

**MASTER AGREEMENT**

between the

**ROSCOMMON AREA PUBLIC SCHOOLS  
BOARD OF EDUCATION**

and the

**ROSCOMMON EDUCATION ASSOCIATION**

**July 1, 2010 through June 30, 2012**

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**Master Agreement  
between the  
Roscommon Area Public Schools Board of Education  
and the  
Roscommon Education Association**

**July 1, 2010 through June 30, 2012**

**ARTICLE I - RECOGNITION**

- A. The Board hereby recognizes the Roscommon Education Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all certified personnel under contract but excluding supervisory and executive personnel, office, clerical, maintenance and operating employees, substitutes, adult education teachers and all employees not specifically included within the bargaining unit.
1. The term "teacher" when used hereafter in this agreement shall refer to all employees represented by the Roscommon Education Association in the bargaining or negotiating unit as above defined and reference to male teachers shall include female teachers.
  2. The term "Board" shall include the Roscommon Area Public Schools, its Board of Education, its officers and agents and, where appropriate, its supervisory, executive and administrative employees.
  3. The term "Administrator" shall refer to principals, assistant principals, superintendent, and assistant superintendent.
- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this agreement.

**ARTICLE II – TEACHER EVALUATION PROCEDURES**

- A. Probationary teachers will be evaluated according to the conditions set forth in the Teacher Tenure Act.
- B. Tenure teachers shall be evaluated once every three (3) years however, they may be evaluated more often at the discretion of the building administrator and will be given at least five (5) days notice of the evaluation. If no evaluation is given the teacher's performance shall be deemed to be satisfactory. In addition, a teacher who receives an adverse evaluation will be re-evaluated upon his/her request within ten (10) school days of such request. No teacher is entitled to be re-evaluated more than once per adverse evaluation pursuant to this provision.

- C. The evaluation shall consist of the actual observations of the teacher's performance of duties with at least one observation occurring in their major or minor field if they are teaching in said field and will include a minimum of thirty (30) minutes classroom observation.

A joint committee shall be formed to review the evaluation tool which will be used throughout the district and applied consistently. This committee shall consist of both Association members appointed by the Executive Board and district administrators.

- D. The primary evaluator shall be the principal or a member of the administrative team. The Board may select other evaluators (including a peer evaluator or mentor teacher) for a teacher who is identified as being in need of assistance.
- E. A written evaluation shall be prepared by the evaluator and presented to the teacher in a closed meeting not more than eight (8) school days after the observation. If the teacher does not agree with his evaluation, he may submit his own evaluation within eight school days of receiving the evaluation. Both evaluations will be placed in the teacher's personal file. A teacher may also confer with the Superintendent regarding his evaluation. Either party may request the presence of an observer at the follow-up session. The services of an observer on behalf of the teacher shall be at no expense to the Roscommon Area Public Schools Board of Education.
- F. All monitoring or observation of the work performance of a teacher will be conducted openly and with full knowledge of the teacher. The use of closed circuit television, public address or audio systems and similar surveillance devices shall be used only with the consent of the teacher.
- G. The content of an evaluation of any teacher is specifically exempted from the grievance procedure.
- H. If a teacher believes an evaluation is inaccurate because the evaluator was not aware of the teacher's objectives, methods or materials planned for the lesson(s) observed, the teacher may request a re-evaluation. The re-evaluation shall be preceded by a pre-evaluation conference at which these issues are discussed.
- I. The Board of Education and the REA agree to reconvene negotiations when the State of Michigan provides recommendations/requirements to instate merit pay along with annual teacher evaluations. Both parties agree to follow the letter of the Michigan law and to meet to revise the contract to accommodate the requirements when guidelines are provided. At that time, procedures for evaluation are to be adopted and merit pay will be connected. Any further merit pay agreements must fall within the financial constraints agreed to in this contract.

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

- A. The Board recognizes its responsibility to continue to give administrative backing and support to its teachers, although each teacher 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 shall be reasonable and just, and in accordance with established Board Policy. It shall be the responsibility of the teacher to report to his principal the name of any student who, in the opinion of the teacher, needs particular assistance from skilled personnel. The teacher shall be advised by the principal of the disposition of the teacher's report that a particular student needs such assistance.
- B. On those occasions that the teacher finds it necessary to send a student to the principal's office, the teacher should put in writing all the pertinent information regarding the case. After the principal has received this information, and has had an opportunity to discuss the situation with the student, he/she may invite the teacher to sit in on the conference. Under all situations the principal will let the teacher know in writing what disposition has been made of the case prior to the student's return to the classroom.
- C. A faculty board of review composed of teachers who have class responsibilities for the involved student, plus the building administrator, counselor and parents will review persistent behavior problems of a student before the student may return to class.

Any student who is continually disruptive to the necessary continuity of the educational process will be removed from class. Another hearing will be conducted by a panel consisting of the teacher, administrator, counselor and parents to determine a course of action for the student.

- D. Any case of assault upon a teacher which had its inception in a school centered problem, shall be reported immediately in writing to the Superintendent or his designated representative. In the event of such an assault, the Board shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities. A substitute teacher may be requested by teachers who are assaulted by a student for the balance of the school day. The final decision will be left to the discretion of the administration.
- E. In all conferences between a teacher and administrator the teacher shall have the right to have a witness of his choosing present. However, no conference shall be unduly delayed due to unavailability of the witness chosen by the teacher. The teacher shall be obligated to choose another witness in the event such a delay would occur due to unavailability of the original witness chosen by the teacher.
- F. In all conferences between a teacher and a student, or teacher and a parent(s), the teacher shall have the right to have a witness present.

## ARTICLE IV - CONTINUITY OF OPERATION

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. There is a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly engage or assist in any strike, as said term is defined by the Public Employment Relations Act.
- B. Nothing in this article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an Act of God or other conditions beyond the control of school authorities.

Teachers reporting to work and then sent home due to circumstances beyond their control such as weather, fire, or other Acts of God, will be paid for that day.

In the event of severe road conditions for which schools are closed, teachers will not be required to report for or remain on duty. Should conditions change to where the roads become passable, students and teachers may be required to report to school. Teachers will suffer no loss of pay for time missed under the provisions of this article.

- D. In accordance with Michigan law and applicable regulations, where scheduled days of instruction are not held because of conditions not within the control of school authorities, the Board may reschedule those days and make them up to insure a minimum of days and/or contact hours to meet state requirements. Any rescheduled days shall be added to the end of the calendar unless the parties mutually agree otherwise. The rescheduling of days shall be based upon the following:
1. If existing laws and regulations continue so that the first thirty hours of cancelled instruction may be counted as days of student instruction, the thirty hours need not be made up.
  2. After the thirty hours are exhausted, any days or hours of instruction required for state aid will be compensated.
  3. Any hours or days required to be made up after the thirty hours will be paid at the rate of  $1/182$ (the number of teacher work days) of the lowest step of the B.A. schedule.

## ARTICLE V - MISCELLANEOUS PROVISIONS

- A. This agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this agreement.
- B. Any individual contract between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of the Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration shall be controlling.
- C. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- D. If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provisions or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- E. Ten (10) copies per building of this Agreement shall be printed at the expense of the Board and be presented to the Roscommon Education Association within twenty (20) days of ratification. The distribution of the Agreement to the employees shall be the responsibility of the Association. The agreement will also be posted on the secure page of the GHSD website.
- F. Within five (5) days of hiring any new teacher, the President and the Treasurer of the Roscommon Education Association shall be notified in writing of the teacher's name and address.
- G. The Roscommon Education Association shall within ten (10) days of the election of officers notify the Superintendent. The notification shall contain the Roscommon Education Association's wishes as to whom the Superintendent shall officially conduct correspondence.

## **ARTICLE VI - PROFESSIONAL BEHAVIOR**

- A. Teachers shall comply with such rules, regulations and directions adopted by the Board and its representatives which are consistent with the provisions of the Agreement, provided that a teacher may refuse to carry out an order which threatens his physical safety or well being beyond the normal risks inherent in that assignment.
- B. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building.
- C. No teacher shall be disciplined or reduced in rank or compensation without just cause. All information forming the basis for disciplinary action shall be made available to the teacher. Material that may be used for disciplinary purposes shall not be placed in a teacher's personnel file unless the teacher has received a copy of the material. The teacher shall have the opportunity to attach a response to any material placed in the his/her personnel file.

The non-renewal of any probationary teacher, the placement of a probationary teacher on additional probation and the failure to rehire a teacher to an extra-duty position shall not be considered a violation of section C.

- D. No teacher shall be reprimanded in halls, classrooms or any other area where the discussion may be overheard.
- E. The teacher shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with the respect of the professional employment or such teacher. The board agrees to continue its policy of respecting the private and personal life of teachers.
- F. No formal disciplinary action shall be taken upon any complaint by a parent or a student unless the complaint is reported to the teacher in writing. Any investigation of such complaints shall include a formal interview with the teacher.
- G. Privacy  
Any teacher shall have the right to access his/her own personnel file. A teacher will be notified of any request to access her/his personnel file. Nothing will be entered into a teacher's personnel file without the teacher first having the right to review and rebut said material.



