duration of the Agreement as long as the teacher is actively employed by the Board.
- 22.18** The procedure used to change the health carrier will be as follows:
- A. An insurance panel will be formed to evaluate any proposed insurance change.
  - B. The panel will be made of equal numbers of representatives appointed by the Superintendent and the Association respectively.
  - C. If the health insurance panel feels improvements can be made through the selection of a different carrier, the proposal will be submitted to the Association Council and the Board.
  - D. The Association Council and the Board must both approve the new proposal before it can be implemented.
- 22.19** The Board agrees to maintain an Employee Assistance plan.
- 22.20** Unmarried children who are full-time students and dependent on member support will be eligible for family member benefits for health through the calendar year the dependent becomes age twenty-six (26) in accordance with the law.
- 22.21** The Board will deposit monies in a Health Reimbursement Account (HRA) for each eligible member as defined under Section 105 (h) of the Internal Revenue Code (IRC)

as set forth in Section 25.03 above. The HRA will operate on a calendar year (January to December). Members becoming eligible for this benefit during the year, other than January 1st will receive a prorated amount based on the number of months of coverage eligibility. Members will receive a Health Reimbursement Account for the Benefit Year 2014, beginning 1/1/14 through 12/31/14 in the amount of \$500 single, \$750 two person and \$1000 family. Beginning with Benefit Year 2015 (1/1/15 through 12/31/15) the Health Reimbursement Account will be in the amount of \$375 single, \$750 two person, \$750 family. Beginning with Benefit Year 2016 (1/1/16 through 12/31/16) the Health Reimbursement Account will be in the amount of \$250 single, \$500 two person and \$500 family. The district will cease funding a Health Reimbursement account effective 12/31/16.

If there are remaining funds in a member's HRA at the end of the calendar year, one-half of the remaining HRA balance will be carried over to the next calendar year, not to exceed a carryover of \$1,200. Active employees will have access to remaining funds in their HRA through December 31, 2017 at which time the account will cease to exist.

The HRA can be used to reimburse members for eligible medical expenses as defined by IRC 213. This includes doctor office co-pays and/or deductibles, prescription co-pays, dental co-pays and/or deductibles, eye exams, glasses, contacts, laser eye surgery, etc. If a member contributes to a Section 125 plan, their section 125 plan monies must be used before a member can be reimbursed under the HRA.

Members who retire, resign or eligible dependents of members who die will continue to have access to the HRA money in their account at the time of leaving the District for three years after the date of leaving or until December 31, 2017, whichever comes sooner. Retirees may submit the cost of their MPERS health, dental, and/or vision insurance reimbursement from their monies remaining in their HRA.

## **ARTICLE 23 - PROTECTION OF TEACHERS**

- 23.01** The Board recognizes its responsibility to continue to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Each teacher, however, bears the primary responsibility for maintaining proper control and discipline in the classroom. The teachers recognize that all disciplinary actions and methods invoked by them will be reasonable and just, and in accordance with established Board policy. Whenever it appears that a particular student needs special attention or services, the teacher will advise the principal, and if the principal concurs and such help is available, reasonable steps will be taken to provide such special attention as is required.
- 23.02** A teacher may exclude a student from one class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, unless an emergency arises, the teacher will furnish the principal, full particulars of the incidents. Prior to the next meeting of that class period, unless an emergency arises, the building administrator will inform the teacher of the course of action which will be taken to eliminate the disruptive situation.
- 23.03** A teacher may use such force as is necessary to protect himself/herself from attack or to prevent injury to another person or student.
- 23.04** Any case of physical assault upon a teacher will be promptly reported to the immediate supervisor. The Board will provide legal counsel to advise the teacher of

his/her rights and obligations with respect to such assault and will render all reasonable and proper assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

- 23.05** If a teacher is sued as a result of any reasonable and prudent action taken by the teacher while in pursuit of his/her employment, the Board will provide legal counsel to advise the Board and the teacher. The Board may at its discretion then provide legal counsel and render all reasonable and proper assistance to the teacher in his/her defense.
- 23.06** Teachers will be expected to exercise reasonable care with respect to the safety of pupils and property, and will not be individually liable for any damage or loss to person or property, except in cases of gross negligence and/or gross neglect of duty.
- 23.07** Any reasonable length of time lost by a teacher in connection with any incident mentioned in this Article will not be charged against the teacher unless he/she is judged guilty by a court of competent jurisdiction.
- 23.08** When a complaint regarding child abuse and neglect is lodged against a teacher, the administration will notify the teacher and/or the Association as soon as possible unless directed otherwise by the Protective Services and/or the police. The teacher will be provided an opportunity for Association representation as per the **Teacher Protection** Article when the complaint is brought to the teacher's attention. The Association representative will normally be the Executive Director or president.
- 23.09** The Board and Association recognize and support the right of parents or legal guardians to observe instruction in their child's classes. It is important for parents to be interested and involved in their child's education. In order to protect the rights of all children in the classroom the following guidelines have been established to assist parents who may wish to observe classroom instruction.
- A. Requests to observe classroom instruction are to be submitted in writing, to the building principal, five (5) school days in advance of the requested date.
  - B. Parents or legal guardians are permitted to observe in their own child's class only.
  - C. Recording devices are prohibited, unless prior arrangements have been made and permission is granted in writing.
  - D. Placement or seating of the parent/guardian will be at the discretion of the teacher.
  - E. Observers will not challenge the lesson or any portion of it during class or in front of other students.
  - F. Questions/comments should be directed to the classroom teacher at a time convenient to the teacher. Parents must not interrupt instruction.
  - G. No personal questions about students will be answered.
  - H. Disclosures (if applicable) must remain confidential.
- 23.10** Teacher, the teacher and/or Association will be made aware of the nature of the request and the materials requested prior to forwarding the materials to the person(s) making the request. If the teacher requests copies of the FOIA requested materials they will be provided.
- 23.11** The Board and the Association recognize the right of teachers to work in a non-threatening environment. To that end, the Administration will continue to lend all support to any teacher who is being harassed or threatened by a parent/student.

**24.01** The salaries of teachers covered by the Agreement are set forth in the **Schedules A-1, A-2 and A-3** which is attached to and made a part of this Agreement. Such salary schedules will remain in effect during the designated period of the Agreement.

**24.02** When a person has completed certification and has met all requirements for his/her degree, but does not receive his/her diploma until a later date, he/she will be placed on the appropriate degree step on the salary schedule. Credits so claimed will be substantiated by a certified statement from the institutions from which they were earned.

It will be the individual teacher's responsibility to provide official transcripts to the Department of Human Resources to establish credit for proper placement on the salary schedule. Advancement on the salary schedule by acquisition of additional credits will be made upon proof of completion of requirements for said salary schedule. Consideration for salary schedule readjustment must be filed by October 1st of the first semester for the first semester consideration and by February 1st for the second semester consideration.

**24.03** Teachers may elect to receive their pay in 21, or 26 equal pay checks. These pay plans will be paid as follows:

A. 26 pays: 26 checks will be paid, one each bi-weekly payroll period year round.

B. 21 pays: 21 equal checks will be each bi-weekly payroll period during the school year.

C. Any teacher who wishes to make a change in their payroll payment schedule must notify the Payroll Department, in writing by June 1st to have the change implemented for the following school year.

D. At the teacher's request, pay checks will be directly deposited in any of the designated banking institutions.

E. See **Pay Dates Schedule E** for scheduled pay dates.

**24.04** A teacher who works the entire school year will be granted one increment on the salary schedule regardless whether the teacher works full time or less than full time. A teacher who completes half or more of the school year will be granted a full increment. A teacher who completes one quarter but less than half the school year will be given one half increment. A teacher who completes less than one quarter of the year will not be given an increment credit for that year. Time on sick leave including the sick bank still counts as time toward the completion of the year or portion thereof.

**24.05** Salary Schedule Application:

A. BA+20: for a teacher to be placed on the BA+20 salary track the 20 semester hours or equivalent must be in an approved plan.

B. MA+15: for a teacher to be placed on the MA+15 salary track the 15 semester hours or equivalent must be taken after the completion of the requirements for a Master's Degree.

C. Specialist: teachers who possess two (2) Masters' Degrees in their teaching field may, following application and approval of the Department of Human Resources, be placed on the Specialist Schedule.



A teacher who holds a Master's Degree which requires sixty (60) or more semester hours beyond the Bachelor's Degree will be paid on the Specialist salary track.

A teacher who is National Board Certified will be paid on the Specialist salary lane.

- D. Teachers hired by RCS July 1, 2011 and thereafter will be placed on new hires as effective July 1, 2011 will be placed on Salary Schedule A4.
- E. New hires may be placed on the salary schedule commensurate with their experience.

**24.06** Longevity payments will be made in the first pay date in December each year in addition to the teacher's salary according to the following schedule:

Beginning with the 16th year of credit service: \*\$1600

Beginning with the 21st year of credit service: \*\$1900

Beginning with the 26th year of credit service: \*\$2200

For teachers on Step 11 of salary schedule A1 in the 2013-2014 school year, the above schedule shall apply. For all other teachers, longevity payments will not begin in accordance with the above schedule until the teachers' twenty-first year of credit service.

\*For teachers hired prior to July 1, 2014, experience at an accredited K-12 school prior to current hiring by the Board will be credited for longevity placement at the rate of one (1) year credit for one (1) year of work in Rochester. Teachers hired after July 1, 2014, will be given credit only for teaching service to Rochester Community Schools

Teachers who first became eligible for longevity or those who would have received an increase in longevity in December of 2014 for the 2013-2014 school year, a longevity payment will be made in the first pay date in June of 2014 in addition to the teacher's salary in accordance with the schedule set forth above.

**24.07** Course work for salary schedule placement above the Bachelor's Degree must be obtained from a university accredited by the National Council for Accreditation of Teacher Education, by the National Association of State Directors of Teacher Education and Certification, from any accredited Michigan university, through any educational program approved by an accredited university, approved by the Michigan Department of Education, or from any college or university mutually agreed to by the parties. Teachers are encouraged prior to enrolling in classes to verify the accreditation of their colleges/universities. For more information go to: [www.ncate.org](http://www.ncate.org)

**24.08** Each full-time teacher will be allocated supplementary funds for the purchase of instructional supplies in the amount of \$80.00 annually. Teachers working less than full-time will receive a pro-rated amount based upon their individual FTE. The teacher will provide receipts on a form developed by the District and submit that to the Business Office in order to be reimbursed. Occupational/Physical Therapists, Speech and Language Pathologists, School Psychologists, and/or Social Workers who are required to hold a separate annual license will be allowed to apply the \$80 stipend to this licensure expense.

## ARTICLE 25 - CO-CURRICULAR SALARIES AND BENEFITS

- 25.01** The salaries of co-curricular positions covered by this Agreement are set forth in the **B Schedules**: performing arts; the **C Schedules**: student activities; and the **D Schedules** for athletics which are attached to and made a part of this Agreement. Such salary schedule will remain in effect during the designated period of the Agreement. The salary for the B, C, and D Schedules are: based on \$31,050.
- 25.02** The salaries for **Schedule B** and **Schedule C** (supplemental contracts) positions will be paid in two (2) equal installments. The first installment will be paid on the last scheduled pay date of the first semester. The last installment will be paid on the last scheduled pay date of the second semester.
- 25.03** All newly appointed coaches will be placed on the first step of the schedule related to the sport he/she is coaching (see **Co-curricular Schedule**). However, transfer credit of coaching experience may be given for that sport at the level.
- 25.04** Advancement on the coaching salary schedule will be based upon years of experience coaching that sport at that level for the Board.
- 25.05** Decisions regarding granting additional coaching experience will be determined by the Director of Instructional Services.
- 25.06** If a coach moves up to a higher pay level, he/she will begin on the first step of the new level. However, if that rate of pay is lower than his/her previous pay for coaching the indicated sport, he/she will be placed on the first level that pays more than his/her previous rate. Previous experience may be granted at the level of the same sport not to exceed two (2) years. If a coach moved down to a lower level, he/she will remain at the step he/she is on at the lower level.
- 25.07** The Board will clarify as soon as possible which clubs or activities will be allowed to run and the funding source. No club or activity will run without a sponsor. Sponsors of clubs and/or activities will be paid as per **Schedules B, C, and D**. It is the intent of the Board and Association to employ teachers in these positions. Teachers interested in sponsoring clubs will have their activities approved by the administration prior to the beginning of the club activity in order to qualify for compensation. If a rate of compensation is not provided, the Board and Association will agree on the rate.
- 25.08** Supplementary contracts will be issued at the beginning of co-curricular activities, whenever possible. Teachers who have coached any athletic teams for the Board prior to July 1, 2002, will be given incentive pay as per the schedule below. Incentive pay will be determined by multiplying the percentage times the amount of the step for the position the coach is performing and adding that amount to the amount specified at the contracted step.

Incentive pay for athletic coaches will be:

6 to 9 years of experience	15%
10 to 14 years of experience	20%
15 years and more	25%

Effective July 1, 2002, new coaches who coach athletic teams for the Board over five (5) years will be given incentive pay as per the schedule below. Incentive pay will be determined by multiplying the percentage times the amount of the step for the position the coach is performing and adding that amount to the amount specified at the contracted step. However incentive pay for these new athletic coaches will be

based upon longevity in that specific sport discipline (such as any basketball or any baseball/softball).

Incentive pay for athletic coaches will be:

6 to 9 years of experience	7%
10 to 14 years of experience	10%
15 years and more	13%

- 25.09** It is the responsibility of the Board to arrange transportation for student athletes to all games/events. If it has been determined that a team will not be provided transportation on district-owned vehicles, the Athletic Director will work together with the coach in order to facilitate the transportation of the team to its games/events.

## **ARTICLE 26 - EXTRA DUTY ASSIGNMENT AND COMPENSATION**

- 26.01** Curriculum consultants and program consultants act as district wide department chairs, communicate with teachers, hold occasional meetings, meet with the Curriculum and Instructional Directors.

The consultants are:

**Classification A:** regularly scheduled release time from classroom responsibilities up to and including full time;

Classification A

(1) full time release: \$4835

(2) part time: FTE times the above amounts for the corresponding school year.

**Classification B:** carry a full time classroom responsibility and carry out their consulting duties, mainly outside the regular scheduled workday.

Classification B: \$4207

A teacher will not gain tenure in the position of curriculum consultant or program consultant. Curriculum or program consultants asked to chair committees that complete their tasks both during and beyond the contractual workday will be paid the chairperson stipend as set forth in Section 29.02.

- 26.02** Teachers performing curriculum work during the summer will receive a stipend amount for such work:

Regular committee assignment: \$686

Chairperson assignment: \$916

- 26.03** A teacher will be in charge of the elementary building and personnel in the absence of the administrative personnel. This person will be a tenure teacher and will receive compensation for this added responsibility as listed below. At the request of the teacher-in-charge, a substitute will be provided when the elementary principal is to be away from his/her building for a full day or longer. The definition of a full day, for the purposes of this Article, will be hours that the students are in class sessions.

Teacher in charge: \$1774

- 26.04** Any teacher assigned to teach an extra class on an ad hoc basis, as defined in this Agreement, will be paid per class period: \$28.50

A teacher may elect to take compensatory leave time rather than compensation. One (1) compensatory leave day is earned for every five (5) extra class periods covered. The compensatory leave time must be taken the school year it is earned and is subject to the same restrictions as incentive leave days.

A teacher agreeing to teach an extra class on a permanent basis will be paid per class period: \$41.50

**26.05** Summer school and homebound teachers and student service teachers will be per hour as listed below with one-eighth (1/8) hour preparation time for summer school and homebound. Employment in summer school or homebound is not deemed to be continuous from year-to-year. \$26.50

**26.06** The parties agree that any teacher who is required by the Board to work an extended school year will be paid his/her *per diem* rate for each day worked. The *per diem* rate will be determined by dividing the member's annual salary as provided for in the Agreement between the parties by 186. For the days worked before July 1, the annual salary will be the salary for the school year completed. For the days worked on or after July 1, the annual salary will be the salary for the upcoming school year.

**26.07** Counselors who volunteer to work in the summer will be compensated in the following manner:

High School: Counselors may work a maximum of six (6) days  
Four (4) days at the per diem rate  
Two (2) days compensatory time

Middle School: Counselors may work a maximum of four (4) days  
Three (3) days at the per diem rate  
One (1) day compensatory time

**26.08** High school, middle school and Student Service Department Chairpersons will be released one period per day or at the Board's option, reimbursed at the extra class period rate per day pursuant to the **Extra Duty Assignment and Compensation** Article.

High School: \$40      Middle School: \$27      Student Services: \$27

**26.09** In each high school that has its own auditorium, the theater manager will choose one (1) of the following options:

- A. One (1) hour per day of released time
- B. High school department chairperson compensation as outlined in Article 29.08.
- C. Submission of time cards for all hours worked paid at the permanent rate outlined in 29.04.

The theater manager will notify the principal of one (1) of these choices in writing by May 1 of each year to be effective in the following school year.

**26.10** Staff members assigned to accompany any students on camp programs of four (4) or more days duration, will receive one (1) day released from duties as compensatory time. Scheduling of this day will be by mutual agreement of the building principal and the involved teacher.

**26.11** Drivers education teachers will be compensated twenty-three dollars (\$23.00) per hour. Drivers education insurance will be carried as follows:

\$500,000.00 - Liability (each person)  
\$1,000,000.00 - Each accident (liability)  
\$200,000.00 - Property damage  
\$1,000.00 - Medical payment

- 26.12** Teachers required in the course of their work to drive personal automobiles from one building to another will receive a car allowance. The mileage rate will be adjusted annually on July 1st. The rate to be paid will be set at the Internal Revenue Service mileage rate. The same allowance may be given for use of personal cars for other approved business of the Board.
- 26.13** Ticket sellers and takers, scorers, and workers at the high schools and middle schools home athletic events and scorers at away basketball and football varsity games will be paid as follows:

<u>One Game</u>	<u>Two Games</u>
\$24.50	\$33.50

Varsity football will be considered as two games. Payment will be made through the regular payroll procedure.

- 26.14** Teachers working during the summer recess for IEPT, AUEN, scheduling and special placement will be paid as provided below per hour with a minimum of three (3) hours per day that the teacher reports. \$25.50
- 26.15** It is each teacher's sole discretion and responsibility to decide if he/she will participate in programs offered during the summer recess. If the District is offering any type of summer program for teachers, such as in-service, training, staff development classes, orientation, etc. the District will make every effort to indicate if the teacher is to be paid or not paid for the activity.
- 26.16** Middle School Intramural Supervisor will be paid as follows: \$25.50
- 26.17** High Schools will have their North Central Accreditation/School Improvement Planning Committee Chairpersons released from regular duties up to five days a year. Elementary and Middle Schools may adopt North Central Accreditation through the Site-Based Decision process. Elementary and Middle Schools will release their North Central Accreditation or School Improvement Planning Committee Chairpersons from regular duties for a total of up to five days a year.
- 26.18** Professional Development Planning Committee Chairpersons will be released from regular duties up to three days a year. Teachers acting as PD or NCA Chairpersons will receive a stipend amount for such work: \$220

### **ARTICLE 27- SEVERANCE PAY**

- 27.01** A teacher who has been employed by the Board for five (5) or more years and who retires, resigns, or dies will be compensated for unused sick leave. The teacher will receive ninety dollars (\$90.00) for each sick leave day accumulated over seventy (70), up to a maximum of one hundred and fifty (150) days.

Teachers who have accumulated more than one hundred and fifty (150) days as of the end of 1980/81 school year will be allowed to accumulate days beyond one hundred and fifty (150) to the extent of those days already accumulated.

- 27.02** The Board will provide a Special Pay Plan (IRS Section 403 (b) for each member who retires, resigns, or dies. There will be no cost to the member for this benefit. The qualifications are:
- A. The member must be fifty-five (55) years of age or older on December 31 of the year in which he/she retires.
  - B. The member must have been employed by the District for more than five (5) years
  - C. The Special Pay Plan amount must exceed \$1,000.

## **ARTICLE 28 - RESERVE TEACHER**

- 28.01** The parties agree that a teacher who has been placed on layoff will be eligible for reserve teacher positions. These teachers will be members of the bargaining unit.
- 28.02** The calendar for Reserve Teachers will follow the school calendar in this Agreement with the following modifications:
- A. Reserve teachers' employment will begin on the first student day.
  - B. Reserve teachers' employment will end on the last student day.
  - C. Participation in parent/teacher conference days, employment on record days and participation in in-service sessions may be authorized by the Superintendent/designee.
- 28.03** It is understood by the parties that said teacher would not lose his/her place on the recall list. Should a position become available with the Board, the reserve teacher, if certified, will be offered the position according to his/her placement on the recall list.
- 28.04** It is understood by the parties that reserve teachers will be immediately released to accept other employment, should it be offered to them.
- 28.05** Reserve teachers will be assigned:
- A. Substituting assignments for a teacher.
  - B. Assisting a teacher in the performance of their responsibilities as assigned by the immediate supervisor including:
    - 1. general supervision of students;
    - 2. assisting teachers in the instruction of classes or small groups;
    - 3. performing non-teaching duties regularly performed by classroom teachers;
    - 4. working in media centers or libraries.
- 28.06** Seniority will be granted to these teachers in accordance with this Agreement.
- 28.07** The time worked by the reserve teacher will count toward salary schedule increment in the event the teacher is recalled to regular status.
- 28.08** The reserve teacher will earn one day of paid sick leave per month worked. Up to five (5) sick leave days may be borrowed against the first five (5) months. The reserve teacher may take up to five (5) days unpaid leave during the year with the approval of the Chief Human Resource Officer. The teacher's sick leave bank, prior to layoff, will

be frozen and if the teacher returns from layoff, the frozen days and accumulated reserve teacher sick leave days will be added to the sick bank.

- 28.09** Hospitalization benefits will be covered on single subscriber rate for those who cannot be covered through a spouse. The reserve teacher may elect to pay for up to full-family hospitalization benefits.
- 28.10** The reserve teacher rights will be limited to the conditions of this Article when making a claim that there has been a violation, misinterpretation, or misapplication. Such claims will be processed in accordance with the provisions of the **Grievance Procedure** Article.
- 28.11** These teachers will, under no circumstances, be utilized in a fashion to avoid employment of a fully contracted teacher for a regular position.
- 28.12** Refusal by a laid-off teacher to accept a reserve teacher position will not cause said teacher's claim for Unemployment Compensation to be challenged.
- 28.13** These teachers will be compensated at the rate of twenty two thousand dollars (\$22,000.00) annually.
- 28.14** The annual reserve teacher salary will be reduced by the amount of any Unemployment Compensation received by the individual teacher between the last day of the school year preceding the date of signing an individual contract and the date the teacher begins working as a reserve teacher.

## **ARTICLE 29 - MISCELLANEOUS PROVISIONS**

- 29.01** If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers will be found contrary to law, then such provision or application will not be deemed valid or subsisting except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.
- 29.02** Teachers are expected to indicate to the Board as soon as possible if they do not intend to return for the coming school year. The Association recognizes and acknowledges the importance of the distribution and collection of Intent to Return Forms as may be distributed by the Board in early spring. The Association supports the concept that the teacher has an ethical responsibility to guarantee that the information as collected on the intent to return forms is reliable and can be used by the Board with complete confidence.
- 29.03** Because every building has problems particular to itself, due to facilities, personnel, and the public, the involved professional personnel are encouraged to jointly and democratically develop solutions to the common problems that are not inconsistent with State/Federal law, Board policy and this Agreement.
- 29.04** The Board and Association recognize teaching as a profession. Teachers will conduct themselves as professionals and exercise their professional judgment in carrying out the job duties.
- 29.05**
  - A. All District curriculum adopted, or in place prior to July 1, 1996, will remain in effect after July 1, 1996. After July 1, 1996, existing curriculum may be modified and new curriculum may be adopted only through the established District Curriculum Review Process
  - B. Teachers may serve on Curriculum Review Committees at their own discretion.

- C. The REA President may appoint one (1) teacher to each curriculum committee by notifying the Assistant Superintendent for Instruction of the appointment.

**29.06** The following provision shall be applicable only to the extent that Public Act 4 of 2011 is (or becomes) applicable: An emergency manager appointed under the Local Government and School District Fiscal Accountability Act may reject, modify, or terminate this collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act.

### **ARTICLE 30 - ENTIRE AGREEMENT CLAUSE**

**30.01** This Agreement supersedes all previous agreements, rules, regulations, and current or past practices between the Board and Association which will be contrary to or inconsistent with its terms and constitutes the entire Agreement between the parties. The provisions of this agreement will be incorporated into and be considered part of the established policies of the Board. Any amendment or Agreement supplemental hereto will not be binding upon either party unless executed in writing by the parties hereto.

### **ARTICLE 31 - CONTRACT MAINTENANCE COMMITTEE**

**31.01** A contract maintenance committee shall be formed consisting of four (4) teachers and four (4) administrators for the purpose of discussing administration matters arising under this collective bargaining agreement.

### **ARTICLE 32 - SPECIAL EDUCATION**

**32.01** The parties recognize that children having special physical, mental, or emotional problems, as defined by rules 340.1701 to 340.1715 inclusive, may require specialized classroom experiences. In the event that such a child is to be placed in a general education classroom, the following provisions will be made:

- A. The child will be placed in the general education classroom upon the teacher's full knowledge and understanding of the child's handicap.
- B. The teacher will be supplied with adequate staff, materials, specialized equipment and consultant services needed for proper education of the child possessing a handicap, as determined by the Individual Education Planning Team.
- C. At least one of the student's general education teachers will attend the IEPT. Written notice of the IEPT meeting will be sent to all of the student's general education teachers to insure one will be present. If a general education teacher attends more than four (4) IEPT meetings, the teacher may meet with the building principal to discuss appropriate relief such as a substitute provided or compensatory time.

**32.02** Certified special education students who have been placed in general education classrooms under least restrictive environment or any form of educational mandate will be so placed as per state law and/or state/federal special education regulations. Before a certified special education student is placed, the receiving teacher will be provided an opportunity to work collaboratively with the Director of Student Services, or designee, to develop an understanding of the student's special needs, develop plans for meeting the special needs, and determine how support services will be provided the student as per the IEP (Individual Education Plan). If the teacher, building principal, and/or Director of Student Services or designee believes that



inservice would be useful for the classroom teacher and/or building staff, a meeting of the above named parties will take place to decide the nature and scheduling of needed inservice.

- 32.03** The District will provide an opportunity for teachers to volunteer to have certified special education students placed in their classroom. If there is not a sufficient number of volunteers to meet the need for general education placement of certified special education students, the District may place the student in an available class. The number of certified special education students will be equalized by grade level, subject, or section whenever possible. Certified special education students will not be placed in overloaded classrooms or combination classrooms unless no other classroom is available in the building.
- 32.04** General education teachers assigned a certified special education student will be provided release time to meet with educational support staff (e.g. teacher consultant, physical therapist, social workers, psychologists, paraprofessional, case manager supervisor, etc.)
- 32.05** If requested, substitutes will be provided for teachers scheduled to have certified special education students in order to facilitate providing release time to visit the sending school/center/classroom and staff including Rochester Community Schools within a reasonable time after the student assignment is determined.
- 32.06** If any class contains certified special education students, a meeting may be called by the general or special education classroom teacher with the Director of Student Services and/or designee, and the building administrator. The purpose of this meeting will be to discuss the appropriateness of placement and possible schedule adjustments as well as accommodations and support services necessary for the student and teacher. The manner in which the special education teacher and paraprofessional will be utilized in the general education classroom may also be discussed.
- 32.07** The District commits itself to a problem solving approach in dealing with certified special education students in general education classrooms. Special education staff, general education teachers, and appropriate administrators will meet to resolve the issues of planning, materials, and other topics of concern.
- 32.08** A group of general education teachers at the same grade level and/or subject area may agree to place a group of certified special education students in the same general education classroom. The building team, including the affected general education teacher(s), will recommend to the principal appropriate adjustments to the class size in relation to the class composition. The principal will report the adjustment to the student enrollment office. The Board will comply with all provisions of the Special Education Code of the State.

### **ARTICLE 33 - MENTOR**

- 33.01** Each year, the principal will seek volunteers to serve as mentors. To the extent possible, the mentor and probationary teacher will be in the same subject or grade level.

The building administration will provide a probationary teacher with a mentor teacher during the probationary teacher's first three (3) years of employment. No teacher will be required to be a mentor. Any teacher appointed as a mentor must be a tenure teacher.

- 33.02** No mentor teacher will be assigned to more than three (3) probationary teachers. After consultation with the building administrator, a mentor teacher may terminate his/her participation in the mentor program. Should this happen, the building administrator will assign another mentor. After consultation with the building administrator, the probationary teacher may request another mentor.
- 33.03** The District and the Association realize that for mentoring to be most effective the mentor and the probationary teacher should have time to discuss issues of mutual interest. Consequently, building administrators will attempt to schedule common planning and lunch times.
- 33.04** The mentor's evaluation and observation notes of the probationary teacher will be provided only to the probationary teacher. The evaluation and notes will be used only by the probationary teacher for self-assessment and may not be used for any other purpose.
- 33.05** The mentor will not be used as a witness in any proceeding involving the probationary teacher's teaching performance.
- 33.06** The mentor will receive a \$125 stipend per school year per mentee.

### **ARTICLE 34 - SITE BASED DECISION**

- 34.01** Site Based Decision (SBD) is the process by which the teachers at the work site jointly make decisions affecting their working conditions. Decisions made by SBD Committee will not violate the Agreement. Decisions made by the SBD Committee will be approved by the Association and Board prior to implementation of the decisions.
- 34.02** SBD Committee is an ad hoc committee. The REA Building Representative or the Principal may request the formation of the ad hoc committee for a specific purpose. The purpose will be made known to the Association President and the appropriate Assistant Superintendent for Instruction. If the Association and the Assistant Superintendent for Instruction agree the purpose is appropriate for SBD, the committee will be formed. If the Association or Assistant Superintendent for Instruction does not agree the purpose is appropriate for SBD, no committee will be formed. The Association and Assistant Superintendent for Instruction will attempt to resolve the purpose for which the SBD was requested.
- 34.03** When the SBD Committee has completed its project, the committee will be disbanded. If, in the judgment of the Association or Assistant Superintendent for Instruction, the SBD Committee is unable to complete its project in a reasonable period of time, either the Association or Assistant Superintendent for Instruction may offer assistance to the committee or disband it.
- 34.04** Participation on a SBD Committee is voluntary and will not be a part of a teacher's evaluation, personnel file, or otherwise be used to discipline or reward the teacher.
- 34.05** Decisions of SBD Committee must be approved by 70% of the teachers that will be affected by the decision. Any decision of the committee will be terminated by forty-five percent (45%) of the teachers that are being affected. All decisions of the committee will be for a specific duration not to exceed two (2) school years or a portion thereof. Extensions beyond two school years must be approved by the Association, the appropriate Assistant Superintendent for Instruction, and seventy percent (70%) of the teachers affected by the extension.
- 34.06** SBD Committee will be composed of only employees of the Board. Non- employee consultants may be used with the consent of the committee members. Committee

decisions will be by consensus. The chairperson of the committee will be selected by the committee.

- 34.07** SBD Committee decisions that require a deviation from the Agreement will be permitted only after a properly executed Letter of Agreement between the Association and Board.
- 34.08** The SBD Committee is free to address any topic affecting school programs or working conditions, but will not address salaries, benefits, or teacher performance.

### **ARTICLE 35 - PROFESSIONAL DEVELOPMENT**

- 35.01** The Professional Development Planning Committee (PDPC) will be composed of teachers chosen by each department/grade level within their building and will also include the building administration. The Committee will identify potential areas/topics for professional development sessions designated as building based per **Schedule E – Calendar**. The Committee will work in collaboration to ensure time will be allocated over the course of the school year for both building and district initiatives. Any individual staff member may attend and participate in meetings as a non-voting participant.
- 35.02** On any partial professional development day at a high school or middle school the building PDPC will conduct a vote through which a simple majority of the teaching staff voting will determine the preferred schedule.
- 35.03** The Association recognizes that attendance at professional staff development meetings is expected as a part of fulfilling contractual work day obligations.
- 35.04** Agendas for the professional staff development time will be the responsibility of the PDPC. Occasional independent work time or various activities related to the professional development of instructional staff will also be permitted.
- 35.05** Issues not covered in this Master Agreement are reserved onto the committee for determination. The determination by the committee is binding unless a majority of the building professional staff votes otherwise.

## ARTICLE 40 - DURATION OF AGREEMENT

The Board and the Association have as of this date reached certain agreements and understandings which are contained herein and which will modify the existing Collective Bargaining Agreement which is currently in force. These agreements shall be effective immediately upon execution of this Agreement and shall continue in effect from 16 August 2013 through 30 June 2019. The fact that the expiration date of this collective bargaining is, June 30<sup>th</sup> rather than August 15<sup>th</sup>, shall not impact any member of the bargaining units' eligibility for benefits for the period June 30, 2019 through August 31, 2019. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the indicated date.

It is further understood that all provisions of the Agreement, which is currently in force, which are not amended by this Agreement continue in full effect and without change for the duration of this Agreement.

### ROCHESTER EDUCATION ASSOCIATION

### ROCHESTER BOARD OF EDUCATION

\_\_\_\_\_  
Doug Hill  
President

\_\_\_\_\_  
Lisa Nowak  
President

\_\_\_\_\_  
Eduarda Crain  
Executive Director

\_\_\_\_\_  
Michael Zabat  
Secretary

\_\_\_\_\_  
Robert Shaner  
Superintendent

\_\_\_\_\_  
Elizabeth Davis  
Chief Human Resource Officer

#### **Members of the Rochester Education Association, MEA/NEA Bargaining Team**

#### **Members of the Rochester Board of Education Bargaining Team:**

Doug Hill  
Colleen Winkler  
Henry G. Schultz II  
Colleen Devlin  
Eduarda Crain  
Sandy Turner

Elizabeth Davis  
Daniel Romzek  
Kevin Cumming  
Amy Grande  
Gary King  
Jeffrey Mozdierz

<b>Rochester Education Association</b>	<b>Rochester Community Schools Board of Education</b>
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Doug Hill, President  
Colleen Winkler, Vice President  
Elizabeth Schroeck, Secretary  
Cortney Hurttgam, Treasurer  
Robin Czarniowski, Elementary Trustee  
Diane Kosuda, Middle School Trustee  
Rob Byrd, High School Trustee

Lisa Nowak, President  
Chuck Coutteau, Vice President  
Michael Zabat, Secretary  
Jane Pierbon, Treasurer  
Pat Piskulich, Trustee  
Beth Talbert, Trustee  
Jennifer Berwick, Trustee

## SALARY SCHEDULE A1 2013/14

<b>STEP</b>	<b><u>BA</u></b>	<b><u>+BA+20</u></b>	<b><u>MA</u></b>	<b><u>MA+15</u></b>	<b><u>SPEC</u></b>	<b><u>DOCT</u></b>
<b>0</b>	38,647	39,527	40,629	42,220	43,380	44,509
<b>0.5</b>	40,206	41,194	42,672	44,228	45,478	46,635
<b>1</b>	41,764	42,861	44,715	46,237	47,576	48,761
<b>1.5</b>	43,323	44,527	46,758	48,245	49,674	50,886
<b>2</b>	44,881	46,194	48,801	50,253	51,772	53,012
<b>2.5</b>	46,440	47,861	50,844	52,262	53,870	55,138
<b>3</b>	47,998	49,528	52,887	54,270	55,968	57,264
<b>3.5</b>	49,557	51,195	54,930	56,279	58,066	59,389
<b>4</b>	51,115	52,861	56,973	58,287	60,164	61,515
<b>4.5</b>	52,674	54,528	59,016	60,295	62,262	63,641
<b>5</b>	54,232	56,195	61,059	62,304	64,360	65,767
<b>5.5</b>	55,791	57,862	63,102	64,312	66,458	67,893
<b>6</b>	57,349	59,529	65,145	66,320	68,556	70,018
<b>6.5</b>	58,908	61,196	67,187	68,329	70,654	72,144
<b>7</b>	60,466	62,862	69,230	70,337	72,752	74,270
<b>7.5</b>	62,025	64,529	71,273	72,346	74,850	76,396
<b>8</b>	63,583	66,196	73,316	74,354	76,948	78,522
<b>8.5</b>	65,142	67,863	75,359	76,362	79,046	80,647
<b>9</b>	66,700	69,530	77,402	78,371	81,144	82,773
<b>9.5</b>	68,259	71,196	79,445	80,379	83,242	84,899
<b>10</b>	69,817	72,863	81,488	82,387	85,341	87,025
<b>10.5</b>	71,376	74,530	83,531	84,396	87,439	89,151
<b>11</b>	72,934	76,197	85,574	86,404	89,537	91,276

There shall be a step-freeze such that no member of the bargaining unit shall advance a step on the salary schedule in the 2013-2014 school year. Notwithstanding the preceding sentence, those members of the bargaining unit who would have been advanced on the salary schedule in the 2013-2014 school year due to advancements in their education, will be granted those salary advancements prospectively upon the ratification of this Agreement by both parties.

All full time teachers who are members of the bargaining unit upon ratification of this Agreement by both parties, shall receive a \$425.00 one time, off-schedule ratification bonus. This amount shall be pro-rated for all part-time teachers who remain members of the bargaining unit on that date. This amount will be paid within thirty (30) days of ratification of this agreement by both parties.

## SALARY SCHEDULE A2 2013/14

For Teachers who were hired by RCS on or after June 30, 2011

<b>STEP</b>	<b><u>BA</u></b>	<b><u>BA+20</u></b>	<b><u>MA</u></b>	<b><u>MA+15</u></b>	<b><u>SPEC</u></b>	<b><u>DOCT</u></b>
0	38,647	39,527	40,629	42,220	43,380	44,509
0.5	39,790	40,749	42,128	43,693	44,919	46,068
1	40,933	41,972	43,626	45,166	46,457	47,627
1.5	42,076	43,194	45,124	46,638	47,996	49,186
2	43,219	44,416	46,622	48,111	49,534	50,745
2.5	44,362	45,639	48,120	49,584	51,073	52,303
3	45,504	46,861	49,618	51,057	52,611	53,862
3.5	46,647	48,083	51,116	52,530	54,150	55,421
4	47,790	49,306	52,615	54,002	55,689	56,980
4.5	48,933	50,528	54,113	55,475	57,227	58,539
5	50,076	51,750	55,611	56,948	58,766	60,098
5.5	51,219	52,973	57,109	58,421	60,304	61,657
6	52,362	54,195	58,607	59,894	61,843	63,216
6.5	53,505	55,417	60,105	61,366	63,381	64,775
7	54,648	56,640	61,603	62,839	64,920	66,334
7.5	55,791	57,862	63,102	64,312	66,458	67,893
8	56,934	59,084	64,600	65,785	67,997	69,452
8.5	58,077	60,307	66,098	67,258	69,535	71,010
9	59,219	61,529	67,596	68,730	71,074	72,569
9.5	60,362	62,751	69,094	70,203	72,613	74,128
10	61,505	63,974	70,592	71,676	74,151	75,687
10.5	62,648	65,196	72,090	73,149	75,690	77,246
11	63,791	66,418	73,589	74,622	77,228	78,805
11.5	64,934	67,640	75,087	76,094	78,767	80,364
12	66,077	68,863	76,585	77,567	80,305	81,923
12.5	67,220	70,085	78,083	79,040	81,844	83,482
13	68,363	71,307	79,581	80,513	83,382	85,041
13.5	69,506	72,530	81,079	81,986	84,921	86,600
14	70,649	73,752	82,577	83,458	86,459	88,159
14.5	71,791	74,974	84,076	84,931	87,998	89,717
15	72,934	76,197	85,574	86,404	89,537	91,276

There shall be a step-freeze such that no member of the bargaining unit shall advance a step on the salary schedule in the 2013-2014 school year. Notwithstanding the preceding sentence, those members of the bargaining unit who would have been advanced on the salary schedule in the 2013-2014 school year due to advancements in their education, will be granted those

salary advancements prospectively upon the ratification of this Agreement by both parties.