## **ARTICLE VII - PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS**

- A. The responsibility for being certificated to teach in the Gerrish-Higgins School District Schools, State of Michigan, rests solely with the individual teacher.
- B. A certified teacher covered by this agreement will be hired to fill a vacancy if the vacancy will exist for at least an eighteen (18) week period. However, a substitute teacher may be hired to fill a vacancy for the remainder of the school year if there is less than eighteen (18) weeks remaining until the end of the school year. Further, a substitute teacher may be hired to replace a teacher who is on leave of absence, providing the leave does not last for more than one year. As soon as it is known that the leave will extend beyond one year, representatives of the Association and Board shall meet to determine how the position will be filled for the remainder of the leave.
- C. All teachers will be given written notice of their schedule for the forthcoming year no later than the last day of school in June. In the event that changes in such schedules are proposed, all teachers affected shall be notified promptly and consulted. In the event that teachers must involuntarily move to different classrooms in a different building due to schedule changes, teachers will be compensated for packing and moving their classroom materials for eight (8) hours at the contracted hourly rate. In the event changes in teachers' schedules are made later than ten (10) days preceding the beginning of the school year, the Association will be notified and the specific reasons for the changes stated. If a change in a teacher's assignment is necessitated within ten (10) days prior to the first day of school, the Superintendent will provide the teacher with up to (10) hours of paid prep time to prepare for the new class(es). This time will be paid at the contracted hourly rate.
- D. Prior to the end of the school year teachers may request assignment preferences in writing for the ensuing school year. These preferences shall be considered when making assignments.
- E. When making assignments, major/minor/endorsements, seniority and highly qualified status may be a consideration.

## **ARTICLE VIII - TEACHING CONDITIONS**

- A. The normal school day for professional staff shall be as follows:
  - 1. Elementary School
    - a. Adequate instructional minutes not to exceed the current minimum State time for instructional hours will be met in the number of student days included in the negotiated calendar. (Special responsibility time, consistent with the professional training of the teacher, may be substituted for teaching time by the building principal.)
    - b. Teachers preparation time will not be less than 215 minutes per week. Whenever art, music and physical education teachers are assigned to the elementary school, the teacher whose class is being taught by the special

subject teacher may utilize that time for planning and preparation. Preparation time in the elementary school will consist of cumulative time, with at least one (1) daily conference period of thirty (30) consecutive minutes or equivalent by mutual consent.

- c. A minimum of 30 minutes uninterrupted lunch period. (The students' lunch hour may be extended to allow for the differences in each building by also extending the length of the normal school day.)
- d. 15 minutes before school - at duty station ten (10) minutes before the first regular class starts.
- e. 15 minutes after school - at duty station ten (10) minutes - except at the close of school on Friday or the day before a holiday, when the teacher may leave following the buses.

2. Middle School/High School

- a. Adequate instructional minutes not to exceed the current ~~2002-03~~ minimum State time for instructional hours will be met in the number of student days included in the negotiated calendar. (Special responsibility time, consistent with the professional training of the teacher, may be substituted for teaching time by the building principal.)
- b. Teacher preparation time shall not be less than 215 minutes per week. Such time will consist of one period of consecutive time such as the Middle School or High School school day period.
- c. A minimum of 30 minutes uninterrupted lunch period. (The students' lunch hour may be extended to allow for the differences in each building by also extending the length of the normal school day.)
- d. 15 minutes before school - at duty station ten (10) minutes before the first regular class starts.
- e. 15 minutes after school (at duty station ten (10) minutes) except at the close of school on Friday or the day before a holiday, when the teacher may leave following the buses.

- B. Teacher preparation time shall not be less than 215 minutes per week. Teachers shall have a minimum of thirty minutes duty free lunch.
- C. No teacher except in self-contained classrooms, art, music, and physical education, or in instances whereby the teachers fragments their curriculum in a given subject into specialized subjects, may be required to have more than four different preparations in the regular teaching assignment at any given time. Teachers of art, music, woodshop and physical education will not be required to have more than two preps outside of their primary field.
- D. The Board shall make available in each school appropriate technology to create and copy documents. It is understood that such materials shall be used in pursuit of pupil instruction, and

may be used by the association to conduct its business at cost. Expressly prohibited is the use of these machines and materials for political purposes.

- E. No teacher will be obligated to participate in outdoor recess, noon duty, lunch supervision or substituting. Under special circumstances, where assigned teaching time is less than the contracted amount of time, with mutual consent, a teacher may supervise lunch, provide tutoring, or provide instructional support in their content area. If not assigned to teaching or other duties full-time, FTE will be reduced to reflect the percent of time worked.
- F. Teachers who are assigned to more than one building are to be allowed adequate travel time.
- G. If a teacher feels that a student should be retained, the administration, the parent and the teacher will decide on a remedial course of action for the student which may include retention, mandatory summer school or conditional promotion.
- H. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio visual equipment, art supplies, athletic equipment, current periodicals, teacher edition textbooks, workbooks, computers, and other similar materials and supplies are the tools of the teaching profession. The Board shall make reasonable efforts to provide teaching supplies and to repair inoperable instructional equipment. The Board's decision regarding any alleged violation of this provision shall be final and not subject to the arbitration step of the grievance procedure.
- I. When teachers report their unavailability for work, it shall be the responsibility of the administration to arrange for a substitute teacher. When a teacher is unavailable for work for less than a scheduled half-day, the administration may request an available teacher to substitute during his or her prep period at the contracted hourly rate, with mutual consent.
- J. It is recognized that passing time duty responsibilities shall continue to be assumed by teachers in accordance with past practice.

K. Teacher in Charge

In the event that there will be no administrator in the building for a period of one half hour or more, teachers will be notified by the principal regarding who will be placed in charge, in writing, at the beginning of the school year. When the teacher is placed in charge of the building and that teacher is required to leave his/her classroom to deal with a problem, arrangements will be made to cover the teacher's classroom. It is understood that non-certified individuals may not be used for this purpose. The Teacher-in-Charge will be covered under the District's liability insurance.

L. Inclusioned Students

1. Inclusion is recognized as placement of any special education student into regular education programs on a part-time or full-time basis. The extent individual handicapped student participates in regular education programs and services must be appropriate to that student's unique needs as determined by an Individual Educational Planning Committee (IEPC) on an individual basis.
2. Any bargaining unit member who will be providing instructional or other services to a handicapped student in a regular education classroom setting

shall be invited, in writing, to participate in the IEPC which may initially place (or continue placement of) the student in a regular classroom. A substitute shall be provided for any teacher so involved.

3. If the teacher advises the principal that the IEPC plan for a handicapped student is in need of revision, the administration shall forthwith call an IEPC. The teacher so advising shall be invited, in writing, to attend the IEPC. This IEPC outcome shall continue to become the determinative.
4. Before any teacher shall be directed to participate in an IEPC meeting the teacher shall be provided with specific information regarding the IEPC process and the role and responsibilities of the members of the committee and information about the special education program and related service options which address the specific needs of an individual handicapped student.
5. The Board of Education will make every effort to provide training or preparation required to perform the duties assigned a regular classroom teacher in regard to special needs students.
6. Class size will be taken into consideration when inclusioned students are placed in a regular class.
7. No teacher shall be required to provide health services for a handicapped student except in an extreme emergency.

#### M. Miscellaneous

1. Each teacher will be obligated to participate in general staff meetings, grade level/department meetings and/or school improvement team meetings as determined by building priorities and not to exceed 3 hours per month. Fulfillment of this obligation can occur during the school day in years where this time is negotiated within the school calendar. Each teacher will be obligated to participate on one School Improvement team
2. Each teacher will be obligated to attend nine (9) hours of scheduled Parent-Teacher Conferences per year as determined by each building. Teachers will be compensated with one (1) Comp Day for the first seven (7) hours of Parent-Teacher Conferences. Teachers whose classes exceed the contractual class size will be granted Comp Time or hourly compensation at the contracted rate for each hour of additional conferencing up to the contracted nine (9) hours. Additional conference time must be documented and submitted to the administration and is limited to additional hours consecutive to scheduled Parent-Teacher Conferences.
3. The school calendar will contain thirty-five (35) hours of five (5) days for professional development.

All teachers shall record, on a form provided by the District, the professional development activities they participate in that qualify as professional development. Forms must be returned to the Director of Curriculum and Instruction by the last teacher day of the school year.

## **ARTICLE IX - REA – ADMINISTRATION LIAISON COMMITTEE**

- A. The Association shall name a Liaison Committee in each building or any other unit responsible to a principal or appropriate supervisor to meet with that principal or appropriate supervisor to discuss matters of mutual interest and concern. These meetings may be requested as needed by the principal, supervisor or the REA. Agendas will be exchanged at least one week prior to the meeting.
- B. The Association Board of Directors, including building representatives, will meet with the Superintendent during the term of this Agreement to review and discuss matters of concern and the administration of this Agreement. These meetings may be requested as needed by the Superintendent or the REA. Agendas will be exchanged at least one week prior to the meeting.
- C. In the event the Association desires to appear on the Agenda of a regular board meeting, the President of the Association shall make a written request no later than the Wednesday immediately preceding said regular board meeting. The request shall be addressed to the Board and made to the Superintendent and shall contain as much information as possible on the subject on which the Association desires to appear.

## **ARTICLE X - VACANCIES AND TRANSFERS**

- A. A "vacancy" shall be defined as a newly created professional position within the bargaining unit or a professional bargaining unit position which becomes unoccupied by reason of the permanent separation (by resignation, retirement, death, discharge, etc.) of the employee formerly in the position.
- B. All vacancies in teaching, coaching and administrative positions shall be prominently posted in an appropriately designated place in each school. Vacancies which occur during the academic year shall be posted for not less than ten (10) working days after the vacancy or new position is determined to exist. If a vacancy arises during the summer months when school is not in session, notice of the vacancy shall be sent by mail to all teachers not less than two (2) weeks prior to the closing date for filing applications. A copy of any notice or posting shall also be forwarded to the Association. The President of the REA shall be notified within ten (10) days of the filling of a vacancy and the name of the person hired.
- C. It is also understood that a teacher presently holding a position may be awarded the vacant position but the actual change may not occur until the following September if it is in the best interests of the students.
- D. In filling a vacancy within the bargaining unit, the Board agrees to give added preference to any present employee taking into consideration the professional background and attainments of all applicants, the length of time each has been in the school system, certification, major/minor/endorsements, prior experience and other relevant factors. The decision of the Board as to the filling of such vacancies shall, however, be final.
- E. In filling promotional vacancies to administrative positions the Board shall consider the professional qualifications, background, attainments, and other relevant factors, including service in the school district, of all applicants from within the school district; as well as

applicants from outside the school district. The parties recognize, however, that the filling of vacancies at the supervisory and administrative levels and the filling of newly created supervisory and administrative positions is a prerogative of the Board, and the decision of the Board with respect to such matters shall be final.

- F. The parties recognize that changes in grade assignments in the elementary schools, changes in subject assignments in the secondary school grades, and the transfers between schools will be necessary. Teachers who desire to volunteer or be considered for such changes shall notify their building principal annually in writing.
- G. Involuntary transfers involving a change of buildings shall be done on the basis of seniority and highly qualified status.

## **ARTICLE XI - MEMBERSHIP, FEES AND PAYROLL DEDUCTIONS**

- A.
  - 1. Any teacher may sign and deliver to the Board an authorization for deductions of membership dues and assessments of the Association (including the National and Michigan Education Association) and such authorization shall continue in effect from year to year unless revoked in writing.
  - 2. From receipt of such authorization, the Board will deduct from each pay periods the amount of the dues divisible by 20 to 26 pays, the employees option (see Salary Schedule), and the Board agrees to promptly remit to the Association all monies so deducted, accompanied by a list of teachers from whom the deductions have been made. Teachers who are hired in for less than a full year will have dues deductions prorated for the balance of the year remaining.
- B. Any teacher on the staff who does not make application for membership in the Association within thirty (30) days from the date of commencement of teaching duties, shall as a condition of employment pay as a fee to the Association a legally permissible amount not to exceed membership dues determined in a legally permissible manner payable to the Association, the NEA and the MEA, provided, however, that the teacher may authorize payroll deduction on such fee in the same manner as provided in Paragraph A. In the event that a teacher shall not pay such fee directly to the Association or authorize payment through payroll deductions, as provided in Paragraph A, the Board shall immediately cause the termination of employment of such teacher. The parties expressly recognize that the failure of any teacher to comply with the provisions of this Article is just and reasonable cause for discharge from employment. The Association agrees to indemnify and hold the Board, including individual school Board members, harmless from any and all claims, demands, litigation, costs, expenses, and liability that may arise from or relate to this article and will pay all costs incurred by the Board and any salaries that may be awarded if this provision is found to be unlawful.

## **ARTICLE XII - ANNUAL LEAVE DAYS**

- A. All teachers regularly employed by the district shall be credited with 15 days annual leave at the beginning of the school year. Accumulation of annual leave days shall be limited to 200 days.
- B. Teachers absenting themselves for reasons under this article shall notify the designated building representative as soon as possible, and no later than 6:30 a.m. Teachers shall notify the designated building representative of their intent not to return no later than 3:30 p.m. of the day before. The substitute teacher will not be retained until the teacher notifies the principal of his/her intent not to return.
- C. In the event a teacher engages in overt behavior which may lead a reasonable person to believe the teacher is medically unable to fully perform the duties of his/her position or in the event of absence of a teacher for illness in excess of five (5) consecutive working days, the Board may, at its own expense, require an examination by an independent physician to ascertain the teacher's fitness to return to work. The teacher in such case shall authorize the release of all medical records relating to the referral of the physician to the Board.
- D. Annual Leave Days may be used for the following reasons:
1. Illness or Disability
  2. Other Leave (not to exceed 15 days per year).
    - a. Serious illness in the immediate family.
    - b. Death in the immediate family (up to five [5] consecutive days).
    - c. Funerals of close friends or relatives (up to two [2] consecutive days unless additional time is approved by the Superintendent).
    - d. Family emergencies.
    - e. Weddings in the immediate family (up to two [2] consecutive days unless additional time is approved by the Superintendent).
    - f. Personal Business - Teachers shall be credited with up to three (3) personal days per year with no more than three (3) to be taken consecutively unless approved by the administration. Unless approved by the Superintendent, personal days shall not be used as vacation days to extend a vacation.
- E. Teachers serving on a Governmental Agency or Board (non- elected) may be allowed up to five (5) days annually to attend hearings or court sessions. Teachers serving in such capacities shall immediately notify the superintendent in writing of their membership in order to be eligible for the above.

- F. Any employee, ill for 45 continuous days, may, at their option if illness continues, use either accumulated leave days or elect to use L.T.D. insurance. In any event, the simultaneous use of annual leave and L.T.D. is expressly prohibited.
  - G. If there is reasonable suspicion to believe that involuntary sick leave is warranted, upon recommendation of the Superintendent, the Board may, at Board expense, require a teacher to submit to physical or mental examination by appropriate specialists.
  - H. Any teacher who is absent because of an injury or disease compensable under Michigan Worker's Compensation Law shall receive from the Board the difference between the Worker's Compensation payment as prescribed by law and his/her regular salary. Days will be deducted on the fractional basis necessary to effect the compensation described above.
  - I. Any teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available, shall be granted a leave of absence without pay for the duration of such illness or disability, up to one year, and the leave may be renewed at the discretion of the Board each year upon written request by the teacher.
  - J. If a teacher is absent due to sickness, disability or personal business and school is cancelled for any reason, this day or days shall not be deducted from the teacher's annual leave days.
  - K. Any full-time certificated employee shall, upon severance due to death or retirement, or any other reason other than discharge after ten (10) years of service, receive one-half pay for the number of accumulated leave days. After five (5) years service the employee will receive one quarter pay for accumulated leave days for severance other than discharge. The rate of pay shall be computed at the rate of pay of a B.A. Degree minimum for the last year of employment. Payment in the case of death will be made to the beneficiary or the estate of the employee. Beginning with employees hired after June 30, 2007 the rate of pay shall be equivalent to the current daily sub pay rate at the time of retirement.
- Retirement is defined as leaving the services of the Gerrish-Higgins School District under such circumstances as to be immediately eligible to receive retirement benefits under the Michigan Public School Employees' Retirement Act.
- L. Annually teachers will be notified of the number of days annual leave they have accumulated.
  - M. Jury Duty - Any teacher called for jury duty shall present his/her notice or subpoena to his/her supervisor at the earliest possible date. Employees will release their wages from the county for time served to the School District and receive their regular pay. Jury duty days will not be deducted from the employee's annual leave days.

### **ARTICLE XIII - PROFESSIONAL AND PERSONAL LEAVE**

- A. A teacher desiring to attend an educational conference or visit another school must apply in writing to the building principal for his approval and the approval of the Superintendent. When such authorization is granted to the teacher delegated to represent the school at an educational conference or school visitation (such designation or authorization must be in writing and one copy filed with the Superintendent prior to the teacher's leaving for the conference), the teacher shall receive:



1. Staff will use a district provided vehicle when possible. When this is not possible, mileage for any District business will be reimbursed at the rate established by the IRS on September 1 of the current school year. If circumstances reasonably warrant, a teacher may request to use their own vehicle if travel to the bus garage to pick up the vehicle is unreasonable given the trip.
  2. Meals will be reimbursed at actual expense up to \$40/day upon the teacher's filing a receipt for such meals with said teacher's principal. Pre-approved conference banquet costs will be reimbursed at actual expense.
  3. If overnight accommodations are necessary, the teacher will be reimbursed actual cost of the room not to exceed \$110.00 per day upon filing a receipt for such expense with the principal. More expensive accommodations will require pre-approval by the administration.
- B. At the beginning of each school year, the Association shall be credited with four (4) days to be used by the teachers who are officers or members designated as agents of the Association. Such use is to be at the discretion of the Association, but is intended for Association business. The Association agrees to notify the Board in advance of the date for intended use of said leave. Unused days in any given year of an existing contract agreement may be carried forward to subsequent years of that contract. (i.e., a total of twelve (12) days are available during the life of a 3 year contract.)

#### **ARTICLE XIV- UNPAID LEAVE**

- A. Unpaid leave of up to one year shall be granted to any tenured teacher, and may be granted to a probationary teacher, after 2 years service to the Gerrish-Higgins School District for the following reasons:
1. Any teacher who shall be inducted or shall enlist in any branch of the Armed Forces of the United States.
  2. For purpose of campaigning for or serving in a public office. The provision shall not apply to serving in the State of Michigan House of Representatives or Senate.
  3. In the event the teacher adopts or gives birth to a child.
- B. Said leave shall be granted upon application to the Board of Education with commencement and termination dates of leave stated. An unpaid leave may be renewed or extended with Board approval. To be valid an application for a leave or extension or renewal of a leave must be submitted at least ninety (90) days prior to the commencement date of the leave. The board shall notify each teacher on leave in writing at least ninety (90) days prior to the termination date of the leave that the teacher has the responsibility to inform the Board of the intent to either return from leave or request a renewal or extension of the leave. Failure of the teacher to provide written notification to the Board within twenty (20) days of receipt of the Board's letter shall be deemed to constitute the teacher's voluntary resignation from employment.