All full time teachers who are members of the bargaining unit upon ratification of this Agreement by both parties, shall receive a \$425.00 one time, off-schedule ratification bonus. This amount shall be pro-rated for all part-time teachers who remain members of the bargaining unit on that date. This amount will be paid within thirty (30) days of ratification of this agreement by both parties.

**SALARY SCHEDULE A3**  
**2014/2015 through 2018/2019**

<b>STEP</b>	<b><u>BA</u></b>	<b><u>BA+20</u></b>	<b><u>MA</u></b>	<b><u>MA+15</u></b>	<b><u>SPEC</u></b>	<b><u>DOCT</u></b>
0	38,647	39,527	40,629	42,220	43,380	44,509
0.5	39,505	40,444	41,753	43,325	44,534	45,679
1	40,362	41,361	42,877	44,430	45,688	46,848
1.5	41,220	42,278	44,001	45,535	46,842	48,018
2	42,077	43,195	45,125	46,640	47,996	49,187
2.5	42,935	44,112	46,249	47,745	49,150	50,357
3	43,792	45,029	47,373	48,850	50,304	51,526
3.5	44,650	45,946	48,497	49,955	51,458	52,696
4	45,507	46,863	49,621	51,060	52,612	53,865
4.5	46,365	47,780	50,745	52,165	53,766	55,035
5	47,222	48,697	51,869	53,270	54,920	56,204
5.5	48,080	49,614	52,993	54,375	56,074	57,374
6	48,937	50,531	54,117	55,480	57,228	58,543
6.5	49,795	51,448	55,241	56,585	58,382	59,713
7	50,652	52,365	56,365	57,690	59,536	60,882
7.5	51,510	53,282	57,489	58,795	60,690	62,052
8	52,367	54,199	58,613	59,900	61,844	63,221
8.5	53,225	55,116	59,737	61,005	62,998	64,391
9	54,082	56,033	60,861	62,110	64,152	65,560
9.5	54,940	56,950	61,985	63,215	65,306	66,730
10	55,797	57,867	63,109	64,320	66,460	67,899
10.5	56,655	58,784	64,233	65,425	67,614	69,069
11	57,512	59,701	65,357	66,530	68,768	70,238
11.5	58,370	60,618	66,481	67,635	69,922	71,408
12	59,227	61,535	67,605	68,740	71,076	72,577
12.5	60,085	62,452	68,729	69,845	72,230	73,747
13	60,942	63,369	69,853	70,950	73,384	74,916
13.5	61,800	64,286	70,977	72,055	74,538	76,086
14	62,657	65,203	72,101	73,160	75,692	77,255
14.5	63,515	66,120	73,225	74,265	76,846	78,425
15	64,372	67,037	74,349	75,370	78,000	79,594
15.5	65,230	67,954	75,473	76,475	79,154	80,764
16	66,087	68,871	76,597	77,580	80,308	81,933
16.5	66,945	69,788	77,721	78,685	81,462	83,103
17	67,802	70,705	78,845	79,790	82,616	84,272
17.5	68,660	71,622	79,969	80,895	83,770	85,442
18	69,517	72,539	81,093	82,000	84,924	86,611
18.5	70,375	73,456	82,217	83,105	86,078	87,781
19	71,232	74,373	83,341	84,210	87,232	88,950
19.5	72,090	75,290	84,465	85,315	88,386	90,120
20	72,947	76,207	85,589	86,420	89,540	91,287

Effective with the 2014-2015 school year, all members of the bargaining unit will be moved to the 0-20 step Salary Schedule (A3). Each member of the



bargaining unit will be placed on the salary step that contains an amount that is closest to the bargaining unit member's 2013-2014 salary, with no member of the bargaining unit suffering a decrease in his/her yearly salary amount as a result of this move. Thereafter, each member of the bargaining unit who is eligible for a step increase will advance one (1) step on the salary schedule in each of the 2014-2015, 2015-2016, 2016-2017, 2017-2018, and 2018-2019 school years.

In each of those school years, on the first regularly scheduled pay in February, all full time teachers who are members of the bargaining unit on that date, and who do not advance on the salary schedule in that year as a result of being at Step 20 on that salary schedule, shall receive the following one time, off-schedule payment:

2014-2015	\$450.00
2015-2016	\$450.00
2016-2017	\$550.00
2017-2018	\$550.00
2018-2019	\$550.00

These amounts shall be pro-rated for all part-time teachers who remain members of the bargaining unit on that date.

## SALARY SCHEDULE B Performing Arts

The salary for performing arts positions listed below are a result of the percentage applied to the base of \$31,050.  
There shall be no advancement on this Salary Schedule for the 2013-14 school year.

<b>High School</b>								
<b>Band Director:</b> includes Marching Band, Concert Band, Pep Band, Band Camp, Preparation, Inventory, Jazz Band, Festivals & Competitions								
Band Director		25.0%	26.0%	27.0%		7,763	8,073	8,384
Assistant Band Director		2.5%	3.0%	3.5%		776	932	1,087
Band camp		3.5%	3.5%	3.5%		1,087	1,087	1,087
Preparation & Inventory		3.5%	3.5%	3.5%		1,087	1,087	1,087
Band Concert		2.0%	2.0%	2.0%		621	621	621
Band marching		5.0%	5.0%	5.0%		1,553	1,553	1,553
Band Pep		2.0%	2.0%	2.0%		621	621	621
Band Jazz		2.5%	2.5%	2.5%		776	776	776
Festivals/Competition		4.0%	4.0%	4.0%		1,242	1,242	1,242
All other payments are to be arranged in advance and approved by the principal								
<b>Vocal Music includes four (4) performances, all festivals/competitions</b>								
		14.0%	15.0%	16.0%		4,347	4,658	4,968
<b>Theater - non musical play</b>								
Limit of two (2) plays per building with approval of the principal. Plays will be 2 or 3 acts.								
Director for each production		5.0%	5.5%	6.0%		1,553	1,708	1,863
Manager		3.0%	3.0%	3.0%		932	932	932
Technical Director for each production		1.5%	2.0%	2.5%		466	621	776
Assistant Director for each production		1.5%	2.0%	2.5%		466	621	776
Costumer for each production		1.5%	2.0%	2.5%		466	621	776
<b>Theater Musical Play</b>								
Limit of one (1) play per building with approval of the principal. Plays will be 2 or 3 acts.								
Director for each production		10.0%	11.0%	12.0%		3,105	3,416	3,726
Vocal Director for each production		4.0%	4.5%	5.0%		1,242	1,397	1,553
Pit Orchestra Director for each production		4.0%	4.5%	5.0%		1,242	1,397	1,553
Technical Director for each production		1.5%	2.0%	2.5%		466	621	776
Assistant Director for each production		1.5%	2.0%	2.5%		466	621	776
Choreographer for each production		1.5%	2.0%	2.5%		466	621	776
Costumer for each production		1.5%	2.0%	2.5%		466	621	776
Set Designer for each production		1.5%	2.0%	2.5%		466	621	776
<b>Specific Theater Projects</b>								
one act plays, children's theater, limit of three (3) per building with approval of principal								
Director for each production		1.5%	2.0%	2.5%		466	621	776
<b>Middle School</b>								
<b>Band Director</b> includes instrumental Band, 4 performances per building & all festivals/competitions								
		10.0%	11.0%	12.0%		3,105	3,416	3,726
Band Pep		2.0%	2.0%	2.0%		621	621	621
Band Jazz		2.5%	2.5%	2.5%		776	776	776
Festivals/Competition		2.0%	2.0%	2.0%		621	621	621
Vocal Music		10.0%	11.0%	12.0%		3,105	3,416	3,726
<b>Theater</b> limit of 4 productions per building with approval of principal								
Director for each production		3.0%	3.5%	4.0%		932	1,087	1,242
Assistant Director for each production		1.5%	2.0%	2.5%		466	621	776
<b>Elementary School</b>								
<b>Vocal Music</b> includes four (4) performances, all festivals/competitions								
		2.0%	2.0%	2.0%		621	621	621

## SALARY SCHEDULE C Student Activities

The salary for student activity positions listed below are a result of the percentage applied to the base of \$31,050.

<b>High School</b>			
Art Show Competition	per teacher	1%	\$311
Debate Competition		5%	\$1,553
Forensics Competitions		5%	\$1,553
Journalism + class		5%	\$1,553
Student Council + class		10%	\$3,105
Video Production/Coordinator	per semester, includes 5 events	1%	\$311
Yearbook + class		6%	\$1,863
<b>Class Advisors</b>			
Senior		6%	\$1,863
Junior		4%	\$1,242
Sophomore		4%	\$1,242
Freshman		4%	\$1,242
<b>Clubs</b>			
Honor Society		4%	\$1,242
Interact		3%	\$932
Key Club		3%	\$932
ACE Building Curriculum Coordinator		3%	\$932
<b>Middle School</b>			
Art Show Competition	per teacher	1%	\$311
Building Coordinator		3%	\$932
Clubs	two (2) per building	3%	\$932
Future Problem Solving		4%	\$1,242
Journalism	if not offered as a class, it will be a club	4%	\$1,242
Math Pentathlon		4%	\$1,242
Odyssey of the Mind		4%	\$1,242
Science Room Coordinator		3%	\$932
Student Council		8%	\$2,484
Yearbook + class		4%	\$1,242
Yearbook w/o class		10%	\$3,105
<b>Elementary School</b>			
Art Show Competition	per teacher	1%	\$311
Building Coordinator		3%	\$932
Clubs		3%	\$932
Safety Patrol		3%	\$932
Science Room Coordinator	at each building	3%	\$932
Service Squad		3%	\$932
Student Council		3%	\$932
Yearbook		2%	\$621

## SALARY SCHEDULE D Athletic Positions

The salary for athletic positions listed below are a result of the percentage applied to the base of \$31,050

There shall be no advancement on this Salary Schedule for the 2013-2014 school year.

<b>Basketball/Football</b>						<b>Basketball/Football</b>							
		Step 1	Step 2	Step 3	Step 4	Step 5			Step 1	Step 2	Step 3	Step 4	Step 5
I	Varsity	16.0%	17.0%	18.0%	19.0%	20.0%	I	Varsity	4968	5279	5589	5900	6210
I	Asst. Var./Hd. JV	11.2%	11.9%	12.6%	13.3%	14.0%	I	Asst. Var./Hd. JV	3478	3695	3912	4130	4347
I	Asst. JV./Hd. Frosh	9.6%	10.2%	10.8%	11.4%	12.0%	I	Asst. JV./Hd. Frosh	2981	3167	3353	3540	3726
I	Asst Frosh. 7 & 8	8.0%	8.5%	9.0%	9.5%	10.0%	I	Asst Frosh. 7 & 8	2484	2639	2795	2950	3105
<b>Competitive Cheer Team per season, Baseball, Gymnastics, Swimming, Softball, Track*, Soccer, Wrestling, Volleyball, Hockey</b>						<b>Competitive Cheer Team per season, Baseball, Gymnastics, Swimming, Softball, Track*, Soccer, Wrestling, Volleyball, Hockey</b>							
		Step 1	Step 2	Step 3	Step 4	Step 5			Step 1	Step 2	Step 3	Step 4	Step 5
II	Varsity	13.0%	14.0%	15.0%	16.0%	17.0%	II	Varsity	4037	4347	4658	4968	5279
II	Asst. Var./Hd. JV	9.1%	9.8%	10.5%	11.2%	11.9%	II	Asst. Var./Hd. JV	2826	3043	3260	3478	3695
II	Asst. JV./Hd. Frosh	7.8%	8.4%	9.0%	9.6%	10.2%	II	Asst. JV./Hd. Frosh	2422	2608	2795	2981	3167
II	Asst Frosh. 7 & 8	6.5%	7.0%	7.5%	8.0%	8.5%	II	Asst Frosh. 7 & 8	2018	2174	2329	2484	2639
<b>Sideline Cheer, Cross Country*, Golf, Skiing*, Tennis per season</b>						<b>Sideline Cheer, Cross Country*, Golf, Skiing*, Tennis per season</b>							
		Step 1	Step 2	Step 3	Step 4	Step 5			Step 1	Step 2	Step 3	Step 4	Step 5
III	Varsity	10.0%	11.0%	12.0%	13.0%	14.0%	III	Varsity	3105	3416	3726	4037	4347
III	Asst. Var./Hd. JV	7.0%	7.7%	8.4%	9.1%	9.8%	III	Asst. Var./Hd. JV	2174	2391	2608	2826	3043
III	Asst. JV./Hd. Frosh	6.0%	6.6%	7.2%	7.8%	8.4%	III	Asst. JV./Hd. Frosh	1863	2049	2236	2422	2608
III	Asst Frosh. 7 & 8	5.0%	5.5%	6.0%	6.5%	7.0%	III	Asst Frosh. 7 & 8	1553	1708	1863	2018	2174
<b>Building Athletic Director, Activities Director</b>						<b>Building Athletic Director, Activities Director</b>							
		Step 1	Step 2	Step 3	Step 4	Step 5			Step 1	Step 2	Step 3	Step 4	Step 5
IV	HS Act Director	13.0%	14.0%	15.0%	16.0%	17.0%	IV	HS Act Director	4037	4347	4658	4968	5279
IV	MS Building A.D.	9.6%	10.2%	10.8%	11.4%	12.0%	IV	MS Building A.D.	2981	3167	3353	3540	3726
IV	MS Building Act Dir	9.6%	10.2%	10.8%	11.4%	12.0%	IV	MS Building Act Dir	2981	3167	3353	3540	3726

**\*Varsity coaches of cross country, track and field, and skiing (sports that include both male and female athletes on one [1] team) shall be compensated an additional stipend of three percent (3%).**

## SCHEDULE E - School Calendar – 2013/2014

<b>W</b>	<b>August 21</b>	New Teacher Orientation
<b>Th</b>	<b>August 22</b>	New Teacher Orientation
<b>T</b>	<b>August 27</b>	Teachers Report to Buildings PM Teacher Room Preparation
<b>W</b>	<b>August 28</b>	Full Day Professional Development (K-12)
<b>Th</b>	<b>August 29</b>	AM Professional Development (Personal/Virtual, K-12)
<b>T</b>	<b>September 3</b>	Full Day of School for Students (6-12) Half Day of School for Students (K-5) Half Day of Professional Development (K-5)
<b>F</b>	<b>October 4</b>	Full Day Professional Development (K-12)
<b>W</b>	<b>October 9</b>	Evening Conferences (6-8)
<b>Th</b>	<b>October 10</b>	Evening Conferences (9-12)
<b>W</b>	<b>October 16</b>	Evening Conferences (9-12)
<b>Th</b>	<b>October 17</b>	Evening Conferences (6-8)
<b>F</b>	<b>November 1</b>	End of 1 <sup>st</sup> Marking Period
<b>M</b>	<b>November 4</b>	AM Teacher Records (K-12) PM Fall Conference Compensatory Time (K-12)
<b>T</b>	<b>November 5</b>	Election Day – No Students AM Professional Development (K-12) PM Professional Development (6-12) Afternoon Conferences (K-5)
<b>T</b>	<b>November 12</b>	Evening Conferences (K-5)
<b>Th</b>	<b>November 14</b>	Evening Conferences (K-5)
<b>T</b>	<b>November 26</b>	Thanksgiving Recess Begins at End of Day (K-12)
<b>W</b>	<b>November 27</b>	AM Professional Development (Personal/Virtual, K-12) PM Fall Conference Compensatory Time (K-12)
<b>M</b>	<b>December 2</b>	Classes Resume (K-12)
<b>F</b>	<b>December 20</b>	Winter Recess Begins at End of Day (K-12)
<b>M</b>	<b>January 6</b>	Classes Resume (K-12)
<b>M</b>	<b>January 20</b>	Martin Luther King Jr. Holiday Recess (K-12) – No students

<b>W</b>	<b>January 22</b>	AM Student Exams (6-12) PM Teacher Records (6-12)
<b>Th</b>	<b>January 23</b>	AM Student Exams (6-12) PM Teacher Records (6-12)
<b>F</b>	<b>January 24</b>	No Students (K-5) AM Student Exams (6-12) AM Teacher Records (K-5) PM Teacher Records (K-12) End of 2 <sup>nd</sup> Marking Period/1 <sup>st</sup> Semester
<b>M</b>	<b>January 27</b>	2 <sup>nd</sup> Semester Begins/ 3 <sup>rd</sup> Quarter Begins
<b>Th</b>	<b>February 13</b>	PM Professional Development (6-12) – No Students
<b>F</b>	<b>February 14</b>	PM Professional Development (K-5) – No Students Midwinter Recess Begins at End of Full Day (6-12) Midwinter Recess Begins at End of Half Day (K-5)
<b>T</b>	<b>February 18</b>	AM Professional Development (Personal/Virtual, K-12) PM Spring Conference Compensatory Time (K-12)
<b>W</b>	<b>February 19</b>	Classes Resume (K-12)
<b>W</b>	<b>February 26</b>	Evening Conferences (9-12)
<b>Th</b>	<b>February 27</b>	Evening Conferences (6-8)
<b>T</b>	<b>March 4</b>	Professional Development (K-8) – No Students MI Merit-ACT at High Schools for Grade 11** H.S. Building-Based Professional Development - No Students (9, 10 & 12)
<b>W</b>	<b>March 5</b>	MI Merit-ACT at High Schools for Grade 11 Late Start for Grades 9, 10 & 12 – H.S. Professional Development Evening Conferences (6-8)
<b>Th</b>	<b>March 6</b>	MI Merit-ACT at High Schools for Grade 11 Late Start for Grades 9, 10 & 12 – H.S. Professional Development
<b>T</b>	<b>March 11</b>	Evening Conferences (9-12)
<b>Th</b>	<b>April 3</b>	End of 3 <sup>rd</sup> Marking Period (K-12) Spring Recess for Students Begins at End of Full Day (K-12)
<b>F</b>	<b>April 4</b>	AM Teacher Records (K-12) PM Spring Conference Compensatory Time (K-12)
<b>M</b>	<b>April 14</b>	Classes Resume (K-12) 4 <sup>th</sup> Quarter Begins
<b>W</b>	<b>April 16</b>	Evening Conferences (K-5)

<b>F</b>	<b>April 18</b>	Good Friday Holiday Recess (K-12) – No Students
<b>Th</b>	<b>April 24</b>	Evening Conferences (K-5)
<b>M</b>	<b>May 5</b>	Professional Development (K-12) – No Students
<b>M</b>	<b>May 26</b>	Memorial Day Holiday Recess (K-12) – No Students
<b>W</b>	<b>June 11</b>	AM Students Exams (6-11) PM Teacher Records (6-12)
<b>Th</b>	<b>June 12</b>	AM Student Exams (6-11) PM Teacher Records (K-12)
<b>F</b>	<b>June 13</b>	AM Student Exams (6-11) AM Teacher Records (K-5) PM Teacher Records (K-12) End of 4 <sup>th</sup> Marking Period/2 <sup>nd</sup> Semester/School Year

**182 TEACHER REPORTING WORK DAYS + 2 DAYS @ 0.5 COMPENSATORY TIME + 3 DAYS @ 0.5 PERSONAL PROFESSIONAL DEVELOPMENT  
TOTAL TEACHER WORKDAYS=184.5  
175 H.S. STUDENT DAYS 175 M.S. STUDENT DAYS 173 ELEMENTARY STUDENT DAYS**

**CALENDAR SPECIFIC NOTATIONS:**

\* (1) The teacher work day for full day professional development is 8:00 am until 11:15 am, a 60-minute duty free lunch and 12:15 pm until 3:00 pm.

\* (2) If at any time a planned district-wide Professional Development Program has not been scheduled for a designated district-wide session, the professional development will become building based.

\*\*The high school teacher work day for March 4, 2013 is 7:10 am until 12:30 pm exclusive of lunch. The high school teacher work day for March 5 and March 6, 2013 is 7:10 am until 2:35 pm.

## SCHEDULE E - School Calendar – 2014/15

<b>W</b>	<b>August 20</b>	New Teacher Orientation
<b>Th</b>	<b>August 21</b>	New Teacher Orientation
<b>M</b>	<b>August 25</b>	AM Teacher Room Preparation PM Building Staff Meeting
<b>T</b>	<b>August 26</b>	Full Day Professional Development (K-12)
<b>W</b>	<b>August 27</b>	Full Day Professional Development (K-12)
<b>T</b>	<b>September 2</b>	Full Day of School for Students (6-12) Half Day of School for Students (K-5)
<b>W</b>	<b>October 8</b>	Evening Conferences (9-12)
<b>Th</b>	<b>October 9</b>	Evening Conferences (6-8)
<b>M</b>	<b>October 13</b>	Full Day Professional Development (K-12) – No Students
<b>W</b>	<b>October 15</b>	Evening Conferences (6-8)
<b>Th</b>	<b>October 16</b>	Evening Conferences (9-12)
<b>F</b>	<b>October 31</b>	End of 1 <sup>st</sup> Marking Period
<b>M</b>	<b>November 3</b>	AM Teacher Records (K-12) PM Professional Development (Personal/Virtual, K-12)
<b>T</b>	<b>November 4</b>	Election Day – No Students Full Day Professional Development (K-12)
<b>W</b>	<b>November 5</b>	Evening Conferences (K-5)
<b>T</b>	<b>November 11</b>	Evening Conferences (K-5)
<b>Th</b>	<b>November 13</b>	Evening Conferences (K-5)
<b>T</b>	<b>November 25</b>	Thanksgiving Recess Begins at End of Day (K-12)
<b>W</b>	<b>November 26</b>	AM Fall Conference Compensatory Time (K-12)
<b>M</b>	<b>December 1</b>	Classes Resume (K-12)
<b>F</b>	<b>December 19</b>	Winter Recess Begins at End of Day (K-12)
<b>M</b>	<b>January 5</b>	Classes Resume (K-12)
<b>W</b>	<b>January 14</b>	AM Student Exams (6-12) PM Teacher Records (6-12)



<b>Th</b>	<b>January 15</b>	AM Student Exams (6-12) PM Teacher Records (6-12)
<b>F</b>	<b>January 16</b>	AM Student Exams (6-12) Half Day Students (K-5) PM Teacher Records (K-12) End of 2 <sup>nd</sup> Marking Period/1 <sup>st</sup> Semester
<b>M</b>	<b>January 19</b>	Martin Luther King Jr. Holiday (K-12) – No Students Full Day Teacher Records (K-12)
<b>T</b>	<b>January 20</b>	2 <sup>nd</sup> Semester Begins/ 3 <sup>rd</sup> Quarter Begins
<b>F</b>	<b>February 13</b>	Midwinter Break begins at End of Day
<b>M</b>	<b>February 16</b>	No Students (K-12) AM Professional Development (Personal/Virtual, K-12)
<b>T</b>	<b>February 17</b>	Classes Resume (K-12)
<b>W</b>	<b>February 25</b>	Evening Conferences (6-8)
<b>Th</b>	<b>February 26</b>	Evening Conferences (9-12)
<b>W</b>	<b>March 4</b>	Evening Conferences (9-12)
<b>Th</b>	<b>March 5</b>	Evening Conferences (6-8)
<b>T</b>	<b>March 10*</b>	Tentative College Entrance Testing Date – Exact Date TBD from MDE Professional Development (K-12) – No Students
<b>Th</b>	<b>April 2</b>	End of 3 <sup>rd</sup> Marking Period (K-12) Spring Recess for Students Begins at End of Full Day (K-12)
<b>F</b>	<b>April 3</b>	AM Teacher Records (K-12) PM Spring Conference Compensatory Time (K-12)
<b>M</b>	<b>April 13</b>	Classes Resume (K-12) 4 <sup>th</sup> Quarter Begins
<b>W</b>	<b>April 15</b>	Evening Conferences (K-5)
<b>Th</b>	<b>April 23</b>	Evening Conferences (K-5)
<b>F</b>	<b>May 8</b>	Professional Development (K-12) – No Students
<b>M</b>	<b>May 25</b>	Memorial Day Holiday Recess (K-12) – No Students
<b>W</b>	<b>June 10</b>	AM Students Exams (6-11) PM Teacher Records (6-12)
<b>Th</b>	<b>June 11</b>	AM Student Exams (6-11) PM Teacher Records (6-12)

**F      June 12**      AM Student Exams (6-11)  
Half Day Students (K-5)  
PM Teacher Records (K-12)  
End of 4<sup>th</sup> Marking Period/2<sup>nd</sup> Semester/School Year

**184 TEACHER REPORTING WORK DAYS + 2 DAYS OF RECORDS + 2 DAYS @ 0.5  
COMPENSATORY TIME + 2 DAYS @ 0.5 PERSONAL PROFESSIONAL DEVELOPMENT  
TOTAL TEACHER WORKDAYS = 188  
STUDENT DAYS = 177**

CALENDAR SPECIFIC NOTATIONS:

(1) The teacher work day for full day professional development is 8:00 am until 11:00 am, a 60-minute duty free lunch, and Noon until 3:00 pm.

(2) If at any time a planned district-wide Professional Development Program has not been scheduled for a designated district-wide session, the professional development will become building based.

\*At this time, the Michigan Department of Education has not released a college entrance exam schedule for the 2014-15 school year. This date is a placeholder based upon historical dates of this exam but will be changed if necessary.

**SCHEDULE E - School Calendar – 2015/16**  
**REVISED April 28, 2015**

<b>W</b>	<b>August 26</b>	New Teacher Orientation
<b>Th</b>	<b>August 27</b>	New Teacher Orientation
<b>M</b>	<b>August 31</b>	AM Teacher Room Preparation PM Building Staff Meeting
<b>T</b>	<b>September 1</b>	Full Day Professional Development (K-12)
<b>W</b>	<b>September 2</b>	Full Day Professional Development (K-12)
<b>T</b>	<b>September 8</b>	Full Day of School for Students (K-12)
<b>M</b>	<b>October 12</b>	Full Day Professional Development (K-12) – No Students
<b>W</b>	<b>October 14</b>	Evening Conferences (6-8)
<b>Th</b>	<b>October 15</b>	Evening Conferences (9-12)
<b>W</b>	<b>October 21</b>	Evening Conferences (9-12)
<b>Th</b>	<b>October 22</b>	Evening Conferences (6-8)
<b>T</b>	<b>November 3</b>	Election Day – No Students Full Day Professional Development (K-12)
<b>Th</b>	<b>November 12</b>	End of 1 <sup>st</sup> Quarter
<b>F</b>	<b>November 13</b>	AM Teacher Records (K-12) PM Professional Development (Personal/Virtual, K-12)
<b>T</b>	<b>November 17</b>	Evening Conferences (K-5)
<b>Th</b>	<b>November 19</b>	Evening Conferences (K-5)
<b>M</b>	<b>November 23</b>	Evening Conferences (K-5)
<b>T</b>	<b>November 24</b>	Thanksgiving Recess Begins at End of Day (K-12)
<b>W</b>	<b>November 25</b>	AM Fall Conference Compensatory Time (K-12)
<b>M</b>	<b>November 30</b>	Classes Resume (K-12)
<b>F</b>	<b>December 18</b>	Winter Recess Begins at End of Day (K-12)
<b>M</b>	<b>January 4</b>	Classes Resume (K-12)
<b>M</b>	<b>January 18</b>	Martin Luther King Jr. Holiday (K-12) – No Students

<b>Th</b>	<b>January 28</b>	AM Student Exams (6-12) PM Teacher Records (6-12)
<b>F</b>	<b>January 29</b>	AM Student Exams (6-12) No School for Students (K-5) AM Teacher Records (K-5) PM Teacher Records (K-12) End of 2 <sup>nd</sup> Marking Period/1 <sup>st</sup> Semester
<b>M</b>	<b>February 1</b>	2 <sup>nd</sup> Semester Begins/ 3 <sup>rd</sup> Quarter Begins
<b>F</b>	<b>February 12</b>	Midwinter Break begins at End of Day
<b>M</b>	<b>February 15</b>	AM Professional Development (Personal/Virtual, K-12)
<b>T</b>	<b>February 16</b>	Classes Resume (K-12)
<b>T</b>	<b>March 8*</b>	Tentative College Entrance Testing Date – Exact Date TBD Professional Development K-12 – No Students except Grade 11
<b>W</b>	<b>March 9</b>	Evening Conferences (9-12)
<b>Th</b>	<b>March 10</b>	Evening Conferences (6-8)
<b>W</b>	<b>March 16</b>	Evening Conferences (6-8)
<b>Th</b>	<b>March 17</b>	Evening Conferences (9-12)
<b>F</b>	<b>March 25</b>	No School (K-12) AM Teacher Records PM Spring Conf. Comp Time
<b>F</b>	<b>April 1</b>	End of 3 <sup>rd</sup> Marking Period (K-12) Spring Recess for Students Begins at End of Full Day (K-12)
<b>M</b>	<b>April 11</b>	Classes Resume (K-12) 4 <sup>th</sup> Quarter Begins
<b>W</b>	<b>April 13</b>	Evening Conferences (K-5)
<b>Th</b>	<b>April 21</b>	Evening Conferences (K-5)
<b>F</b>	<b>May 6</b>	Half Day Students (K-5) PM Professional Development (K-5) No School 6-12 Professional Development 6-12
<b>M</b>	<b>May 30</b>	Memorial Day Holiday (K-12) – No Students

<b>Th</b>	<b>June 16</b>	AM Student Exams (6-11) PM Teacher Records (6-12)
<b>F</b>	<b>June 17</b>	AM Student Exams (6-11) Half Day Students (K-5) PM Teacher Records (K-12) End of 4 <sup>th</sup> Marking Period/2 <sup>nd</sup> Semester/School Year

**184 TEACHER REPORTING WORK DAYS + 1 DAY OF RECORDS + 2 DAYS @ 0.5  
COMPENSATORY TIME + 2 DAYS @ 0.5 PERSONAL PROFESSIONAL DEVELOPMENT  
TOTAL TEACHER WORKDAYS = 187  
STUDENT DAYS = 177**

CALENDAR SPECIFIC NOTATIONS:

(1) The teacher work day for full day professional development is 8:00 am until 11:00 am, a 60-minute duty free lunch, and Noon until 3:00 pm.

(2) If at any time a planned district-wide Professional Development Program has not been scheduled for a designated district-wide session, the professional development will become building based.

\*At the time of this agreement, the Michigan Department of Education has not released a college entrance exam schedule for the 2015-16 school year. This date is a placeholder based upon historical dates of this exam but will be changed if necessary.

## **SCHEDULE E - School Calendar – 2016/17**

<b>W</b>	<b>August 24</b>	New Teacher Orientation
<b>Th</b>	<b>August 25</b>	New Teacher Orientation
<b>M</b>	<b>August 29</b>	AM Teacher Room Preparation PM Building Staff Meeting
<b>T</b>	<b>August 30</b>	Full Day Professional Development (K-12)
<b>W</b>	<b>August 31</b>	Full Day Professional Development (K-12)
<b>T</b>	<b>September 6</b>	Full Day of School for Students (K-12)
<b>M</b>	<b>October 10</b>	Full Day Professional Development (K-12) – No Students
<b>Th</b>	<b>October 6</b>	Evening Conferences (9-12)
<b>Th</b>	<b>October 13</b>	Evening Conferences (6-8)
<b>T</b>	<b>October 18</b>	Evening Conferences (9-12)
<b>W</b>	<b>October 19</b>	Evening Conferences (6-8)
<b>F</b>	<b>November 4</b>	End of 1 <sup>st</sup> Quarter
<b>M</b>	<b>November 7</b>	AM Teacher Records (K-12) PM Professional Development (Personal/Virtual, K-12)
<b>T</b>	<b>November 8</b>	Election Day – No Students Full Day Professional Development (K-12)
<b>W</b>	<b>November 9</b>	Evening Conferences (K-5)
<b>T</b>	<b>November 15</b>	Evening Conferences (K-5)
<b>Th</b>	<b>November 17</b>	Evening Conferences (K-5)
<b>T</b>	<b>November 22</b>	Thanksgiving Recess Begins at End of Day (K-12)
<b>W</b>	<b>November 23</b>	AM Fall Conference Compensatory Time (K-12)
<b>M</b>	<b>November 28</b>	Classes Resume (K-12)
<b>W</b>	<b>December 21</b>	Winter Recess Begins at End of Day (K-12)
<b>W</b>	<b>January 4</b>	Classes Resume (K-12)
<b>M</b>	<b>January 16</b>	Martin Luther King Jr. Holiday (K-12) – No Students
<b>Th</b>	<b>January 19</b>	AM Student Exams (6-12) PM Teacher Records (6-12)

<b>F</b>	<b>January 20</b>	AM Student Exams (6-12) No School for Students (K-5) AM Teacher Records (K-5) PM Teacher Records (K-12) End of 2 <sup>nd</sup> Marking Period/1 <sup>st</sup> Semester
<b>M</b>	<b>January 23</b>	2 <sup>nd</sup> Semester Begins/ 3 <sup>rd</sup> Quarter Begins
<b>F</b>	<b>February 17</b>	Midwinter Break begins at End of Day
<b>T</b>	<b>February 21</b>	AM Professional Development (Personal/Virtual, K-12)
<b>W</b>	<b>February 22</b>	Classes Resume (K-12)
<b>W</b>	<b>March 1</b>	Evening Conferences (6-8)
<b>Th</b>	<b>March 2</b>	Evening Conferences (9-12)
<b>T</b>	<b>March 7*</b>	Tentative College Entrance Testing Date – Exact Date TBD from MDE Half Day Students (K-5) Professional Development (6-12) – No Students PM Professional Development (K-5)
<b>W</b>	<b>March 8</b>	Evening Conferences (9-12)
<b>Th</b>	<b>March 9</b>	Evening Conferences (6-8)
<b>F</b>	<b>March 31</b>	Spring Recess for Students Begins at End of Full Day (K-12)
<b>M</b>	<b>April 10</b>	Classes Resume (K-12)
<b>Th</b>	<b>April 13</b>	End of 3 <sup>rd</sup> Quarter
<b>F</b>	<b>April 14</b>	Good Friday Holiday (K-12) – No Students (K-12) AM Teacher Records (K-12) PM Spring Conference Compensatory Time (K-12)
<b>M</b>	<b>April 17</b>	4 <sup>th</sup> Quarter Begins
<b>W</b>	<b>April 19</b>	Evening Conferences (K-5)
<b>Th</b>	<b>April 27</b>	Evening Conferences (K-5)
<b>M</b>	<b>May 8</b>	Professional Development (K-12) – No Students
<b>M</b>	<b>May 29</b>	Memorial Day Holiday (K-12) – No Students
<b>Th</b>	<b>June 15</b>	AM Student Exams (6-11) PM Teacher Records (6-12)
<b>F</b>	<b>June 16</b>	AM Student Exams (6-11) Half Day Students (K-5) PM Teacher Records (K-12) End of 4 <sup>th</sup> Marking Period/2 <sup>nd</sup> Semester/School Year

**184 TEACHER REPORTING WORK DAYS + 1 DAY OF RECORDS + 2 DAYS @ 0.5  
COMPENSATORY TIME + 2 DAYS @ 0.5 PERSONAL PROFESSIONAL DEVELOPMENT  
TOTAL TEACHER WORKDAYS = 187  
STUDENT DAYS = 177**

CALENDAR SPECIFIC NOTATIONS:

(1) The teacher work day for full day professional development is 8:00 am until 11:00 am, a 60-minute duty free lunch, and Noon until 3:00 pm.

(2) If at any time a planned district-wide Professional Development Program has not been scheduled for a designated district-wide session, the professional development will become building based.

\*At the time of this agreement, the Michigan Department of Education has not released a college entrance exam schedule for the 2016-17 school year. This date is a placeholder based upon historical dates of this exam but will be changed if necessary.