- C. The teacher shall be returned to his former position and placed on the next step of the salary schedule from the one previously held. See Reduction in Personnel for credit on increment. It is agreed that such position shall not be claimed by existing staff members, but shall be filled by new teachers for the duration of the leave.
- D. The Board may make deductions from pay for absences for which the teacher is not entitled to paid leave.
- E. All teachers are expected to fulfill the terms of their contract. Arbitrarily taking time off will be considered as a breach of contract.
  - 1. Teachers may at the discretion of the Superintendent be permitted to take emergency, unpaid leave, provided written clearance has been given in advance by the Superintendent.
  - 2. Such leave shall not extend over twenty (20) working days. Time requested beyond that period shall be with Board of Education approval and involve forfeiture of fringe benefits.
  - 3. The Board of education shall determine the duration of such leave, considering the best interests of the student.
- F. When deductions are made for absence not covered by illness, disability, professional or personal leave, the following method will be used in computing per day deductions: The base salary computed on a 9 1/2 month basis divided by 190.
- G. Any teacher on an approved leave of absence shall be considered an employee of the school district. Said teacher on an approved leave of absence may continue insurance coverage offered on a cash pay basis for the duration of the leave at no expense to the Board.
- H. Upon request and with Board approval an unpaid leave of up to one (1) year may be granted for continuing education, including study at an accredited college or university reasonably related to professional responsibilities.

## **ARTICLE XV - INSURANCE PROTECTION - FRINGE BENEFITS**

Commencing November 1, 2010, until the expiration date of this contract or any extension of the contract, the Board shall provide the following insurance coverage for each teacher for his/her appropriate marital status:

- 1. Priority Health POS HSA Min Plan \$0/\$0 RX Prescription Drugs with Health Savings Account (HSA). This plan with the following benefits and including the deductible shall be fully funded by Board:
  - a. Physical and occupational therapy (including osteopathic & chiropractic spinal manipulation), up to 40 visits per member per contract year.

- b. 100% coverage for all routine maternity care services and preventive health care services (performed by preferred provider) that are listed in Priority Health's Preventive Healthcare Guidelines. Coverage is not subject to deductible and has no maximum per calendar year.
  - c. Birth Control prescription coverage.
  - d. Rider to exclude benefits for voluntary abortions.
2. The Board will self insure for Hearing Care, which will be equal to the benefits provided under the Hearing Aid Rider offered from the Traditional Plan with the District.
  3. If the health insurance increase is 15% or higher, the Board and Union agree to form a committee to rebid for comparable coverage. Health insurance may be rebid prior to the 15% increase if both parties agree.

## **ARTICLE XVI - PROFESSIONAL COMPENSATION**

- A.
  1. An experienced teacher hiring into the system shall not be placed on a higher step or pro-rated half step of the salary schedule than his/her years of experience dictates.
  2. All such service shall be determined from a period that the teacher received a B.A. degree and a valid certificate equivalent to that authorized by the State of Michigan at that time.
  3. For the purpose of determining daily compensation rates: Teacher work days will be computed using the total of the following: Student instruction days, Professional development days, and Teacher work days. Teachers who work beyond the normal scheduled school calendar will be paid at the rate of their regular pay divided by the number of days listed above, for each day worked. The Superintendent shall make all such assignments.

- B. Pay for Extra Meetings / Trainings / Classes after School Hours shall be paid at the rate set forth in C. of this Article.

- C. Additional Assignments

Any teacher who teaches more than the normal teaching day on a temporary basis shall be paid at the rate of \$25.00 per hour. As a basis of definition when being paid, an hour shall equal sixty (60) minutes, not a class period. A teacher may also accumulate the time to be used as a comp day. A definition of a comp day shall be the number of class periods in a normal day. There is a limit of four (4) comp days per year and only two teachers per building per day. A teacher must give five (5) days notice to use this time. Comp time may be accumulated for up to three years at which time teachers will be paid at the staff sub rate.

- D. Use of Personal Automobiles

Mileage for any District business driving will be reimbursed at the IRS rate of September 1 of the current school year.

E. Unemployment Compensation

A teacher who is laid off and who is paid unemployment compensation benefits (associated with his or her regular teaching assignment) during the summer immediately following the layoff and who is subsequently recalled to the teacher position at the beginning of the next school year be paid according to an annual salary rate, such that his/her unemployment compensation plus that annual salary rate will be equal to the rate of salary he/she would have earned for the school year had he/she not been laid off, subject to the following:

- a. The total of unemployment compensation plus salary earned by employment in the district shall not be below that which the employee would have received had he or she been employed the entire school year.
- b. Any reasonable verified expense related to subscribing for job placement bulletins or interviewing for jobs within the State of Michigan will be deducted from the unemployment compensation received prior to the computation of the annual salary.
- c. In accordance with COBRA, the Board, in a layoff situation, will allow the teacher to continue insurance benefits on a personal pay basis.

F. ½ Time Teachers

Teachers hired for one-half time positions shall be granted all rights and privileges as provided under this contract. All fringe benefits will be pro-rata at half time. Their seniority shall continue as one-half year for each year worked under these conditions. One-half time shall be interpreted as three (3) teaching hours or periods. A preparation /conference period shall not constitute a teaching hour or period.

G. Continuing Education

The parties recognize that quality education requires a process to update and enhance the professional competency of all professionals within the work environment. Any bargaining unit member who is required to enroll in an approved teacher preparation institution for the purpose of continuing education shall receive full reimbursement from the employer for his/her tuition for up to three credits every 5 years.

Teachers may accumulate State Board of Education CEU's with every six (6) accumulated equaling one (1) credit hour on the salary schedule.

H Special Extra Duty Pay

Teachers may seek approval for an extra duty assignment under Appendix B of this Agreement. Extra Duty assignments are intended to provide an opportunity for the teacher to propose an extra assignment not previously described in this section. The assignment should be mutually beneficial to the teacher and to the district and should include measurable goals for completion. The teacher shall receive a payment of \$6000 per year. Employees hired after June 30, 2007 will receive a payment of \$3000 per year. Extra duty assignments are renewable for up to three years. This option expires for all staff hired after July 1, 2010. All special duty proposals will be reviewed by a committee consisting of a building teacher, union building representative and

a building administrator. Final approval will be given jointly by the Union President and the Superintendent

I. Salary

See attached schedule in Appendix A

Teachers may elect to have their contracted base salary divided into twenty (20) or twenty-four (24) pays of equal installments or teachers may elect twenty-two (22) pays spread in equal installments as though over the contract year, with a lump sum in June for the balance: 20 payments at 1/24 each and one payment of 4/24.

**ARTICLE XVII - PROFESSIONAL GROWTH LEAVE**

Note: The Board and the Association agree to suspend Professional Growth Leaves for the duration of the current contract.

A. A Professional Growth Leave which is granted will be in accordance with the terms and conditions hereinafter set forth.

B. Eligibility

1. Any teacher of Gerrish-Higgins School District who has been employed at least seven (7) consecutive years by said Board as a full-time professional employee of said school, and at the end of each additional period of seven (7) or more consecutive years of said employment, may be granted by said Board sabbatical leave for professional improvement for not to exceed two (2) semesters at any one time; provided, however, that said teacher, to be eligible must hold a permanent or life certificate or be engaged in teaching in a school maintained by said Board; and further provided, however, that not more than 3% of the professional employees of the teaching staff may be granted professional growth leave in any school year.
2. Absence from service in said school for a period of not more than one (1) year under a leave of absence without pay granted by said Board shall not be deemed a break in the continuity of service required by this program and shall be included as a year of service in computing the eligibility requirements.
3. A professional growth leave may be granted a teacher for a period of not less than one (1) full semester nor for more than two (2) full consecutive semesters.
4. The Board shall not be held liable for death or injury sustained by or acts committed by any teacher while on professional growth leave.
5. During professional growth leave, the teacher shall be considered to be in the employ of the Board, shall have a contract and shall be paid compensation as hereinafter provided.
6. As a condition to receiving final approval for professional growth leave, a teacher shall file with the Secretary of the Board a written agreement that the teacher will remain in the service of the school for a period of two (2) years subsequent to the expiration of the leave.

C. Procedure for Application for Professional Growth Leave

1. Application for Professional Growth Leave must be filed in writing with the Superintendent by April 15th, for leaves to begin with the first semester of any school year and by October 15th for leaves to begin in the second semester of the school year. The application as submitted shall include the following information.
  - a. For Formal Study

A program of work should be outlined which will qualify the applicant for a higher credential in his profession, or a program of recognized courses relating to the present or prospective service of the applicant in his profession.
  - b. For Research and/or Writing

The proposed project shall be outlined and approved in relation to the present or prospective service of the applicant in his profession.
  - c. For Travel

A plan, including the proposed itinerary, shall be submitted stating professional objectives which are sought through such travel.
  - d. For Other Reasons

A plan shall be submitted stating the professional objectives which are sought through the opportunities afforded by the leave, and also stating the expected value to the school.
2. Upon receipt of any such application, the Superintendent shall refer the application to the Board for preliminary study and consideration. When approving or disapproving any application, the Board shall consider the following factors:
  - a. Date of filing application
  - b. Purpose of the leave
  - c. Length of service in the school
  - d. Availability of opportunity
  - e. Professional growth of the staff member
  - f. Other factors deemed important
3. The Superintendent of Schools shall report and make recommendations to the Board on each and every application at any regular meeting or special meeting called for said purpose. The Board shall duly approve or reject the requests for the leave and the Superintendent shall give notice to the applicant of the decision of the Board within thirty (30) days after the due date for filing the application. If the application is denied the applicant shall be notified of the basis for the Board's refusal to approve the request.
4. The Board reserves the right to reject any or all request for professional leave.