## **SCHEDULE E - School Calendar – 2016/17 - FINAL**

<b>W</b>	<b>August 24</b>	New Teacher Orientation
<b>Th</b>	<b>August 25</b>	New Teacher Orientation
<b>M</b>	<b>August 29</b>	AM Teacher Room Preparation PM Building Staff Meeting (Reverse for Secondary)
<b>T</b>	<b>August 30</b>	Full Day Professional Development (K-12)
<b>W</b>	<b>August 31</b>	Full Day Professional Development (K-12)
<b>T</b>	<b>September 6</b>	Full Day of School for Students (K-12)
<b>TH</b>	<b>October 6</b>	Evening Conferences (6-8)
<b>M</b>	<b>October 10</b>	Full Day Professional Development (K-12) – No Students
<b>Th</b>	<b>October 13</b>	Evening Conferences (9-12)
<b>T</b>	<b>October 18</b>	Evening Conferences (6-8)
<b>W</b>	<b>October 19</b>	Evening Conferences (9-12)
<b>F</b>	<b>November 4</b>	End of 1 <sup>st</sup> Quarter
<b>M</b>	<b>November 7</b>	AM Teacher Records (K-12) PM Professional Development (Personal/Virtual, K-12)
<b>T</b>	<b>November 8</b>	Election Day – No Students Full Day Professional Development (K-12)
<b>W</b>	<b>November 9</b>	Evening Conferences (K-5)
<b>T</b>	<b>November 15</b>	Evening Conferences (K-5)
<b>Th</b>	<b>November 17</b>	Evening Conferences (K-5)
<b>T</b>	<b>November 22</b>	Thanksgiving Recess Begins at End of Day (K-12)
<b>W</b>	<b>November 23</b>	AM Fall Conference Compensatory Time (K-12)
<b>M</b>	<b>November 28</b>	Classes Resume (K-12)

<b>W</b>	<b>December 21</b>	Winter Recess Begins at End of Day (K-12)
<b>W</b>	<b>January 4</b>	Classes Resume (K-12)
<b>M</b>	<b>January 16</b>	Martin Luther King Jr. Holiday (K-12) – No Students
<b>Th</b>	<b>January 26</b>	AM Student Exams (6-12) PM Teacher Records (6-12)
<b>F</b>	<b>January 27</b>	AM Student Exams (6-12) No School for Students (K-5) AM Teacher Records (K-5) PM Teacher Records (K-12) End of 2 <sup>nd</sup> Marking Period/ 1 <sup>st</sup> Semester
<b>M</b>	<b>January 30</b>	2 <sup>nd</sup> Semester Begins/ 3 <sup>rd</sup> Quarter Begins
<b>F</b>	<b>February 17</b>	Midwinter Break begins at End of Day
<b>T</b>	<b>February 21</b>	AM Professional Development (Personal/Virtual, K-12)
<b>W</b>	<b>February 22</b>	Classes Resume (K-12)
<b>W</b>	<b>March 1</b>	Evening Conferences (6-8)
<b>Th</b>	<b>March 2</b>	Evening Conferences (9-12)
<del><b>T</b></del>	<del><b>March 7*</b></del>	<del>Tentative College Entrance Testing Date – Exact Date TBD from MDE Half Day Students (K-5) Professional Development (6-12) – No Students PM Professional Development (K-5)</del>
<b>W</b>	<b>March 8</b>	Evening Conferences (9-12)
<b>Th</b>	<b>March 9</b>	Evening Conferences (6-8)
<b>F</b>	<b>March 10</b>	Full Day Professional Development (K-12) – No Students
<b>F</b>	<b>March 31</b>	Spring Recess for Students Begins at End of Full Day (K-12)
<b>M</b>	<b>April 10</b>	Classes Resume (K-12)

<b>T</b>	<b>April 11</b>	College Entrance Testing Date Grades 9 and 11 (lengthened half day) No students grades 10 and 12 Full Day K-8
<b>W</b>	<b>April 12</b>	MME AND PSAT Testing grades 10 & 11 (Late arrival grades 9 & 12) Full Day K-8
<b>Th</b>	<b>April 13</b>	Work Keys Testing Grade 11 (late arrival Grades 9, 10, & 12) Full Day K-8
<b>F</b>	<b>April 14</b>	Good Friday Holiday (K-12) – No Students (K-12) AM Teacher Records (K-12) PM Spring Conference Compensatory Time (K-12)
<b>M</b>	April 17	4 <sup>th</sup> Quarter Begins
<b>W</b>	<b>April 19</b>	Evening Conferences (K-5)
<b>Th</b>	<b>April 27</b>	Evening Conferences (K-5)
<del><b>M</b></del>	<del><b>May 8</b></del>	<del>Professional Development (K-12) – No Students</del>
<b>M</b>	<b>May 29</b>	Memorial Day Holiday (K-12) – No Students
<b>Th</b>	<b>June 15</b>	AM Student Exams (6-11) PM Teacher Records (6-12)
<b>F</b>	<b>June 16</b>	AM Student Exams (6-11) Half Day Students (K-5) PM Teacher Records (K-12) End of 4 <sup>th</sup> Marking Period/2 <sup>nd</sup> Semester/School Year

**184 TEACHER REPORTING WORK DAYS**

+ 1 DAY OF RECORDS

+ 2 DAYS @ 0.5 COMPENSATORY TIME

+ 2 DAYS @ 0.5 PERSONAL PROFESSIONAL DEVELOPMENT

**TOTAL TEACHER WORKDAYS = 187**

**STUDENT DAYS = 177 Elementary**

**178 Middle School**

**178 9<sup>th</sup> and 11<sup>th</sup> grades**

**177 10<sup>th</sup> and 12<sup>th</sup> grades**

**CALENDAR SPECIFIC NOTATIONS:**

(1) The teacher work day for full day professional development is 8:00 am until 11:00 am, a 60-minute duty free lunch, and Noon until 3:00 pm.

(2) If at any time a planned district-wide Professional Development Program has not been scheduled for a designated district-wide session, the professional development will become building based.

~~\*At the time of this agreement, the Michigan Department of Education has not released a college entrance exam schedule for the 2016-17 school year. This date is a placeholder based upon historical dates of this exam but will be changed if necessary.~~

**ROCHESTER COMMUNITY SCHOOLS  
-and-  
ROCHESTER EDUCATION ASSOCIATION**

**LETTER OF UNDERSTANDING**

- I. This Letter of Understanding is being executed contemporaneously with the execution of the parties' collective bargaining agreement, and will be attached to that collective bargaining agreement.
- II. The Rochester Community Schools ("the School District") and the Rochester Education Association ("the Association") recognize and agree that, as a result of the enactment of Public Act 103 of the Public Acts of 2011, the following provisions apply only to bargaining unit members who are not subject to the Teacher Tenure Act:

**6.05** Teachers will be entitled to full rights of citizenship, and no religious or political activities of any teacher or the lack thereof will be grounds for any discipline or discrimination with respect to the professional employment of such teacher. In the classroom, teachers will not promote individual convictions, but will encourage the students to study varying points of view and respect their right to form their own judgment.

**6.08** No teacher will be disciplined, reprimanded, reduced in rank, or deprived of any professional advantage without just cause. All information forming the basis for disciplinary action will be made available to the teacher and to the Association upon the written request of the teacher.

A policy of progressive discipline will be followed. The Board will make a good faith effort to provide timely notice to the member involved and the Association President prior to the initiation of that member's investigative meeting, unless an emergency is identified. The progressive discipline policy shall include verbal reprimands, written reprimands, suspension and discharge. Verbal reprimands are normally the first step of the disciplinary process. However, any disciplinary action taken against members will be appropriate to the behavior which precipitated said action.

**6.09** A complaint, either identified or anonymous that is not substantiated will not be placed in a teacher's personnel file and will not be used for any discipline of the teacher. Any member may forward e-mails of concern from administrators that he/she has received directly to the Association.

A substantiated complaint directed towards a teacher will not be included in said teacher's personnel file unless such matter and the identity of the person(s) making the complaint were reported in writing within a reasonable period of time.

**8.09** Assignments and/or appointments will be at the discretion of the Administration within the area of teacher competency, teaching certification, and major and minor fields of study except temporarily where, in the opinion of the Administration, circumstances so warrant.

**8.16** If hours schedules, or assignments of any building are under consideration for change by the Board, the Rochester Education Association will be notified. Before implementing any changes, the Board of Education and the Rochester Education Association will meet to negotiate any changes in wages, hours and terms and conditions of employment prior to implementation

If teachers who teach the same course administer common assessments, there shall be no comparisons of classroom assessment results reflected on any teacher's evaluation.

**11.02** Teachers who do not possess a degree or are not certified by the State Board of Education (or who do not hold an appropriate license where required), as the term is defined by the State Board of Education, will not be eligible for renewal of contract at the sole discretion of the Board. Those members of the bargaining unit whose employment is not regulated by the Michigan Teachers' Tenure Act shall be subject to the same layoff and recall provisions (Board policy) as those members of the bargaining unit whose employment is regulated by the Michigan Teachers' Tenure Act.

**11.03** Since pupils are entitled to be taught by teachers who are working within their areas of competence, teachers will not be assigned, except temporarily and for good cause, outside the scope of their teaching certificates or their major or minor fields of study.

**11.04** Teachers not subject to the Tenure Act will receive a tentative assignment for the forthcoming school year prior to the last teacher workday. Whenever a change in a tentative assignment is necessary, the teacher will be notified and the assignments discussed as soon as possible.

Elementary and middle school teachers will be given the opportunity to express their wishes for room assignments within a department, block or grade level. Course or grade level assignments will be based on qualifications and experience.

Senior high teachers can request specific room assignments for the following school year. Once tentative room assignments have been determined, available administrators will review these assignments with interested department members to elicit input for changes to the proposed room assignments. Such changes will be made if at all practical. Course or grade level assignments will be based on qualifications and experience.

## **ARTICLE 12 - VACANCIES, PROMOTIONS, AND TRANSFERS**

**12.01** Notice of all vacancies, including new positions, will be posted in all school buildings and the Administration Service Center for all Rochester Education Association members to apply. All eligible member applicants will be afforded the opportunity to be interviewed before non-members. Vacancies that occur during a school year will be posted for at least five (5) workdays and seven (7) calendar days. Vacancies that occur between September 16 and August 4 will be posted for at least seven (7) calendar days. Vacancies that occur between August 5 and September 15 will be posted for at least two (2) days (Monday through Friday). The REA will be sent a copy of all postings. To apply for a position the teacher must comply with all the directions stated on the posting.

**12.02** A vacancy that occurs after the start of school and before March 1 will, at the Chief Human Resource Officer' discretion, be filled on a permanent or temporary basis. After March 1, all vacancies will be filled on a temporary basis. Positions, which had been filled on a temporary basis, will be posted and filled as provided herein for the next school year.

**12.0** A teacher desiring to transfer to a different building or position for the next school year must send a written transfer request form provided by the Board or a written letter to the Department of Human Resources before March 15<sup>th</sup>. All transfer requests must be renewed annually to be active.

**12.04** The criteria for filling positions will be seniority, experience, competency, and qualifications, of the applicant. The parties recognize, however, that after careful review of applicants, the filling of all vacancies is a prerogative of the Board and the decision of the Board with respect to such matters will be final.

**12.05** The parties recognize that changes in grade assignments in the elementary schools, changes in subject assignments in secondary schools grades and transfers between schools will occur. The administration will discuss the assignments and transfer with said teacher. Such transfer or changes of assignments will be mutually agreeable whenever possible. In making involuntary assignments or transfers, the convenience and wishes of the individual teacher will be honored to the extent that these considerations do not conflict with the instructional requirements and the best interest of the school system and the pupils. If both the Association and the Board agree, any or all transfer rights and considerations as outlined above may be waived.

**12.06** The criteria for making transfers to new buildings will be as follows:

- A. A balance of experienced and inexperienced teachers on a given faculty will be maintained. As nearly as possible, each school should reflect the range of teaching experience as in the overall School District.
- B. Experience in the specific course, subject, or grade level should be a consideration.
- C. If two or more candidates with similar experience are to be considered for a particular assignment, the teacher with greater seniority should be given the first choice to accept or reject the assignment.
- D. The need for workers in co-curricular areas, i.e., class and club sponsors, coaches, etc., may be the final deciding factor after considering the balance of experienced and inexperienced teachers and seniority.
- E. A significant consideration will be seniority as defined in the **Seniority** Article.

**12.07** In the event of an involuntary transfer, the teacher will be notified at least five (5) days prior to the effective date of the transfer. At the request of the teacher, a conference with the teacher, Chief Human Resource Officer, and an Association representative will be held to explain the reason for the transfer.

**12.08** Summer vacancies will be posted on a bulletin board in the Administration Service Center and a copy sent to the Association announcing all vacancies and new positions occurring during the summer months. Any teacher who has submitted a request to receive summer postings will have copies of vacancy notices forwarded to his/her home or email address.

**12.09** All teachers who have requested transfer for any opening within the Bargaining Unit and have complied with procedures as provided in this Article will be notified of vacancies whenever possible. After notification or attempt to notify individuals of the aforementioned vacancies, a reply from the teacher must be forthcoming within one (1) week for further consideration.

**12.10** A tenured part-time teacher or a teacher in a non-tenured position who requests a full-time position for which he/she is certified will be placed in the full-time position before a new teacher is hired if the vacancy occurs at the start of the school year. If the full-time vacancy occurs during the school year, the administrator may grant the request. Whenever possible, part-time positions will be combined to create full-time positions. Part-time positions are only those positions that are the extra sections following the assignment for all full time positions.

**12.11** A full-time teacher requesting a part-time position must apply, in writing, to the Department of Human Resources by March 15<sup>th</sup> or during the appropriate posting period.

- A. If arrangements to accommodate such a request within the present building can be mutually agreed upon between the teacher and the building principal and has no negative effect upon staffing, such a request will be granted.
- B. Vacant part-time positions will initially be posted as above.
- C. Insurance benefits will be provided as per the Benefit Protection Article. Salary will be prorated in ratio to the proportion of a full-day's work. Salary schedule advancement will be determined as per the **Basic Salaries Article**. Seniority credit will be determined as in the **Seniority Article**.

**12.12** Involuntary transfers within district-wide departments such as elementary art, learning consultants, media specialists, elementary physical education, elementary music, special education teachers, and special education teachers that have been trained to do assessments will only be made based upon certification and qualification. This will occur by transferring the least senior teacher.

Non building-based instructional and ancillary special education staff are considered district-wide and will be assigned according to FTE (full time equivalency) needs throughout the district. Changes in assignments will be made to minimize number of buildings and equalize caseloads.

If an involuntary transfer is necessary for a reason other than reductions in students or in allocated funds, the change of assignment shall be for the ensuing year and the teacher shall be informed by May 1, preferably in person. The teacher and the Association shall be informed of the reasons for such change. If requested, an opportunity will be provided to



meet with the appropriate administrator in Human Resources or designee to review the reasons, the desirability and need for such move and the improvement to the instructional program that will be accomplished. The transfer shall not be used as a method of discipline.

**13.01** Teachers interested in applying for such a position must apply, in writing, to the Department of Human Resources by March 15<sup>th</sup> or during the appropriate posting period.

**13.04** This section is not subject to other provisions of the **Vacancies, Promotions, & Transfer** Article in this Agreement.

**13.06** All determinations in regards to placement, percentage of assignment, time of assignment, schedule of assignment, etc., will rest exclusively with the Board.

**13.07** If a teacher accepts a shared assignment, the return of said teacher to a full time assignment will be made as per the return from leave procedure contained in the **Leaves of Absence Without Pay** Article.

#### **ARTICLE 14 - REDUCTION IN STAFF**

**14.01** In cases requiring a reduction of the teacher work force the order of reduction will be:

- A. Temporary employees;
- B. Probationary teachers, according to qualifications, certification, and seniority;
- C. Tenure teacher/teachers not covered by the Tenure Act according to certification, qualifications, and seniority;

Qualification for purposes of layoff and recall will mean:

- 1. Elementary/Middle School: Valid certification for the assignment. For all teachers of special classes such as art, music, or physical education a minimum of a major or minor in the subject to be taught.
- 2. High School: A major, a minor, or a minimum of one year's experience in the subject to be taught. Teachers in reimbursed vocationally certified programs must hold a valid vocational certificate in their specialized areas.

**14.02** The Board will inform the Association regarding any proposed layoff of teachers. Any teacher who is laid off will be recalled according to tenure status and seniority to the first vacancy for which he/she is certified. However, vacancies which occur will first be posted for the transfer of non-laid-off teachers. Such a transfer will be denied if granting the transfer would prohibit the recall of at least one teacher from the layoff list. The Board obligation to recall a laid off teacher from date of layoff is three (3) years or length of service whichever is greater. The Board and the Association will meet to establish the parameters for the process to be used in recalling laid off teachers. This process may include the involuntary transfer of more senior teachers.

**14.03** In the event the Board decides to reduce the number of teachers through layoff of employment, or to reduce the number of teachers in a given subject area, field, or program, or eliminate or consolidate positions, the Board will determine the order of layoff according to the process established under the Tenure Act and this Agreement. The Board will, by June 1, notify in writing the teacher to be laid off at the start of the first semester. The Board will, by December 1, notify in writing the teacher to be laid off at the start of the second semester.

**14.04** It is further agreed that any layoff pursuant to this Article will automatically terminate the individual employment contract of all laid off teachers and will suspend for the duration of the layoff, the Board's obligation to pay salary for any laid off teacher's individual or supplemental employment contract under this Agreement. The Board will continue fringe benefits for three (3) months after the effective date of the layoff.

**14.05** Recall will be made in reverse order of layoff. The Board will give written notice of recall from layoff by sending a hand delivered, registered letter, certified letter, or telegram to said teacher, at his/her last known address. The teacher's address as it appears on the Board's records will be conclusive when used in connection with layoffs, recall or other notice to the teachers. If a teacher fails to accept the recall within fourteen (14) days from date of mailing of the recall, unless an extension is granted in writing by the Board, said teacher will be considered as a voluntary resignation and will thereby terminate the individual's employment contract and any other employment relationship with the Board.

**14.06** Any building that has a reduction in the number of allocated staff will, if necessary, displace teachers. After careful review of the existing certifications of available staff as they relate to the building/district-wide department schedule, the least senior teacher possible will be displaced. These displaced teachers will have the right of first return to their buildings for the next two (2) years.

**16.11** At the conclusion of any leave or one year leave extension provided for in this Article, the teacher who gives a timely notice of intent to return will be placed in a vacant position for which they are certified and highly qualified. If there is no vacant position the teacher will be placed in accordance with Board policy for reduction of staff.

**16.12** A teacher who wishes to rescind a leave provided for in this Article must notify the Board in writing. If the Board agrees to rescind the leave and there is a vacant position or a position becomes vacant for which the teacher is certified, the teacher with the greatest seniority on the early return list and/or the layoff list will be placed. If no position is available the Board will offer a day-to-day substitute position. If no position is available, the Board may offer a reserve teacher position.

**19.02** The rules and regulations of the Rochester Sabbatical Leave Program are authorized and will be interpreted in accordance with the following Michigan Statutory Provisions and any amendments thereto:

- A. After a teacher has been employed at least seven (7) years by the Board and at the end of each additional period of seven (7) or more years of employment, the Board may grant said teacher a sabbatical leave for professional improvement not to exceed two (2) semesters at

any time. During said sabbatical leave, the teacher will be considered to be an employee of the Board, will have a contract, and will be compensated as provided herein.

- B. Teachers on sabbatical leave will be allowed credit toward retirement for time spent on such leave in accordance with rules and regulations established by the Michigan Public School Employees' Retirement System (MPSERS).
- C. A teacher upon return from a sabbatical leave will be restored to his/her position or to a position of like nature, seniority, status, and pay. Said teacher will be entitled to participate in any benefits that may be provided for by the Board pursuant to the Board's rules and regulations. (Sec. 235, School Code of 1976 - Michigan Comp. Laws 1970, 380.1235)

**19.08** Status upon returning from sabbatical leave:

- A. At the expiration of a sabbatical leave, highest consideration will be given to restore returned teacher to original or comparable position.
- B. Each teacher must agree to return to service with the Board immediately upon termination of sabbatical leave and to continue in such service for a period of two (2) years, unless physical disability makes this impossible or there is mutual agreement to the contrary. A signed agreement in the format of a promissory note will stipulate that the failure of the teacher to provide such service will result in the obligation to reimburse the Board a proportional part of the salary paid to him/her during sabbatical leave determined by the fraction of the two (2) years not served following the leave. This indebtedness is to be discharged within a period of one (1) year. The provisions of this paragraph may be waived at the discretion of the Board.

**ARTICLE 20 - TEACHER EVALUATION**

**20.01** The parties recognize the importance and value of developing a procedure for assisting, evaluating, and improving the performance of both newly employed and experienced teachers. Therefore, to this end the Teacher Evaluation and Professional Growth Model for 2012-2013 will be followed.

**21.07** Powers of the Arbitrator:

It will be the function of the arbitrator, and he/she will be empowered except as his/her powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific Articles and Sections of this Agreement.

- A. He/she will have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
- B. He/she will have no power to establish salary scales or change any salary unless it is found that a teacher has been improperly placed on the existing salary schedule.

- C. He/she will have no power to rule on any of the following:
1. the termination of services of or failure to re-employ any probationary teacher during his/her first three years of teaching;
  2. the termination of services or failure to re-employ any teacher to a position on the co-curricular schedule.
- D. He/she is not empowered to change any practice, policy, or rule of the Board that is not in violation of this Agreement. He/she will not substitute his/her judgment for the Board's judgment as to the reasonableness of any Board practice, policy, rule, or actions. His/her power is limited to deciding whether the Board has violated any term or condition of this agreement. The existence of a Board practice, policy, rule or actions does not absolve the Board from its obligations provided by this Agreement. He/she will not imply obligations, and conditions binding upon the Board not found in this Agreement. It being understood that any matter not specifically set forth herein remains within the reserved rights of the Board.
- E. In the event that a case is appealed to an arbitrator on which he/she has no power to rule, it will be referred back to the parties without decision or recommendation on its merits.
- F. There will be no appeal from an arbitrator's decision if the decision is based on this Agreement. It will be binding on the Association, the teacher or teachers involved and the Board.
- G. The fees and expenses of the arbitrator will be shared equally by the Board and the Association. All other expenses will be borne by the party incurring them, and neither party will be responsible for the expense of witnesses called by the other. The filing fee will be shared by the parties.
- H. Claims for back pay: All grievances must be filed, in writing within forty (40) working days from the time the alleged violation was to have occurred.
1. All claims for back wages will be limited to the amount of wages that the employee would otherwise have earned, less any compensation that he/she may have received from any source of a like nature during the period of the back pay.
  2. No decision in any one case will require a retroactive wage adjustment in any other case.
- I. Any grievance occurring during the period between the termination date of the Agreement and the effective date of the new Agreement will be processed. Any grievance which arose prior to the effective date of the Agreement will be processed, under the previous Agreement.
- J. The arbitrator will not insert his/her judgment or wisdom for that of the Board beyond the arbitrator's powers set forth in this Agreement. In rendering his/her decision, the arbitrator will not apply the Agreement to limit the Board's responsibility except as provided by this Agreement.

K. Upon receipt of the administrative law judge's decision as provided for in the Michigan Teacher's Tenure Act, a tenured teacher may elect to appeal the decision to the Tenure Commission or file a grievance at Step Two, but not both. The grievance must be filed within thirty (30) days from the date of the administrative law judge's written decision.

The teacher shall not have multiple methods of seeking redress in a matter and is restricted to a choice of appealing to the Tenure Commission or having the Association file for arbitration, but not both.

The arbitrator will have no authority to decide any matter regarding discipline or dismissal of a teacher where an appeal has been filed pursuant to the Michigan

Teachers' Tenure Act and the Tenure Commission has assumed jurisdiction of the matter.

**21.14** The dismissal of a probationary teacher during his/her first three (3) years may be grieved with the Chief Human Resource Officer. The decision of the Chief Human Resource Officer is final. Fourth year probationary teachers may grieve at the Board, by filing a written grievance with the Chief Human Resource Officer within ten (10) days after the recommendation to dismiss is made by the teacher's supervisor. The Board will hold a hearing concerning the grievance and take public action on the dismissal prior to the conclusion of the hearing. During a probationary teacher's fourth year of teaching his/her dismissal must be for just cause and is subject to the full grievance procedure, including binding arbitration

**28.07** All co-curricular assignments are appointed annually. They are not continuous nor are they considered tenured positions. It is the intent of the district to employ teachers for these positions.

When a position becomes vacant it will be posted for teachers to apply.

**28.09** Supplementary contracts will be issued at the beginning of co-curricular activities, whenever possible. Co-curricular activities will be those that the Board or its representatives assign to a teacher beyond his/her normal teaching assignment. A teacher will not gain tenure in any co-curricular assignment. No teacher will be required to accept a co-curricular assignment.

**31.01** The parties agree that a teacher who has been placed on layoff pursuant to the **Reduction in Staff** Article will be eligible for reserve teacher positions. These teachers will be members of the bargaining unit and subject to the terms of the **Agency Shop** Article.

**31.02** If the Board elects to implement this program for a specific school year, the teachers selected will sign an individual contract for the position. The positions will be offered in the order of seniority, most senior first, to laid off teachers until the available number of positions are filled or there are no available laid off teachers. The Board may establish more such positions at its option. Individual contracts for this classification may be voided by the teacher for the purpose of recall or to obtain employment elsewhere. The individual contract may also be voided by mutual agreement. The individual contract will expire at the end of the school year.

**MEMORANDUM OF AGREEMENT – 2005/06 #3**

This memorandum is to verify a mutual agreement that was reached between the Rochester Community Schools Board of Education and the Rochester Education Association concerning the implementation of the Technology Enhanced Learning Regulation.

1. Certified teachers will be selected only on a voluntary basis for the positions of Distance Education Instructional Teachers. If there are no volunteers for a particular course, then that course will not be offered through distance education.
2. The instructional teacher shall be responsible for the planning and presentation of the video lessons. Presentations shall be made from the instructional teacher's home school. However, full day substitute teachers will be provided so the instructional teacher can make video presentations from the remote sites once during each semester. The total maximum class size for each Distance Education Class shall be twenty-six (26) students, including a maximum of twelve (12) students assigned at any remote site. Section 9.03 concerning overloads will be applicable at the secondary rate of payment with a cap of no more than two (2) additional students.
3. Each remote high school Distance Education room of two (2) or more students will be staffed by a para educator during the periods of student instruction. These para educators will supervise the students at the remote sites and assist with course materials. If a remote high school Distance Education room has only one (1) student, the responsibility for supervising that student and assisting him/her with course materials will be assigned to a non-REA Rochester Schools employee. When the instructional teacher is absent from class, a qualified non-REA Rochester Schools employee will be made available to run the equipment for the substitute teacher.
4. It is an expectation that each high school administration will establish as a priority each Distance Education Instructional Teacher being assigned his/her individual preparation period immediately prior to the Distance Education class or immediately after if the Distance Education class is first period.
5. If available, World Languages Distance Education courses must have access to the Audio Portfolio software, the Express Lab software, or a comparable mutually agreeable support system.
6. There shall be a telephone, a document camera, a printer, a fax machine and VHS and DVD access in each of the high school Distance Education rooms. Classroom facilities will include the ability to control the remote cameras for directional and zoom purposes.
7. The District will provide a minimum of twelve (12) computers in the classrooms for student use in the Distance Education program. Each site will be equipped with exactly the same texts and course materials. Each site will have access to "Blackboard" or similar platforms to facilitate conversations between students and teachers.
8. Any necessary mileage to be traveled between buildings will be paid quarterly according to Section 29.12.
9. Each first-time Distance Education Instructional Teacher shall be required to participate in up to eighteen (18) hours of training on the video communication equipment and instructional practices prior to initiation of the class. Additional training may be required thereafter. If the training is outside of the regular teacher work day/calendar, each first-time Distance Education Instructional Teacher will have the option of counting toward personal professional development hours or receive compensation at the ad hoc teaching rate set forth in Article 29.04. Upon mutual agreement, individual teachers may make arrangements for additional training.

10. Each Distance Education Instructional Teacher shall receive a one percent (1.0%) stipend per semester according to Schedule C for presenting Distance Education instruction.

For the Association

For the Board

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Douglas Hill

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Elizabeth Davis

THE ABOVE SHALL REMAIN IN EFFECT THROUGH JUNE 30, 2014. If Virtual Learning Activities continue beyond June 30, 2014 in the same form as in 2013-14, the parties will discuss using the contract maintenance committee.

### **MEMORANDUM OF AGREEMENT – 2005/06 #3**

This memorandum is to verify a mutual agreement that was reached between the Rochester Community Schools Board of Education and the Rochester Education Association concerning the implementation of the Technology Enhanced Learning Regulation.

1. The instructional teacher shall be responsible for the planning and presentation of the video lessons. Presentations shall be made from the instructional teacher's home school. However, full day substitute teachers will be provided so the instructional teacher can make video presentations from the remote sites once during each semester. The total maximum class size for each Distance Education Class shall be twenty-six (26) students, including a maximum of twelve (12) students assigned at any remote site. Section 9.03 concerning overloads will be applicable at the secondary rate of payment with a cap of no more than two (2) additional students.
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4. It is an expectation that each high school administration will establish as a priority each Distance Education Instructional Teacher being assigned his/her individual preparation period immediately prior to the Distance Education class or immediately after if the Distance Education class is first period.
5. If available, World Languages Distance Education courses must have access to the Audio Portfolio software, the Express Lab software, or a comparable mutually agreeable support system.
6. There shall be a telephone, a document camera, a printer, a fax machine and VHS and DVD access in each of the high school Distance Education rooms. Classroom facilities will include the ability to control the remote cameras for directional and zoom purposes.
7. The District will provide a minimum of twelve (12) computers in the classrooms for student use in the Distance Education program. Each site will be equipped with exactly the same texts and course materials. Each site will have access to "Blackboard" or similar platforms to facilitate conversations between students and teachers.
8. Any necessary mileage to be traveled between buildings will be paid quarterly according to Section 29.12.
9. Each first-time Distance Education Instructional Teacher shall be required to participate in up to eighteen (18) hours of training on the video communication equipment and instructional practices prior to initiation of the class. Additional training may be required thereafter. If the training is outside of the regular teacher work day/calendar, each first-time Distance Education Instructional Teacher shall have the option of counting toward personal professional development hours or receive compensation at the ad hoc teaching rate set forth in Article 29.04. Upon mutual agreement, individual teachers may make arrangements for additional training.



10. Each Distance Education Instructional Teacher shall receive a one percent (1.0%) stipend per semester according to Schedule C for presenting Distance Education instruction.

For the Association

Douglas Hill  
President

For the Board

Elizabeth Davis  
Chief Human Resource Officer

## **MEMORANDUM OF AGREEMENT**

This memorandum is to verify a mutual agreement between the Rochester Community Schools Board of Education and the Rochester Education Association as indicated below:

1. The positions of Teacher Leaders will be established from the professional learning communities for grade level subject areas at the middle school level.
2. The teacher leaders shall:
  - Plan agenda and facilitate grade level subject area meetings.
  - Review curriculum and develop pacing guides.
  - Collaborate with other middle school teacher leaders to create common bench mark assessments and revise them with grade level subject area teachers prior to their administration.
  - Collect and analyze data from the common benchmark assessments, facilitate group discussions for determining target areas, and identify strategies to improve student learning.
  - Communicate with curriculum coordinators and administrators as needed.
3. The Teacher Leader program will be reviewed annually by the representatives of both parties.
4. For the 2006-2007 school year each Teacher Leader will be released up to three (3) days for training and the initial development of the Curriculum Pacing Guide.
5. Beginning in the 2007-2008 school year each Teacher Leader shall receive an annual stipend of five hundred dollars (\$500.00).
6. The positions of Teacher Leaders will be posted.
7. The use of any allocated Schedule E calendar professional development time must be approved by the PDPC per section 39.01 of the Master Agreement.

The undersigned, by affixing their signatures hereto acknowledge this agreement between the Rochester Community Schools Board of Education and the Rochester Education Association.

For the Association

Catherine Perini Korreck, sgd  
President  
April, 2007

For the Board

Lori Ekelman, sgd  
Director of Human Resources

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**MEMORANDUM OF AGREEMENT**

This memorandum is to verify a mutual agreement that was reached on December 10, 2014 between the Rochester Community Schools and the Rochester Education Association, MEA/NEA. The parties agree to modify Article 8.17 in the 2013-19 Master Agreement. These modifications are due to budget issues as well as concerns over the amount of time teachers spend assessing students.


For quarters two through four of the 2014-15 school year only, Article 8.17 shall be amended to read as follows:

All K-5 elementary teachers will be provided a substitute teacher for a minimum of one (1) full day and one (1) half day to perform district/state directed student assessments. Kindergarten teachers will be provided a substitute teacher for an additional one (1) half day to perform district/state student assessments. All Grades 1-5 elementary teachers will be required to utilize the Fountas and Pinnell Oral Reading Records (F&P) only on those students who are performing below grade level during second and third quarters. Kindergarten teachers will be required to utilize F&P only on those students who are performing below grade level during the third quarter. The Board and Association will review the number of assessment days provided in this section in light of change in the type and number of assessments required and additional professional development that will be provided.

The parties agree to continue reviewing the number of assessment days provided to K-5 elementary teachers through the Contract Maintenance Committee (CMC). Should the parties not agree to modifications by the conclusion of the 2014-15 school year Article 8.17 as originally agreed to in the 2013-19 Master Agreement shall be in place for the 2015-16 school year.

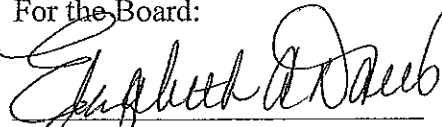
The undersigned, by fixing their signatures hereto, acknowledge this agreement between the Rochester Community Schools Board of Education and the Rochester Education Association with the above statements.

For the Association:

  
\_\_\_\_\_  
Douglas Hill, President REA

12/10/14  
Dated

For the Board:

  
\_\_\_\_\_  
Elizabeth A. Davis,  
Chief Human Resources Officer

12/18/14  
Dated


**MEMORANDUM OF AGREEMENT**

This memorandum is to verify a mutual agreement that was reached on February 18, 2015 between Rochester Community Schools and the Rochester Education Association, MEA/NEA. The parties agree that due to scheduling difficulties at Hart Middle School and in the best interest of students, it is understood that sixth-grade physical education teachers may exceed the contractual maximum of forty-two (42) students the 2014-15 academic year only. The parties also agree that for every student over the contractual maximum forty-two (42) who qualify under the overload guidelines set forth in Article 9.02, the affected teacher will receive \$75 per student per quarter for the first student over the maximum and \$100 per student per quarter for the second student over the maximum. Further, the parties agree that at no time during the 2014-15 academic year shall a sixth-grade physical education class have more than 44 students.

The parties agree to this one-time, non-precedent setting waiver of the requirements set forth in Articles 9.01.C, 9.02, and 9.03.B of the collective bargaining agreement.


The parties agree and understand that for all future class size matters, notwithstanding this agreement, the language set forth in Articles 9.01.C, 9.02, and 9.03.B shall apply.

For the Association:

  
\_\_\_\_\_  
Douglas Hill, President REA

2/18/15  
\_\_\_\_\_  
Dated

For the Board:

  
\_\_\_\_\_  
Elizabeth A. Davis,  
Chief Human Resources Officer

2/18/15  
\_\_\_\_\_  
Dated

MEMORANDUM OF AGREEMENT

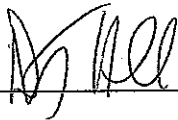
Between

Rochester Community Schools' Board of Education and the Rochester Education Association

Rochester Community Schools has applied for and received grant funds from FIRST Robotics through the Michigan Department of Education for the 2013-14 and 2014-15 school years. The district received grant funds for each Robotics coach in the amount of \$1500.00.

The parties agree that for the 2013-14 and 2014-15 school year and for future years when grant funding for robotics coaches is received from the Michigan Department of Education through the FIRST Robotics program, each school's coach will receive the annual coaching grant (\$1500 for 2013-14 and 2014-15) minus the mandatory FICA and MPERS contributions.

This stipend will be in addition to the club sponsor stipend contained in Schedule C of the REA contract.



Douglas Hill, President Rochester Education Association

Date: 2/18/15



Elizabeth Davis, Chief Human Officer

Date: 2/18/15



**MEMORANDUM OF AGREEMENT**


This memorandum is to verify a mutual agreement that was reached on June 15, 2015 between the Rochester Community Schools and the Rochester Education Association, MEA/NEA.

For the 2014-15 school year only, those REA staff who served as Michigan Virtual School mentors will receive compensation in the sum of \$200 per student per semester, payable as soon as possible following ratification of this agreement.

Further, the parties shall convene an ad hoc committee that will include at least one representative from each of the following areas: an active MiVS mentor from the 2014-15 school year, the President of the REA or designee, a building-level administrator, and the RCS superintendent or designee. The charge of this committee is to develop a RCS Michigan Virtual School Mentor Handbook and recommend a rate of compensation to the Contract Maintenance Committee. This work is to be completed by September 30, 2015.

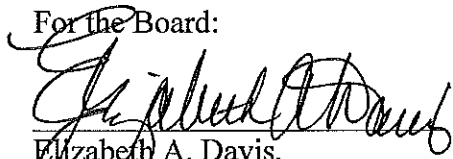
The undersigned, by affixing their signatures hereto, acknowledge this agreement between the Rochester Community Schools Board of Education and the Rochester Education Association with the above statements.

For the Association:

  
\_\_\_\_\_  
Douglas Hill, President REA

6-15-15  
Dated

For the Board:

  
\_\_\_\_\_  
Elizabeth A. Davis,  
Chief Human Resources Officer

6-15-15  
Dated

## **Memorandum of Agreement Proposed for 2015-16**

This memorandum is to verify a mutual agreement between the Rochester Community Schools Board of Education and the Rochester Education Association as indicated below:

The following are the agreed parameters for instituting and conducting an alternate work calendar for the Early Childhood Special Education (ECSE) that includes REA members providing services in the summer outside of the traditional school calendar [Schedule E of the Master Agreement]. The alternate work calendar is being adopted in order for Rochester Community Schools to be in compliance with Part B (Special Education) and Part C (Early On) regulations.

1. This alteration to the traditional work schedule of affected REA members is allowed under Section 8.22 of the Master Agreement which states: "The work schedule and calendar provisions for the teachers in the Special Education Post-Secondary, Special Education Pre-School and Alternate Center for Education programs can be modified subsequent to agreement by the Board and the Association."
2. This adopted work schedule includes REA members on 0-3 ECSE staff who will be responsible for providing both direct instruction in the traditional setting and also natural environment instruction throughout the school year including through the summer months.
3. The adopted work schedule is based on the requirement to provide 72 hours of service over 365 days as well as to provide continuous services for children under the age of three.
4. This agreement would establish the schedule as the ECSE staff's "work calendar".
5. The proposed calendar has a "one-for-one" trade of time worked during the summer for comparable release time during the traditional school calendar.
6. Section 26.06 which addresses monetary per diem compensation for any REA member working an extended school year will be invoked if additional time is worked in the summer beyond the adopted 0-3 ECSE staff work calendar.
7. Projected summer days needed is 20 extended days, which equals to 25 school days of traded release time during the school year. Any days worked over 20 extended summer work days (equivalent of 25 school days) will be paid per diem per section 26.06. The extended summer work days are Monday through Thursday 8:00 am to 4:54pm which also includes a 40 minute unpaid lunch.
8. The rationale for the adopted alternate work schedule is as follows:
  - Program suspension during the traditional school year complements existing school breaks which accommodates any of the families being serviced, especially those with siblings.
  - The proposed schedule complements the adopted common county calendar.

- Allows teachers/ancillary staff to balance the schedule per each individual child's schedule and IFSP requirements.
9. Per the contract, teachers are allocated 3 approved leave days. The district will agree to allow ECSE team members working an additional 20 extended days in the summer to have 4 approved leave days throughout the calendar year. All such days are deducted from a member's personal sick bank.
  10. At the conclusion of the summer (or sooner if documentation is available) if a case can be made that the ECSE members working the altered calendar have suffered a personal financial loss as a result of the amended work schedule, then the HR Director will revisit the concern and entertain alternative solutions to address the staff members' concerns. The awarding of an additional sick day to each member's personal sick bank is a possible solution.
  11. If it is necessary to be absent during one of the designated summer ECSE program days, the ECSE staff will contact Aesop and/or Special Education Director for notification of absence. The ECSE department will make every attempt possible to continue to run evaluations, IEP or IFSP meetings, and services even when a designated staff member is absent. Whenever possible, the ECSE staff will use existing 0-3 staff members to cover the evaluations, consents, meetings, and services for that particular day.
  12. If it is necessary to add additional staff to cover evaluations and services for children 0-3 (due to maternity leave, medical leaves, etc.), the Special Education Director and/or Project Find Coordinator for 0-3 will inquire with the ECSE 3-5 or other Special Education staff to see if they are willing to work additional hours during the summer months. If staff outside of the 0-3 department, are utilized for coverage, they will be compensated with per diem pay.
  13. If there is an unscheduled school or building closure (e.g. snow day, power outage, etc.) during one of the 0-3 scheduled non-work days then staff will be granted a sick day for any such days. If the building staff is based out of is closed, and it is a scheduled working day for 0-3, staff will not be required to report to work.
  14. Each spring or when the school calendar is issued, the ECSE staff will propose to the Director of Special Education the work calendar for the ECSE team for the following school year calendar. Sign off will be required by REA Leadership and HR.
  15. 0-3 ECSE staff will be able to use an approved leave day, incentive day, or sick day during the extended work days in June, July and August. These extended work days equate to 1.25 days from the sick bank.
  16. 0-3 ECSE staff will be able to use approved leave days and incentive days during the summer months. The preapproved leave days and incentive days would be added in

September and remain in an individual's account absence balance until the last day before the first day of the following school year.