D. Requirements and Status While on Professional Growth Leave

1. Upon acceptance by the Board of any application for professional growth leave and before the leave shall commence, the teacher shall duly execute an agreement (form attached) whereby in consideration of the granting of the leave by the Board, the teacher agrees to perform the duties as required herein of a teacher on professional growth leave and shall thereafter for at least a period of two (2) years remain in the employ of the Board. The teacher and his spouse (if appropriate), shall simultaneously therein execute a demand promissory note (form attached) in the total amount of compensation to be received by the teacher during leave from the school; which note shall represent liquidated damages to the school for inability default, mis-performance or non-performance of any of all of the duties of the teacher hereunder.
2. During the term of the professional growth leave the teacher shall have a contract, shall be considered to be in the employ of said Board and shall receive compensation in the amount of one-half (1/2) of the base salary that he would have received had he been on active staff status during the period in which said leave is effective. The Board shall also pay for life insurance and hospitalization insurance for the teacher on professional growth leave.
3. Payment of salary to the teacher on professional growth leave shall be made in accordance with the provisions of the Board for payment of salary to other teachers on the professional staff.
4. A term of professional leave shall entitle the employee to an automatic salary schedule increment at the beginning of the next full year of school following his return to service in the system.
5. An employee on professional growth leave shall accumulate sick leave at the established rate.
6. A professional growth leave once granted by the Board may not be terminated before the termination of said leave except as otherwise provided therein or as otherwise determined by the Board.
7. During the term of said professional growth leave, the teacher shall report to the Superintendent of Schools as follows:
  - a. Said teacher shall immediately request approval from the Superintendent of Schools for any substantial changes in said teacher's planned program of leave as outlined in the teacher's application.
  - b. An interim report shall be filed with said Superintendent by said teacher at the mid-point of the period for which leave is taken. Said report shall contain sufficient information to enable the Superintendent to determine that the leave is being utilized in the appropriate manner.
  - c. The teacher shall file with the Superintendent a final report of the teacher's activities at the expiration of the leave period, which final report is to have the approval of the Board. The Superintendent may, at his discretion, require proof that the program as presented by the applicant (with appropriate changes as subsequently approved) has been followed. The final report with the Superintendent's recommendation shall be presented to the Board for its

approval. A teacher shall not be considered as having completed his duties and requirements of the professional growth leave until the final report has been finally approved by the Board, and the subsequent two-year period of service completed.

8. A teacher granted professional growth leave may be required to perform each service and to engage in such activities during the leave as the Superintendent of Schools, with the approval of the Board, and the teacher may agree upon in writing, provided, however, that the teacher on said leave shall in any event furnish, such, and as many, reports as the Superintendent deems necessary and reasonable to determine that the teacher is fulfilling his agreement and all of the requirements of said leave.

E. Termination of Said Leave

If during the term of said leave the Board, upon the recommendation of the Superintendent, determines that the teacher on leave is not fulfilling his or her agreement or is remiss in any respect, the entire compensation paid to the teacher during the leave period shall become immediately due to the school and all future payments, if any, shall be cancelled. Further, the teacher shall be also subject to immediate discharge, it being agreed and understood the failure to fulfill a Professional Growth Leave constitutes reasonable and just cause for discharge.

F. Status Upon Returning From Professional Leave

1. Unless the teacher is subject to layoff a teacher upon return from such leave shall be restored to his or her teaching position or to a position of like nature, seniority, status and pay, unless otherwise specified at the time of granting the professional growth leave. The teacher shall be entitled to participate in any other benefits that may be provided for by rules and regulations of the Board made pursuant to the law.
2. If any teacher completes his or her planned program of leave but does not return to the employ of the school he or she shall, within two (2) years, repay the Board the amount received by the teacher for the leave. This obligation shall, as hereinbefore provided, be evidenced by a Demand Promissory Note. In the event that the teacher does return to the school after completing the leave, but does not remain in the employ of the school for two (2) years following the leave, he or she shall within three (3) years after termination of employment repay the school for compensation received during the leave period pro rata as the subsequent period of service unexpired bears to said two (2) year period. The Board may waive the provisions of this paragraph at its discretion. In the event of death or total disability of the teacher, the Demand Promissory Note shall be voided.
3. Upon the completion of employment for a period of two (2) years subsequent to the expiration of said leave, and the teacher having performed his/her duties with respect, thereto, the Demand Promissory Note shall be voided by the Board.



G. Professional Growth Leave Agreement

DATED \_\_\_\_\_

In consideration of GERRISH-HIGGINS SCHOOL DISTRICT, by its Board of Education, having heretofore adopted a Professional Growth Leave Policy as a part of its contract of employment of said school's professional personnel and as a condition to the granting of said Professional Growth Leave to the undersigned whose application therefore has been tentatively approved, the undersigned does hereby promise and agree to remain in the service of the said GERRISH-HIGGINS SCHOOL DISTRICT as a full time professional employee for a period to two (2) school years subsequent to the expiration of the year in which the undersigned was accorded Professional Growth Leave.

Witness:

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

Demand Promissory Note

\$ \_\_\_\_\_ DATED \_\_\_\_\_

Upon demand the undersigned jointly and severally promise to pay to the order of GERRISH-HIGGINS SCHOOL DISTRICT, a Michigan municipal corporation, the sum of \_\_\_\_\_ DOLLARS with interest at no percent per annum, but at the rate of seven percent (7%) per annum from and after the date said demand is duly made.

Principal and interest due herein shall be payable at the GERRISH-HIGGINS SCHOOL DISTRICT office on Lake Street, Roscommon, Michigan.

The Demand Promissory Note is pursuant to Article XVIII of the Agreement between the School District of Gerrish-Higgins and the Roscommon Education Association, dated \_\_\_\_\_ as of \_\_\_\_\_.

The makers hereof waive presentment, demand, protest and notice of dishonor.

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

- H. No new staff shall be hired until all staff on leave or layoff in accordance with Article XXII have been offered an opportunity, in writing, to return to active employment to a position for which they are certified and qualified. To remain on the recall list, teachers on layoff must notify the Board, in writing, annually by July 1 indicating they are still interested in returning. Failure to notify the Board in writing by July 1 shall irrefutably and conclusively constitute the teacher's voluntary resignation from employment.
- I. If a teacher on layoff status becomes employed with and gains tenure in another school district, this shall irrefutably and conclusively constitute the teacher's voluntary resignation as an employee of the school district.

## ARTICLE XVIII - GRIEVANCE PROCEDURE

### A. Definitions

1. A grievance is a claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provisions of this agreement by the Board or its designated representatives.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

### B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may from time to time arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing continued herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of the Agreement.

### C. Procedure

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. If appropriate action is not taken within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified may, however, be extended by mutual agreement. For purpose of this article, the term `work days' shall be interpreted to mean those days for which teachers are scheduled to work. During the summer break period the term `work days' shall mean calendar days, excluding Saturdays, Sundays and holidays. The aggrieved person is entitled to have a representative or representatives of the P.R. & R. committee present at any level.

#### 1. Level One

A teacher with a grievance will first discuss it with his principal or immediate superior, either directly or through the Association's school representative, with the objective of resolving the matter informally.

2. Level Two

The grievance shall be reduced to writing within fifteen (15) work days after the occurrence, signed, and presented in person to the building administrator. The building administrator will attempt to adjust the grievance and will submit his answer in writing to the aggrieved within ten (10) work days, with a copy thereof to the Secretary of the Association. A teacher may be accompanied and represented by the building association representative, if the teacher so desires to present the formal grievance.

3. Level Three

If the building administrator fails to resolve the grievance, it may be presented in writing to the superintendent within ten (10) work days of the receipt of the reply of the building administrator. The superintendent will attempt to adjust the grievance and will submit his answer in writing to the aggrieved within ten (10) work days, with a copy thereof to the building administrator and the Secretary of the Association. A teacher may be accompanied and/or represented by the Association representative, if the teacher so desires, to present the formal grievance.

4. Level Four

If the Superintendent fails to resolve the grievance, it may be presented to the Board of Education within ten (10) working days of the receipt of the reply of the Superintendent for the agenda of the next regular Board Meeting, and the grievance will be considered by the Board at such meeting. The Association representative and the teacher filing the grievance will present the formal grievance at the Board meeting. The Board will attempt to resolve the grievance and will submit its answer in writing to the aggrieved (with a copy to the Association) within five (5) work days after the next regular meeting of the Board.

5. Level Five

- a. If the Association is not satisfied with the disposition of the grievance by the Board of Education, the Professional Rights and Responsibilities Committee (PR & R Committee) may submit the grievance to arbitration by filing a written Notice of Intent to Appeal with the Board within ten (10) work days of the receipt of the Board of Education's answer. Grievances which do not arise from the language of this Agreement or an alleged breach thereof may be processed to Level Four but will not be arbitrable.
- b. Within ten (10) work days after the date the Notice of Intent to Appeal is filed with the Board of Education, the Board or its designee and the PR & R Committee shall attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator or obtain such a commitment within the aforementioned period, the Association must file a Demand for Arbitration with the American Arbitration Association (AAA) if it still desires to appeal to arbitration. The Demand for Arbitration must be filed with AAA no later than twenty (20) work days from the date the Notice of Intent to Appeal was filed with the Board of Education. The

parties will be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator and those rules will likewise govern the arbitration hearing.

- c. The arbitrator so selected will confer with representatives of the Board and the PR & R Committee and hold hearings promptly. The arbitrator's decision will be in writing and will set forth in his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of any act prohibited by law or which violates the terms of this Agreement. Arbitration of grievance arising from the language of this Agreement or an alleged breach thereof will be final and binding.
- d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses will be borne equally by the Board and the Association.
- e. Forms for submitting grievances will be provided by the Association.
- f. Failure of any Step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the lodging of an appeal at the next Step of this procedure. Failure to file a grievance within the period specified in Step 1 shall bar the grievance.
- g. Nothing contained in this Article shall be construed to deny to any teacher his rights under Section II of Act 336 of the Public Acts of 1947 as amended by Act 379 of the Public Acts of 1965.
- h. The following matters are excluded from the arbitration level of the grievance procedure:
  - 1. Any matter within the jurisdiction of a state or federal agency.
  - 2. The non-renewal of a probationary teacher or the placement of a probationary teacher upon the third year of probation.