17. A full time staff member who works part time in the 0-3 ECSE department will be required to work the same FTE during the summer as they do during the school year. The FTE equivalent of days worked in the summer would then be taken off during 0-3 non work days during the traditional school year. These days would be identified at the beginning of the year. For example if one worked 15 days in the summer then she would identify 15 days of the 0-3 non work days to take off during the 0-3 non work within the traditional school year. Part time staff will not work extended summer days.
18. The 0-3 Early On/Early Childhood Special Education department coordinator acts as a district wide department chair, is a representative at the county level for Early On/ECSE services in Rochester Community Schools, organizes staff meetings and professional development, and is responsible for processing all 0-3 IFSP and IEP paperwork and ensuring its accuracy and quality.

The role of the 0-3 Early On/ECSE department coordinator will be in addition to one's assignment and duties with responsibilities that go beyond the contractual workday. The compensation for these additional duties beyond the contractual workday will be \$5,800.

The undersigned, by affixing their signatures hereto acknowledge this agreement between the Rochester Community Schools Board of Education and the Rochester Education Association.

For the Association

  
\_\_\_\_\_  
Douglas T. Hill, President

Date: 6/17/15

For the Board

  
\_\_\_\_\_  
Elizabeth Davis, Chief Human Resources Officer

Date: 7-15-15

Cc: Anne Evans, Director of Special Education  
Cornelia Samoila, ECSE Services Coordinator

# Rochester Community Schools Calendar

2014-2015 Calendar for Early Intervention 0-3

District Days Off/No 0-3 Services	PD	Records Day/No Service 0-3	0-3 Non-Work Days	0-3 Summer Work Days	No 0-3 services- Move up mtgs to 3-5
-----------------------------------	----	----------------------------	-------------------	----------------------	--------------------------------------

**AUGUST `14**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**SEPTEMBER `14**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**OCTOBER `14**

M	T	W	T	F
		Count Day 1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**NOVEMBER `14**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**DECEMBER `14**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**JANUARY `15**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**FEBRUARY `15**

M	T	W	T	F
2	3	4	5	6
9	10	Count Day 11	12	13
16	17	18	19	20
23	24	25	26	27

**MARCH `15**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**APRIL `15**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**MAY `15**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**JUNE `15**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**JULY `15**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**AUGUST `15**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

MEMORANDUM OF AGREEMENT

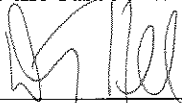
This memorandum is to verify a mutual agreement that was reached on September 2, 2015 between the Rochester Community Schools and the Rochester Education Association, MEA/NEA. The parties agree to modify Article 8.17 as follows:

8.17 All K-5 elementary teachers will be provided a substitute teacher for a minimum of one (1) full day and **two (2)** ~~three (3)~~ half-days per section to perform district/state directed student assessments. The Board and Association will review the number of assessment days provided in this section in light of change in the type and number of assessments required and additional professional development that will be provided.

Additionally, the parties agree to either develop or refer this topic to an existing committee: The study and possible development of moving elementary to a trimester academic model. Any such recommendations must be presented to the Contract Maintenance Committee (CMC) in advance of its May 2016 meeting for consideration.

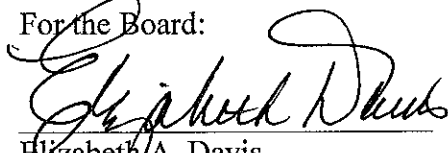
The undersigned, by fixing their signatures hereto, acknowledge this agreement between the Rochester Community Schools Board of Education and the Rochester Education Association with the above statements.

For the Association:

  
\_\_\_\_\_  
Douglas Hill, President REA

9/2/15  
\_\_\_\_\_  
Dated

For the Board:

  
\_\_\_\_\_  
Elizabeth A. Davis,  
Chief Human Resources Officer

9-24-15  
\_\_\_\_\_  
Dated

### Memorandum of Agreement

This memorandum is to verify a mutual agreement that was reached on November 24, 2015 between the Rochester Community Schools Board of Education and the Rochester Education Association, MEA/NEA. The parties agreed to modify Articles 15.19 and 26.04 as indicated below:

#### 15.19 Compensatory time

At the request of his/her immediate supervisor, a teacher may choose to earn compensatory leave time by working on a day, or portion thereof that is not a scheduled workday. To earn compensatory leave time, the extra work and the amount of compensatory leave time must be approved in writing by the principal prior to working.

**A teacher may elect to take compensatory leave time rather than compensation. One (1) compensatory leave day is earned for every five (5) hours worked. A teacher may earn a maximum of two (2) compensatory days for the school year. If the teacher chooses to accept the cash payment it will be paid as soon as possible following the semester. All compensatory hours earned must be used by April 30<sup>th</sup>. Any unused hours will be paid out in the final pay of the school year.**

~~The compensatory leave time must be taken in the school year it is earned and is subject to the same time restrictions as incentive leave days. Compensatory leave time less than one day may be rolled over to the next subsequent school year.~~

**Compensatory days/hours earned under this provision may not be used a day before or after a holiday/non-work day. There will be no carry-over of comp time to the following year. Compensatory days/hours may not be put into the attendance system for approval until earned and the administrative notes must set forth the dates/hours during which the time was earned.**

26.04 Any teacher assigned to teach an extra class on an ad hoc basis, as defined in this Agreement, will be paid per class period: \$28.50

A teacher may elect to take compensatory leave time rather than compensation. One (1) compensatory leave day is earned for every five (5) extra class periods covered. The compensatory leave time must be taken in the school year it is earned ~~and is subject to the same restrictions as incentive leave days.~~

**A teacher may earn a maximum of two (2) compensatory days for the school year. If the member chooses to receive cash payment it will be processed as soon as possible. All compensatory hours earned must be used by April 30<sup>th</sup>. Any unused hours will be paid out in the final pay of the school year.**

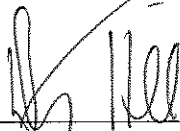
**Compensatory days/hours earned under this provision may not be used on a day before or after a holiday/non-work day. There will be no carry-over of comp time to the following year. Compensatory days/hours may not be put into the attendance system for approval until earned and the administrative notes must set forth the dates/hours during which the time was earned.**

A teacher agreeing to teach an extra class on a permanent basis will be paid per class period:  
\$41.50

**All compensatory leave time carried over and remaining from the 2014-15 school year will be compensated by January 15, 2016.**

The undersigned, by affixing their signatures hereto acknowledge this agreement between the Rochester Community Schools Board of Education and the Rochester Education Association.

For the Association



Doug Hill, President

For the Board of Education



Elizabeth Davis, Chief Human Resource Officer

Date: 12/7/2015

Date: 12-7-15



MEMORANDUM OF AGREEMENT

This memorandum is to verify a mutual agreement that was reached on November 24, 2015 between Rochester Community Schools and the Rochester Education Association, MEA/NEA regarding the implementation and compensation for those REA members serving as on-site online mentors under the Michigan Department of Education's Virtual Learning Alternatives. This MOA relates specifically to those teachers serving as Michigan Virtual High School (MVHS) mentors and not as an Edgenuity/e2020 instructor or mentor for students under Section 21f of the Michigan School Aid Act.

1. Teachers will be selected only on a voluntary basis for the positions of on-site teacher mentors for MVHS students. If there is more than one volunteer, a teacher will be chosen based upon existing RCS Board Policy and Regulation.
2. Teachers serving as the on-site MVHS mentor are expected to follow the guidelines set forth in the RCS Michigan Virtual School Mentoring Handbook provided for them upon acceptance of the position.
3. A certified on-site teacher mentor will receive two-hundred fifty dollars (\$250.00) for each student assigned to him or her per semester.
4. Students taking a MVHS course shall not be counted in the provisions of Article 9 – Class Size.
5. Mentoring of students for a MVHS course shall not constitute an additional classroom preparation.
6. The school administrators will continually monitor the number of students taking virtual courses to determine the feasibility of creating a section of that course in their school's master schedule.

The parties agree to re-evaluate the terms and conditions of this MOA following the collection of pertinent data from the 2015-16 school year. If modifications to this MOA are deemed necessary they will be made prior to September 15, 2016.

The undersigned, by fixing their signatures hereto, acknowledge this agreement between the Rochester Community Schools Board of Education and the Rochester Education Association with the above statements.

For the Association:

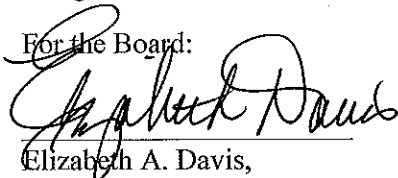


Douglas Hill, President REA

1-20-16

Dated

For the Board:



Elizabeth A. Davis,  
Chief Human Resources Officer

1-20-16

Dated

**Memorandum of Agreement**

This memorandum is to verify a mutual agreement between the Rochester Community Schools Board of Education and the Rochester Education Association as indicated below:

The parties agree to a Memorandum of Understanding regarding the payment to those who elect to opt out of health care benefits under Article 22.09 B of the contract:

**22.09**

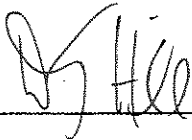
B. The Board will provide a cash option to health insurance benefits as provided in Alternate Benefit Plan A.3 above. The Board will formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue Code. The amount of the cash payment received may be applied by the teacher to any tax-deferred/sheltered annuity selected by the teacher with a company that is a Board approved carrier. The benefit will be paid in January and June through January of 2016. Beginning with the first pay in January 2016, the opt-out payment will be made on a per pay basis for the months in which the employee opts out of health care benefits.

The choice is in lieu of health care insurance as described in Section 22.03 of this Master Agreement.

Rules:

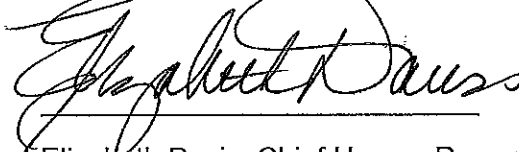
1. ~~The teacher must select the option to health benefit for four (4) of the six (6) months preceding the January and June payments to receive a full six (6) month payment~~
21. The teacher may make a selection, or change in benefit only during the open enrollment period for health care, or if there has been a change in family status (as defined by IRS) during the year.
32. In order to receive this cash benefit or tax-deferred/sheltered annuity benefit, the teacher must show proof of health care benefit from another source.

For the Association



Doug Hill, President

For the Board of Education



Elizabeth Davis, Chief Human Resource Officer

Date: 12-7-15

Date: 12-7-15

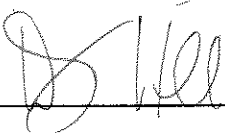
**MEMORANDUM OF AGREEMENT**

This memorandum is to verify a mutual agreement that was reached on January 28, 2016 between Rochester Community Schools and the Rochester Education Association, MEA/NEA. The parties agree that due to an additional student enrolling at Hart Middle School after the start of the school year, it is understood that three teachers at Hart Middle School teaching sixth grade, exceeded the contractual maximum for the second quarter of the 2015-16 school year by one student (37). The parties agree that the three impacted teachers will be paid an additional \$1000.00 each for the additional student over 36 for the second quarter rather than the amount set forth in Article 9.02 of the contract. The parties agree that at no time during the 2015-16 school year shall there be more than 37 students in a core class and if so, the amount paid shall be \$1000.00 for the quarter.

The parties agree to this one-time, non-precedent setting waiver of the requirements set forth in Articles 9.01C, 9.02 and 9.03B of the collective bargaining agreement.

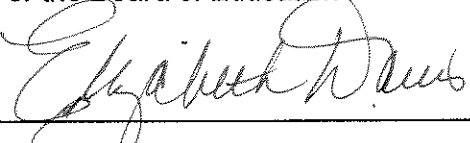
The parties agree and understand that for all future class size matters, notwithstanding this agreement, the language set forth in Articles 9.01.C, 9.02 and 9.03.B shall apply.

For the Association

  
\_\_\_\_\_  
Douglas Hill, REA President

3/30/16  
Dated

For the Board of Education

  
\_\_\_\_\_  
Elizabeth A. Davis, Chief HR Officer

3/30/16  
Dated

**MEMORANDUM OF AGREEMENT**

This memorandum is to verify a mutual agreement that was reached on May 24, 2016 between the Rochester Community Schools and the Rochester Education Association, MEA/NEA. The parties agree to modify Article 26.06 as follows:

26.06

A. Counselors who volunteer to work in the summer will be compensated in the following manner:

High School: Counselors may work a maximum of six (6) days  
Four (4) days at the per diem rate  
Two (2) days compensatory time

Middle School: Counselors may work a maximum of four (4) days  
Three (3) days at the per diem rate  
One (1) day compensatory time


**B. Teacher Consultants who are requested to work during the summer on scheduling will be compensated in the following manner for work approved in advance:**

**High School: Teacher Consultants may work a maximum of five (5) days**  
**Three (3) days at per diem rate**  
**Two (2) days compensatory time**

**Middle School: Teacher Consultants may work a maximum of three (3) days**  
**Two (2) days at per diem rate**  
**One (1) day compensatory time**

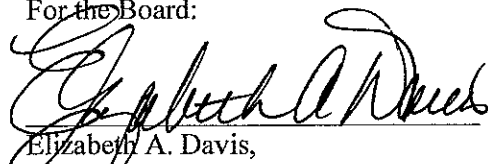
The undersigned, by fixing their signatures hereto, acknowledge this agreement between the Rochester Community Schools Board of Education and the Rochester Education Association with the above statements.

For the Association:

  
\_\_\_\_\_  
Douglas Hill, President REA

5/25/16  
\_\_\_\_\_  
Dated

For the Board:

  
\_\_\_\_\_  
Elizabeth A. Davis,  
Chief Human Resources Officer

6-8-16  
\_\_\_\_\_  
Dated

## **Memorandum of Agreement Proposed for 2016-2017**

This memorandum is to verify a mutual agreement between the Rochester Community Schools Board of Education and the Rochester Education Association as indicated below:

The following are the agreed parameters for instituting and conducting an alternate work calendar for the Early Childhood Special Education (ECSE) that includes REA members providing services in the summer outside of the traditional school calendar [Schedule E of the Master Agreement]. The alternate work calendar is being adopted in order for Rochester Community Schools to be in compliance with Part B (Special Education) and Part C (Early On) regulations.

1. This alteration to the traditional work schedule of affected REA members is allowed under Section 8.22 of the Master Agreement which states: "The work schedule and calendar provisions for the teachers in the Special Education Post-Secondary, Special Education Pre-School and Alternate Center for Education programs can be modified subsequent to agreement by the Board and the Association."
2. This adopted work schedule includes REA members on 0-3 ECSE staff who will be responsible for providing both direct instruction in the traditional setting and also natural environment instruction throughout the school year including through the summer months.
3. The adopted work schedule is based on the requirement to provide 72 hours of service over 365 days as well as to provide continuous services for children under the age of three.
4. This agreement would establish the schedule as the ECSE staff's "work calendar".
5. The proposed calendar has a "one-for-one" trade of time worked during the summer for comparable release time during the traditional school calendar.
6. Section 26.06 which addresses monetary per diem compensation for any REA member working an extended school year will be invoked if additional time is worked in the summer beyond the adopted 0-3 ECSE staff work calendar.
7. Projected summer days needed is 20 extended days, which equals to 25 school days of traded release time during the school year. Any days worked over 20 extended summer work days (equivalent of 25 school days) will be paid per diem per section 26.06. The extended summer work days are Monday through Thursday 8:00 am to 4:54 pm which also includes a 40 minute unpaid lunch.
8. The rationale for the adopted alternate work schedule is as follows:
  - Program suspension during the traditional school year complements existing school breaks which accommodates any of the families being serviced, especially those with siblings.
  - The proposed schedule complements the adopted common county calendar.

- Allows teachers/ancillary staff to balance the schedule per each individual child's schedule and IFSP requirements.
9. Per the contract, teachers are allocated 3 approved leave days. The district will agree to allow ECSE team members working an additional 20 extended days in the summer to have 4 approved leave days throughout the calendar year. All such days are deducted from a member's personal sick bank.
  10. At the conclusion of the summer (or sooner if documentation is available) if a case can be made that the ECSE members working the altered calendar have suffered a personal financial loss as a result of the amended work schedule, then the HR Director will revisit the concern and entertain alternative solutions to address the staff members' concerns. The awarding of an additional sick day to each member's personal sick bank is a possible solution.
  11. If it is necessary to be absent during one of the designated summer ECSE program days, the ECSE staff will contact Aesop and/or Special Education Director for notification of absence. The ECSE department will make every attempt possible to continue to run evaluations, IEP or IFSP meetings, and services even when a designated staff member is absent. Whenever possible, the ECSE staff will use existing 0-3 staff members to cover the evaluations, consents, meetings, and services for that particular day.
  12. If it is necessary to add additional staff to cover evaluations and services for children 0-3 (due to maternity leave, medical leaves, etc.), the Special Education Director and/or Project Find Coordinator for 0-3 will inquire with the ECSE 3-5 or other Special Education staff to see if they are willing to work additional hours during the summer months. If staff outside of the 0-3 department, are utilized for coverage, they will be compensated with per diem pay.
  13. If there is an unscheduled school or building closure (e.g. snow day, power outage, etc.) during one of the 0-3 scheduled non-work days then staff will be granted a sick day for any such days. If the building staff is based out of is closed, and it is a scheduled working day for 0-3, staff will not be required to report to work.
  14. Each spring or when the school calendar is issued, the ECSE staff will propose to the Director of Special Education the work calendar for the ECSE team for the following school year calendar. Sign off will be required by REA Leadership and HR.
  15. 0-3 ECSE staff will be able to use an approved leave day, incentive day, or sick day during the extended work days in June, July and August. These extended work days equate to 1.25 days from the sick bank.
  16. 0-3 ECSE staff will be able to use approved leave days and incentive days during the summer months. The preapproved leave days and incentive days would be added in

September and remain in an individual's account absence balance until the last day before the first day of the following school year.

17. A full time staff member who works part time in the 0-3 ECSE department will be required to work the same FTE during the summer as they do during the school year. The FTE equivalent of days worked in the summer would then be taken off during 0-3 non work days during the traditional school year. These days would be identified at the beginning of the year. For example if one worked 15 days in the summer then she would identify 15 days of the 0-3 non work days to take off during the 0-3 non work days within the traditional school year. Part time staff will not work extended summer days.
18. The 0-3 Early On/Early Childhood Special Education department coordinator acts as a district wide department chair, is a representative at the county level for Early On/ECSE services in Rochester Community Schools, organizes staff meetings and professional development, is responsible for colleague mentoring, and is responsible for Project Find and processing all 0-3 IFSP and IEP paperwork and ensuring it's accuracy and quality.

The 0-3 Early On/Early Childhood Special Education department coordinator responsibilities will be divided among three staff members (Cornelia Samoila, Julie Costello, and Debbie Zimmerman) and will be in addition to one's assignment and duties with responsibilities that go beyond the contractual work day. The compensation for these additional duties beyond the contractual workday will be \$4207.

The undersigned, by affixing their signatures hereto acknowledge this agreement between the Rochester Community Schools Board of Education and the Rochester Education Association.

For the Association

  
\_\_\_\_\_  
Douglas T. Hill, President

Date: 7-19-16

For the Board

  
\_\_\_\_\_  
Elizabeth Davis, Chief Human Resource Officer

Date: 7-19-16

Cc: Anne Evans, Director of Special Education  
Cornelia Samoila, ECSE Services Coordinator

MEMORANDUM OF AGREEMENT

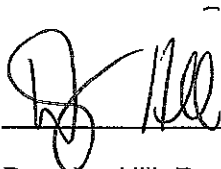
Between

Rochester Community Schools' Board of Education and the Rochester Education Association

Since the 2013-14 school year Rochester Community Schools has applied for and received grant funds from FIRST Robotics through the Michigan Department of Education.

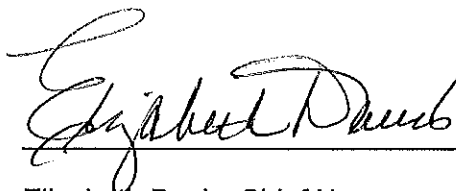
The parties agree that when grant funding for robotics coaches is received from the Michigan Department of Education through the FIRST Robotics program, each school's coach will receive the amount received by the district for that coaching position minus the mandatory FICA and MPERS contributions.

This stipend will be in addition to the club sponsor stipend contained in Schedule C of the REA contract.



Douglas Hill, President Rochester Education Association

Date: 1/30/17



Elizabeth Davis, Chief Human Officer

Date: 1-30-17



MEMORANDUM OF AGREEMENT

This memorandum is to verify a mutual agreement that was reached on January 24, 2017 between the Rochester Community Schools and the Rochester Education Association, MEA/NEA. The parties agree to modify Articles 7.08 and 7.15 as follows:

7.8 It is understood and accepted that teacher attendance at school affiliated evening meetings (PTA's, etc.) is desirable and beneficial. Except for illness or other emergencies, teachers will be required to attend such evening meetings as: Curriculum Night, Open House, parent/teacher conferences, Kindergarten Round Up, **For secondary staff an additional evening event agreed upon with the building administration is required.** In addition, since teachers are an important part of PTA or PTO, they are encouraged to support its activities and attend its meetings. Teachers are encouraged to attend public performances of students. If the "World of Welcome" program at the elementary level is authorized by the building principal, the one hour World of Welcome program must be only offered during the first building meeting time.

7.15 Teachers are expected to attend the scheduled parent/teacher conferences set forth in the school calendar attached and incorporated herein by reference unless excused by their supervisor or if family or personal illness makes attendance impossible. Parent/teacher conferences must be made up in a reasonable period of time outside the scheduled workday for the teacher to have the compensatory leave time as provided in the school calendar.

Fall Secondary parent/teacher conferences will be conducted for three (3) hours each. There will be an afternoon and an evening session.

There will be three (3) fall elementary sessions for parent/teacher conferences. Two (2) evening sessions will be conducted for two and one half (2.5) hours each, and one (1) afternoon session will be conducted for three (3) hours.

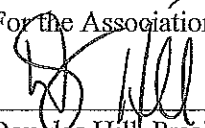
A **Spring secondary evening** sessions for Spring parent/teacher conferences will be conducted for ~~two and one half (2.5)~~ **three (3)** hours each. ~~There will be an afternoon and an evening conference.~~

Spring elementary sessions for parent/teacher conferences will be conducted for three (3) hours each. There will be an afternoon and an evening session. These conferences will only be scheduled if there is a parent or teacher request for a conference.

Afternoon sessions will not begin before one half (1/2) hour after student dismissal. Evening sessions will not begin before 5:00 pm.

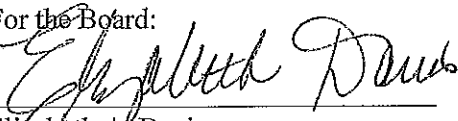
The undersigned, by fixing their signatures hereto, acknowledge this agreement between the Rochester Community Schools Board of Education and the Rochester Education Association with the above statements.

For the Association:

  
\_\_\_\_\_  
Douglas Hill, President REA

1/30/17  
\_\_\_\_\_  
Dated

For the Board:

  
\_\_\_\_\_  
Elizabeth A. Davis,  
Chief Human Resources Officer

1-30-17  
\_\_\_\_\_  
Dated

**Rochester Community Schools Calendar**  
**2016-2017 Calendar for Early Intervention 0-3**

District Days Off/No 0-3 Services	PD	Records Day/No Service 0-3	0-3 Non-Work Days	0-3 Summer Work Days
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**AUGUST '16**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
19	20	21	22	23
29	30	31		

**SEPTEMBER '16**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**OCTOBER '16**

M	T	W	T	F
3	4	5	6	7
PD 10	11	12	13	14
17	18	Count Day 19	20	21
24	25	26	27	28
31				

**NOVEMBER '16**

M	T	W	T	F
	1	2	3	4
Record VPD 7	PD 8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**DECEMBER '16**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**JANUARY '17**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**FEBRUARY '17**

M	T	W	T	F
		1	2	3
6	7	Count Day 8	9	10
13	14	15	16	17
20	VPD 21	22	23	24
27	28			

**MARCH '17**

M	T	W	T	F
		1	2	3
6	7	8	9	PD 10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**APRIL '17**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	Record 14
17	18	19	20	21
24	25	26	27	28

**MAY '17**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**JUNE '17**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	Record 16
19	20	21	22	23
26	27	28	29	30

**JULY '17**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**AUGUST '17**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**184 Teacher Reporting Work Days +**

**3 Non-Reporting Work Days (1.0 Records+2 @.5 Comp+2@.5 Personal PD)**

**Total Teacher Work Days=187**

6/22/2016

6/22/16

**SCHEDULE E**  
**2017/18 Calendar**

<b>W</b>	<b>August 23</b>	New Teacher Orientation
<b>Th</b>	<b>August 24</b>	New Teacher Orientation
<b>M</b>	<b>August 28</b>	Teacher Report to Buildings AM Staff Meeting (K-5, 2 Hours Staff Meeting; 1 Hour Professional Development) PM Teacher Room Preparation (K-12)
<b>Tu</b>	<b>August 29</b>	Full Day Professional Development (K-12)
<b>W</b>	<b>August 30</b>	AM Professional Development (K-5, 1 Hour Staff Meeting; 2 Hours Professional Development) PM Professional Development
<b>Tu</b>	<b>September 5</b>	First Day of School Full Day Instruction (6-12) Half Day Instruction (K-5) PM Professional Development (K-5)
<b>W</b>	<b>September 6</b>	Kindergarten Student Last Names A-M Only
<b>Th</b>	<b>September 7</b>	Kindergarten Student Last Names N-Z Only
<b>F</b>	<b>September 29</b>	Half Day Instruction (K-12) PM Professional Development (K-12)
<b>W</b>	<b>October 11</b>	Evening Conferences (9-12)
<b>Th</b>	<b>October 12</b>	Evening Conferences (6-8)
<b>W</b>	<b>October 18</b>	Evening Conferences (6-8)
<b>Th</b>	<b>October 19</b>	Evening Conferences (9-12)
<b>F</b>	<b>November 3</b>	End of 1 <sup>st</sup> Quarter (6-12); 1 <sup>st</sup> Trimester (K-5)
<b>Tu</b>	<b>November 7</b>	No School, Election Day AM Professional Development (K-12) PM Records (K-12)
<b>Tu</b>	<b>November 14</b>	Evening Conferences (K-5)

<b>Th</b>	<b>November 16</b>	Evening Conferences (K-5)
<b>M</b>	<b>November 20</b>	Evening Conferences (K-5)
<b>Tu</b>	<b>November 21</b>	Thanksgiving Recess Begins at End of Day (K-12)
<b>W</b>	<b>November 22</b>	AM Conference Compensatory Time (K-12)
<b>M</b>	<b>November 27</b>	Classes Resume
<b>W</b>	<b>December 20</b>	Holiday Recess Begins at End of Day (K-12)
<b>W</b>	<b>January 3</b>	Classes Resume
<b>M</b>	<b>January 15</b>	No School, Martin Luther King Jr. Holiday (K-12)
<b>W</b>	<b>January 24</b>	AM Student Exams (6-12) PM Professional Development (6-12)
<b>Th</b>	<b>January 25</b>	AM Student Exams (6-12) PM Teacher Records (6-12)
<b>F</b>	<b>January 26</b>	AM Student Exams (6-12) End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester (6-12) AM Student Instruction (K-5) PM Teacher Records (6-12) PM Professional Development (K-5)
<b>F</b>	<b>February 16</b>	Midwinter Recess Begins at End of Day (K-12)
<b>W</b>	<b>February 21</b>	Classes Resume
<b>Tu</b>	<b>March 6</b>	Evening Conferences (6-8)
<b>Th</b>	<b>March 8</b>	Evening Conferences (9-12)
<b>F</b>	<b>March 9</b>	AM Student Instruction (K-12) End of 2 <sup>nd</sup> Trimester (K-5) PM Professional Development (6-12) PM Teacher Records (K-5)
<b>Tu</b>	<b>March 20</b>	Evening Conferences (K-5)
<b>Th</b>	<b>March 22</b>	Evening Conferences (K-5)
<b>Th</b>	<b>March 29</b>	End of 3 <sup>rd</sup> Quarter (6-12) Spring Recess Begins at End of Day (K-12)

<b>F</b>	<b>March 30</b>	AM Records (6-12) AM Conference Compensatory Time (K-5)
<b>M</b>	<b>April 9</b>	Classes Resume
<b>Tu</b>	<b>April 10</b>	No Students Grades 10 & 12 SAT Testing Grade 11 PSAT Testing Grade 9
<b>W</b>	<b>April 11</b>	Late Start Grades 9 & 12 ACT WorkKeys Grade 11 PSAT Testing Grade 10
<b>M</b>	<b>April 30</b>	No School (K-12) AM Professional Development (K-12) PM Professional Development (K-12)
<b>F</b>	<b>May 25</b>	Memorial Day Recess Begins at End of Day (K-12)
<b>Tu</b>	<b>May 29</b>	Classes Resume
<b>W</b>	<b>June 13</b>	AM Student Exams (6-12) PM Teacher Records (6-12)
<b>Th</b>	<b>June 14</b>	AM Student Exams (6-12) PM Teacher Records (6-12)
<b>F</b>	<b>June 15</b>	AM Student Exams (6-12) Half Day Student Instruction (K-5) PM Teacher Records (K-12)

185 TEACHER REPORTING WORK DAYS + 0.5 DAY OF RECORDS (6-12) + 0.5 DAY  
COMPENSATORY TIME (6-12) + 1 DAY INDEPENDENT PROFESSIONAL DEVELOPMENT  
TOTAL TEACHER WORKDAYS (K-5) = 187  
STUDENT INSTRUCTION DAYS = 180

185 TEACHER REPORTING DAYS = 2 DAYS @ 0.5 COMPENSATORY TIME (K-5) + 1 DAY  
INDEPENDENT PROFESSIONAL DEVELOPMENT  
TOTAL TEACHER WORKDAYS (K-5) = 187  
STUDENT INSTRUCTION DAYS = 180

**CALENDAR SPECIFIC NOTATIONS**

1. The teacher work day for a full-day Professional Development is 8 a.m. until 11 a.m. a 60-minute duty free lunch, and noon until 3 p.m.
2. The one (1) day of Independent Professional Development may include portions of district-required PD.
3. Please note that for the purposes of this Schedule, K-12 includes Early Childhood Special Education (ECSE) through the Adult Transitions Special Education Program.

## MEMORANDUM OF AGREEMENT

This memorandum is to verify a mutual agreement that was reached on January 30, 2018 between Rochester Community Schools and the Rochester Education Association, MEA/NEA. The parties agree to modify Articles 9.02 and 2008/09 Official Overload Chart as follows:

9.02 At the elementary level, where more than one teacher within a building is assigned to the same subject or grade level, class sizes will be adjusted to be as equal as feasible. At the secondary level within a building the same subject or grade level class sizes will be adjusted to be nearly equal. If the class size reaches the overload levels stated on the overload payment chart, and remains at or above the overload level for ten (10) or more student days during any ~~card marking~~ **trimester**, the elementary level teacher will be paid per student ~~per card marking trimester~~ according to the 2008/09 Official Overload Chart and at the secondary level the teacher will be paid according to the 2008/09 Official Overload Chart per period, per student, ~~per card marking trimester~~.

If the class size reaches the overload level for ten (10) or more student days during any ~~card marking~~ **trimester**, the elementary level teacher will be paid ~~one hundred fifty dollars (\$150.00)~~ two hundred dollars per student per ~~card marking~~ **trimester**; and at the secondary level the teacher will be paid thirty-five (\$35) per period per student per card marking. The paraeducator time provided will remain at the levels indicated on the 2008/09 Official Overload Chart.

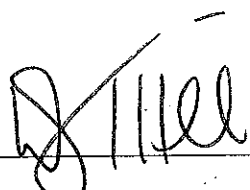
### Elementary Overload Payment Chart

K	1	2	<del>Each Quarter</del> Each Trimester
25	28	28	<del>\$150.00</del> 200.00
26	29	29	<del>\$300.00</del> 400.00
27	30	30	<del>\$450.00</del> 600.00 + 1 hour para over ECE
28	31	31	<del>\$600.00</del> 800.00 + 1 hour para over ECE
29	32	32	<del>\$750.00</del> 1,000.00 + 1 hour para over ECE

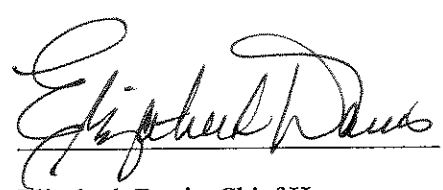


3	4	5	Each Quarter-Each Trimester
28	32	32	<del>\$150.00</del> \$200.00
29	33	33	<del>\$300.00</del> \$400.00
30	34	34	<del>\$450.00</del> \$600.00 + 2 hour para
31	35	35	<del>\$600.00</del> \$800.00 + 2 hour para
32	36	36	<del>\$750.00</del> \$1,000.00 + 2 hour para

1-2	2-3	3-4	4-5	Each Quarter-Each Trimester
26	26	26	30	<del>\$150.00</del> \$200.00
27	27	27	31	<del>\$300.00</del> \$400.00
28	28	28	32	<del>\$450.00</del> \$600.00 + 2 hour para
29	29	29	33	<del>\$600.00</del> \$800.00 + 2 hour para
30	30	30	34	<del>\$750.00</del> \$1,000 + 2 hour para

  
 Douglas Hill, President Rochester Education Association

Date: 1/30/18

  
 Elizabeth Davis, Chief Human Officer

Date: 2/14/18

**MEMORANDUM OF AGREEMENT**

This memorandum is to verify a mutual agreement that was reached on January 30, 2018 between Rochester Community Schools and the Rochester Education Association, MEA/NEA. The parties agree to modify Articles 14.02 and 14.05 as follows:

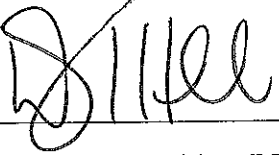
**14.02** The Board may grant an unpaid parental leave of up to one (1) year, inclusive of the time required pursuant to the Family and Medical Leave Act of 1993, upon written request for such leave, and upon proper clarification of pregnancy by the employee's physician. Any unpaid parental leave shall be for the remainder of the year unless the employee notifies the Board at the time of commencement of parental leave their intent to return at the beginning of the next quarter or trimester following the expiration of the FMLA.

If requested by the Administration, the individual will submit with such application a statement from a qualified physician declaring the individual's ability to resume teaching responsibilities.

**14.05** A personal leave of absence may be granted. If granted, the leave will continue throughout the balance of the school year with the exception of an unpaid parental leave as set forth in 14.02.

The undersigned, by fixing their signatures hereto, acknowledge this agreement between the Rochester Community Schools Board of Education and the Rochester Education Association with the above statements.

For the Association: ✓



---

Douglas Hill, President REA

1/30/18

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Dated

For the Board:



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Elizabeth A. Davis,

Chief Human Resources Officer

2/14/18

---

Dated

**MEMORANDUM OF AGREEMENT**

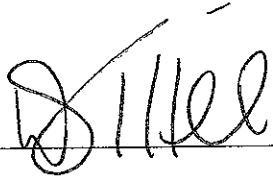
This memorandum is to verify a mutual agreement that was reached on January 30, 2018 between Rochester Community Schools and the Rochester Education Association, MEA/NEA. The parties agree to modify Schedule B of the 2013-19 Master Agreement as follows:

## SALARY SCHEDULE B Performing Arts

The salary for performing arts positions listed below are a result of the percentage applied to the base of \$31,050. There shall be no advancement on this Salary Schedule for the 2013-14 school year.

<b>High School</b>							
<b>Band Director:</b> includes Marching Band, Concert Band, Pep Band, Band Camp, Preparation, Inventory, Jazz Band, Festivals & Competitions							
Band Director	25.0%	26.0%	27.0%	7,763	8,073	8,384	
Assistant Band Director	2.5%	3.0%	3.5%	776	932	1,087	
Band camp	3.5%	3.5%	3.5%	1,087	1,087	1,087	
Preparation & Inventory	3.5%	3.5%	3.5%	1,087	1,087	1,087	
Band Concert	2.0%	2.0%	2.0%	621	621	621	
Band marching	5.0%	5.0%	5.0%	1,553	1,553	1,553	
Band Pep	2.0%	2.0%	2.0%	621	621	621	
Band Jazz	2.5%	2.5%	2.5%	776	776	776	
Festivals/Competition	4.0%	4.0%	4.0%	1,242	1,242	1,242	
All other payments are to be arranged in advance and approved by the principal							
<b>Vocal Music</b> includes four (4) performances, all festivals/competitions	14.0%	15.0%	16.0%	4,347	4,658	4,968	
<b>Theater - non musical play</b>							
Limit of two (2) plays per building with approval of the principal. Plays will be 2 or 3 acts.							
Director for each production	5.0%	5.5%	6.0%	1,553	1,708	1,863	
Manager	3.0%	3.0%	3.0%	932	932	932	
Technical Director for each production	1.5%	2.0%	2.5%	466	621	776	
Assistant Director for each production	1.5%	2.0%	2.5%	466	621	776	
Costumer for each production	1.5%	2.0%	2.5%	466	621	776	
<b>Theater Musical Play</b>							
Limit of one (1) play per building with approval of the principal. Plays will be 2 or 3 acts.							
Director for each production	10.0%	11.0%	12.0%	3,105	3,416	3,726	
Vocal Director for each production	4.0%	4.5%	5.0%	1,242	1,397	1,553	
Pit Orchestra Director for each production	4.0%	4.5%	5.0%	1,242	1,397	1,553	
Technical Director for each production	1.5%	2.0%	2.5%	466	621	776	
Assistant Director for each production	1.5%	2.0%	2.5%	466	621	776	
Choreographer for each production	1.5%	2.0%	2.5%	466	621	776	
Costumer for each production	1.5%	2.0%	2.5%	466	621	776	
Set Designer for each production	1.5%	2.0%	2.5%	466	621	776	
<b>Specific Theater Projects</b>							
one act plays, children's theater, limit of three (3) per building with approval of principal							
Director for each production	1.5%	2.0%	2.5%	466	621	776	
<b>Middle School</b>							
<b>Band Director</b> includes Instrumental Band, 4 performances per building & all festivals/competitions	10.0%	11.0%	12.0%	3,105	3,416	3,726	
Band Pep	2.0%	2.0%	2.0%	621	621	621	
Band Jazz	2.5%	2.5%	2.5%	776	776	776	
Festivals/Competition	2.0%	2.0%	2.0%	621	621	621	
Vocal Music	10.0%	11.0%	12.0%	3,105	3,416	3,726	
<b>Theater</b> limit of 4 productions per building with approval of principal							

Director for each production	3.0%	3.5%	4.0%	932	1,087	1,242
Assistant Director for each production	1.5%	2.0%	2.5%	466	621	776
<b>Elementary School</b> Vocal Music includes four (4) allows a maximum of two (2) performances, all festivals/competitions per building per school year at the listed amount per performance	2.0%	2.0%	2.0%	621	621	621



Douglas Hill, President Rochester Education Association

Date: 1/30/18



Elizabeth Davis, Chief Human Officer

Date: 2/14/18