#### **ARTICLE XIX - REDUCTION IN PERSONNEL**

- A. A seniority list shall be prepared by the Board of Education and verified by the R.E.A. Seniority will be listed according to the actual time served in Gerrish-Higgins School District. When two or more employees have the same length of service they will be ranked in order of their respective dates of hire as verified by their letters of confirmation. (If not by letters of confirmation, the date of Board approval of the teacher's employment). When two or more teachers have the same validation date, the individuals so affected will participate in a drawing to determine placement on the seniority list. The REA and teachers so affected will be notified in writing of the date, place, and time of the drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow affected teachers to be in attendance.
- B. The seniority list will include seniority time, years of service to the Gerrish-Higgins School District, type of certification and qualifications, majors, minors, and shall be given to the by January 15 of each school year.

- C. Teachers shall be credited with all seniority accrued to the Gerrish-Higgins School District. Leaves of absence will not be credited, with the exception of professional growth leave. Full seniority credit shall be given for a semester if the teacher completes one-half or more of a semester. A teacher reducing his/her weekly schedule to no more than one-half for the convenience of the system (financial crisis) shall receive full seniority. Beginning 2002-2003 administrators will not be added to the seniority list. Current administrators will be grandfathered and shall remain on the seniority list.
- D. The fact that a teacher is placed on layoff shall not result in loss of status or credit for previous years of service, but seniority shall not accrue during said layoff.
- E. It is hereby recognized that it is within the sole discretion of the Board to reduce the educational program/curriculum and/or staff and that layoff shall be implemented in the following manner. In the event of the reduction in personnel, the Board shall retain teachers with the greatest seniority provided they are certified and qualified to teach the available positions. Subject to the tenure act, layoffs shall be made on the basis of seniority (least senior first) provided that a more senior teacher may be laid off while a less senior teacher is employed if the more senior teacher is not certified and qualified to be employed in the specific position held by the teacher with less seniority or the specific position to which the Board determines the teacher with less seniority will be assigned for the ensuing school year. It is understood that this procedure shall be subject to the Michigan teachers' tenure act. Teachers affected shall be given written notice of intended layoff at least sixty (60) days before the effective date of the layoff.
- F. Laid off teachers shall be recalled to the first vacancies for which they are certified and qualified on the basis of seniority (most senior first).
- G. Recalled teachers shall be entitled to all previously acquired sickness and leave benefits as provided herein.

The reinstated teacher shall be placed on the step of the salary schedule according to the following:

1. If the layoff occurs at the end of the school year, the teacher shall be placed on the next step of the schedule.
  2. If the layoff occurred in the middle of that year, the individual shall complete the semester and then be placed on the next step.
  3. In any event, a teacher must have completed eleven working weeks of the second semester of his/her employment to be eligible for the next increment. This condition applies only to reduction of personnel.
- H. No new staff shall be hired until all staff on leave or layoff in accordance with Article XXII have been offered an opportunity in writing to return to active employment to a position for which they are certified. To remain on the recall list, teachers on layoff must notify the Board annually by July 1 indicating they are still interested in returning. Failure to notify the Board will result in removal from the recall list.
  - I. A teacher receiving tenure in another district after being on "layoff" shall forfeit all claims against the Roscommon Area Public Schools Board of Education or the Roscommon Education Association.

## **ARTICLE XX - CHANGE IN EDUCATIONAL STATUS**

Teachers wishing to be placed on another Salary Schedule as a result of earned Credit shall present an official transcript to the Office of the Superintendent on or before the following dates:

Prior to first pay period in October.  
Pay retroactive to beginning of school year.

Prior to first pay period in March.  
Pay retroactive to beginning of the 11th pay period.

(Based on the teachers' 21 periods beginning in September.)

## **ARTICLE XXI - RIGHTS AND RESPONSIBILITIES OF THE BOARD**

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 Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities.
2. To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote. The transfer of all such employees is subject to Article X.
3. To establish grades 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.
4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature. When adopting new curriculum materials the Board of Education will consider the recommendations of subject area curriculum committees. This will help insure that the new materials will meet the goals and objectives of each curriculum area. The REA recognizes that the final decisions regarding curriculum lie with the Board.
5. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment.

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 shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

## ARTICLE XXII - CLASS SIZE

A. Class size will not exceed the following:

K - 2	28 students
3 - 4	31 students
5 - 12	33 students

except for the following: Special Education (state standards), Physical Education, Band, Choir, Keyboard and Computer Labs (limited to the number of work stations). Split class in self-contained classes - 20 students - total

Should the class size exceed these limits and reduction is not economically feasible, the teacher may, at his/her option, request either aide time assistance for the full time the additional students are with the teacher or compensation at the rate of pay provided for an aide in that situation. At no time will class size exceed 15% of class size limits. The recommendation formulated by the principal and teacher shall be immediately forwarded to the Superintendent of Schools, with a copy to the association President. The Superintendent may implement the plan immediately without prior Board approval of adding additional staff. Should the Superintendent feel that a meeting is warranted to clarify the matter, all parties shall meet at the earliest possible date (maximum 15 days for resolution). The teacher may be accompanied by an Association Representative. The outcome of the meeting shall be implemented immediately.

- B. Within a given building students assigned to that building will be assigned to classrooms in such a way as to provide for equal numbers of students as near as possible in classes of the identical subject offered at the same time at the high school and middle school, and classes of the same grade level offered at the same time at an elementary school.
- C. If a sending teacher of a potentially mainstreamed student believes that there is information that may be helpful in determining the student's Individual Education Plan (IEP), the sending teacher shall prepare a document summarizing that information so that it may be provided to the IEP Committee (IEPC). On a case-to-case basis the building principal shall determine whether the sending and/or receiving teacher of a mainstreamed student should attend the IEPC. If it is determined that the sending and/or receiving teacher should attend the IEPC and the IEPC is held during the teacher(s) class, a substitute shall be provided for the period the teacher(s) are needed at the IEPC.
- D. By the end of the second week of each semester, the administration shall provide teachers a list of all special education students including 504 students who have been placed in their class(es). Upon request to the building principal, the teacher shall be given a copy of the IEP of any student in his/her class(es).
- E. Upon request to the principal, when a special education student is mainstreamed into a classroom, a conference shall be held with the teacher, principal and appropriate special education personnel to discuss what training, supplies, specialized equipment and/or support personnel the Board should consider to assist the teacher to provide for the education of all students in the classroom.

**ARTICLE XXIII**

MASTER AGREEMENT between the  
ROSCOMMON AREA PUBLIC SCHOOLS DISTRICT  
and the  
ROSCOMMON EDUCATION ASSOCIATION

**DURATION OF AGREEMENT**

This agreement supersedes all previous agreements between the parties and shall become effective as of the first day of July, 2010, and shall remain in effect until the 30th day of June, 2012, unless the parties hereto mutually agree, prior to the date, that this agreement shall be extended for a then specified term.

Board of Education  
Roscommon Area Public Schools

Roscommon Education Association

\_\_\_\_\_  
Millie Mellgren, Superintendent and  
Chief Negotiator

\_\_\_\_\_  
Jean Evans, REA President

\_\_\_\_\_  
Brian Hill  
Board of Education President

\_\_\_\_\_  
James Perialas  
REA Chief Negotiator

\_\_\_\_\_  
Sonia Lake  
Trustee and Negotiator

\_\_\_\_\_  
Kathy Durbin  
Negotiator

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

**Board Team**

**REA Association Team**

Millie Mellgren, Superintendent  
Brian Hill  
Sonia Lake  
Shay Anderson  
Cathy Erickson

Jean Evans, REA President  
Jim Perialas  
Kathy Durbin  
Doug Goulette  
Susan Pinsoneault  
Kacey Lacey



## APPENDIX A

### 2010/11 Salary Schedule

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
1	36,185	37,072	37,813	39,557	40,454	41,262
2	37,998	38,911	39,689	41,538	42,470	43,317
3	39,903	40,776	41,592	43,560	44,569	45,458
4	41,695	42,714	43,569	45,643	46,693	47,626
5	43,580	44,655	45,547	47,717	48,809	49,788
6	45,471	46,593	47,526	49,782	50,939	51,958
7	47,378	48,540	49,510	51,871	53,060	54,122
8	49,349	50,477	51,488	53,947	55,129	56,232
9	51,160	52,418	53,467	56,022	57,306	58,452
10	53,059	54,361	55,450	58,095	59,428	60,617
11	54,955	56,305	57,428	60,165	61,550	62,781
12	56,845	58,250	59,414	62,241	63,673	64,946
13-15	60,509	62,008	63,248	66,250	67,755	69,108
16-20	61,705	63,262	64,525	67,620	69,176	70,557
21-25	62,335	63,893	65,171	68,298	69,868	71,265
26	62,958	64,531	65,823	68,994	70,569	71,978

### 2011/12 Salary Schedule

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
1	36,999	37,906	38,664	40,447	41,364	42,190
2	38,853	39,786	40,582	42,473	43,426	44,292
3	40,801	41,693	42,528	44,540	45,572	46,481
4	42,633	43,675	44,549	46,670	47,744	48,698
5	44,561	45,660	46,572	48,791	49,907	50,908
6	46,494	47,641	48,595	50,902	52,085	53,127
7	48,444	49,632	50,624	53,038	54,254	55,340
8	50,459	51,613	52,646	55,161	56,369	57,497
9	52,311	53,597	54,670	57,282	58,595	59,767
10	54,253	55,584	56,698	59,402	60,765	61,981
11	56,191	57,572	58,720	61,519	62,935	64,194
12	58,124	59,561	60,751	63,641	65,106	66,407
13-15	61,870	63,403	64,671	67,741	69,279	70,663
16-20	63,093	64,685	65,977	69,141	70,732	72,145
21-25	63,738	65,331	66,637	69,835	71,440	72,868
26	64,375	65,983	67,304	70,546	72,157	73,598

**APPENDIX B**  
**COCURRICULAR ACTIVITIES**

1. All percentages are of the B.A. Schedule. Experience factor applies to all positions. Seniority is not transferable from one position to another.

Experience Factor:	1-4	5-7	8-9	10-above
Step:	1	2	3	4

For coaches to advance a step, the requisite number of years of experience are required in addition to the completion of one unit of PACE or CAP training from the MHSAA. One unit is required for each step on the scale. Coaches on a step prior to July 1, 2010 will remain at the current step and may apply evidence of the requisite number of completed training to advance a step. Fees associated with PACE/CAP training will be covered by the district.

- Step 2 – one PACE or CAP unit required
- Step 3 – two PACE or CAP units required
- Step 4 – three PACE or CAP units required

**GROUP A** - Head Coaches: (1 in each position)

1. Group I

Varsity Football (Head Coach)	13%
Varsity Football Assistant (2 positions)	10%
Varsity Wrestling	13%
Varsity Basketball - Boys	13%
Varsity Basketball - Girls	13%
Track - Boys	13%
Track - Girls	13%
Baseball	13%
Softball	13%
Volleyball	13%
Soccer	13%

2. Group II

Cross Country	8%
Golf	8%
Skiing	8%
Cheerleading (each season for two seasons)	9%

**GROUP B** - J.V. & Assistant Coaches (1 in each position)

J.V. Football Head Coach	10%
J.V. Football Assistant	10%
Wrestling Assistant	10%
J.V. Soccer Coach	10%
J.V. Basketball - Boys	10%
J.V. Basketball - Girls	10%
Track Assistant - Boys	8%
Track Assistant - Girls	8%
J.V. Baseball	10%
J.V. Softball	10%
J.V. Volleyball	10%

**GROUP C Freshmen & Middle School Coaches**

Freshman Football (Head coach )	6%
Freshman Basketball	6%
Middle School Basketball - Boys	6%
Middle School Basketball - Girls	6%
Middle School Track - Boys	6%
Middle School Track - Girls	6%
Middle School Assistant Track-Boys	3%
Middle School Assistant Track-Girls	3%
Middle School Wrestling	6%
Middle School Volleyball	6%

**GROUP D**

National Honor Society	4%
Class Sponsor	4%
Student Council	6%
School Play	4%
Knowledge Bowl	4%
Quiz Bowl	4%
RMS Choir	4%
RMS Band	4%
Elementary Music and Choir	4% (This may be a single employee or may be job shared between multiple employees in the same way coaches have done this in the past.)

Other clubs with administration approval - salary to be mutually agreed upon by the REA and Superintendent of Schools.

**GROUP E Miscellaneous**

Fourth Grade Camp	\$200
Driver Education / hour	Additional Assignments (Art. XVI C.)
Coordinator of Auditorium	\$10/hr
Musical (1 per year - 2 people)	8%
(- 3 people)	6%
Band	14%
Choir	12%
Summer Band	\$900
High School Yearbook Advisor	12%
Middle School Yearbook Advisor	6%
School Newspaper (if not a class)	4%

For all employees hired after July 1, 2010 the Schedule B percentage will be 12% to include both Middle School and High School Choir positions as a single position.

For all employees hired after July 1, 2010 the Schedule B percentage will be 14% to include both Middle School and High School Band positions as a single position.

### **3. PRE-SEASON SUMMER PRACTICES**

The Head Varsity and Assistant Coaches will receive a weekly pay for each week of activity prior to the beginning of school according to the following schedule:

Head Football Varsity Coach	\$125.00
Assistant Football Coach (up to 3)	\$100.00
Head Girls' Basketball Coach	\$125.00
Junior Varsity Girls' Basketball Coach	\$125.00
Junior Varsity Girl's Coach	\$100.00
Cross Country Coach	\$100.00
Golf Coach	\$100.00
Head Soccer	\$125.00

This will not exceed three weeks activity.

It is understood that the extra curricular duties will be determined by the administration annually, and that positions listed will be determined by the administration.

### **4. CO-CURRICULAR PAY PERIODS**

All co-curricular compensation will be made at four pay periods to be established according to the following schedule:

- 1st Pay - at the conclusion of the summer activities
- 2nd Pay - at the conclusion of fall sports and activities
- 3rd Pay - at the conclusion of winter sports and activities
- 4th Pay - at the end of the school year

5. A teacher who agrees to work at two or more school activities or sporting events shall, upon request, receive a family pass to all school activities and sporting events.

**ROSCOMMON AREA PUBLIC SCHOOLS  
2010-2011 CERTIFIED STAFF SENIORITY LIST**

	<b>Name</b>	<b>Snrty Yrs Accrd</b>	<b>Level Cert.</b>	<b>Subjects (Majors, Minors, Certs)</b>	<b>Date Exp.</b>	<b>Hire Date</b>
1	Ferguson, Judith	38	EL	Science (DX) 9; K8 All <b>HOUSSE:</b> Math (seat hours); SS (MTTC)	NA	09/1972
2	Webb, Patricia	36	EL	(?) LA (BX) 9; Math (EX) 9; K8 All	NA	09/1974
3	Pinsonneault, Susan	33	EL	Recreation (MD) 9; PE (MB) K12; <b>Reading Spec</b> (BR) 9; K8 All	NA	03/1977
4	Thomas, Theodore	30	SEC	Bio 6-12; Chem 6-12; 7-8 All	NA	09/1980
5	Haight, Glenn	27	SEC	Industrial Tech (IX) K12; 7-8 All; Admin	NA	09/1983
6	Hutek, Ronda	25	EL	<b>Reading Spec</b> (BR) 9; Early Chldhd PreK-K; K8 All	NA	09/01/1985
7	Carroll, Jane	25	EL/SE	Fam & Cons Sci (KH) 9; <b>Cog Imp</b> (SA) K12; <b>LD (SM) K12</b>	NA	09/02/1985
8	Root, Nancy	24	EL	Soc Sci (CX) 9; Science (DX) 9; Guid/Couns (NT) K-9	NA	8/29/1986
9	McClure, Timothy	24	SEC	Art Ed (LX) K12; 7-8 All	NA	09/01/1986
10	Britton, Ronald	23	SEC	Health (MA) 6-12; PE (MB) K12; 7-8 All	NA	09/01/1987
11	Milne, Gregg	22	EL/SE	SS (CX) 9; <b>Cog Imp (SE) K12</b>	NA	09/02/1988
12	Arleth, Veronica (Coulter)	22	SEC	History (CC) 6-12; Soc (CF) 6-12; Guidance & Couns (NT) 6-12	NA	09/05/1988
13	Jones, Deanna	22	EL	<b>Reading Spec</b> (BR) 9; Math (EX) 9; K8 All; EL Admin	NA	09/07/1988
14	Alden, Ronald	22	EL	<b>Reading Spec</b> (BR) 9; PE (MB) 9; K8 All		10/19/1988
15	Murray, Annette	21	SEC	English (BA) 6-12; Speech (BD) 6-12; 7-8 All	2013	09/02/1987
16	Rodgers, Thomas	21	EL	Bio (DA) 9; K8 All	NA	08/10/1989
17	Lacey, Kacey (Schwartz Synowiec)	21	EL	English (BA) 9; SS (CX) 9; K8 All		08/11/1989
18	Heather, Maria	21	EL/SEC/SE	PE (MB) 6-12; Rec (MD) 6-12; 7-8 All; <b>LD (SM) K12</b>	NA	08/23/1989
19	Jacobs, Frances	19	EL	English (BA) 6-12; K5 All; K8 SCC	2014	08/22/1991
20	Britton, Linda	19	SEC	Health (MA) 6-12; PE (MB) K12; 7-8 All	2014	08/27/1991
21	Tillman, Darlene	19	EL	<b>Reading Spec</b> (BR) 6-8; PE (MB) 6-8; K5 All; K8 SCC	2015	09/18/1991
22	Goulette, Douglas	19	SEC	Bio (DA) 6-12; Art Ed (LX) K12; 7-8 All	NA	09/18/1991
23	Milne, Michele	19	EL	Science (DX) 6-8; Bio (DA) 6-8; K5 All; K8 SCC	2014	09/23/1991
24	Christiansen, Jeanne	18	EL	Early Chldhd PreK-K; K8 All	2013	08/20/1992
25	Perialas, James	18	SEC	Bus Ed (GX) 6-12; SS (CX) 6-12; Voc Bus Svcs (VB) 6-12; Bus Svcs & Tech (BST)	2011	8/22/1992
26	Sisco, Kim (Filary)	18	EL/SE	<b>Autistic (SV) K12; EI (SE) K12;</b> K8 All; MA Reading; Pre-K	NA	09/16/1992
27	Cook, Lauri (Cousineau)	17	EL	English (BA) 9; Speech (BD) 9; K8 All; <b>HOUSSE: SS (test)</b>	NA	09/19/1991
28	Treml, Lucinda	17	EL/SE	SS (CX) 6-8; <b>LD (SM) K8; EI (SE) K8;</b> K5 All; K8 SCC	2012	08/18/1993
29	Ewald, Martin	17	SEC	History (CC) 6-12; English (BA) 6-12	2014	08/23/1993
30	Farrell, Rosemarie	17	EL	Social Science (CX) 9; K8 All	NA	08/24/1993
31	Spaulding, Julie	17	EL	LA (BX) 6-8; Early Chldhd PreK-K; K5 All; K8 SCC	2011	09/27/1993
32	Nellist, Diane	16	SEC	History (CC) 6-12; Soc (CF) 6-12; Middle Level Spec; <b>HOUSSE: ELA (portfolio)</b>	2012	08/02/1994
33	Patterson, Michelle	16	EL	LA (BX) 6-8; K5 All; K8 SCC	2011	08/04/1994
34	Church, Mark	16	EL	SS (CX) 6-8; English (BA) 6-8; K5 All; K8 SCC	2013	08/11/1994
35	Kilbourn, Seth	15	SEC	Music Ed (JX) K12	2011	06/21/1995
36	Shaltz, Kay	15	EL	K5 All; K8 SCC; <b>HOUSSE: SS (test); Math (seat time)</b>	NA	07/06/1995
37	Chmielewski, Tammy	15	SEC	Music Ed (JX) K12; K8 All Subjects	2012	07/06/1995
38	Rees, Kathy	14	EL			07/01/1996
39	Mayes, Scott	14	EL	Science (DX) 6-8; SS (CX) 6-8; K5 All; K8 SCC	2015	08/22/1996
40	Mayes, Mary Jo	14	EL	Math (EX) 6-8; SS (CX) 6-8; K5 All; K8 SCC	2012	08/23/1996

41	Sova, Rebecca	14	SEC	English (BA) 6-12; Art Ed (LX) K12	2011	08/27/1996
42	Hoorstra, James	14	SEC	Science (DX) 6-12; Math (EX) 6-12; Middle Level Spec	2012	08/27/1996
43	Oakes, Jennifer	14	EL	Fam & Cons Sci (KH) 9; K8 All Subjects	2013	08/30/1996
44	Zuker, Elizabeth	14	EL	History (CC) 6-8; Bio (DA) 6-8; Middle Level MA; K5 All; K8 SCC	2012	10/16/1996
45	Somero, Jacqueline (Gendernalik)	13	SEC	Soc (CF) 6-12; Guid & Couns (NT) K12; Fam & Cons Sci (KH) 6-12; 7-8 All	NA	08/21/1997
46	Stenson, Eric	13	SEC	Science (DX) 6-12; Math (EX) 6-12	2015	08/25/1997
47	Mires, Susan	13	EL	History (CC) 6-8; English (BA) 6-8; K5 All; K8 SCC; Early Chldhd PreK-K	2013	08/26/1997
48	Ross-Stone, Malinda	13	EL/SEC/SE	Science (DX) 6-12; <b>EI (SE) K12</b> ; K5 All; K8 SCC	2013	08/27/1997
49	Yaske, Rebecca	12.58	EL	Science (DX) 6-8; SS (CX) 6-8; <b>Reading Spec (BR) K12</b> ; K5 All; K8 SCC	2014	08/20/1997
50	Rothney, Richard	12.5	SEC	Science (DX) 6-12; Math (EX) 6-12	2014	08/22/1997
51	LaFramboise, George	12	SEC	History (CC) 6-12; English (BA) 6-12	2014	07/01/1998
52	Smitz, Derek	12	EL/SE	English (BA) 6-12; <b>CI (SA) 6-12</b> ; K5 All; K8 SCC	2014	07/02/1998
53	Young, Christina	12	SEC	History (CC) 6-12; English (BA) 6-12	2015	07/06/1998
54	Collins, Tina	12	SEC	Psychology (CE) 6-12; Math (EX) 6-12	2014	08/19/1998
55	Hofer, Todd	12	SEC	Math (EX) 6-12; Spanish (FF) 6-12	2011	08/21/1998
56	McNamara, Wendy	11.92	SEC	Spanish (FF) 6-12; Speech (BD) 6-12; Guid & Couns (NT) K12	2013	05/21/1997
57	Preczewski, Joyce	11	SEC	Math (EX) 6-12; Computer Science (NR) 6-12	2013	04/21/1999
58	Williams, Gabriel	11	SEC	Bio (DA) 6-12; Spanish (FF) 6-12	2015	05/19/1999
59	Erickson, Catherine	11	SEC	Science (DX) 6-12; Chem (DC) 6-12	2011	05/20/1999
60	Ward, Mary	11	EL	<b>Reading Spec (BR) 6-8</b> ; Math (EX) 6-8; Music Ed (JX) 6-8; Early Chldhd PreK-K (ZA); K5 All; K8 SCC	2013	06/16/1999
61	Compton, Heather	11	SEC	History (CC) 6-12; Pol Sci (CD) 6-12	2015	07/01/1999
62	Evans, Jean	11	EL/SEC	Health (MA) 6-12; Rec (MD) 6-12; K8 All Subjects; 7-8 All; <b>HOUSSE: Elem LA and Science (tests)</b>	2012	09/15/1999
63	Thornton, Ronda	11	SEC/SE	Soc (CF) 6-12; Speech (BD) 6-12; <b>EI (SE) K12</b>	2012	11/1999
64	Bacus, Kelly	10	EL/ SE	<b>CI (SA) K12; LD (SM) K12</b> ; K8 All; K8 SCC; <b>HOUSSE: ELA, Math, Science, SS, Rdg for K12 SpEd</b>	2013	05/17/2000
65	Petroskey, Nicole	10	SEC	English (BA) 6-12; Fam & Cons Sci (KH) 6-12	2012	05/18/2000
66	Royce, Brian	10	EL	Science (DX) 6-8; SS (CX) 6-8; PE (MB) 6-8; K5 All; K8 SCC; Admin K12	2014	06/22/2000
67	Civinkas, Carrie	10	SEC	History (CC) 6-12; English (BA) 6-12	2011	6/23/2000
68	Patterson, Rodney	10	SEC	SS (CX) 6-12; Health, PE, & Rec (MX) K12	2013	09/20/2000
69	Wintersheimer, Christina	9	EL/SE	<b>EI (SE) K12; Reading Spec (BR) K12</b> ; K5 All; K8 SCC	2013	06/20/2001
70	Howey, Marci	9	EL	Reading Spec (BR) 6-8; Early Chldhd PreK-K; K5 All; K8 SCC	2014	06/21/2001
71	Durbin, Kathryn	9	SEC	History (CC) 6-12; English (BA) 6-12	2012	07/11/2001
72	House, Shannon	9	EL	K5 All; K8 SCC	2015	08/15/2001
73	Dalak, Mark	9	SEC	Bio (DA) 6-12; PE (MB) 6-12	2012	08/16/2001
74	Marvin, Karen	9	EL	Geog (CB) 6-8; Math (EX) 6-8; K5 All; K8 SCC	2011	08/27/2001
75	Schepke, Charles	8	SEC	Bio (DA) 6-12; Chem (DC) 6-12; HOUSSE: Physics, Astronomy, Geology	2014	07/09/2002
76	Hutek, Cheri	8	EL/SEC/SE	Bio (DA) 6-12; PE (MB) 6-12; <b>EI (SE) &amp; LD (SM) K12</b>	2013	08/21/2002
77	Ritchie, Josie	7	EL	Math (EX) 6-8; Science (DX) 6-8; K5 All; K8 SCC	2013	07/09/2003
78	Plainte, Cheryl	7	EL	Science (DX) 6-8; Math (EX) 6-8; K5 All; K8 SCC	2011	07/10/2003
79	Wyckoff, Lee	7	EL	Math (EX) 6-8; SS (RX) 6-8; K5 All; K8 SCC	2013	07/11/2003
80	Sheldon, Kathryn	7	EL	SS (RX) 6-8; K5 All; K8 SCC	2013	09/17/2003
81	Walters, Elizabeth	7	EL	LA (BX) 6-8; Early Chldhd PreK-K; K5 All; K8	2011	10/15/2003

				SCC		
82	Koehn, Mitchell	7	EL/ <b>SE</b>	<b>EI (SE) 6-12</b> ; K5 All; K8 SCC	2014	12/17/2003
83	Napolitano, Michelle	5	EL	LA (BX) 6-8; K5 All; K8 SCC	2013	09/21/2005
84	Kilbourn, Jane	3.32	SEC	English (BA) 6-12; Speech (BD) 6-12; Guid & Couns	2013	08/17/2005
85	Hose, Deann (Gross)	3	EL	Early Chldhd PreK-K; K5 All; K8 SCC	2011	08/15/2007
86	Kolka, Donna	3	EL/ <b>SE</b>	LA (BX) 6-8; SS (RX) 6-8; K5 All; K8 SCC; <b>LD (SM) K12</b>	2013	08/15/2007
87	Dee, Emerick	3	SEC	Music Ed (JX) K12	2012	07/02/2008
88	LaFramboise, Karen	2	EL	LA (BX) 6-8; SS (RX) 6-8; K5 All; K8 SCC	2014	10/15/2008
89	Szagesh, Abigail	1	EL	Early Chldhd PreK-K; K5 All; K8 SCC	2014	01/21/2009
90	Frydrych, Ashley	.5	EL	K5 All; K8 SCC	2015	01/20/2010
91	Menkes, Joshua	0	EL/ <b>SE</b>	K5 All; K8 SCC; <b>EI K12</b>	2016	09/29/2010

